



# **ORDINARY MEETING OF COUNCIL**

## **AGENDA**

**22 MARCH 2017**





**ORDINARY MEETING OF  
COUNCIL AGENDA  
22 MARCH 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:** 14 March 2017  
**Author:** Susan Boland, Council Business Support 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 8 March 2017**

**Date:** 14 March 2017  
**Author:** Ian Church, Chief Executive Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

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**Officer's Recommendation:**

**THAT the Minutes of the Ordinary Meeting of the Lockyer Valley Regional Council held on Wednesday, 8 March 2017 be taken as read and confirmed.**

**6.2 Receival of the Minutes Audit and Risk Management Committee held on 23 February 2017.**

**Date:** 14 March 2017  
**Author:** Madonna Brennan, Business Improvement Officer  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

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**Officer's Recommendation:**

**THAT the reports of the Audit and Risk Management Committee held on 23 February 2017 be received and adopted as minutes of that meeting.**

**Attachments**

1 [View](#) Minutes ARMC 23 February 2017 20 Pages



REGIONAL COUNCIL

# **AUDIT & RISK MANAGEMENT COMMITTEE**

## **MINUTES**

**23 FEBRUARY 2017**



**AUDIT & RISK  
MANAGEMENT COMMITTEE  
MEETING MINUTES  
23 FEBRUARY 2017**

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**ATTENDANCE:**

**Councillor Members**

- Cr Jason Cook
- Cr Chris Wilson

**Independent External Members (Voting)**

- Graham Webb (Chairperson)
- Alison D'Costa
- Mike McGovern

**Attendees (non-voting)**

- Ian Church, Chief Executive Officer
- David Lewis, Executive Manager, Corporate & Community Service
- Tony Brett, Manager Finance & Customer Service
- Junaide Latif, William Buck (External Audit)
- Debra Stolz, Queensland Audit Office
- Madonna Brennan, Business Improvement Officer (Secretariat).

**Apologies**

- Cr Tanya Milligan (Mayor) (ex officio)
- Marita Corbett, BDO (Internal Audit)

## 1.0 MEETING OPENED

*The Chair, Graham Webb opened the meeting at 10.25am The Meeting commenced at 10.25am.*

## 2.0 APOLOGIES

*The Mayor, Cr Tanya Milligan and Council's Internal Auditor, Marita Corbett were apologies.*

## 3.0 DECLARATION OF ANY MATERIAL PERSONAL INTERESTS/CONFLICTS OF INTEREST BY MEMBERS

### 3.1 Declaration of Material Personal Interest on any Item of Business

Pursuant to Audit and Risk Committee Charter and Code of Conduct, a member who has a material personal interest in an issue to be considered at a meeting of the committee must –

- (a) inform the meeting of the members 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.

### 3.2 Declaration of Conflict of Interest on any Item of Business

Pursuant to Audit and Risk Committee Charter and Code of Conduct, a member who has a real or perceived conflict of interest in a matter to be considered at a meeting of the Audit and Risk Committee must inform the meeting about the members personal interest in the matter and if the member participates in the meeting in relation to the matter, how the member intends to deal with the real or perceived conflict of interest.

*The Committee's Independent Chairperson "Although I don't believe I have a real or perceived conflict of interest, I wish to advise this Committee and Council that my son Troy, a Partner in the Law firm, McCullough Robertson, Solicitors assisted Barrister, Stephen Fynes- Clinton, in representing Lockyer Valley Regional Council, in the action Ugarin Pty Ltd V Lockyer Valley Regional Council (Registry Number 10531/15) in the Supreme Court of Queensland on Thursday, 9<sup>th</sup> February, 2017. In summary, Ugarin Pty Ltd seeks to judicially review two decisions made by the Council relating to "differential general rates." There has been no judgement at this time. I have no personal interest in the matter. To the best of my knowledge, Council's response to this action has not been raised in any reports to this Committee. If in the future and in particular if following any judgement this matter is referred to the Committee, I will declare that I have an indirect conflict of interest.*



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**4.0 CONFIRMATION OF MINUTES**

**4.1 Confirmation of Meeting Minutes Audit and Risk Committee  
Thursday 8 December 2016**

**Date:** 15 February 2017  
**Author:** Madonna Brennan, Business Improvement Officer  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

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**Officer's Recommendation:**  
**THAT the Minutes of the Lockyer Valley Audit and Risk Management Committee held  
on Wednesday 8 December 2016 be taken as read and confirmed.**

**RESOLUTION**

**THAT the Minutes of the Lockyer Valley Audit and Risk Management Committee held  
on Wednesday 8 December 2016 be taken as read and confirmed.**

**Moved By: MM McGovern                      Seconded By: Cr Wilson**  
**Resolution Number: ARMC/0019**

**CARRIED**  
**5/0**

**5.0 BUSINESS ARISING FROM MINUTES**

*No Business Arising from Minutes.*



## 6.1 Audit Register Update

**Summary:**

### Officer's Recommendation

## RESOLUTION

**And further;**

**A summary of the status of the medium risk items are included in future Audit Register updates to Committee to enable the Committee to monitor these items effectively.**

**Moved By:** AD Costa      **Seconded By:** Cr Wilson  
**Resolution Number:** ARMC/0020

## Background

The Audit Register is the document that captures and reports against recommendations made from audits that have been conducted within the organisation by BDO Pty Ltd (internal auditors) and William Buck Qld (QAO appointed external auditors). The revised register (accepted by the ARMC in June 2016) ensures that emphasis is placed on the actioning of and reporting against recommendations that have been identified as high risk.

## Report

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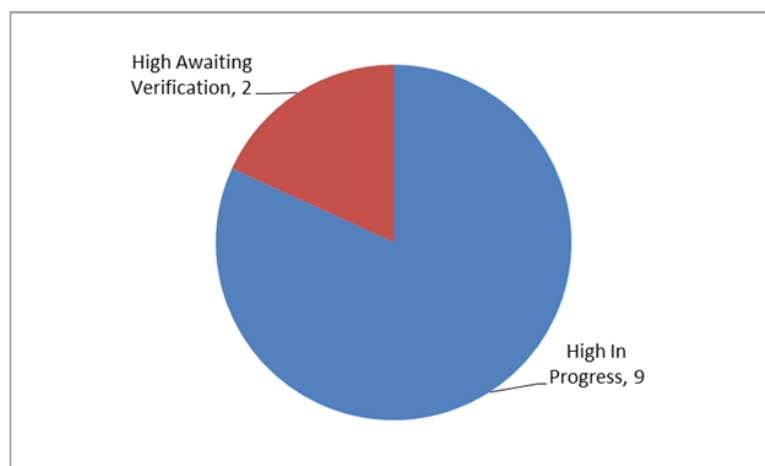
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reduced from 34 to 11 outstanding, with 2 of these outstanding items completed and ready for verification by the Internal Auditor.

Included with this report is a detailed update on the action taken to date on recommendations that have been identified as high risk on the Audit Register. These items were presented to the Executive Leadership Team (ELT) on 13 February 2017 for review and comment. It was highlighted by the ELT that the remaining outstanding high risk items related to asset management and customer service, with both areas being current priorities for the organisation.

Council's Capital Works Panel has been re-established as the Asset Management Panel. The key outcome of the panel is to have Service Management Plans (formerly known as Asset Management Plans) developed ready for implementation as part of the 2017/18 budget process. To enhance Council's customer request management framework, an improvement project is well established with target response timeframes now developed for all service request categories with the remainder of the improvements completed and implemented prior to the 2017/18 financial year.

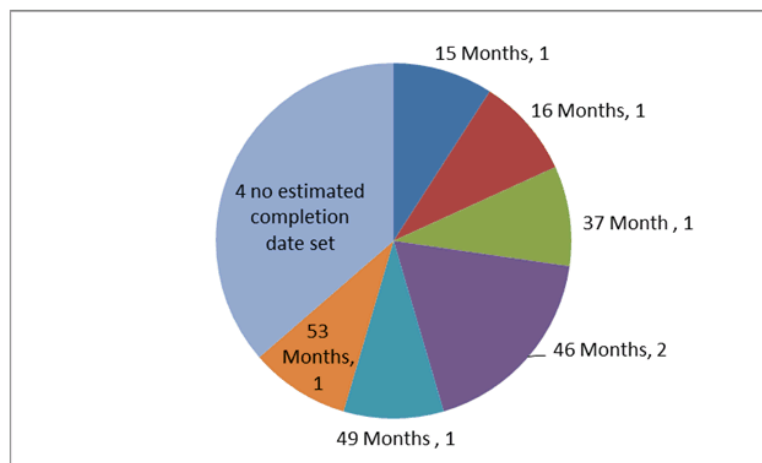
Graph 1 identifies the current status of the items identified as high risk.



Graph 2 identifies the ageing (expected completion date versus the forecasted completion date) in months for all recommendations that have been identified as high risk.



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**Attachments**

1 [View](#) Audit Register - high risk items 2 Pages



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**6.2 Briefing Paper - William Buck**

**Date:** 16 February 2017  
**Author:** Tony Brett, Manager Finance and Customer Service  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

**Summary:**

The attached report provides a briefing on the status of the external audit activity, including Council's External Audit Plan for the 2016/17 financial year.

**Officer's Recommendation**

**THAT the Committee endorse the 2016/17 External Audit Plan and Briefing Paper prepared by William Buck on behalf of the Queensland Audit Office.**

**RESOLUTION**

**THAT the Committee endorsed the 2016/17 External Audit Plan and Briefing Paper prepared by William Buck on behalf of the Queensland Audit Office.**

**And further;**

**THAT the Committee noted the concerns around the traffic light reporting system on the timeliness of the Financial Statements.**

**Moved By: MM McGovern                      Seconded By: Cr Wilson**  
**Resolution Number: ARMC/0021**

**CARRIED**  
**5/0**

Junaide Latif from William Buck (QLD) appointed auditor for the Queensland Audit Office, briefed the committee on the report and the 2017 External Audit Plan.

**Attachments**

1 [View](#) Briefing Paper 7 Pages  
2 [View](#) External Audit Plan 19 Pages  
3 [View](#) Insights Newsletter 16 Pages



## 7.0 ITEMS FOR INFORMATION

**Date:** 31 January 2017  
**Author:** Peter Hillcoat, Disaster Management Coordinator  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

The Lockyer Valley Local Disaster Management Plan (LDMP) is produced and maintained in accordance with Section 58 of the *Queensland State Disaster Management Act 2003*. The LDMP must be consistent with the Queensland Local Disaster Management Guidelines and other associated Guidelines which form part of the Queensland Disaster Management Arrangements (QDMA). Under Section 59 of the *Queensland State Disaster Management Act 2003* the LDMP may be reviewed, or renewed, when the local government considers it appropriate, however, the effectiveness of the plan must be reviewed at least once a year.

A LDMP should be developed in conjunction with stakeholders in the local area to outline the potential hazards and risks that are relevant to that area. It should outline steps to mitigate the potential risks as well as response and recovery strategies, should they be required.

A LDMP should have information pertaining to all aspects of the comprehensive approach to disaster management for the local government area.

**This report is for the Committee's information only.**

THAT the Committee received and noted the Disaster Management Plan Update.  
And further;  
THAT the Committee recommended that a report be presented to Council on the Disaster Management Plan to ensure that the effectiveness of the Plan is endorsed to meet legislative requirements.

**Moved By:** Cr Wilson      **Seconded By:** MM McGovern  
**Resolution Number:** ARMC/0022

**CARRIED**  
**5/0**

## Report





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On September 19 2016, the Lockyer Valley LDMP was reviewed using the Inspector General Emergency Management (IGEM) assessment process. The review was carried out by Council's Disaster Management Coordinator, the Toowoomba District Disaster Coordinator Executive Officer and the Emergency Management Coordinator Southwestern Region Queensland Fire and Emergency Services.

The final result of the review produced a result of "Well Placed" on IGEM's ratings scale. "Well Placed" is considered a good result as whilst achieving the required goals it still leaves room for improvement. The results were distributed to Local Disaster Management Group members for comment and feedback – no comments were recorded. An extract of the final report is included in this report.

Prior to the official assessment of the LDMP, work had been carried out throughout 2016 to review and upgrade selected elements of the plan, and these include:

- Evacuation Sub Plan
- Bushfire Sub Plan
- Public Information and Warnings Sub Plan and;
- Natural Hazards Risk Assessment.

While Lockyer Valley Regional Council (LVRC) Disaster Management was satisfied with this outcome, the need for continuous improvement of the LDMP is an important factor in ensuring that the plan stays relevant and effective. As such, at the time of writing of this report, LVRC Disaster Management is undertaking another review of the LDMP with the view to refreshing the layout and usability of the plan. An external consultant is assisting Disaster Management with this process with an expected completion date of 31 March 2017. The consultant has also been instructed to align the essential elements of the plan to the IGEM recommendations to ensure it meets the correct standard.

Once the review has been completed and a final draft is produced, it will then be distributed to members of the Lockyer Valley LDMG for review and comment, before being presented to Council for endorsement.

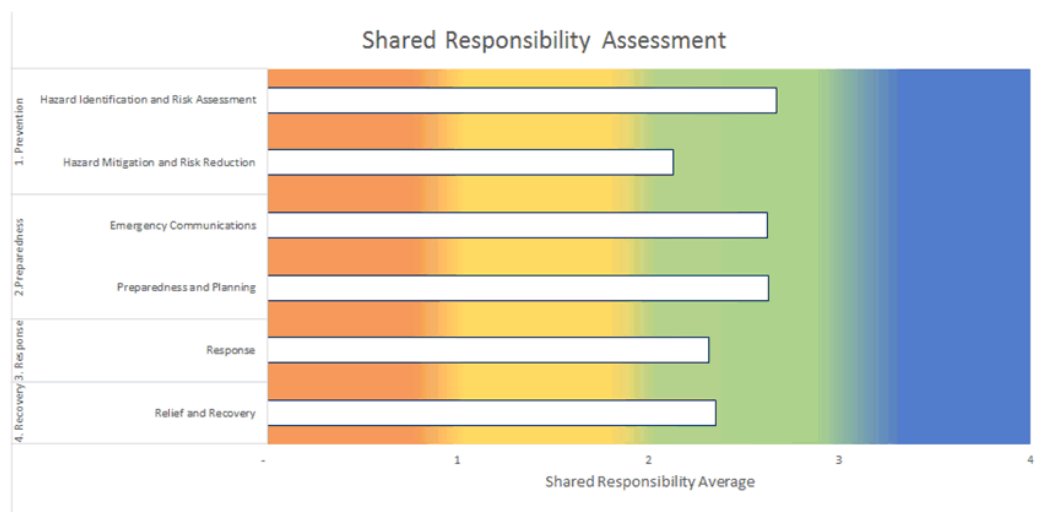
In addition to the various reviews, two exercises were conducted during 2016 to test the effectiveness of some critical elements of the Plan. Exercise "Virtue" was held in February 2016, and exercise "Red Dawn" was held in December. Between them, these exercises covered scenarios based on natural and man-made disaster events.

Under Section 59 of the *Queensland State Disaster Management Act 2003* "the LDMP may be reviewed, or renewed, when the local government considers it appropriate, however, the effectiveness of the plan must be reviewed at least once a year". This requirement is sometimes misconstrued to mean that LDMP's must be *changed* during this process. This in fact is not the case and if the current plan has been exercised and reviewed and deemed satisfactory in all respects, then amending the plan content is not mandatory.

The following table provides a summary of the assessment results for the review of Lockyer Valley LDMP :



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Limited	Development Area	Well Placed	Strong
Not well placed to address weaknesses in the short to medium term and needs additional capacity and support to secure effective delivery.	More action is required to close current capability gaps and deliver improvements over the medium term. Capacity to deliver is not assured.	Capability gaps are identified and practical improvements are planned or underway, with capacity to achieve outcomes.	Outstanding capability supported by evidence of good practice and capacity to sustain.



## 7.2 Governance and Ethical Conduct Activities Update

**Date:** 01 February 2017  
**Author:** Corrin Bischoff, Major Projects Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

The purpose of this report is to provide an update on the Governance and Ethical Conduct Activities of Lockyer Valley Regional Council for last quarter.

**This report is for the Committee's information only.**

THAT the Committee received and noted the Governance and Ethical Conduct Activities Update report.  
And further;  
THAT future reports to the Committee are expanded to provide more comparative detail in the actions against the activities that relate to governance and ethical conduct matters.

**Moved By:** Cr Cook      **Seconded By:** AD D'Costa  
**Resolution Number:** ARMC/0023

**CARRIED**  
**5/0**

A number of actions have been undertaken regarding the below governance and ethical matters over the last three months:

Activity	Action/s
Contact with Lobbyists	<ul style="list-style-type: none"> <li>• Council provided a nil return to the Queensland Integrity Commission with regard to a request for details of all contact with lobbyists for the month of August 2016.</li> </ul>
Fraud & Corruption	<ul style="list-style-type: none"> <li>• Ten fraud allegations have been made over the past twelve months and recorded in the Fraud Allegation Register.</li> <li>• Two reportable losses have been recorded by Council and this information has been provided to the Auditor General and Minister for Local Government as per section 307A of the <i>Local Government Act 2009</i>.</li> <li>• A response to Auditor-General regarding progress against the recommendation in Report 19: 2014-15 Fraud Management in</li> </ul>



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	<p>Local Government provided 13 February 2017</p> <ul style="list-style-type: none"> <li>The new Employee Induction Program commenced 30 January 2017. An overview of the core governance responsibilities of employees is provided including expectations regarding fraud and corruption and the provision of information to report suspected wrong doing.</li> </ul>
Complaints	<ul style="list-style-type: none"> <li>This financial year seven Administrative Action Complaints and six Staff Complaints have been received for investigation.</li> <li>Focus is on follow up on actioning investigation recommendations</li> <li>A common cause for complaints received is a lack of communication between Council and the complainant on matters.</li> <li>Work is also being undertaken to manage and address complaints of a personal nature e.g. neighbour against neighbour where it is not a Council matter</li> </ul>
Related Party Disclosures	<ul style="list-style-type: none"> <li>The Related Party Disclosure Policy was adopted by Council in December 2016.</li> <li>The Related Party Disclosure Guideline is with the CEO to be approved.</li> <li>Key Management Personnel will be requested to identify related parties by mid-March 2017.</li> <li>Mechanisms for capturing transactions have been developed.</li> </ul>
Policy Reviews	<p>Policies/Procedures/Guidelines under review:</p> <ul style="list-style-type: none"> <li>Code of Meeting Practice has been reviewed by Council and will be considered for adoption at the 22 February 2017 Ordinary meeting.</li> <li>Naming of Infrastructure Policy and Guideline</li> <li>Social Media Procedure</li> <li>Tree &amp; Shrub Management Guideline</li> <li>Code of Meeting Practice</li> <li>CCTV and Audio Recording Policy and Procedure</li> <li>Cemeteries Policies and Guidelines</li> <li>Flying Fox Management Policy</li> <li>Waste Management Policy</li> </ul>
Corporate Plan	<p>The new Corporate Plan is under development to be adopted by Council in April 2017. The draft Plan includes new corporate vision, mission and values. The values incorporate and clearly articulate the expectations of Council with regard to ethical behaviour. The draft Plan includes high level outcomes and performance indicators for the next five years.</p>
Delegations	<ul style="list-style-type: none"> <li>Annual review of financial delegations is being undertaken</li> <li>Establishment of administrative delegations is being undertaken.</li> <li>Deficiencies in Council to CEO statutory delegations have been identified and addressed.</li> <li>Statutory delegations to "CEO to Employees" are under review.</li> <li>Authorised persons questionnaire updated and more</li> </ul>



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Legal	<p>comprehensive against legislative requirements.</p> <ul style="list-style-type: none"><li>• 6 court proceedings are being defended. A reasonable prospect of success is expected in the majority of cases.</li><li>• Council has moved to a more proactive approach in regulation and compliance matters.</li><li>• Review of Regulatory Framework (including local laws) is being undertaken.</li></ul>
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**Date:** 15 February 2017  
**Author:** Richard Collins, Coordinator Environmental Planning; Quentin Underwood, Senior Engineer Water & Projects  
**Responsible Officer:** Dan McPherson, Executive Manager Organisational Development & Planning

This report details the current status of this process now that the project is concluding particularly in relation to the risk and emergency management perspective.

**This report is for the Committee's information only.**

**CARRIED**  
**5/0**

As well as the published report and associated web site, study background data has been recently made available to Council officers and this is currently being assessed. We have also requested copies of the research papers related to the work.





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Council's environmental section has been working closely with the study proponents over the last 18 months and learning's have been incorporated into the recently adopted Lockyer Creek Catchment Action Plan.

Some of the UQ "Big Flood" study outcomes relate to the frequency of extreme events and the likely impacts of these on the Council Area. Of particular note are identified areas of spill out from the creek channel onto the adjacent flood plain. These areas can be subjected to high energy flows e.g. Grantham 2011, and need to be considered in terms of current and allowable use into the future.

Additionally it has been identified due to the stage of evolution of the creek and flood plain that Lockyer Creek alignment may, in the future in moderate to high flood operation, realign and form a new channel from a point downstream of Gatton, past the University site, joining with Laidley Creek above the Warrego Highway bridge crossing. Clearly this would have significant impact on landholders and the infrastructure (QR and DTMR) and the local road network.

**Report**

These issues generally discussed with Council 8 November 2016, as part of an overall workshop on Flood Planning and Mitigation Program

The key actions from this workshop were as follows.

1. *The Chief Executive Officer to continue the management of the Flood Planning and Mitigation Program as required to maintaining Council interests and ensure compliance with State regulation and the needs of the community.*
2. *Officers proceed with scoping and other activities in the remainder of this year as practical within operational allowances. Formulate draft funding requests for 2017-18.*
3. *Officers brief Council and seek direction from time to time on these matters as the program develops.*
4. *Officers continue to work with the relevant sections of Council and external stakeholders.*

Whilst Council can make (and does make) representations to other concerned parties on such matters, given the level of uncertainty, with say with the realignment, Council needs also take care to work within its statutory constraints.

That said, Council continues to use the 2011 and 2013 flood events to manage for both development planning controls and emergency planning – these being the events of record, and considered extreme floods - at least in the upper reaches. Council is continuing to improve the flood intelligence system – to give warning in the event of such events.

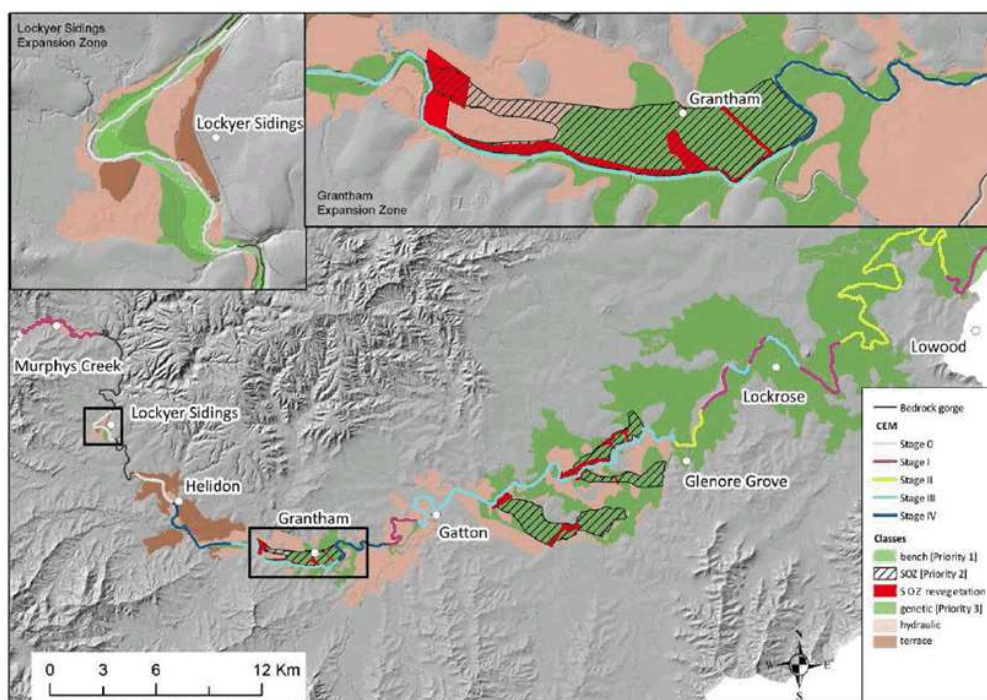
The UQ "Big Flood" work suggests that the expected timing of a 2011 type event is in the order of 1 in 300 years not the "1 in 2000" year event. The UQ work in terms of flood frequency has been the source of contention with some hydrology engineers, however as Council's 2012 SKM study points out, the rain return intervals in the upper catchment using conventional approaches to assess the frequency of the event are based on only 30 years of records. Care also needs to be taken in relation to any adjustments below the flood record as there is also reluctance without a solid basis.

A system of rain assessment has been recently adopted by Institution of Engineers Australia/BOM (Australian Rainfall and Runoff). Council has made representations to the Institute in recent years for consideration and clarification of anomalies.



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These matters along with the requirements of the new State Planning Policy on Flooding will need to be also considered during the development of Councils new unified Planning Scheme.



**Figure 1: Extract from *The Big Flood: Will it happen again?* Map of "spill out zones" – generally shown as hatched areas.**

As part of Councils new planning scheme the identified "spill-out zones" and other matters raised in the UQ "Big Flood Study" will be considered and relevant controls incorporated – **Figure 1 refers**.

Council officers will also need to review and incorporate and outcomes on the next review of disaster management operational planning.

Council officers should be made aware of outcomes of any reports pertaining to flood studies, including "Big Flood", and where appropriate these outcomes may be incorporated in to Disaster Management Plans.

With respect of the possible realignment of Lockyer Creek, Council could approach the affected stakeholders and make them aware of the work as part of disaster management planning. Officers could also work with Queensland Rail and Department of Transport and Main Roads in terms of contingency planning for this and any other like areas.

Council is yet to formulate its response to this risk.





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References

1. The Big Flood: Will it happen again?, Final Report, 7 November 2016, Australian Research Council Linkage Project (2013-2016) (including University of QLD)

**7.4 Committee Agenda Action Items Update**

**Date:** 15 February 2017  
**Author:** Madonna Brennan, Business Improvement Officer  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

**Summary:**

The purpose of this report is to provide the Committee with an overview and feedback on the action items arising from the Committee Agenda Reports from June 2016 to December 2016.

**Officer's Recommendation**

This report is for the Committee's information only.

**RESOLUTION**

THAT the Committee received and noted the Committee Agenda Action Items Update Report.

**Moved By: AD D'Costa                      Seconded By: Cr Cook**  
**Resolution Number: ARMC/0025**

**CARRIED**  
**5/0**

**Background**

With the inclusion of the Audit and Risk Management Committee into Council's Business Paper program in June 2016, it has provided a mechanism to enable Council Officers to action and report back to the Committee on initiatives taken against recommendations made by the Committee.

**Report**

As part of the meeting cycle for the Audit and Risk Committee, actions are generated from each agenda item that a recommendation and resolution are made against. Attached is a detailed report of the recommendations made by the Committee for the period between June 2016 and December 2016 and subsequent actions made by the responsible officer in response to these.



**AUDIT & RISK  
MANAGEMENT COMMITTEE  
MEETING MINUTES  
23 FEBRUARY 2017**

## **8.0 GENERAL BUSINESS**

*The following items were raised as items of general business.*

### **Committee Agenda Items**

Independent Professional Member, Alison D'Costa raised concerns around the depth of the agenda and the use of the QAO suggested 12 month forward rolling work plan and standing agenda items and the requirements to report to the Committee on areas such as Financial Reporting and Risk Management. These concerns were acknowledged and a commitment was made to provide an agenda that is in accordance where appropriate with the QAO Guidelines.

### **Budget Review Update**

The Committee were provided with an overview by the Manager of Finance and Customer Service on the recent Budget Review that was adopted by Council on 22 February 2017.

## **9.0 MEETING CLOSED**

*There being no further business the meeting closed at 12.01pm.*



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**7. BUSINESS ARISING FROM MINUTES**

*No Business Arising from Minutes*

**8. COMMITTEE REPORTS**

*No Receival of Committee Reports as Minutes*

**9. DEPUTATIONS/PRESENTATIONS**

**9.1 Southland Missions - Residential Care Facility, Brightview**

**Date:** 15 March 2017

**Author:** Stephen Hart, Manager Executive Business Services

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

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**Officer's Recommendation:**

**THAT at 10.15 am representatives from Southland Missions will address Council on a proposed development application for a residential care facility, Brightview.**

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## **10. EXECUTIVE OFFICE REPORTS**

### **10.1 Building Better Regions Fund, Community Investments Stream**

**Date:** 15 March 2017  
**Author:** Corrin Bischoff, Major Projects Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

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#### **Summary:**

The purpose of this report is to seek approval from Council for the submission of the Lockyer Valley Future Needs Research Project under the Building Better Regions Fund, Community Investments Stream.

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

**THAT Council resolve to approve the submission of a funding application for the Lockyer Valley Future Needs Research Project under the Building Better Regions Fund, Community Investment Stream.**

#### **Report**

### **1. Introduction**

The Building Better Regions Fund, Community Investments Stream is seeking applications from eligible local governments to fund community building activities including, but not limited to, new or expanded local events, strategic regional plans, and leadership and capability building activities.

Council officers have considered a range of potential projects and propose the submission of Lockyer Valley Future Needs Research Project for funding. This project aligns with the eligibility criteria, Council's Corporate Plan and is able to be funded and delivered by Council in the required timeframes.

### **2. Background**

The \$297.7 million Building Better Regions Fund supports the Australian Government's commitment to create jobs, drive economic growth and build stronger regional communities into the future. The program will run over four years from 2016-17 to 2019-20. The program has been designed to achieve outcomes in regional and remote communities in order to

- create jobs
- have a positive impact on economic activity, including Indigenous economic participation through employment and supplier-use outcomes
- enhance community facilities
- enhance leadership capacity and to
- encourage community cohesion and sense of identity.

The program will fund projects in regional Australia outside the major capital cities of Sydney, Melbourne, Brisbane, Perth, Adelaide, and Canberra.

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Under the Community Investment Stream, the minimum grant amount is \$5,000 and the maximum grant amount is \$10 million, however given the nature of eligible projects it is expected that most grants will be under \$100,000. Applications close on Friday, 31 March 2017.

Lockyer Valley Regional Council is required to provide a matching cash contribution against the grant funding requested. A maximum of two applications may be submitted.

### 3. Report

The Community Investments Stream will fund community building activities including, but not limited to, new or expanded local events, strategic regional plans, and leadership and capability building activities.

Council officers proposed and considered the following projects for submission:

#	Project	Description	~ Total Project Cost
1	Lockyer Valley Future Needs Research Project	This project will gather, identify, examine, analyse and model the data and information about the Lockyer Valley in order to identify key pieces of infrastructure and/or investment that can positively influence the regions' future economic and social prosperity.	\$90 000
2	Community Mapping	Mapping of community skills and services for the region enabling identification of gaps and any overlaps in service provision for the Lockyer Valley.	\$25 000
3	Community Facilities Strategic Plan	This project will identify the current community facilities Council manages and maintains in addition to developing a strategy to guide the future needs and use of the facilities by the community.	\$20 000
4	Regional Economic Profile/Prospectus/video	Development of marketing materials (prospectus, video, flyers) to share with potential investors and local businesses to help promote the region. The materials could be used by industry groups e.g. Chamber of Commerce to promote the region locally, at Tradeshows, National events and overseas. These materials can assist in investment attraction, encouraging partnership, jobs and economic growth into the region.	\$40 000
5	Statistics on Agricultural Output	This project will seek to provide up to date, consistent, reliable data on local agricultural production output for farms in the region. Local	\$20 000

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#	Project	Description	~ Total Project Cost
		production data helps to support and guide decision making for local, state and federal government bodies as well as assisting our local businesses and industry bodies make decisions about the local area. This information will assist local industry to advocate and plan for the future.	
6	GWIZ Business Case <b>(This project is not eligible under the criteria of the funding program as it is not a community building activity.)</b>	The Gatton West Industrial Zone has the potential to open up opportunities for the creation of jobs and economic growth for the Lockyer Valley and the surrounding regions. A full Business Case is required to determine the feasibility of the Gatton West Industrial Zone from a development perspective and determine the commercial viability for such a development.	\$60 000 - \$100 000

It is recommended that the Lockyer Valley Future Needs Research Project is submitted for funding as a strategic planning activity.

Under the Funding Guidelines, strategic planning activities are those that facilitate the development of quality regional or sectoral plans that will help to drive the development of strong regions. The Funding may support plans that focus on pursuing economic opportunities and/or address identified challenges across a region or industry sector, that are developed in close consultation with key regional stakeholders. Examples include: regional skills audits; research projects to support regional development strategic plans; collecting socio-economic information, and plan development costs.

The Lockyer Valley Future Needs Research Project is a project designed to gather, identify, examine, analyse and model the data and information about the Lockyer Valley in order to identify key pieces of infrastructure and/or investment that can positively influence the regions' future economic and social prosperity.

The Auditor General Report: *Forecasting long-term sustainability of local government (Report 2: 2016–17)* highlights local government's lack of planning for the long term and the lack of substance and rigour underpinning planning activities. The outcomes of this project will seek to provide the data necessary on which to base Council's long term plans.

The project will assist Council to understand what the community would like for the Lockyer Valley and to identify the key pieces of infrastructure and investment to realise the aspirations outlined in the Community Plan.

The data and research resulting from this project will be used in future regional strategic planning, business case development and infrastructure plans. Examples include: Master Plans, Economic Development Plans and Strategies, Place Strategies, Regional Development Prospectuses, Investment Attraction Activities and Community Facility Plans. This data will also assist in developing future funding applications and in advocating for infrastructure projects for the region. This project will provide the base information for the development of each of the other four projects proposed for funding.

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The recommended project is estimated to cost approximately \$90 000. This requires a contribution of \$45 000 from Council in the 2017/18 financial year.

**4. Policy and Legal Implications**

This funding application has been considered in line with Council's External Funding Policy. Any future policy and legal implications will be addressed as matters arise before Council.

**5. Financial and Resource Implications**

Lockyer Valley Future Needs Research Project requires a cash contribution of \$45 000 which will be included for consideration in the 2017/18 budget.

**6. Delegations/Authorisations**

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

**7. Communication and Engagement**

The following officers were engaged in the determining which projects are proposed to be submitted under the Building Our Regions Fund:

- Chief Executive Officer
- Executive Manager Corporate & Community Services
- Executive Manager Infrastructure Works & Services
- Executive Manager Organisational Development & Planning Services
- Manager Regional Development
- Senior Economic Development Coordinator
- Special Projects Trade & Investment Coordinator
- Community Development & Engagement Officer.

**8. Conclusion**

The Lockyer Valley Future Needs Research Project recommended for funding in this report meets the eligibility criteria and is able to be funded and delivered by Council in the required timeframe.

**9. Action/s**

The approved project is submitted to the Building Better Regions Fund, Community Investment Stream for funding consideration by the closing date of 31 March 2017.

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**10.2 Delegations Register Update**

**Date:** 13 March 2017  
**Author:** Caitlan Natalier, Solicitor/Legal Services Coordinator  
**Responsible Officer:** Ian Church, Chief Executive Officer

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**Summary:**

In accordance with Section 257 of the *Local Government Act 2009*, Council can delegate a power under various this Act, or another Act, to the Chief Executive Officer to allow for the efficient and timely resolution of a range of operational matters undertaken by Council. The purpose of this Report is to maintain the currency of Council's Delegation Register.

**Officer's Recommendation:**

**THAT Council resolve to remove, amend or delegate to the Chief Executive Officer of Council, the powers referred to in the document titled "Council to CEO Register of Delegations Update" attached to this report in addition to those delegations already existing pursuant to Section 257 of the *Local Government Act 2009*.**

**Report**

**1. Introduction**

*In accordance with Section 257 of the Local Government Act 2009*, Council can delegate a power under this Act, or another Act, to the Chief Executive Officer to allow for the more efficient and timely resolution of a range of administrative matters.

This is in line with the State Government's legislative change program by formally delegating to the Chief Executive Officer amended or additional delegations, and removing redundant delegations.

**2. Background**

As legislation is amended, repealed and introduced, Council is required to update its Delegations Register to reflect the amendments, repeals and new legislation. Updates to the Delegations Register are notified to Council through the Local Government Association of Queensland.

The detail of the latest update is contained in the body of, and attachments to, this Report.

**3. Report**

Since the last review of Council's Delegations on 23 November 2016, legislative changes have been passed by the State Government, which requires various amendments to the Council to CEO Delegations Register. The Local Government Association of Queensland, through its Delegations Register Service, has now advised Council of the amendments made up to and including 1 March 2017.

**Attachment 1** to this Report is an Amendment Schedule that sets out an explanation of the substantive amendments, which are relevant to Council and proposed to be made to the Council to CEO Delegations Register.



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These proposed changes are reflected in **Attachment 2** entitled “Council to CEO Register of Delegations Update”, which details the amendments that will be made to the Council to CEO Delegations Register.

In addition, Council’s Delegations Registers will be updated to note changed Reprint numbers as follows:

Legislation	Delegations Register
Aboriginal Cultural Heritage Act 2003	Council to CEO
Animal Management (Cats and Dogs) Act 2008	CEO to employee
Animal Management (Cats and Dogs) Act 2008	Council to CEO
Biosecurity Act 2014	CEO to employee
Biosecurity Act 2014	Council to CEO
Body Corporate and Community Management (Accommodation Module) Regulation 2008	Council to CEO
Body Corporate and Community Management (Commercial Module) Regulation 2008	Council to CEO
Body Corporate and Community Management (Standard Module) Regulation 2008	Council to CEO
Building Regulation 2006	Council to CEO
Disaster Management Regulation 2014	Council to CEO
Disaster Management Act 2003	Council to CEO
Electricity Act 1994	Council to CEO
Electricity Regulation 2006	Council to CEO
Environmental Offsets Regulation 2014	Council to CEO
Environmental Protection Act 1994	CEO to employee
Environmental Protection Act 1994	Council to CEO
Information Privacy Act 2009	CEO to employee
Information Privacy Act 2009	Council to CEO
Integrity Act 2009	CEO to employee
Land Valuation Act 2010	Council to CEO
Liquor Act 1992	CEO to employee
Liquor Act 1992	Council to CEO
Local Government Regulation 2012	CEO to employee
Local Government Regulation 2012	Council to CEO
Mining and Quarrying Safety and Health Act 1999	Council to CEO
Mining and Quarrying Safety and Health Regulation 2001	Council to CEO
Nature Conservation (Wildlife Management) Regulation 2006	Council to CEO
Public Health Act 2005	CEO to employee

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Public Health Act 2005	Council to CEO
Public Health Regulation 2005	Council to CEO
Public Interest Disclosure Act 2010	CEO to employee
Public Interest Disclosure Act 2010	Council to CEO
Residential Tenancies and Rooming Accommodation Act 2008	Council to CEO
Right to Information Act 2009	CEO to employee
Right to Information Act 2009	Council to CEO
Summary Offences Act 2005	CEO to employee
Summary Offences Act 2005	Council to CEO
Summary Offences Regulation 2006	Council to CEO
Survey and Mapping Infrastructure Act 2003	Council to CEO
Tobacco and Other Smoking Products Act 1998	CEO to employee
Transport Infrastructure Act 1994	Council to CEO
Transport Infrastructure Act 1994	CEO to employee
Transport Operations (Road Use Management) Act 1995	CEO to employee
Transport Operations (Road Use Management) Act 1995	Council to CEO
Waste Reduction and Recycling Regulation 2011	Council to CEO
Work Health and Safety Regulation 2011	Council to CEO
Workers Compensation and Rehabilitation Regulation 2014	Council to CEO

The Recommendation made in this Report is for Council to resolve to accept all proposed amendments to ensure that the Chief Executive Officer and relevant staff have all relevant operational powers to properly fulfil their roles and protect Council's interests. If this Recommendation is accepted, the updates to the Delegations Register will take immediate effect and the full Council to CEO Delegations Register will be updated and available for inspection. These updates will also be reflected in the CEO to Employee or Contractor Delegations Register.

## 4. Policy and Legal Implications

Council's Delegations Register follows the template prepared by King and Company in conjunction with the Local Government Association of Queensland (LGAQ). This requires regular updating in line with the State Government's legislative program. Regular reviews of the register are required to ensure the register and Council's implementation of legislation conforms to the requirements of the various acts and regulations and is subject to an annual audit.

If Council resolves to adopt the Recommendation made in this Report, the Council to CEO Delegations Register will be up to date. The review into the CEO to Employee or Contractor Delegations Register is ongoing and these changes will be reflected within it.

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**5. Financial and Resource Implications**

The Legal Services Team is responsible for managing Council's Delegations Registers.

Appropriate Delegation Registers assist the Council's operations thereby avoiding delays and minimising risks associated with discharging Council's obligations. Improved processes and risk minimisation can result in significant operational savings over time to both Council and the community.

**6. Delegations/Authorisations**

This report identifies a number of potential delegations from Council to the Chief Executive Officer, which are proposed to take effect immediately.

Under Section 259 of the *Local Government Act 2009*, the Chief Executive Officer may sub-delegate some of these powers to an appropriately qualified employee of Council. The purpose of sub-delegation is to allow operational responsibilities to be streamlined and enable the Chief Executive Officer to focus on strategic matters. Proposed sub-delegations to Council staff will be considered and presented to the Chief Executive Officer for consideration in due course.

**7. Communication and Engagement**

Under Section 260 of the *Local Government Act 2009* the Chief Executive Officer is responsible for establishing, maintaining and updating a register of delegations that contains the particulars prescribed under a regulation. The updated Delegations Register, including appropriate delegations from the Chief Executive Officer to employees or contractors, is required to be available for public inspection if required.

**8. Conclusion**

A resolution made in line with the Recommendation in this Report will enable the proposed updates to the Council to CEO Delegations Register to take immediate effect.

**9. Action/s**

1. Update the Council to CEO Delegations Register with the resolution details and publish
2. Consider sub-delegation of powers to employees and update the CEO to Employee or Contractor Delegation Register as necessary.

**Attachments**

- 1 [View](#) Attach 1 1 Page  
2 [View](#) Attach 2 9 Pages

ATTACHMENT 1  
AMENDMENT SCHEDULE

The following table provides a summary explanation of the substantive changes proposed to be made to the Council to CEO Delegations Register.

LEGISLATION	EXPLANATION
<b>Repealed Registers</b>	
Sustainable Planning Regulation 2009	No delegable powers remain in the Regulation.
<b>Changes of substance to existing Registers</b>	
Environmental Protection Regulation 2008	New powers under Chapter 6 in relation to compliance with, and reporting under, the 'National Environment Protection (National Pollutant Inventory) Measure 1998' made under the <i>National Environment Protection Council Act 1994</i> (Cth), section 14.
Fire and Emergency Service Act 1990	New power to provide details of an occupier of a premises to an authorised fire officer.
Land Act 1994	Grammatical amendment made.
Local Government Act 2009	New power to agree to the terms and conditions, or any variation of the terms and conditions, of an employee's employment.
Mineral Resources Act 1989	Deletion of delegable powers that have been repealed. Grammatical amendments made. Insertion of some existing powers that have been moved into Schedule 1.
Planning Act 2016	New powers to keep a list of appropriately qualified assessment managers in relation to a particular type of development and enter an agreement with them.
Tobacco and Other Smoking Products Act 1998	New powers to: <ul style="list-style-type: none"> <li>consult with, and respond to requests for information from, the Department about making of a local law to prohibit smoking at other outdoor public places.</li> <li>administer and enforce the local law and respond to requests from the chief executive about the Council's administration and enforcement.</li> </ul>
Waste Reduction and Recycling Act 2011	Removal of powers to apply for a specific approval of a resource. New powers where Council wishes to turn a particular type of waste into a resource, to: <ul style="list-style-type: none"> <li>make a submission about a potential or draft end of waste code</li> <li>apply to amend an end of waste code</li> <li>provide further information upon request to the chief executive in relation to an amendment application</li> <li>apply for registration as an end of waste resource producer</li> <li>apply for end of waste approvals for a particular resource</li> <li>apply to transfer or amend an end of waste approval.</li> </ul>
Workers Compensation and Rehabilitation Act 2003	Grammatical changes to remove references to unconditional bank guarantees and cash deposits and replace with references to security.

**DELEGATIONS REGISTER UPDATE  
COUNCIL TO CEO  
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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
Insert 2271	Chief Executive Officer	Power, as an occupier of a reporting facility that under NPI NEPM exceeds the reporting threshold for a substance in the facility's reporting period, to give the chief executive the information identified in subsection (2).	<u>Section 85(2) Environmental Protection Regulation 2008</u>	22/03/2017 TBC	
Insert 2272	Chief Executive Officer	Power, as an occupier of a reporting facility that under NPI NEPM exceeds the reporting threshold for a substance in the facility's reporting period, to comply with a notice issued by the chief executive pursuant to subsection (6).	<u>Section 85(7) Environmental Protection Regulation 2008</u>	22/03/2017 TBC	
Insert 2273	Chief Executive Officer	Power, as an occupier of a reporting facility that under NPI NEPM exceeds the reporting threshold for a substance in the facility's reporting period, to keep the information listed in section 87.	<u>Section 87 Environmental Protection Regulation 2008</u>	22/03/2017 TBC	
Insert 2274	Chief Executive Officer	Power, as an occupier of a reporting facility that under NPI NEPM exceeds the reporting threshold for a substance in the facility's reporting period, to make written representations to the Minister in response to a notice issued pursuant to subsection (4).	<u>Section 88 Environmental Protection Regulation 2008</u>	22/03/2017 TBC	
Insert 2275	Chief Executive Officer	Power, as an occupier of a reporting facility that under NPI NEPM exceeds the reporting threshold for a substance in the facility's reporting period, to apply to the chief executive for an estimation technique approval and to respond to any request for further information.	<u>Section 91 Environmental Protection Regulation 2008</u>	22/03/2017 TBC	

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
Insert 2276	Chief Executive Officer	Power, as an occupier of a reporting facility that under NPI NEPM exceeds the reporting threshold for a substance in the facility's reporting period, to give the chief executive a written notice claiming that the information required to be given under section 85(2) or (7) should be treated as confidential and to respond to any requests for further information.	Section 95 <u>Environmental Protection Regulation 2008</u>	22/03/2017 TBC	
Update 293	Chief Executive Officer	Power to administer and enforce those provisions of the Act devolved to Council.	Sections 98, 99, 100, <del>and</del> 101, and 102 <u>Environmental Protection Regulation 2008</u>	22/03/2017 TBC	
Insert 2277	Chief Executive Officer	Power to comply with a requirement issued by an authorised fire officer under subsection (2).	Section 58D <u>Fire and Emergency Service Act 1990</u>	22/03/2017 TBC	
Update 447	Chief Executive Officer	Power, as owner of land having a non-tidal boundary ( <u>watercourse</u> ) (the relevant land), to apply to the chief executive (water) to have land adjoining the relevant land (the watercourse land) declared to be former watercourse land.	Section 138(1) <u>Land Act 1994</u>	22/03/2017 TBC	
Insert 2278	Chief Executive Officer	Power to employ local government employees and to agree to the terms and conditions of an employee's employment (including any variation to those terms).	Section 196(2) <u>Local Government Act 2009</u>	22/03/2017 TBC	This power does not include the power to appoint employees which is separately dealt with under sections 196(3) and 196(4) of the Act.

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**DELEGATIONS REGISTER UPDATE**  
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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
Delete 2098	Chief Executive Officer	Power, as the owner of restricted land, to give written consent, with or without conditions, to a prospecting permit holder entering the land.	Sections 19(4) and 20 <u>Mineral Resources Act 1989</u>	23/11/2016 16-20/0282	
Update 2105	Chief Executive Officer	Power, as the <b>relevant</b> owner of restricted land, to give written consent to an application for a mining claim on the land.	Section 51(2) <u>Mineral Resources Act 1989</u>	22/03/2017 TBC	
Update 2107	Chief Executive Officer	Power, as the owner of land that is affected by an application for a mining claim <del>of a mining claim</del> <b>claim</b> , to make a written request to the chief executive for a conference.	Section 65(1)(a) <u>Mineral Resources Act 1989</u>	22/03/2017 TBC	
Delete 2116	Chief Executive Officer	Power, as the owner of land that is a reserve that is subject to an exploration permit, to consent (with or without conditions) to entry to any part of the surface area of the land.	Sections 129(1)(a)(ii), (13) and (14) <u>Mineral Resources Act 1989</u>	23/11/2016 16-20/0282	
Delete 2117	Chief Executive Officer	Power, as the owner of restricted land that is subject to an exploration permit, to consent (with or without conditions) to entry to any part of the surface area of the land.	Sections 129(3), (4), and (14) <u>Mineral Resources Act 1989</u>	23/11/2016 16-20/0282	
Delete 2118	Chief Executive Officer	Power to withdraw consent given under subsection (1)(a)(ii).	Section 129(6) <u>Mineral Resources Act 1989</u>	23/11/2016 16-20/0282	
Delete 2119	Chief Executive Officer	Power, as the owner of relevant land, to give views of the owner on an application under subsections (6) or (8).	Section 129(9) <u>Mineral Resources Act 1989</u>	23/11/2016 16-20/0282	
Delete 2121	Chief Executive Officer	Power, as the owner of a reserve, to give consent to a mineral development licence holder and any person who acts for the purpose of carrying out any activity authorised by the mineral development licence entering the surface of the reserve.	Section 181(4)(b)(ii) <u>Mineral Resources Act 1989</u>	23/11/2016 16-20/0282	

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**DELEGATIONS REGISTER UPDATE**  
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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
Delete 2122	Chief Executive Officer	Power, as the owner of restricted land, to give written consent, with or without conditions to an application for a mineral development licence on the land.	Sections 181(8)(a) and (9) <u>Mineral Resources Act 1989</u>	23/11/2016 16-20/0282	
Delete 2123	Chief Executive Officer	Power, as the owner of a reserve, to give notice in writing to the chief executive of the withdrawal of consent given pursuant to subsection (4)(b)(ii)	Section 181(11) <u>Mineral Resources Act 1989</u>	23/11/2016 16-20/0282	
Delete 2124	Chief Executive Officer	Power, as the owner of relevant land, to give views of the owner on an application under subsections (11) or (13).	Section 181(14) <u>Mineral Resources Act 1989</u>	23/11/2016 16-20/0282	
Delete 2140	Chief Executive Officer	Power, as a road authority, to give a mining tenement holder a road use direction.	Section 318EQ <u>Mineral Resources Act 1989</u>	23/11/2016 16-20/0282	
Delete 2141	Chief Executive Officer	Power, as a road authority, to enter a compensation agreement with a mining tenement holder.	Section 318ET <u>Mineral Resources Act 1989</u>	23/11/2016 16-20/0282	
Delete 2142	Chief Executive Officer	Power, as a road authority, to apply to the Land Court for it to decide the mining tenement holder's compensation liability to the authority relating to a road.	Section 318EU <u>Mineral Resources Act 1989</u>	23/11/2016 16-20/0282	
Delete 2143	Chief Executive Officer	Power, as a road authority, to apply to the Land Court to review the original compensation.	Section 318EW <u>Mineral Resources Act 1989</u>	23/11/2016 16-20/0282	
Delete 2144	Chief Executive Officer	Power, as a road authority, to give written consent to the holder of a mining tenement carrying out a notifiable use of a road.	Section 318EX(1)(b) <u>Mineral Resources Act 1989</u>	23/11/2016 16-20/0282	
Delete 2148	Chief Executive Officer	Power, as an owner or occupier of land to give a waiver of entry notice for the land.	Schedule 1, Sections 7(1)(e) and Section 8 <u>Mineral Resources Act 1989</u>	23/11/2016 16-20/0282	

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# **DELEGATIONS REGISTER UPDATE** **COUNCIL TO CEO** **AMENDMENTS AT 22 MARCH 2017**

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
Delete 2149	Chief Executive Officer	Power, as an eligible claimant, to enter a conduct and compensation agreement with an exploration tenement holder.	Schedule 1, Section 14 <u>Mineral Resources Act 1989</u>	23/11/2016 16-20/0282	
Delete 2150	Chief Executive Officer	Power, as an eligible claimant, to conduct negotiations for a compensation agreement or a deferral agreement.	Schedule 1, Section 17 <u>Mineral Resources Act 1989</u>	23/11/2016 16-20/0282	
Delete 2151	Chief Executive Officer	Power, as an eligible claimant, to give an election notice and to participate in any conference or ADR process which results from an election notice.	Schedule 1, Section 20 <u>Mineral Resources Act 1989</u>	23/11/2016 16-20/0282	
Delete 2152	Chief Executive Officer	Power, as an eligible party, to apply to the Land Court for it to decide the exploration tenement holder's— (a) compensation liability to the claimant; or (b) future compensation liability to the claimant for an authorised activity for the exploration tenement holder proposed to be carried out by or for the holder.	Schedule 1, Section 22 <u>Mineral Resources Act 1989</u>	23/11/2016 16-20/0282	
Delete 2153	Chief Executive Officer	Power, as an eligible claimant, to apply to the Land Court to review the original compensation.	Schedule 1, Section 23 <u>Mineral Resources Act 1989</u>	23/11/2016 16-20/0282	
Insert 2279	Chief Executive Officer	Power as the owner of restricted land to consent, with or without conditions, to the entry of the land under section 386V.	Schedule 1, Section 2(1) <u>Mineral Resources Act 1989</u>	22/03/2017 TBC	
Insert 2280	Chief Executive Officer	Power as the owner of occupied land to consent, with or without conditions, to the entry of the land under section 386V at night.	Schedule 1, Section 3(1) <u>Mineral Resources Act 1989</u>	22/03/2017 TBC	
Insert 2281	Chief Executive Officer	Power as the owner of a reserve to give written consent to the entry of the surface of the reserve under section 386V.	Schedule 1, Section 4 <u>Mineral Resources Act 1989</u>	22/03/2017 TBC	

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**DELEGATIONS REGISTER UPDATE  
COUNCIL TO CEO  
AMENDMENTS AT 22 MARCH 2017**

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
Insert 2282	Chief Executive Officer	Power to keep a list of persons who are appropriately qualified to be an assessment manager in relation to a particular type of development.	Section 48(3)(b) <u>Planning Act 2016</u>	22/03/2017 TBC	
Insert 2283	Chief Executive Officer	Power to enter an agreement with a person on Council's list of persons who are appropriately qualified to be an assessment manager in relation to a particular type of development.	Section 48(3)(d) <u>Planning Act 2016</u>	22/03/2017 TBC	
Insert 2284	Chief Executive Officer	Power to consult with the Department about a proposed local law under section 26ZPA.	Section 26ZPB <u>Tobacco and Other Smoking Products Act 1998</u>	22/03/2017 TBC	
Insert 2285	Chief Executive Officer	Power to respond to a request for information from the chief executive about a local law made under section 26ZPA.	Section 26ZPC <u>Tobacco and Other Smoking Products Act 1998</u>	22/03/2017 TBC	
Insert 2286	Chief Executive Officer	Power to administer and enforce Part 2BB, Divisions 4 to 8 and Part 2C, Division 3 of the Act.	Section 26ZU and 26ZV <u>Tobacco and Other Smoking Products Act 1998</u>	22/03/2017 TBC	
Insert 2287	Chief Executive Officer	Power to respond to a request for information from the chief executive about the local government's administration and enforcement.	Section 26ZW <u>Tobacco and Other Smoking Products Act 1998</u>	22/03/2017 TBC	
Delete 1298	Chief Executive Officer	Power to apply to the chief executive for a specific approval of a resource.	Section 157 <u>Waste Reduction and Recycling Act 2011</u>	10/09/2014 3607	
Delete 1299	Chief Executive Officer	Power to agree with the chief executive to extend the time for providing additional material requested by the chief executive on an application for a specific approval of a resource.	Section 158 <u>Waste Reduction and Recycling Act 2011</u>	10/09/2014 3607	

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**DELEGATIONS REGISTER UPDATE**  
**COUNCIL TO CEO**  
**AMENDMENTS AT 22 MARCH 2017**

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
Insert 2288	Chief Executive Officer	Power to make a submission about a potential end of waste code.	<u>Section 160 Waste Reduction and Recycling Act 2011</u>	22/03/2017 TBC	
Insert 2289	Chief Executive Officer	Power to make a submission about a draft end of waste code.	<u>Section 165 Waste Reduction and Recycling Act 2011</u>	22/03/2017 TBC	
Update 1300	Chief Executive Officer	<del>Power, as holder of a specific approval of a resource, to apply to the chief executive to transfer the benefit of the approval or amend the approval.</del> Power to apply to amend an end of waste code.	<u>Section 168 Waste Reduction and Recycling Act 2011</u>	22/03/2017 TBC	
Delete 1301	Chief Executive Officer	Power to agree with the chief executive to extend the time for providing additional material requested by the chief executive on an application to transfer or amend a specific approval of a resource.	<u>Section 169 Waste Reduction and Recycling Act 2011</u>	10/09/2014 3607	
Insert 2290	Chief Executive Officer	Power to respond to a request from the chief executive for further information on an amendment application and agree to extend the stated period.	<u>Section 170 Waste Reduction and Recycling Act 2011</u>	22/03/2017 TBC	
Update 1302	Chief Executive Officer	Power, in relation to an <del>approval</del> end of waste code which the <del>minister</del> <del>intends</del> chief executive proposes to amend, cancel or suspend, to make written submissions <del>to show why about the proposed actions should not be taken.</del>	<u>Section 172 Waste Reduction and Recycling Act 2011</u>	22/03/2017 TBC	
Insert 2291	Chief Executive Officer	Power to give the chief executive a notice stating that Council intends to become a registered resource producer for the code.	<u>Section 173B Waste Reduction and Recycling Act 2011</u>	22/03/2017 TBC	

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**DELEGATIONS REGISTER UPDATE  
COUNCIL TO CEO  
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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
Insert 2292	Chief Executive Officer	Power to respond to a notice issued by the chief executive.	<u>Section 173D Waste Reduction and Recycling Act 2011</u>	22/03/2017 TBC	
Insert 2293	Chief Executive Officer	Power to respond to a request for advice, comment or information about the operation of an end of waste code issued by the chief executive.	<u>Section 173H Waste Reduction and Recycling Act 2011</u>	22/03/2017 TBC	
Insert 2294	Chief Executive Officer	Power to apply to the chief executive for an end of waste approval for one kind of waste.	<u>Section 173I Waste Reduction and Recycling Act 2011</u>	22/03/2017 TBC	
Insert 2295	Chief Executive Officer	Power to respond to a request from the chief executive for further information or documents required to decide the end of waste approval application and to agree to extend the stated period.	<u>Section 173I Waste Reduction and Recycling Act 2011</u>	22/03/2017 TBC	
Insert 2296	Chief Executive Officer	Power to comply with the conditions of an end of waste approval.	<u>Section 173P Waste Reduction and Recycling Act 2011</u>	22/03/2017 TBC	
Insert 2297	Chief Executive Officer	Power to apply to the chief executive to extend an end of waste approval.	<u>Section 173Q Waste Reduction and Recycling Act 2011</u>	22/03/2017 TBC	
Insert 2298	Chief Executive Officer	Power to apply to the chief executive to amend or transfer an end of waste approval.	<u>Section 173S Waste Reduction and Recycling Act 2011</u>	22/03/2017 TBC	

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**DELEGATIONS REGISTER UPDATE**  
**COUNCIL TO CEO**  
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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
Insert 2299	Chief Executive Officer	Power to respond to a request from the chief executive for further information or documents required to decide the amendment or application and to agree to extend the stated period.	Section 173T <u>Waste Reduction and Recycling Act 2011</u>	22/03/2017 TBC	
Insert 2300	Chief Executive Officer	Power to respond to a notice received from the chief executive proposing to amend, cancel or suspend an end of waste approval.	Section 173Y(3)(f) <u>Waste Reduction and Recycling Act 2011</u>	22/03/2017 TBC	
Insert 2301	Chief Executive Officer	Power to surrender an end of waste approval by giving notice to the chief executive.	Section 173ZA <u>Waste Reduction and Recycling Act 2011</u>	22/03/2017 TBC	
Insert 2302	Chief Executive Officer	Power to respond to a notice from the chief executive requiring information about an end of waste approval.	Section 173ZB <u>Waste Reduction and Recycling Act 2011</u>	22/03/2017 TBC	
Insert 2303	Chief Executive Officer	Power to give the chief executive advice, comment or information about the operation of Chapter 8, Part 3.	Section 173ZC <u>Waste Reduction and Recycling Act 2011</u>	22/03/2017 TBC	
Update 1372	Chief Executive Officer	Power, as a self-insurer, to lodge <del>an unconditional bank guarantee or cash deposit</del> security with the Regulator before the issue or renewal of a self-insurer licence.	Section 84 <u>Workers' Compensation and Rehabilitation Act 2003</u>	22/03/2017 TBC	
Update 1381	Chief Executive Officer	Power, as a former self-insurer, to request the return of <del>the unconditional bank guarantee or cash deposit</del> the balance of the section 84 security from the Regulator.	Section 103 <u>Workers' Compensation and Rehabilitation Act 2003</u>	22/03/2017 TBC	

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**10.3                      Application for Permanent Road Closure - Unnamed Road  
Adjoining Lot 256 on CH312133, Lot 255 on CH312133 & Lot 254 on  
CH312133**

**Date:** 13 March 2017  
**Author:** Julie Millard, Property Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

**Summary:**

The purpose of this Report is to consider whether Council has any objection to the owners of Lots 254 – 256 on CH312133 making application to the Department of Natural Resources and Mines to permanently close the unnamed road adjoining these properties.

**Officer's Recommendation:**

**THAT with respect to the correspondence received from the owners of Lots 254 – 256 on CH312133 on 14 February 2017 advising of their intention to apply for the permanent closure of the unnamed road adjoining these properties and requesting Council advise whether it has any objection to the proposed road closure, Council resolve to authorise the Chief Executive Officer to write to the owners advising that Council has no objection to the proposed road closure application and provide the completed Part C Statement in relation to an application under the *Land Act 1994* over State Land as requested.**

**Report**

**1.      Introduction**

The owners of Lots 254 – 256 on CH312133 and Lot 313 on CC1720 situated at McLucas Road, Lower Tenthill have advised Council that they intend to apply to the Department of Natural Resources and Mines to permanently close the unnamed and unformed road adjoining Lots 254 – 256. Council has been requested to consider this proposal and advise whether it has any objection to the proposed road closure as part of the application requirements.

**2.      Background**

Council was contacted by the owners on 14 February 2017 when they advised that they intended to apply to permanently close and purchase the unnamed road adjoining three of their properties and incorporate it into Lot 255 on CH312133 as part of their grazing paddock. The owners have advised the following:-

- The unnamed road is part of a paddock and has not been used by the public since they purchased the land in the 1950s.
- They own all land adjoining the road area to the north and south.
- They have had a pre-lodgement meeting with the Senior Land Officer for the Department of Natural Resources and Mines who has advised that the land will be required to be incorporated into Lot 255 on CH312133 if the application is successful.

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- They believe that the road is unlikely to ever be constructed as all the surrounding properties already have existing road access.

As part of their application to the Department of Natural Resources and Mines, the owners have requested Council consider their proposal and if no objection is raised, complete and provide the Part C Statement in relation to an application under the Land Act 1994 over State Land to them for lodgement with their application.

### **3. Report**

An Aerial Plan showing the location of the proposed road closure area and the owners' adjoining land is **attached** to this Report.

The road is unconstructed and comprises approximately 8,000m<sup>2</sup>. All surrounding properties have legal access from Grantham Winwill Road or McLucas Road.

The road is unlikely to ever be constructed, does not provide continuity of a road network and is not required for future roads purposes. Also, the road is not used regularly by the public as a road or stock route.

The Manager Infrastructure Planning and Design has no objection to the proposed permanent road closure.

For the above reasons, there is no legal basis for Council to object to the proposed permanent road closure. The Recommendation in this Report is for Council to advise the owners that it has no objection to their application and provide the completed Part C Statement in relation to an application under the *Land Act 1994* over State Land as requested.

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

If the application is successful, the Applicants will be required to purchase the closed road at market value from the Department of Natural Resources and Mines.

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

No financial or resource implications for Council have been identified.

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

The Chief Executive Officer, through Legal Services Unit, should be authorised to advise the owners of Council's resolution in due course, complete, and sign the Part C Statement in relation to an application under the *Land Act 1994* over State Land.

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

Consultation has been undertaken with Council's Infrastructure Works and Services team who has no objection to the proposed permanent road closure as noted in the body of this Report.

The Chief Executive Officer and Legal Services Team shall be responsible for engaging with the owners and the Department of Natural Resources and Mines as required to give effect to Council's resolution.

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The Department of Natural Resources and Mines are required to give public notice of the application and consult with each registered owner and lessee that adjoins the road before making a decision in respect of the application.

**8. Conclusion**

The Recommendation in this Report will enable the owners to progress their application with the Department of Natural Resources and Mines.

**9. Action/s**

1. Complete and sign Part C – Statement in Relation to an application under the *Land Act 1994* over State Land.
2. Advise the owners of Council's resolution and provide the completed Part C – Statement in relation to an application under the *Land Act 1994* over State Land to them.

**Attachments**

1 [View](#) Aerial Map 1 Page





<p><b>Disclaimer:</b>                  This information has been prepared for Council's internal purposes and for no other purpose. No statement is made about the accuracy or suitability of the information for use for any purpose (whether the purpose has been notified to Council or not). While every care is taken to ensure the accuracy of this data, neither the Lockyer Valley Regional Council nor the Department of Environment and Resource Management makes any representation or warranty about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damages) and costs which you might incur as a result of the data being inaccurate or incomplete in any way or for any reason. © The State of Queensland (Department of Environment and Resource Management) 2017. © Lockyer Valley Regional Council 2017.</p>	<p><b>User:</b> JM  <b>Date:</b> 6 March 2017</p>	<p><b>Application for Permanent Road Closure</b></p>
<p><b>Size:</b> A4  <b>Scale:</b> 1:10,140  <b>Projection:</b> MGA94 Zone 56.</p>	<p><b>PO Box 82, 26 Railway Street, SATTON QLD 4343</b>  <b>Phone:</b> 1300 005 872 <b>Fax:</b> (07) 5462 3269</p>	

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**10.4 Request to Change Spelling of Geisemann Lagoon to Giesemann Lagoon**

**Date:** 13 March 2017  
**Author:** Julie Millard, Property Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

**Summary:**

The purpose of this Report is to consider an application made by the Giesemann Family to change the name of Geisemann Lagoon to Giesemann Lagoon to correct the spelling of their family name. The Department of Natural Resources and Mines has now requested Council's views in relation to this application.

**Officer's Recommendation:**

**THAT Council authorise the Chief Executive Officer to write to the Department of Natural Resources and Mines advising of Council's support to the change of spelling of "Geisemann Lagoon" to "Giesemann Lagoon" as proposed.**

**Report**

**1. Introduction**

The Giesemann family have made an application to the Department of Natural Resources and Mines to change the place name of Geisemann Lagoon to Giesemann Lagoon to correct the spelling of their family name in relation to this geographic feature. The purpose of this Report is for Council to consider this proposal and advise the Department of Natural Resources and Mines of its views.

**2. Background**

At Council's Ordinary Meeting held on 18 January 2017, Council considered a request from the Giesemann family to change the spelling of Geisman Road at Laidley North to reflect the correct spelling of their family name. Consultation was undertaken with residents of Geisman Road and Council ultimately resolved not to approve the request primarily due to the number of properties that would be affected by the change.

The Giesemann family has now made an application to the Department of Natural Resources and Mines to correct the spelling for the Geisemann Lagoon place name. The Department of Natural Resources and Mines have considered the request and is of the opinion that the proposal has some merit. It is also noted that the place name change will not affect any property addresses.

Council has now been requested by the Department of Natural Resources and Mines to consider the proposal to formally rename this geographical feature as Giesemann Lagoon and provide its comment.

### 3. Report

Geisemann Lagoon is situated at Laidley North. An Aerial Plan is **attached** showing the location of the feature in Laidley. Below is an extract from Google Earth, which clearly indicates the current spelling of the place name:



The proposal to correct the spelling of Geisemann Lagoon to Giesemann Lagoon will not impact any property addresses and as such, no community consultation has been undertaken.

Council's Infrastructure Works and Services and Planning and Development Services Units have been consulted in the preparation of this Report and have no objection to the proposal.

It is recommended that Council supports the renaming proposal to recognise the correct spelling of the family name for which the geographical feature was named. This Recommendation may go some way to addressing the disappointment the Giesemann family may have experienced as a result of Council's decision not to agree to their request to change the name of Geisman Road.

### 4. Policy and Legal Implications

Place naming is the responsibility of the Department of Natural Resources and Mines, which administers the *Place Names Act 1994*. Council has been consulted as the relevant local authority.

### 5. Financial and Resource Implications

No financial or resource implications for Council have been identified.

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**6. Delegations/Authorisations**

The Chief Executive Officer, through Legal Services Unit, should be authorised to advise the Department of Natural Resources and Mines of Council's resolution.

**7. Communication and Engagement**

The Department of Natural Resources and Mines is considering the proposal put forward by the Giesemann family and it is expected that the Minister will develop and publish a formal place naming proposal. Generally, there is a public notice period during which members of the community will have an opportunity to submit their views in relation to the proposal.

The Chief Executive Officer, through the Legal Services team, will notify the Department of Natural Resources and Mines of Council's resolution.

**8. Conclusion**

The Recommendation made in this Report will enable the Department of Natural Resources and Mines to formally progress the request to rename Geisemann Lagoon.

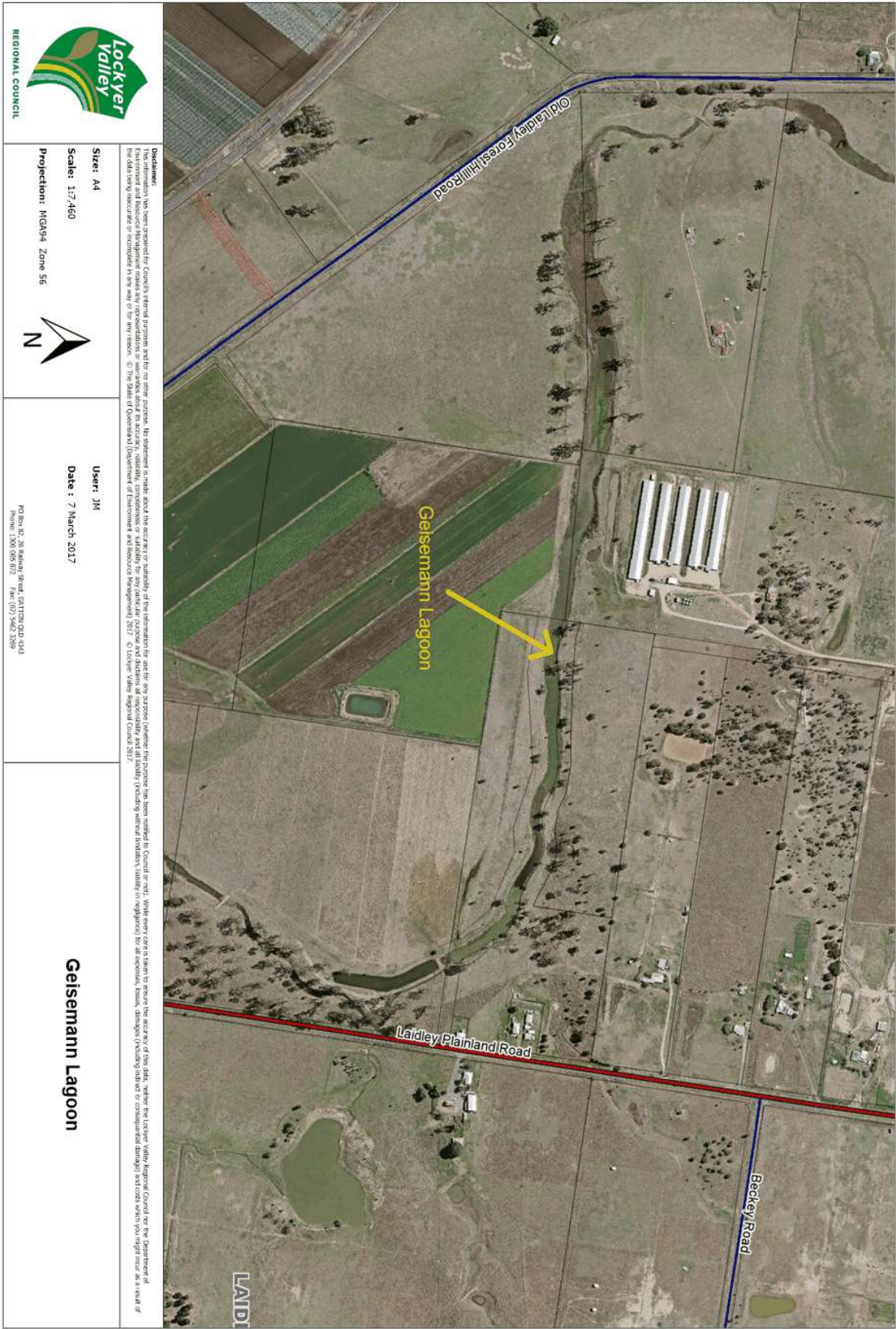
**9. Action/s**

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

**Attachments**

1 [View](#) Aerial Map 1 Page





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**10.5 Correspondence/Petition - Against Meat Chicken Farms in Spring Creek, Lockyer Valley**

**Date:** 15 March 2017

**Author:** Stephen Hart, Manager Executive Business Services; Richard Collins, Coordinator Environmental Planning

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

**Summary:**

Correspondence has been received from a resident containing a form of Petition expressing concern over a development approval for a meat chicken farm at Spring Creek. 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 meat chicken farms at Spring Creek, Lockyer Valley.**

**Report**

**1. Introduction**

Correspondence has been received by the Chief Executive Officer regarding a meat chicken farm at Spring Creek in the Lockyer Valley. The correspondence also provided a document intended to be a petition, which is attached (in part) to this report.

**2. Background**

There has been community concern expressed over a proposed poultry development at Spring Creek. This has been the subject of a development approval and is currently before the Planning and Environment Court.

**3. Report**

Correspondence has been received from a resident concerned about the proposed development of a meat chicken farm development proposed for Spring Creek. The correspondence referred to an action group called SOLVE (Save Our Lifestyle, Values and Environment).

The correspondence included a document purporting to be a petition signed by 103 people and included a list of names and their postcodes.

The document calls on the State Government and Council to stop the development of the meat chicken farm proposed for Spring Creek in the Lockyer Valley and makes a number of assertions about the lack of merit of the development and the approval process.

The Manager of Planning and Environment has advised that there is no legal ability for Council to review the decision to approve the development. Further, the development approval

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is currently before the Planning and Environment Court as a result of an Applicant appeal and it would be inappropriate for Council to comment on the merits or otherwise of the development of the poultry farm and any of its potential or perceived impacts.

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 post codes but no addresses and was unsigned. As it is not formally a petition, publication by Council in the agenda and minutes would not be consistent with Information Privacy principles.

Nevertheless, the correspondence and the substance of the attachment is provided in full, the only change to the document is the removal of names in accordance with Information Privacy principles and the *Information Privacy Act 2009* to recognise that this is an issue of concern for the residents.

**4. Policy and Legal Implications**

As indicated above, as this is not formally a petition, it would be inappropriate to table 103 names mentioned in the document.

The Manager of Planning and Environment has advised that there is no legal ability for Council to review the decision to approve the development. Further, the development approval is currently before the Planning and Environment Court as a result of an Applicant appeal and it would be inappropriate for Council to comment on the merits or otherwise of the development of the poultry farm and any of its potential or perceived impacts.

To assist community groups in making properly made petitions it is recommended that further guidance material is provided on Council's website.

**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 103 persons names in the document with no addresses.



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**8. Conclusion**

Community concern has been expressed regarding the proposed poultry development at Spring Creek. This is brought to Council's attention in this report.

**9. Action/s**

Council send correspondence to the Principal petitioner advising that the Petition was received and noted by Council.

**Attachments**

1 [View](#) Petition 6 Pages



**To: Ian Church  
CEO Lockyer Valley Council**

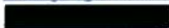
**Below is my petition that was circulated to all persons at  
the community meetings.**

## **SOLVE Alliance against meat chicken farms in Spring Creek, Lockyer Valley**

[AT](#)



[Campaign created by](#)



We want Lockyer Valley Council to STOP the hideous meat chicken farm being built in a residential area of the Lockyer Valley, Spring Creek. It was refused 10 years ago on environmental grounds, yet all the developer has had to do is bide his time until new bureaucrats who are prepared to rubber stamp developments without conducting independent assessments got into positions of influence. These bureaucrats rely on computer simulations for dust, odour and noise, generated by modellers engaged by chicken developers who can contrive to manipulate input data to serve the interests of the proponents. There is no independent oversight.

**Why is this important?**

SOLVE stands for Save Our Lifestyle, Values & Environment. We were here first.

Some neighbours farm fruit and vegetables on a commercial scale which will be contaminated by bird faecal matter. Others settled here for quiet enjoyment in retirement. All our tank water supplies will be contaminated by airborne dust from the sheds venting and our health and children's health will decline. A result will be that the value of all neighbouring properties will decline.

The developer does not live in or contribute to the area, 1 or 2 new jobs will be created but many more will be lost as fruit and vegetable businesses will cease.

A major koala corridor runs along the boundary of the property and chicken shed fans will blow dust and faecal matter directly onto the corridor 24 X 7.

There are many obvious faults with the development application that have been overlooked and when brought to the attention of local and state bureaucrats, they are refusing to even consider reviewing the decision. There are 20 neighbouring farms & small acreages that surround the site, but dust, odour and noise will permeate further than just those properties.

The developer has similar farms in other districts and is known for not following court orders to comply with conditions of approval. He has nevertheless been allowed to continue operating as local authorities are unwilling or incapable of compelling compliance. This operator does not live on site, nor is he interested in operating to industry best practice and bird welfare would be low in his priorities. This is a moneymaking venture affecting many residents and the heart of the operation is the maltreatment of sentient creatures. It is abhorrent and an abomination that we do not want in our district, a district that the local council promotes as a clean and green 'salad bowl'.

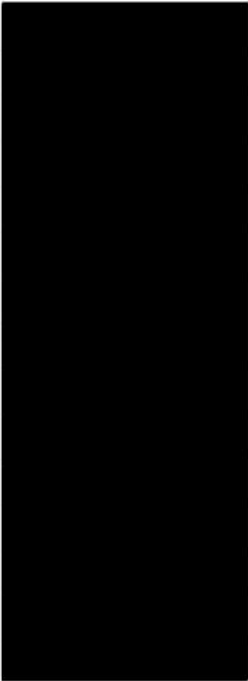
103

To: Lockyer Valley Council & Qld Govt

We want Lockyer Valley Council to STOP the hideous meat chicken farm being built in a residential area of the Lockyer Valley, Spring Creek. It was refused 10 years ago on environmental grounds, yet all the developer has had to do is bide his time until new bureaucrats who are prepared to rubber stamp developments without conducting independent assessments got into positions of influence. These bureaucrats rely on computer simulations for dust, odour and noise, generated by modellers engaged by chicken developers who can contrive to manipulate input data to serve the interests of the proponents. There is no independent oversight.

Signed by 103 people:

Name	Postcode
	4343
	4343
	4343
	4350
	4350
	4508
	4069
	4343
	4576
	4560
	4215
	4215
	3053
	8083
	4556
	4069
	4066
	4343
	4343
	4343
	4223

Name	Postcode
	4343
	4343
	4075
	4510
	2153
	4343
	4343
	4061
	4101
	4343
	4347
	4343
	4344
	4343
	4343
	4343
	4066
	4073
	4154
	4035
	4118
	4000
	4343
	4343
	4151
	3023
	4152
	4103
	4165
	4310
	4275
	4066

Name	Postcode
	0000
	4077
	4075
	4343
	4343
	4343
	4563
	4344
	4342
	4306
	4521
	4109
	4561
	4305
	4066
	4310
	4012
	4520
	4306
	4055
	4350
	4740
	4300
	4069
	4343
	4037
	4035
	4121
	4035
	4343
	3860

Name	Postcode
	2230
	4343
	4343
	4343
	4343
	4343
	4343
	4343
	4312
	4343
	3272
	4343
	4311
	4343
	3352
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	4343
	3160
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**10.6 Councillor Conference Attendance**

**Date:** 16 March 2017  
**Author:** Vickie Wieland, EA to Chief Executive Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

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**Summary:**

Council has recently received advice of the upcoming LGAQ Financial Summit and the Australian & New Zealand Disaster Management Conference. The Financial Summit is being held in Cairns from 29-30 March and the Disaster Management Conference on the Gold Coast from 22-23 May.

**Officer's Recommendation:**

**THAT Council confirm the attendance of the Mayor and Cr Wilson (Portfolio Councillor) at the LGAQ Financial Summit to be held in Cairns from 29-30 March 2017, and the Chief Executive Officer be authorised to nominate a relevant officer/s to attend as appropriate; and**

**Further;**

**THAT Council confirm the attendance of the Mayor, Cr Milligan (Chair) and Cr Holstein (Deputy Chair) at the Australian & New Zealand Disaster & Emergency Management Conference to be held on the Gold Coast from 22-23 May 2017, and the Chief Executive Officer be authorised to nominate a relevant officer/s to attend as appropriate.**

**Report**

**1. Introduction**

Registrations are now open for both the LGAQ Financial Summit and the Australian & New Zealand Disaster & Management Conference. It is recommended that Council be represented at both these Conferences as they will provide Councillors and staff with significant and important information.

**2. Background**

Council has in previous years attended both the LGAQ Financial Summit and the Australian & New Zealand Disaster & Management Conferences and budget allocations have been made for same.

**3. Report**

Direct quotes explaining the details of each conference follow:-

*"The 5<sup>th</sup> Local Government Financial Sustainability Summit titled "Bridging the Divide" is the first for this term, and is a chance for councils to gather and learn from peers and industry experts.*

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*International keynotes and industry experts—with practical insights to avoid the chasm between expectation and delivery will address the Summit. The Summit will explore the stresses between the cost of doing business and the ability to raise revenue. It will also include executive and governance master classes on important financial management concepts and decision making tools.*

*This year LGAQ have broadened the summit scope to make it more valuable for Mayors, Councillors, CEOs and Chief Financial Officers. They have also maintained a practical emphasis throughout the program with the inclusion of Q&As. The Local Government Association of Queensland and Queensland Treasury Corporation have partnered together to deliver this conference, and all councils are encouraged to be represented at this event.*

*The 2017 Disaster & Emergency Management Conference is now into its sixth year, the ANZDMC continues to grow in both size and reputation and this conference has evolved into the premium event of its type, facilitating professional development and the exchange of current ideas and practices between emergency and disaster management practitioners from Australia and New Zealand and further afield. The Committee continues to listen to feedback and modify the program each year to ensure they are providing professional and pithy presenters, and papers that are relevant, innovative and support individual professional development.*

*This year delegates will be attending from South East Asia and further afield, over 100 speakers and poster presenters addressing topics on current and emerging practice, covering a diverse range of themes and issues that are very relevant to emergency and disaster management professionals. The continued exchange of ideas and innovations at this conference will result in improved practices within the industry and ultimately on the ground.*

*The Conference Committee have worked hard to produce a diverse and topical program with keynote speakers and invited speakers who represent the ever-increasing depth and breadth of the emergency and disaster management sector. We trust that you find the program engaging, informative and provocative”.*

**4. Policy and Legal Implications**

There are no direct legal implications associated with the report.

**5. Financial and Resource Implications**

There is an approved budget allocation for the attendance of Councillors and Officers for these Conferences.

**6. Delegations/Authorisations**

No further delegations are required to manage the issues raised in this report.

**7. Communication and Engagement**

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



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**8. Conclusion**

The adoption of the recommendation will enable Council to complete registrations for Council's delegates for both the LGAQ Financial Summit and the Australian & New Zealand Disaster & Management Conference.

**9. Action/s**

That the Chief Executive Officer finalise and register Council's delegates for both the LGAQ Financial Summit and the Australian & New Zealand Disaster & Management Conferences.



## ORDINARY MEETING OF COUNCIL AGENDA 22 MARCH 2017

### 11. ORGANISATIONAL DEVELOPMENT AND PLANNING REPORTS

#### 11.1 Application for Development Permit for Operational Works (Internal Roads and Car Parking Areas), Souter Adventures Pty Ltd, 356 Thomas Road, Upper Lockyer

**Date:** 15 March 2017

**Author:** Trevor Boheim, Manager Planning and Environment

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

#### Summary:

A set of conditions to be attached to an approval for operational works is provided in accordance with the resolution of Council at its Ordinary Meeting of 8 March 2017.

#### Officer's Recommendation:

**THAT Council resolve to approve the Application for a Development Permit for Operational Works (Internal Roads and Car Parking Areas) lodged by Souter Adventures Pty Ltd in respect of land at 356 Thomas Road, Upper Lockyer, subject to the following conditions that shall be met within six months of the date of the approval and thereafter at all times:**

- 1. Improvements to the internal roads shall be undertaken in accordance with the Plan SP0001 - Suggested Site Improvements prepared by RMA Engineers and dated 12-12-16.**
- 2. The section of Souters Way near the shower block shall be of a minimum width of 6 metres to allow two vehicles to pass without conflict.**
- 3. The intersection of Souters Way and Forest Ridge Road shall be modified so as to facilitate easier manoeuvring particularly for westbound vehicles. Alternatively Stump Siding shall be used to provide access from Souters Way to Forest Ridge Road.**
- 4. Signage and delineation of all camp sites shall be provided between all camp sites that have a frontage to an internal road and the internal road to ensure there is the ability to determine with certainty what areas are within a camp site and the extent of any adjacent internal roads.**
- 5. Wayfinding signage shall be provided of a standard that is easy to read and of reflective material to improve the delineation of the internal road network and its safety and legibility at night.**
- 6. Standard "One-Way" signage shall be provided for all one-way internal roads at locations to ensure patrons are aware which roads are for one-way traffic only.**

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- 7. Standard “No Entry” signage shall be provided at all intersections between one and two way roads.**
- 8. All internal roads that are shared use for vehicles and pedestrians shall have a posted speed limit of 10km/hour and all other internal roads shall have a posted speed limit of 15km/hour.**

**Report**

**1. Introduction**

The application was recommended for refusal at Council’s Ordinary Meeting of 8 March 2017. Council resolved that a report be brought back to the meeting of 22 March 2017 with reasonable and relevant conditions requiring any inadequacies identified with the internal roads to be addressed.

**2. Background**

At its Ordinary Meeting of 8 March 2017 Council resolved as follows:

*THAT Council resolve to instruct the Chief Executive Officer to bring a report to the meeting of 22 March 2017 approving the Application for a Development Permit for Operational Works (Internal Roads and Car Parking Areas) with relevant conditions.*

*As the internal roads and car parking areas already exist, Council is of the opinion that officers should, by means of a visual inspection, be able to assess the adequacy of the existing works and attach to a Development Approval reasonable and relevant conditions requiring any inadequacies identified to be addressed.*

**3. Report**

An inspection of the internal roads and car parking areas was undertaken by Council’s Technical Officer (Engineering) on 15 March 2017. A review of the document “Traffic engineering (fit for purpose) assessment of Murphys Creek Escape internal road network” prepared by RMA Engineers and dated 15 December 2016 was also carried out. Together these form the basis of the conditions included in the Officer’s Recommendation.

**4. Policy and Legal Implications**

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

**5. Financial and Resource Implications**

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

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**6. Delegations/Authorisations**

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

**7. Communication and Engagement**

Council's decision will be communicated with the applicant in the manner required by the *Sustainable Planning Act 2009*.

**8. Conclusion**

In accordance with Council's resolution of 8 March 2017, Council's Technical Officer (Engineering) has inspected the internal roads and car parking works on 15 March 2017 and the report prepared by RMA Engineers dated 16 December 2016 has been reviewed so as to provide a set of reasonable and relevant conditions to be attached to an approval.

**9. Action/s**

That Council determines the application as set out in the Officer's Recommendation.

**Attachments**

1 [View](#) Attach 1 7 Pages

Brisbane  
Level 4, 35 Boundary St  
South Brisbane Qld 4101  
T 07 3846 5885

Bundaberg  
16A Crofton St  
Bundaberg Qld 4670  
T 07 4130 5646

Toowoomba  
9 Bowen St  
Toowoomba Qld 4350  
T 07 4639 4100

Name:

15/12/2016



The Trustee for Murphy's Creek Escape Trust  
PO Box 2667  
TOOWOOMBA QLD 4350

Attention: Mr Peter Souter

Re. Traffic engineering (fit for purpose) assessment of Murphy's Creek Escape internal road network

Project Name: Caravan and Camping - Thomas Road | Upper Lockyer  
Project No: 12480

Dear Peter,

RMA Engineers has been engaged by the Murphy's Creek Escape Trust to undertake a traffic engineering assessment of the internal site road network of an existing camping and caravan development located at 356 Thomas Road, Upper Lockyer.

The purpose of this letter is to document the assessment of the internal road network within the site to determine whether existing provisions are 'fit for purpose' for its current operation, i.e. camping and caravan activities. The outcomes of this letter may be considered for future planning applications.

The 'fit for purpose' assessment includes a review of the following traffic and transport items:

- ☐ Internal road layout, function and characteristics
- ☐ Delineation and signage
- ☐ Road pavement condition
- ☐ Capacity constraints
- ☐ Sight distance
- ☐ Access and parking provisions
- ☐ Servicing provisions
- ☐ Pedestrians and cyclists
- ☐ Safety considerations
- ☐ Stormwater drainage

A site visit was conducted by RMA engineers on the 30 November 2016 along the internal roads to help gain an understanding of the site and constraints.

Page 1 of 5

rmaeng.com.au



#### Background (existing site operation)

The Murphy's Creek Escape camping and caravan park is a rural bush campground that caters predominantly for short term camping accommodation.

The site has been in operation for approximately 9 years. It was heavily affected by the 2011 floods and as a result underwent re-construction and improvements for the development to resume operations.

The subject site includes a total of 118 short term accommodation sites varying from powered and non-powered sites, tents and caravan sites, luxury tents, army tents and permanent sites.

The park has approval permits to cater for 300 persons at any one time. This is sufficient for the typical weekend demands in which the site has between 100-250 persons. In the peak periods (such as Easter, Christmas and long weekends) the site applies for temporary permits to cater for up to 500 persons. During these peak periods extra facilities are provided to cater for the expected demand.

During a typical weekend the traffic demand is low with approximately 10-50 vehicles on site. During peak periods, the number of vehicles can reach up to 150 on site. The majority of vehicle volumes enter the site during Friday (between 10am and 7pm) and exit the site on Sunday morning (between 6am and 11am). The traffic demand is spread out during these times and does not coincide with the external Murphy's Creek Road peak periods.

The entering and exiting traffic demands (referred to as in/out splits) of the site is highly directional with minimal trips occurring in the opposing direction.

During the past 5 years (since the 2011 floods) no major issues in regards to the internal traffic operation and network layout have been reported for the site.

#### Fit for purpose review of the existing internal road network

The Murphy's Creek Escape camping and caravan park provides visitors with the experience of rural and bush camping within the natural environment. The site does not intend to portray the typical urbanised camping grounds with sealed streets and campsites within a grid network.

#### Internal road layout, function and characteristics

The existing road network is shown on the appended layout plan and consists of unsealed carriageways. Souters Way is the main spine road through the site and is a two-way road that connects the site entrance to the reception office. The majority of the roads within the site are not sufficient in width to cater for two-way traffic and are signed as one way roads to minimise any potential conflict. All camping and caravan sites have direct access to the road network.

The speed limit of the internal road network is low and signed at 15km/h with a small shared zone (10km/h) section adjacent to the play area along Souters Road.

The road network winds around the existing natural landscape which includes non-frangible trees. These are not considered a hazard to motorists due to the low speed environment of the road network.

Throughout the site, narrow sections of road were observed with two-way function. Most of these sections have sufficient overtaking/passing width and adequate sight distance to retain two-way function. One exception was a short section of Souters Way near the shower block that was measured between 4.0m and 4.8m wide. Whilst adequate sight distance is available, there are no overtaking provisions in this section. This area could cause conflict with oncoming traffic and is constrained by two trees with the road running through. Although a low risk situation (low





volumes and low speed), it is suggested to widen this section of road to allow two vehicles to pass without conflict (6.0m wide). This can be done by relocating the sleeper/log barrier kerbs and providing obstruction marker signage for the trees.

It was difficult to access Forest Ridge Road from Souters Way (when travelling westbound) due to the acute angle of the intersection. The use of Stump Siding will provide an alternative route or if possible, it is suggested to widen the corner of the intersection for easier manoeuvring.

Generally, the unsealed road formations and winding nature of the road layout is considered appropriate for the site use.

#### Delineation and signage

Street name, directional and wayfinding signage are provided throughout the site to inform and guide new visitors to the different localities within the site. A site map is also provided to guests when they check in for their stay. This is considered adequate for the site.

It was noted that some additional signage and delineation (demarcation of camp sites) could help define the roads from camp sites and help improve the awareness of the intended function of the roads. This predominantly includes adding more 'One Way' and 'No Entry' signs. The suggested signage and delineation is shown on the appended plan.

It is also suggested to update existing wayfinding signage that is hard to read or is in poor condition. New signs should be made from reflective material to help increase delineation of the road network and safety at night times for motorists.

It should also be noted that delineation of the road network may not be an issue when the park is busy as the sites will be set up and the street network would be easier to identify. It may also not be an issue for long stay or repeat customers as they will familiarise themselves with the layout in the first day or so.

Demarcation of camp sites is not considered a major issue and could be considered if visitors have trouble finding their site, or encroach onto the roadway.

#### Road pavement condition

The current road (unsealed) pavement condition is deemed suitable for the expected traffic volumes. Some minor washouts and rutting were observed but were not considered an immediate concern.

The ongoing maintenance regime and the recent upgrade of the drainage within the site minimises the risks associated with possible pavement failures.

#### Capacity constraints

The site is expected to have low traffic volumes travelling on the road network at any one time. Once visitors park their vehicle on the camp site it is seldom that they will travel offsite during the stay. The internal traffic demand is also expected to be dispersed evenly throughout the day with peak periods having high directional flow. It is also understood that over the past five years, the peak traffic operations of the site indicate that no capacity constraints were experienced on site.

The internal road network is considered satisfactory to cater for the vehicle demands of the site.



#### Sight distance

The site has sufficient sight distance throughout the area due to the natural landscape having minimal low shrubs/vegetation. The sight distance at each internal intersection is adequate for motorists to recognise other vehicles.

It should be noted that the sight distance was checked when the majority of camp sites were not utilised. As the camp sites become utilised the tents and parked vehicles may change the sight distances around the site. However, from the layout of the camp sites and the low speed environment the sight distances available is expected to be adequate.

#### Access and parking provisions

The access to the site is wide enough to cater for the expected vehicles to the site, such as buses and cars with trailers. Parking is provided within each camping site, near the reception and also near the luxury tents. From the review, the access and parking provisions of the site is considered adequate.

To improve accessibility and capacity of the internal road network, it is suggested to relocate the existing reception office (and parking area) to the front entry of the site with provisions for a vehicle turn around area. This will reduce the requirement of visitors to travel through the site to the reception area and will result in reduced travel distance and the doubling up on internal traffic movements.

#### Servicing provisions

The site consists of bin enclosures that are located throughout. These bin enclosures are easily accessible by service vehicles (refuse collection vehicle). There are no identified issues associated with the servicing provisions of the site, including waste collection, deliveries, and the temporary set up of facilities (such as portable toilets) during the peak periods.

#### Pedestrians and cyclists

The sign speed limit of 15km/h, road pavement conditions, formation widths and layout also help regulate vehicle speeds to a minimum which improves the safety of pedestrians and cyclists within the site. A signed shared zone with a speed limit of 10km/h exists for the section of Souters Way adjacent the play area to help with the safety of pedestrians accessing the play area.

#### Safety considerations

No major safety concerns were identified from the review of the internal road network.

#### Stormwater drainage

During the roads inspection it was noted from a visual inspection that the stormwater drainage is considered adequate for the site as the roads all have adequate crossfall and the new rock lined drainage system the operators have constructed diverts the overland flow to a suitable location.





#### Summary of suggested improvements

From the review, the existing road network is considered satisfactory and fit for purpose. However, as per above, the following improvements are suggested:

- It is suggested to widen the two-way section of Souters Way near the shower block to 6.0m by relocating the sleepers/logs kerb. This will allow two vehicles to pass one another
- Use Stump Siding as an alternative route for the access to Forest Ridge Road from Souters Way (for westbound direction). If possible consider widening the corner of the intersection for easier manoeuvring
- Improve delineation of the internal road network with signage and markers, including:
  - Standard one-way signage, and markers/logs/kerb/guide posts to indicate the road edge from the camp sites at certain locations (such as Canyon Top Circuit and Stump Siding Road)
  - Provide 'No Entry' signs for one-way streets
  - Improve delineation of Stumps Siding and Canyon Top Circuit to improve the identification of the correct driving path along these roads
  - Improve demarcation of camp sites
- Relocate reception to the front gate of the facility with parking and turn around area

In summary, the existing internal road network of the Murphy's Creek Escape camping and caravan park is considered satisfactory and fit for purpose. No major issues have been identified in relation to the traffic operation, the road network layout or stormwater drainage. Some suggested improvements for the road network are recommended, however, they are not considered a necessity due to the low level of vehicle volumes and no recorded operational or safety issues since the 2011 floods. These suggestions should be considered at the discretion of the site manager.

Regards,

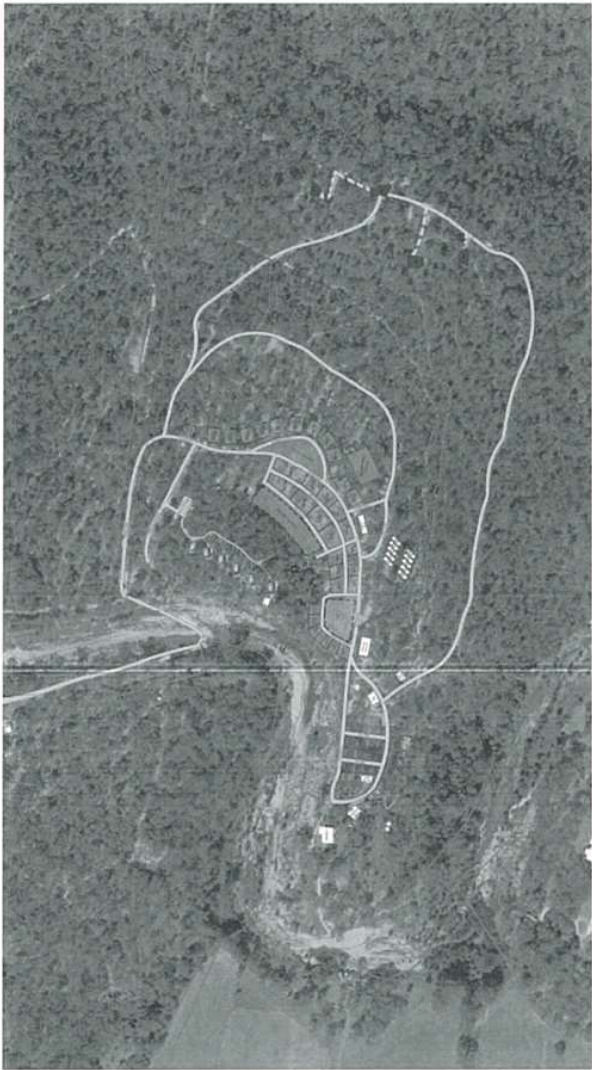
A handwritten signature in black ink, appearing to read 'Adam Gwatking'.

Adam Gwatking  
Senior Engineer (Traffic | Transport | Civil)  
RPEQ 15158  
RMA Engineers

#### Enclosed:

1. Road network layout
2. Suggested improvements

Murphy's Creek Escape  
Landscape Site Masterplan



LP01

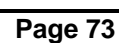
LEGEND
Buildings
Proposed Campsite
Non-Proposed Campsite
Creek Top Campsite
Riverside Campsite
Long Stay Camping Site
Lunch Trunk
Internal Roadway & Zone
Motorway
Spoke
Mountain Bike Trail
Flying Fox



PREPARED BY: JWC  
DATE: 18.07.2016  
NOT FOR CONSTRUCTION

Murphy's Creek Escape  
CLIENT: Peter and Lisa Souter

Landscape Site Masterplan  
Page No: LP01  
Issue: A  
Date: 18.07.2016  
11:300 @A3





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**11.2 Request for Negotiated Decision for Development Permit for Material Change of Use for Extension to Existing Motel on Lots 1 SP284979 located at 1 Hawck Street, Gatton**

**Date:** 16 March 2017  
**Author:** Nick Cooper, Coordinator Development Assessment  
**Responsible Officer:** Dan McPherson, Executive Manager Organisational Development & Planning

**Summary:**

The request has been assessed in accordance with the requirements of the *Sustainable Planning Act 2009* and is recommended that Council agree to the requested amendments as set out in the Officer's Recommendation.

**Officer's Recommendation:**

**THAT the request for a Negotiated Decision for Development Permit for Material Change of Use for Extension of Existing Motel (MCU2016/0072) on Lot 1 SP284979 located at 1 Hawck Street, Gatton, be agreed to by the amendment of the following conditions:**

**1. Condition 1 be amended to read:**

**The development shall be undertaken generally in accordance with the following plans prepared by designtek and referenced as Proposed Motel Development Lake Apex Drive, Gatton Qld 4343 - Project Number 1503-05:**

**(a) Drawing number MCU-04, Revision B, dated 24 February 2017; and**

**(b) Drawing number MCU-05, Revision B, dated 24 February 2017**

**2. Condition 15 be deleted**

**Report**

**1. Introduction**

A request for a Negotiated Decision pursuant to s.361(1)(a) of the Sustainable Planning Act 2009 was received on 1 March 2017. The request has been assessed and it has been determined that the requested amendments to conditions should be agreed to. The assessment of the request is provided in the body of this report.

**2. Background**

At its Ordinary Meeting of 18 January 2017, Council approved a Development Permit for Material Change of Use for Extension to Existing Motel (MCU2016/0072) on Lots 1 SP284979

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located at 1 Hawck Street, Gatton. The report, which detailed the assessment of the application, is contained in the minutes for Ordinary Meeting of Council (18/01/17).

### **3.0 Assessment**

The applicants request for a negotiated decision notice is provided as Attachment 1. The assessment follows the order of the requested amendments.

### **3.1 Requested Changes to conditions of Development Approval**

The request for a negotiated decision seeks changes to conditions 1 and 15 of the Development Permit. The following assessment provides the wording of the condition as it currently stands, the request as set out in the request of 18 September 2016, the rationale provided by the applicant for the request, the assessment of the request and the recommended changes to the conditions if any.

#### Condition 1

*"1. The development shall be undertaken generally in accordance with the following plans prepared by designtek and referenced as Proposed Motel Development Lake Apex Drive, Gatton Qld 4343 - Project Number 1503-05:*

- (a) Drawing number MCU-04, Revision A, dated 9 December 2016; and*
- (b) Drawing number MCU-05, Revision A, dated 9 December 2016;*

*subject to the following amendments:*

- (c) Motel units 34, 36, 37, 38 and 39 are to be setback 3m from the property boundary comprising the Lake Apex Drive frontage of the land; and*
- (d) The distance between points G and L on Drawing number MCU-04, Revision A, dated 9 December 2016 (Attachment 2) is to be reduced to 49.325m by setting motel units 37, 38 and 39 a further 0.205m back from boundary comprising the Railway Street frontage of the land."*

The request is as follows:

That the submitted revised plans replace the existing approved plans and that condition 1 is amended accordingly.

The rationale provided in support of the request is as follows:

*"Due to the nature of the project, the modular format of the rooms and the construction of the existing motel, we are limited on the maximum setback we can achieve from Lake Apex Drive. As per the attached revised plans, we have increased the setback dimension to the maximum dimension achievable with the constraints of the modular format of rooms and the existing construction on site.*

*Setbacks have been increased as follows.*

- Units 37, 38 & 39 have increase in setback from 1.9m to 2.9m to the wall alignment.*

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- Units 34, 35 & 36 a setback of 1.0m. An increased setback cannot be achieved for these units as the existing retaining walls, internal landscaping & disabled pathway are fixed in location and cannot be reduced.
- Units 37,38 & 37 have increased setbacks from Railway street of 800mm, the increased setback is at floor level of the units from the existing constructed retaining wall. The additional 800mm setback will permit landscaping to be planted in front of the units and break the overall height of the wall down with intermediate landscaping. Furthermore, high level windows have also been added to unit 39 and unit 36 to increase glazing to each street frontage "

Assessment of request as follows:

It is agreed that the amended plans be accepted and replace the existing approved plans. The applicant has provided increased setbacks to help achieve the intent of conditions 1c & 1 d.

Condition 15

*"15. The developer shall be responsible for obtaining approval and bearing all costs associated with registering in favour of Council all necessary stormwater drainage easements within the subject land in order for drainage paths to reach a satisfactory point of legal discharge".*

The request is as follows:

It is requested that the condition be removed or reworded.

The rationale provided in support of the request is as follows:

*"We request the above condition be removed or re-worded so that all stormwater from site be connected to the existing detention basin on site and existing stormwater connection".*

Assessment of the request as follows:

It is agreed to delete the condition, as the condition has no consequence to the development.

**4. Policy and Legal Implications**

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

**5. Financial and Resource Implications**

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

**6. Delegations/Authorisations**

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

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**7. Communication and Engagement**

The decision of Council will be formally communicated to the applicant and the submitter in accordance with the requirements of the *Sustainable Planning Act 2009*.

**8. Conclusion**

It is recommended that the request for a negotiated decision be agreed and Condition 1 is amended and Condition 15 is deleted.

**9. Action/s**

That the request for a negotiated decision be agreed to in part in accordance with the Officer's Recommendation.

**Attachments**

- 1 [View](#) Attach 1 2 Pages  
2 [View](#) Attach 2 2 Pages



01-03-2017



Ref MCU 2016/0072

Trevor Boheim  
Co-ordinator Development Assessment  
Rockhampton Regional Council  
Po Box 1860  
Rockhampton Qld 4700.

### **REPRESENTATIONS ABOUT DECISION NOTICE**

**DEVELOPMENT APPLICATION - MATERIAL CHANGE OF USE: CODE ASSESSABLE FOR  
MOTEL (Six additional units, covered area, carports, laundry) and shop  
AT 1 HAWCK STREET, GATTON QLD**

**(LVRC Reference: MCU 2016/0072)**

In relation to the above, and on behalf of the applicant, Super Turnkey Pty Ltd, we lodge the following representations in relation to Council's Decision Notice received via email on the 30 January 2017.

#### **CONDITION 1.**

The development shall be undertaken generally in accordance with the following plans prepared by Designtek and referenced as Proposed Motel Development Lake Apex Drive Gatton Qld 4343 – Project Number 1503-05

- c) Motel units 34, 36, 37, 38 & 39 are to be setback 3.0m from the property boundary comprising the lake apex drive frontage of the land.

Due to the nature of the project, the modular format of the rooms and the construction of the existing motel, we are limited on the maximum setback we can achieve from Lake Apex Drive.

As per the attached revised plans, we have increased the setback dimension to the maximum dimension achievable with the constraints of the modular format of rooms and the existing construction on site.

Setbacks have been increased as follows.

- Units 37, 38 & 39 have increase in setback from 1.9m to 2.9m to the wall alignment.
- Units 34, 35 & 36 a setback of 1.0m. An increased setback cannot be achieved for these units as the existing retaining walls, internal landscaping & disabled pathway are fixed in location and cannot be reduced.

Shop 5/10 Denham Street, ROCKHAMPTON QLD 4700  
PO Box 3371, RED HILL QLD 4701  
Phone: 07 4922 2880 | Fax: 07 4921 3626 | Email: mail@designtek.com.au  
[www.designtek.com.au](http://www.designtek.com.au)



d) The distance between points G & L on the drawing number MCU-04, Revision A dated 9 December 2016 (attachment 2) is to be reduced to 49.325m by setting units 37,38 & 39 a further 0.205m back from boundary comprising the Railway Street Frontage of the land.

- Units 37,38 & 37 have increased setbacks from Railway street of 800mm, the increased setback is at floor level of the units from the existing constructed retaining wall. The additional 800mm setback will permit landscaping to be planted in front of the units and break the overall height of the wall down with intermediate landscaping.
- High level windows have also been added to unit 39 and unit 36 to increase glazing to each street frontage.

#### **Stormwater Management**

##### **CONDITION 15.**

The developer shall be responsible for obtaining approval and bearing all costs associated with registering in favour of council all necessary stormwater drainage easements within the subject land in order for drainage paths to reach a satisfactory point of legal discharge.

- We request the above condition be removed or re-worded so that all stormwater from site be connected to the existing detention basin on site and existing stormwater connection.

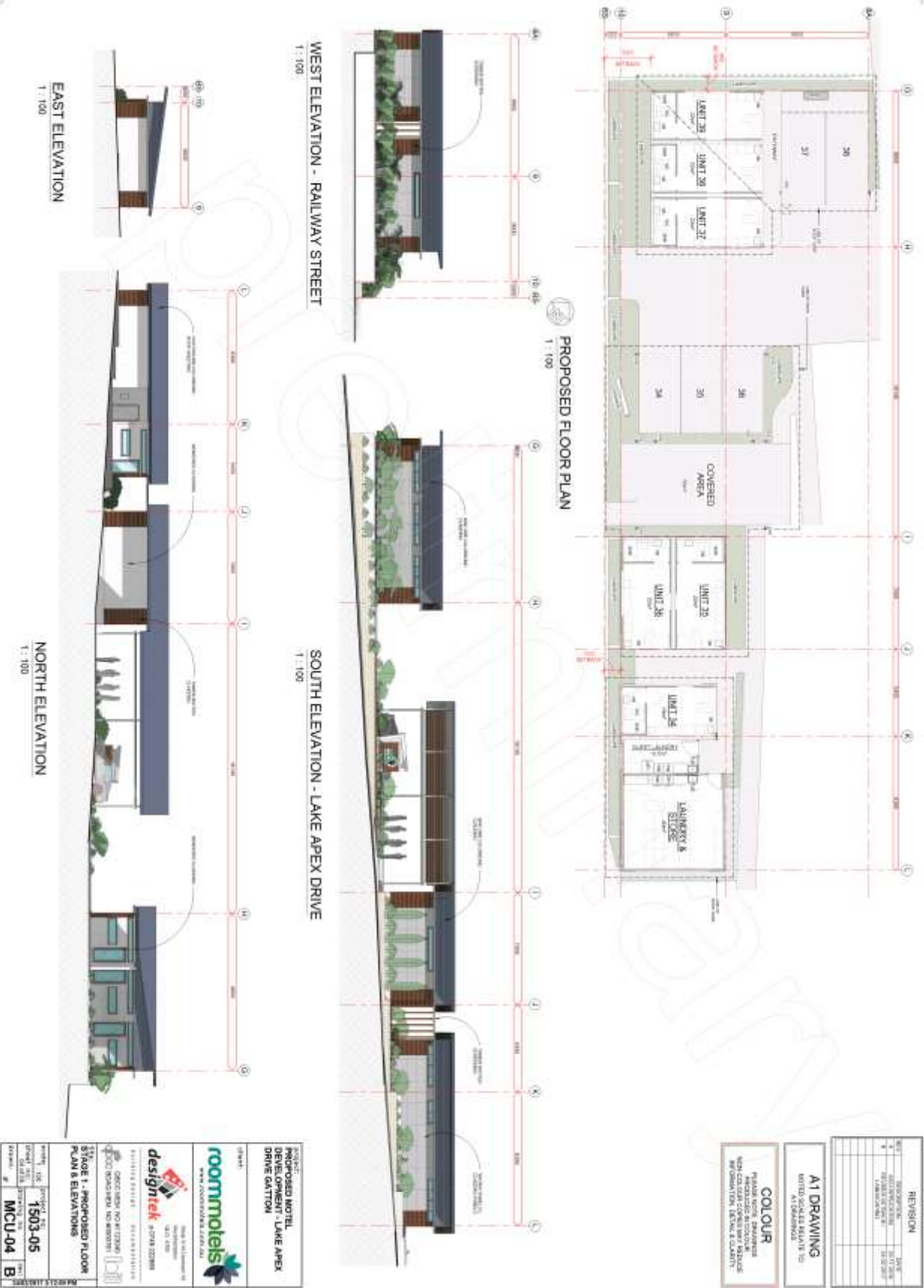
If you have any further queries or would like to discuss any of the above items, please don't hesitate to contact me.

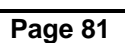
Regards,

Glenn Thomasson  
Designtek Pty Ltd

Shop 5/10 Denham Street, ROCKHAMPTON QLD 4700  
PO Box 3371, RED HILL QLD 4701  
Phone: 07 4922 2880 | Fax: 07 4921 3626 | Email: mail@designtek.com.au  
[www.designtek.com.au](http://www.designtek.com.au)







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

### **12.1 Summary of Council Actual Financial Performance vs. Budget – 28 February 2017**

**Date:** 14 March 2017

**Author:** Tony Brett, Manager Finance and Customer Service

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

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#### **Summary:**

In accordance with Section 204 of the *Local Government Regulation 2012*, a financial report summarising the progress of Council's actual performance against budgeted performance is to be presented to Council. This report provides a summary of Council's financial performance against budget for the financial year to 28 February 2017.

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

**THAT Council resolve to receive and note the Summary of Council Actual Financial Performance versus Budget to 28 February 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 28 February 2017.

#### **Operating Revenue - Target \$46.41 million Actual \$46.68 million or 100.58%**

At 28 February 2017, overall operating revenue is on above target for the budgeted amount. While timing issues have meant that recoverable works are slightly less than budget, these have been offset by higher than expected development fees, which continue to exceed budgeted expectations.

Operating grants and subsidies received equal \$4.33 million or 100.37% of the year to date budgeted revenue amount. Although the average return is higher than the benchmarks, interest revenue is now on target following the adjustment in the December quarter budget review.



**ORDINARY MEETING OF  
COUNCIL AGENDA  
22 MARCH 2017**

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**Operating Expenditure - Target \$34.70 million Actual \$33.59 million or 96.80%**

At 28 February 2017, overall operating expenditure for the year is under target against the budgeted amount.

Employee costs are on target following adjustments made as part of the December 2016 quarter budget review although ongoing monitoring is required to ensure that the staffing levels match the current establishment and that costings to capital works projects align to budget.

At 28 February, goods and services for were \$1.25 million less than budget mainly due to the timing of project related contractor and consultant payments and under expenditure on materials. While the timing of these expenditures has been reviewed and some savings identified during the budget review process, a further review will be conducted at the end of March. This review will focus on potential savings in electricity costs, fleet costs and the timing of consultants and material expenses.

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. Following the December quarter budget review depreciation expenditure is on target.

**Capital Revenue - Target \$3.28 million Actual \$2.98 million or 90.85%**

Overall capital grants and subsidies revenue is under budget for the year to date. 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.

**Capital Expenditure – Target \$22.10 million Actual \$10.65 million or 48.19%**

To 28 February 2017, Council has expended \$10.64 million on its capital works program with a further \$4.23 million in committed costs for works currently in progress. With commitments included, the capital works in progress is 67.33% of the full year budget. Expenditure has increased with the commencement of several major projects such as the Laidley Library refurbishment and the new cell at the Gatton Land Fill.

The main expenditures are \$7.13 million within Infrastructure Services and \$2.40 million in Corporate and Community Services. Major projects include the Lakeview Accommodation Precinct, Summerholm Road Upgrade, Middleton's Bridge Rehabilitation, Laidley Administration and Library Refurbishment, Reseal Program and Flood Mitigation 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 28 February, Council had \$45.21 million in current assets compared to \$9.64 million in current liabilities with a ratio of 4.69:1. This means that for every dollar of current liability, there is \$4.69 in current assets to cover it. The high level of this ratio is due to the second rates levy being issued in late January, which has increased receivables and cash balances.

**ORDINARY MEETING OF  
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22 MARCH 2017**

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## **Statement of Cash Flows**

The Statement of Cash Flows provides information on the amount of cash coming in and going out. As at 28 February, there has been a net cash inflow of \$6.64 million. The cash inflow from operating activities of \$13.10 million offset the net \$5.72 million outflow from capital expenditures and loan repayments of \$0.74 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 28 February, Council's cash balance was \$29.34 million. This balance will peak in the next two months as the second levy of the rates is collected.

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

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

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

Monitoring of budgets and actuals will remain important if Council is to achieve the financial results adopted as part of the 2016-2017 budget, and any variations or anomalies will need to be investigated and action taken as appropriate.

Whilst Council remains on track at this time, there are still some risks, which may impact the budgeted surplus. These risks include the completion of the capital works plan, interest revenue, performance of Council's business units, taking of leave and the timing of grant revenues.

The December Quarter budget review has been completed and the changes to the budgets are included in this report. A further review is planned for the end of March 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**

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

### **8. Conclusion**

At 28 February, Council's revenues are on target, and overall expenditure is under target. The December quarter budget review has been completed with the adjustments included in the attached reports.





**ORDINARY MEETING OF  
COUNCIL AGENDA  
22 MARCH 2017**

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**9. Action/s**

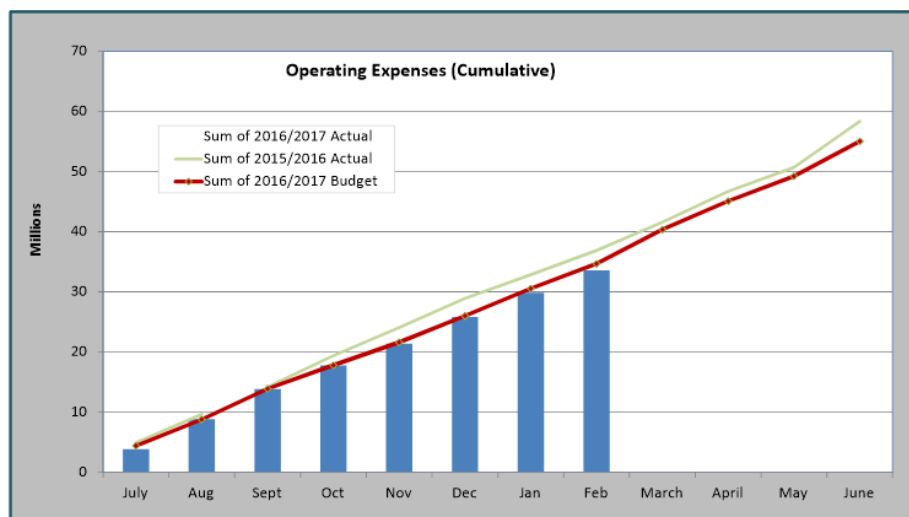
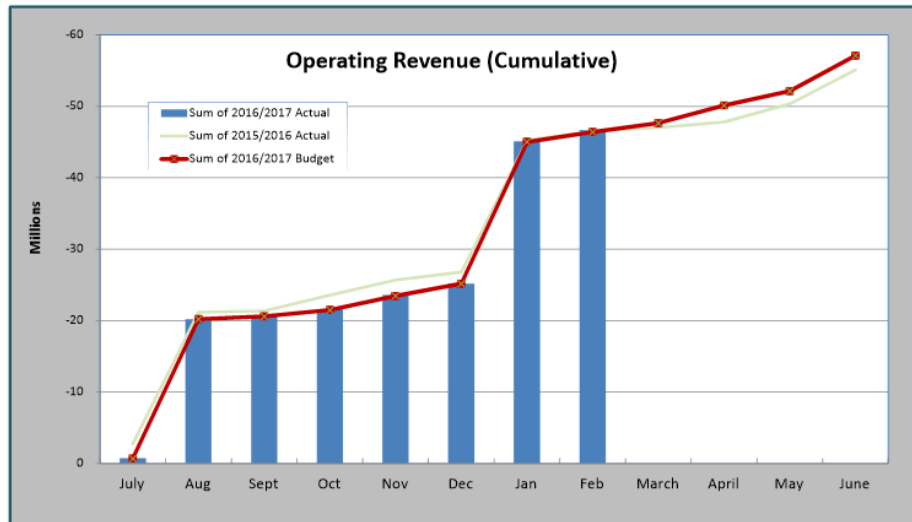
1. Nil.

**Attachments**

- 1 [View](#) Monthly Financial Report - 201702 15 Pages

## LOCKYER VALLEY REGIONAL COUNCIL

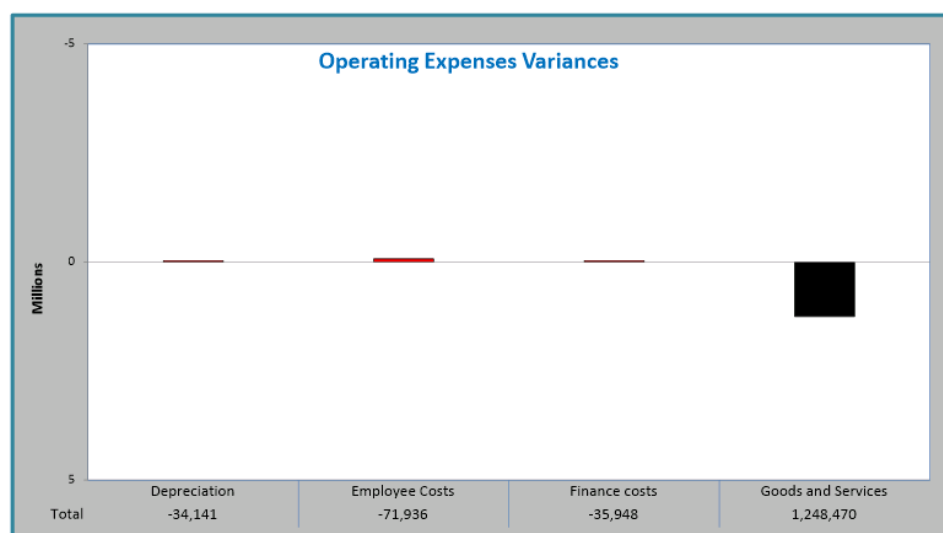
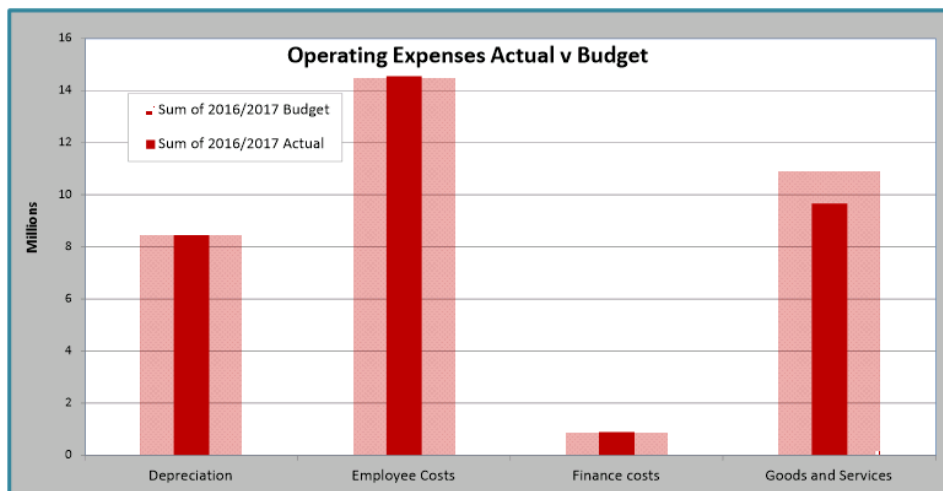
Total Council Operating Revenue and Expenses  
For the Period Ended 28th February, 2017



## LOCKYER VALLEY REGIONAL COUNCIL

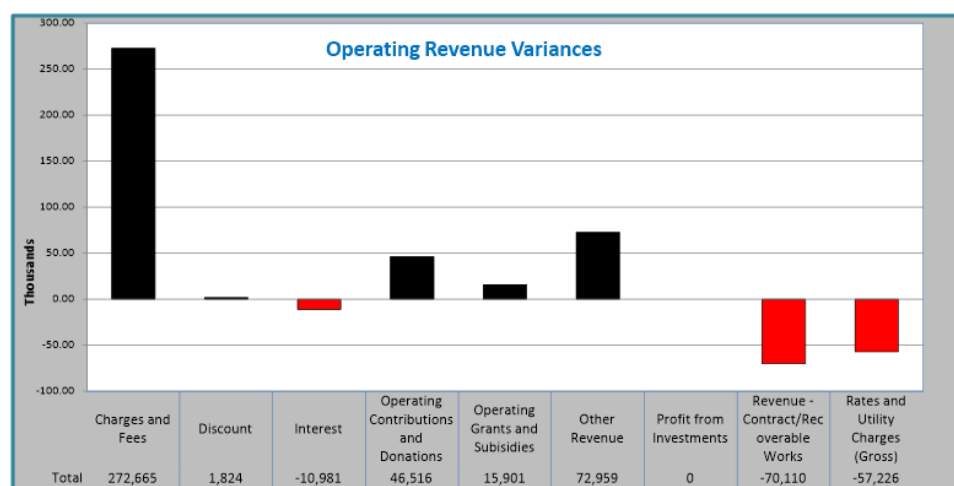
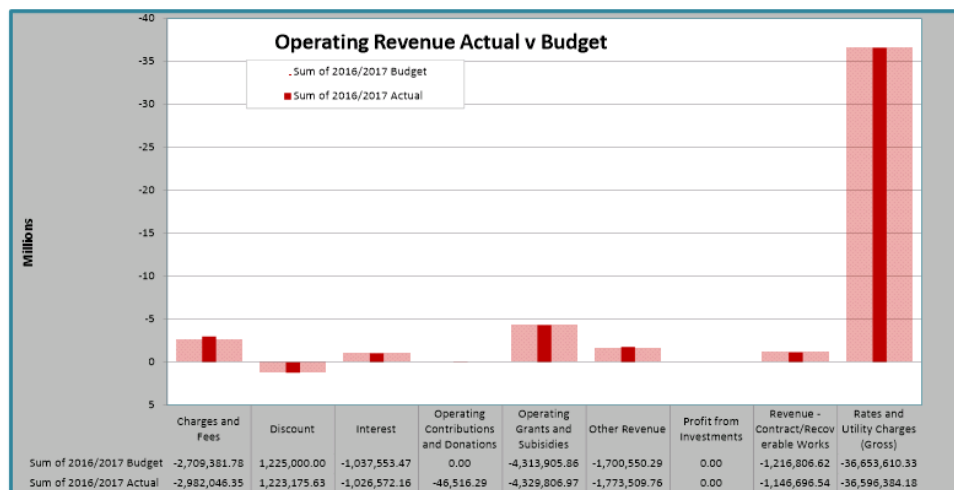
### Operating Expenses

For the Period Ended 28th February, 2017



## LOCKYER VALLEY REGIONAL COUNCIL

Operating Revenue  
For the Period Ended 28th February, 2017



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

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<u>Operating Revenue:</u>					
Rates and Utility Charges (Gross)	38,368,816	36,596,384	36,653,610	57,226	0.16
Discount	(1,475,000)	(1,223,176)	(1,225,000)	(1,824)	0.15
Charges and Fees	4,161,500	2,982,046	2,709,382	(272,665)	(10.06)
Interest	1,754,331	1,026,572	1,037,553	10,981	1.06
Operating Grants and Subsidies	7,164,249	4,329,807	4,313,906	(15,901)	(0.37)
Operating Contributions and Donations	1,330,000	46,516	-	(46,516)	0.00
Revenue - Contract/Recoverable Works	1,795,000	1,146,697	1,216,807	70,110	5.76
Other Revenue	2,307,100	1,773,510	1,700,550	(72,959)	(4.29)
Profit from Investments	1,699,000	-	-	-	0.00
<b>Total Operating Revenue</b>	<b>57,104,996</b>	<b>46,678,357</b>	<b>46,406,808</b>	<b>(271,548)</b>	<b>(0.59)</b>
<u>Operating Expenses:</u>					
Employee Costs	22,603,154	14,557,184	14,485,248	(71,936)	(0.50)
Goods and Services	18,090,522	9,672,261	10,920,731	1,248,470	11.43
Finance costs	1,691,400	897,530	861,583	(35,948)	(4.17)
Depreciation	12,648,000	8,466,144	8,432,003	(34,141)	(0.40)
<b>Total Operating Expenses</b>	<b>55,033,076</b>	<b>33,593,120</b>	<b>34,699,564</b>	<b>1,106,444</b>	<b>3.19</b>
<b>Operating Surplus/(Deficit)</b>	<b>2,071,920</b>	<b>13,085,237</b>	<b>11,707,244</b>	<b>(1,377,993)</b>	<b>(11.77)</b>
<u>Capital Revenue:</u>					
Capital Grants, Subsidies and Contributions	6,657,246	2,978,396	3,278,656	300,260	9.16
Profit (Loss) on Disposal of Non Current Assets	1,004,000	(711,794)	-	711,794	0.00
Other Capital Items	-	-	-	-	0.00
<b>Total Capital Revenue</b>	<b>7,661,246</b>	<b>2,266,602</b>	<b>3,278,656</b>	<b>1,012,054</b>	<b>30.87</b>
<b>Operating Surplus/(Deficit) After Capital Items</b>	<b>9,733,166</b>	<b>15,351,839</b>	<b>14,985,900</b>	<b>(365,938)</b>	<b>(2.44)</b>

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

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<u>Operating Revenue:</u>					
Rates and Utility Charges (Gross)	31,838,054	30,144,221	30,121,408	(22,813)	(0.08)
Discount	(1,315,000)	(1,094,542)	(1,095,000)	(458)	0.04
Charges and Fees	3,291,500	2,456,263	2,139,942	(316,321)	(14.78)
Interest	1,718,331	1,004,175	1,017,631	13,456	1.32
Operating Grants and Subsidies	6,549,249	3,934,415	3,911,906	(22,509)	(0.58)
Operating Contributions and Donations	1,300,000	1,332	-	(1,332)	0.00
Revenue - Contract/Recoverable Works	835,000	498,023	570,676	72,652	12.73
Other Revenue	2,247,100	1,733,132	1,663,891	(69,240)	(4.16)
Profit from Investments	1,699,000	-	-	-	0.00
<b>Total Operating Revenue</b>	<b>48,163,234</b>	<b>38,677,019</b>	<b>38,330,455</b>	<b>(346,564)</b>	<b>(0.90)</b>
<u>Operating Expenses:</u>					
Employee Costs	20,835,599	13,402,234	13,349,765	(52,468)	(0.39)
Goods and Services	13,115,936	6,815,762	8,029,274	1,213,512	15.11
Finance costs	1,524,900	814,256	778,123	(36,133)	(4.64)
Depreciation	12,259,000	8,218,971	8,172,672	(46,299)	(0.57)
<b>Total Operating Expenses</b>	<b>47,735,435</b>	<b>29,251,222</b>	<b>30,329,834</b>	<b>1,078,611</b>	<b>3.56</b>
<b>Operating Surplus/(Deficit)</b>	<b>427,800</b>	<b>9,425,797</b>	<b>8,000,621</b>	<b>(1,425,176)</b>	<b>(17.81)</b>
<u>Capital Revenue:</u>					
Capital Grants, Subsidies and Contributions	6,657,246	2,978,396	3,278,656	300,260	9.16
Profit (Loss) on Disposal of Non Current Assets	1,004,000	(711,794)	-	711,794	0.00
Other Capital Items	-	-	-	-	0.00
<b>Total Capital Revenue</b>	<b>7,661,246</b>	<b>2,266,602</b>	<b>3,278,656</b>	<b>1,012,054</b>	<b>30.87</b>
<b>Operating Surplus/(Deficit) After Capital Items</b>	<b>8,089,046</b>	<b>11,692,399</b>	<b>11,279,277</b>	<b>(413,122)</b>	<b>(3.66)</b>

Lockyer Valley Regional Council (Business Units)

Statement of Income and Expenditure

For Period Ending February 2017

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<u>Operating Revenue:</u>					
Rates and Utility Charges (Gross)	6,530,762	6,452,163	6,532,202	80,039	1.23
Discount	(160,000)	(128,633)	(130,000)	(1,367)	1.05
Charges and Fees	870,000	525,783	569,439	43,656	7.67
Interest	36,000	22,397	19,922	(2,475)	(12.42)
Operating Grants and Subsidies	615,000	395,392	402,000	6,608	1.64
Operating Contributions and Donations	30,000	45,184	-	(45,184)	0.00
Revenue - Contract/Recoverable Works	960,000	648,673	646,131	(2,542)	(0.39)
Other Revenue	60,000	40,378	36,659	(3,719)	(10.15)
<b>Total Operating Revenue</b>	<b>8,941,762</b>	<b>8,001,337</b>	<b>8,076,353</b>	<b>75,016</b>	<b>0.93</b>
<u>Operating Expenses:</u>					
Employee Costs	1,767,555	1,154,951	1,135,483	(19,468)	(1.71)
Goods and Services	4,974,586	2,856,500	2,891,457	34,957	1.21
Finance costs	166,500	83,275	83,460	185	0.22
Depreciation	389,000	247,173	259,331	12,158	4.69
<b>Total Operating Expenses</b>	<b>7,297,641</b>	<b>4,341,897</b>	<b>4,369,730</b>	<b>27,833</b>	<b>0.64</b>
<b>Operating Surplus/(Deficit) before Capital</b>	<b>1,644,121</b>	<b>3,659,440</b>	<b>3,706,623</b>	<b>47,183</b>	<b>1.27</b>
<u>Capital Revenue and Expenses:</u>					
	-	-	-	-	0.00
<b>Total Capital Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00</b>
<b>Operating Surplus/(Deficit) After Capital Items</b>	<b>1,644,121</b>	<b>3,659,440</b>	<b>3,706,623</b>	<b>47,183</b>	<b>1.27</b>



**LOCKYER VALLEY REGIONAL COUNCIL**  
**STATEMENT OF FINANCIAL POSITION**  
**As at 28 February, 2017**

	2016-2017 Full Year Budget	2016-2017 YTD Actual
<b><u>Current Assets</u></b>		
Cash assets and cash equivalents	18,630,000	14,337,494
Cash investments	-	15,000,000
Trade and other receivables	3,350,000	12,377,827
Inventories	3,490,000	388,286
Non-current assets classified as held for sale	-	3,104,000
<b>Total Current Assets</b>	<b>25,470,000</b>	<b>45,207,607</b>
<b><u>Non Current Assets</u></b>		
Trade and other receivables	14,740,000	14,734,969
Equity investments	29,350,000	28,006,270
Investment properties	1,000,000	1,000,000
Property, plant and equipment	550,120,000	542,350,189
Intangible assets	4,970,000	4,088,992
<b>Total Non Current Assets</b>	<b>600,170,000</b>	<b>590,180,420</b>
<b>TOTAL ASSETS</b>	<b>625,640,000</b>	<b>635,388,027</b>
<b><u>Current Liabilities</u></b>		
Trade and other payables	3,960,000	4,515,784
Provisions	4,000,000	4,361,483
Borrowings	1,670,000	761,481
Other	-	-
<b>Total Current Liabilities</b>	<b>9,630,000</b>	<b>9,638,748</b>
<b><u>Non Current Liabilities</u></b>		
Provisions	21,820,000	21,857,043
Borrowings	30,580,000	33,003,235
<b>Total Non Current Liabilities</b>	<b>52,390,000</b>	<b>54,860,278</b>
<b>TOTAL LIABILITIES</b>	<b>62,020,000</b>	<b>64,499,026</b>
<b>NET COMMUNITY ASSETS</b>	<b>563,620,000</b>	<b>570,889,002</b>
<b><u>Community Equity</u></b>		
Retained surplus (deficiency)	361,560,000	346,033,593
Asset revaluation surplus	201,710,000	201,937,092
Reserves	-	7,566,478
Current Surplus/(Deficit)	350,000	15,351,839
<b>TOTAL COMMUNITY EQUITY</b>	<b>563,620,000</b>	<b>570,889,002</b>

**LOCKYER VALLEY REGIONAL COUNCIL**  
**Statement of Cash Flows**  
**For the period ended 28 February, 2017**

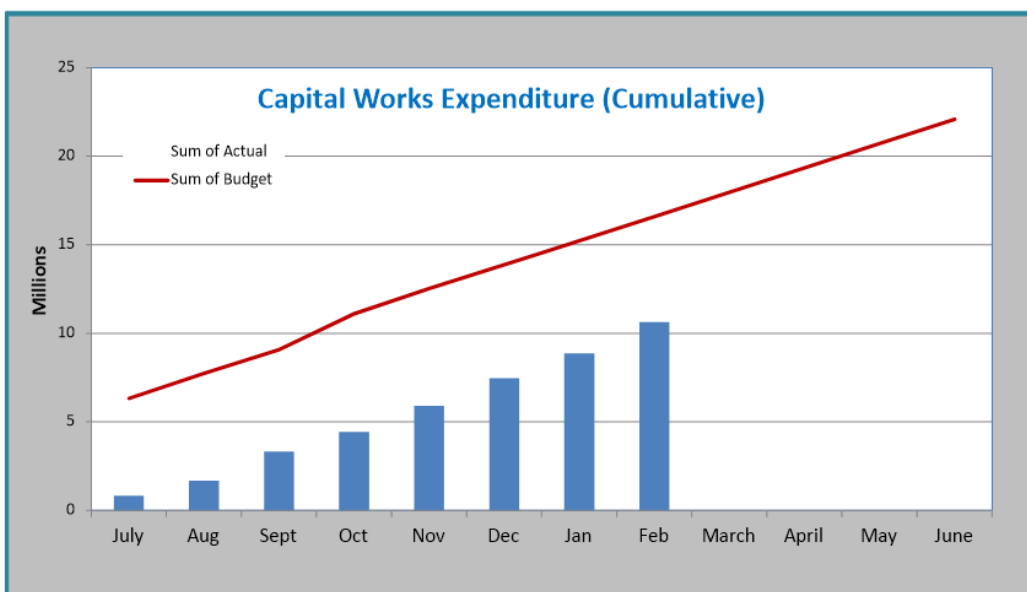
	2016-2017 Full Year Budget	2016-2017 YTD Actuals
<b><u>Cash flows from operating activities:</u></b>		
<b><u>Receipts</u></b>		
Receipts from customers	54,220,000	38,660,531
Dividend received	-	-
Interest received	1,890,000	1,026,572
<b><u>Payments</u></b>		
Payments to suppliers and employees	(43,310,000)	(25,759,751)
Interest expense	(1,570,000)	(832,174)
<b>Net cash inflow (outflow) from operating activities</b>	<b>11,230,000</b>	<b>13,095,178</b>
<b><u>Cash flows from investing activities:</u></b>		
Capital grants, subsidies and contributions	6,260,000	2,978,396
Payments for property, plant and equipment	(21,960,000)	(8,937,169)
Payments for investment property	-	-
Net transfer (to) from cash investments	730,000	-
Proceeds from sale of property plant and equipment	1,930,000	242,235
<b>Net cash inflow (outflow) from investing activities</b>	<b>(13,040,000)</b>	<b>(5,716,538)</b>
<b><u>Cash flows from financing activities:</u></b>		
Repayment of borrowings	(2,260,000)	(743,307)
Proceeds from borrowings	-	-
<b>Net cash inflow (outflow) from financing activities</b>	<b>(2,260,000)</b>	<b>(743,307)</b>
<b>Net increase (decrease) in cash and cash equivalents held</b>	<b>(4,070,000)</b>	<b>6,635,333</b>
Cash and cash equivalents at beginning of the financial year	22,700,000	22,702,161
<b>Cash and cash equivalents at end of the financial year</b>	<b>18,630,000</b>	<b>29,337,494</b>

## LOCKYER VALLEY REGIONAL COUNCIL

### CAPITAL WORKS BY GROUP

For the Period Ended 28th February, 2017

Group	Budget	YTD Expenditure	Percent Spent
Corporate & Community Services	6,734,200	2,401,201	35.66%
Executive Office	1,424,000	1,109,899	77.94%
Infrastructure Works & Services	13,904,016	7,134,572	51.31%
Organisational Development & Planning	35,500	3,178	8.95%
<b>Grand Total</b>	<b>22,097,716</b>	<b>10,648,851</b>	<b>48.19%</b>



**LOCKYER VALLEY REGIONAL COUNCIL  
CAPITAL WORK SUMMARY  
February 2017**

	2016-2017 Amended Budget	2016-2017 Expenditure	Committed	2016-2017 Expenditure (including Committed)	Remaining Budget (including Committed)
<b>Corporate &amp; Community Services</b>					
Community Facilities Management	255,000	136,117	0	136,117	118,883
Disaster Management	210,000	29,850	112,550	142,400	67,600
Facilities	2,885,200	1,061,890	1,443,425	2,505,315	379,885
Information Management	220,000	102,607	24,595	127,201	92,799
Information Technology	1,265,000	491,210	375,382	866,592	398,408
Public Order & Safety	165,000	143,288	455	143,743	21,257
SES	12,000	0	0	0	12,000
Transfer Stations	1,677,000	416,115	890,340	1,306,456	370,544
Gatton Child Care Centre	45,000	20,124	0	20,124	24,876
<b>Corporate &amp; Community Services Total</b>	<b>6,734,200</b>	<b>2,401,201</b>	<b>2,846,747</b>	<b>5,247,948</b>	<b>1,486,252</b>
<b>Executive Office</b>					
Regional Development Management	1,172,000	1,033,458	50,772	1,084,230	87,770
Legal Services	72,000	53,395	33,689	87,083	-15,083
Advocacy	180,000	23,047	118,480	141,527	38,473
<b>Executive Office Total</b>	<b>1,424,000</b>	<b>1,109,899</b>	<b>202,941</b>	<b>1,312,839</b>	<b>111,161</b>
<b>Infrastructure Works &amp; Services</b>					
Capital Program Delivery	11,847,516	5,712,809	828,007	6,540,815	5,306,701
Depot	20,000	32,112	0	32,112	-12,112
Fleet	1,320,000	899,443	272,559	1,172,002	147,998
Parks & Open Spaces	555,500	389,240	60,585	449,825	105,675
Roads & Drainage	25,000	18,141	0	18,141	6,859
Cemetery	136,000	82,827	12,005	94,833	41,167
<b>Infrastructure Works &amp; Services Total</b>	<b>13,904,016</b>	<b>7,134,572</b>	<b>1,173,156</b>	<b>8,307,729</b>	<b>5,596,287</b>
<b>Organisational Development &amp; Planning</b>					
Staging Post Café	34,500	1,803	3,667	5,470	29,030
Planning & Environmental Management	1,000	1,375	0	1,375	-375
<b>Organisational Development &amp; Planning Total</b>	<b>35,500</b>	<b>3,178</b>	<b>3,667</b>	<b>6,845</b>	<b>28,655</b>
<b>Grand Total</b>	<b>22,097,716</b>	<b>10,648,851</b>	<b>4,226,511</b>	<b>14,875,362</b>	<b>7,222,354</b>

**LOCKYER VALLEY REGIONAL COUNCIL**  
**CAPITAL WORKS DETAIL**  
February 2017

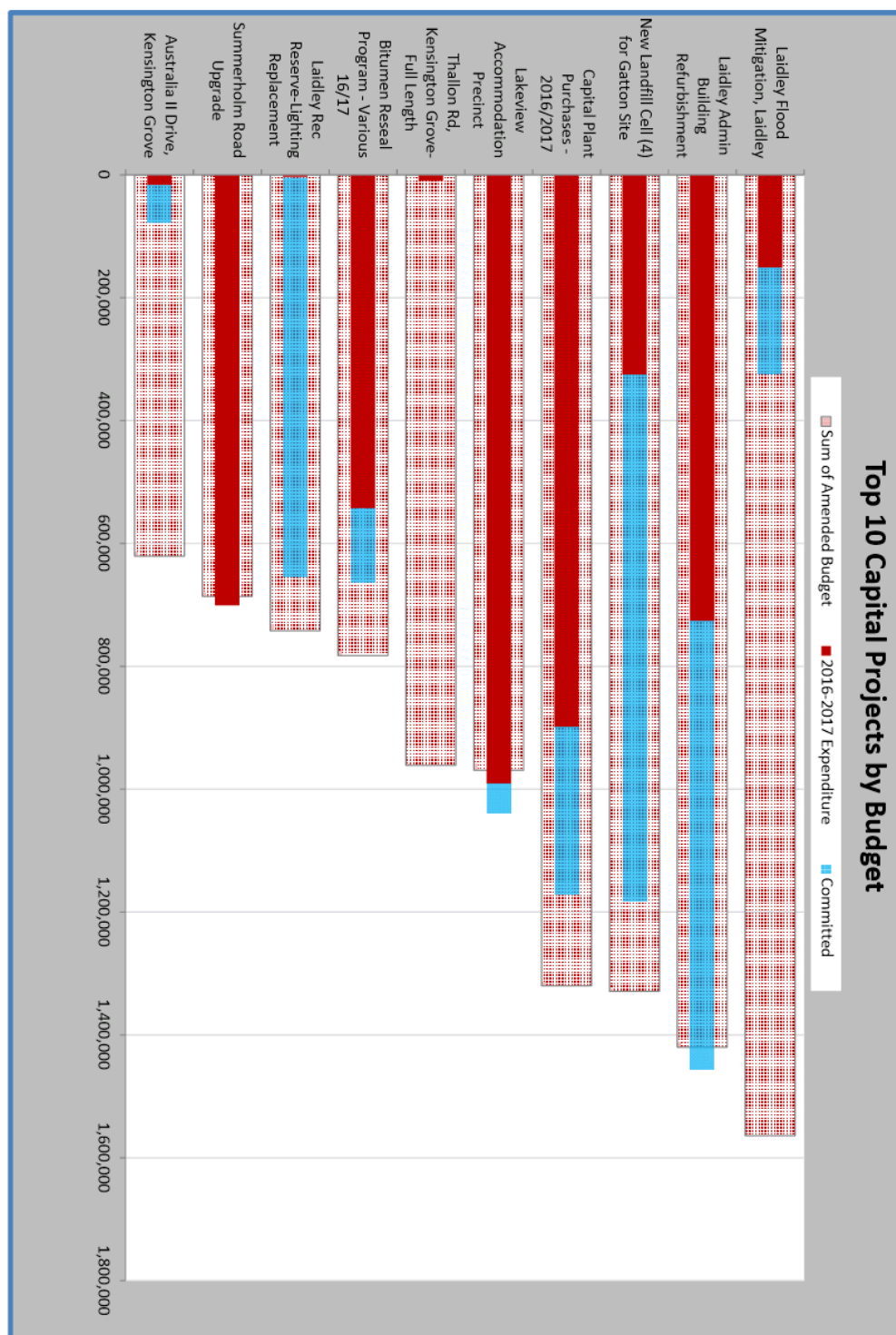
Row Labels	Amounts		Committed	2016-2017 Expenditure (including Committed)	Remaining Budget (including Committed)
	2016-2017 Budget	2016-2017 Expenditure			
<b>Corporate &amp; Community Services</b>					
<b>Community Facilities Management</b>					
Buildings & Facilities Asset Replacement	215,000	125,945	0	125,945	89,056
Laidley Swimming Pool refurbishment	40,000	10,173	0	10,173	29,827
Community Facilities Management Total	255,000	136,117	0	136,117	118,883
<b>Disaster Management</b>					
Emergency Shed Security	2,000	0	0	0	2,000
Flood Information System Upgrade	40,000	0	89,350	89,350	-49,350
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	0	0	0	22,000
Water Ride System	46,000	0	0	0	46,000
Waterride Flood Intelligence	70,150	0	23,200	23,200	46,950
Disaster Management Total	210,000	29,850	112,550	142,400	67,600
<b>Facilities</b>					
Administration Buildings	21,200	18,183	0	18,183	3,017
Construct Disabled Toilet - Laidley Pool	40,000	0	0	0	40,000
Decommission Old Gatton Pool	110,000	109,200	950	110,150	-150
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	0	0	0	70,000
Gatton Squash Courts Refurbishment	20,000	17,980	0	17,980	2,020
Implementation of Sport & Rec Report	40,000	0	0	0	40,000
Laidley Admin Building Refurbishment	1,420,000	726,130	731,078	1,457,208	-37,208
Laidley Mall	40,000	5,904	3,800	9,704	30,296
Laidley Rec Reserve-Lighting Replacement	742,000	3,157	652,778	655,935	86,065
Laidley Saleyards	70,000	63,690	0	63,690	6,310
Lockyer Valley Cultural Centre	115,000	101,730	41,305	143,036	-28,036
LVSAC - Splash Pad	80,000	4,481	13,514	17,994	62,006
Replace Shade Shelters-Laidley Pool	20,000	0	0	0	20,000
Static Safety Lines- Various Facilities	25,000	0	0	0	25,000
Facilities Total	2,885,200	1,061,890	1,443,425	2,505,315	379,885
<b>Information Management</b>					
Physical Records Relocation Project	220,000	102,607	24,595	127,201	92,799
Information Management Total	220,000	102,607	24,595	127,201	92,799
<b>Information Technology</b>					
Aerial Photography	60,000	35,085	23,860	58,945	1,055
Data Centre Monitoring	80,000	25,826	2,841	28,668	51,332
GIS Enhancement	70,000	0	102,481	102,481	-32,481
Laidley Cultural Centre Access Control	15,000	67	0	67	14,933
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	45,000	15,213	60,212	123,788
Technology One 'One Council' Project	578,000	272,882	227,998	500,880	77,120
Upgrade Desktop Operating System	30,000	0	0	0	30,000
Upgrade MS Office	30,000	0	0	0	30,000
Upgrade Sharepoint to 2013	30,000	0	0	0	30,000
Website Upgrade	20,000	0	0	0	20,000
Wireless Network Secured	6,000	0	0	0	6,000
Information Technology Total	1,265,000	491,210	375,382	866,592	398,408
<b>Public Order &amp; Safety</b>					
Body Cameras	25,000	0	0	0	25,000
Gatton CCTV Project	57,000	51,837	0	51,837	5,163
Laidley CCTV Project	41,000	35,044	0	35,044	5,956
Lake Apex Car Park CCTV Installation	0	18,722	455	19,177	-19,177
Lockyer Valley Cultural Centre CCTV	42,000	37,684	0	37,684	4,316
Public Order & Safety Total	165,000	143,288	455	143,743	21,257

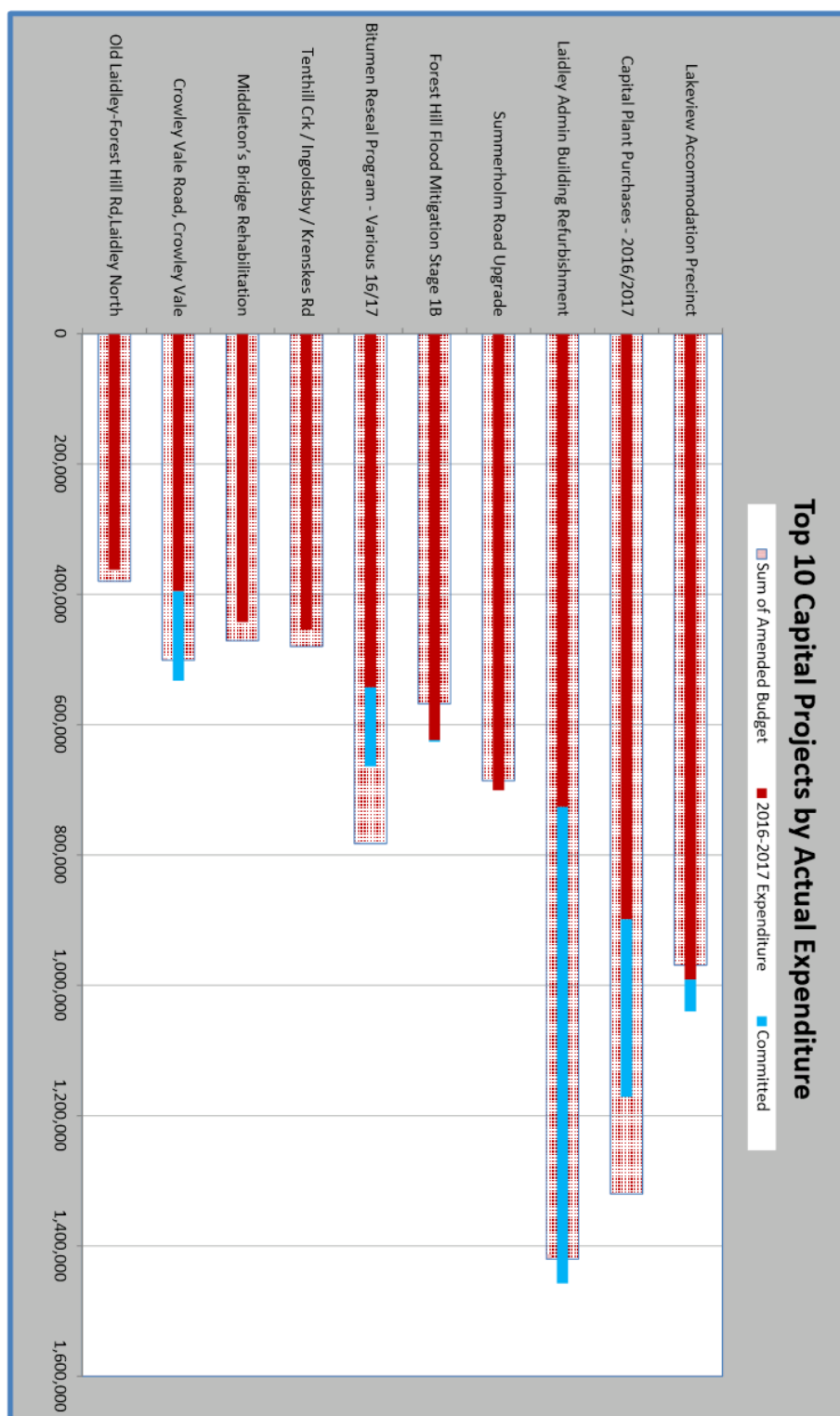
Row Labels	Amounts		Committed	2016-2017 Expenditure (including Committed)	Remaining Budget (including Committed)
	2016-2017 Budget	2016-2017 Expenditure			
<b>SES</b>					
Laidley SES Building	7,000	0	0	0	7,000
Technology & Communications Improvements	5,000	0	0	0	5,000
<b>SES Total</b>	<b>12,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,000</b>
<b>Transfer Stations</b>					
30 Cubic Metre Transfer Station Bins	13,000	12,997	0	12,997	3
Bunded Sheds & Units Hazardous Material	40,000	0	0	0	40,000
Digital Camera Replacement for 3 sites	30,000	11,564	0	11,564	18,436
Electricity to Withcott Transfer Station	75,000	0	0	0	75,000
Gatton Landfill Capping - Western End	110,000	2,182	33,022	35,204	74,797
Laidley Transfer Station Improvement	2,000	2,177	80	2,257	-257
Lockrose Transfer Station	20,000	0	0	0	20,000
New Landfill Cell (4) for Gatton Site	1,329,000	325,167	857,239	1,182,406	146,594
Waste Disposal Sites Survey and Fencing	58,000	62,029	0	62,029	-4,029
<b>Transfer Stations Total</b>	<b>1,677,000</b>	<b>416,115</b>	<b>890,340</b>	<b>1,306,456</b>	<b>370,544</b>
<b>Gatton Child Care Centre</b>					
Child Care Centres	35,000	20,124	0	20,124	14,876
Gatton Child Care Centre Pavement Replace	10,000	0	0	0	10,000
<b>Gatton Child Care Centre Total</b>	<b>45,000</b>	<b>20,124</b>	<b>0</b>	<b>20,124</b>	<b>24,876</b>
<b>Corporate &amp; Community Services Total</b>	<b>6,734,200</b>	<b>2,401,201</b>	<b>2,846,747</b>	<b>5,247,948</b>	<b>1,486,252</b>
<b>Executive Office</b>					
<b>Regional Development Management</b>					
GWIZ	128,000	39,386	1,625	41,011	86,989
Lakeview Accommodation Precinct	969,000	990,912	49,147	1,040,059	-71,059
Presale Activities-Grantham Wests	75,000	3,160	0	3,160	71,841
<b>Regional Development Management Total</b>	<b>1,172,000</b>	<b>1,033,458</b>	<b>50,772</b>	<b>1,084,230</b>	<b>87,770</b>
<b>Legal Services</b>					
Sale of Council Owned Land	72,000	53,395	33,689	87,083	-15,083
<b>Legal Services Total</b>	<b>72,000</b>	<b>53,395</b>	<b>33,689</b>	<b>87,083</b>	<b>-15,083</b>
<b>Advocacy</b>					
Lockyer Valley Pre-Feasibility Study	180,000	23,047	118,480	141,527	38,473
<b>Advocacy Total</b>	<b>180,000</b>	<b>23,047</b>	<b>118,480</b>	<b>141,527</b>	<b>38,473</b>
<b>Executive Office Total</b>	<b>1,424,000</b>	<b>1,109,899</b>	<b>202,941</b>	<b>1,312,839</b>	<b>111,161</b>
<b>Infrastructure Works &amp; Services</b>					
<b>Capital Program Delivery</b>					
13 Wilson Court, Laidley	0	-147	0	-147	147
Advance Court, Kensington Grove	62,000	61,364	0	61,364	636
Airforce Road, Helidon	280,000	242,458	33,627	276,086	3,914
Amos Road, Withcott - CH 0-840	200,000	0	0	0	200,000
Australia II Drive, Kensington Grove	620,500	16,104	62,486	78,590	541,910
Beavan Street, Gatton	30,000	29,608	0	29,608	392
Bitumen Reseal Program - Various 16/17	782,424	542,550	121,486	664,036	118,389
Bridge strengthening investigation and w	150,000	30,162	10,253	40,415	109,585
Brightview Road, Lockrose - CH 4530	40,000	0	0	0	40,000
Crescent Street, Gatton - CH 640-690	45,000	33,730	5,129	38,859	6,141
Crowley Vale Road Culvert Replacement	200	200	0	200	0
Crowley Vale Road, Crowley Vale	500,892	395,339	137,112	532,451	-31,559
Crowley Vale Road, Crowley Vale - CH 500	100,000	8,500	0	8,500	91,500
East St / Crescent St, Gatton	142,200	6,573	0	6,573	135,627
Fairway Drive	25,000	0	0	0	25,000
Forest Hill Flood Mitigation Stage 1B	567,800	623,625	2,660	626,285	-58,485
Gehrke Road, Regency Downs	375,000	211,842	18,471	230,313	144,687
Grantham Scrub Road and Carpendale Road,	70,000	87,176	9,001	96,177	-26,177
Gravel Resheeting Program - Various	530,000	350,232	70,835	421,066	108,934
Harm Drive, Crowley Vale - CH510	50,000	5,093	0	5,093	44,907
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	3,258	0	3,258	96,742
Krenskes Road Floodway	74,000	74,157	694	74,851	-851
Laidley Flood Mitigation, Laidley	1,564,000	150,706	174,608	325,313	1,238,687
Lake Apex Car Park, Gatton	350,000	303,756	23,728	327,484	22,516
Lake Clarendon Rd (LCS School), Lake Cla	75,000	34,156	16,178	50,333	24,667
Lake Clarendon Way	220,000	17,685	35,895	53,580	166,420
Lake Clarendon Way / Main Greenswamp Rd	416,000	29,261	21,727	50,988	365,012



Row Labels	Amounts		Committed	2016-2017 Expenditure (including Committed)	Remaining Budget (including Committed)
	2016-2017 Budget	2016-2017 Expenditure			
Lawlers Road, Grantham - CH 3730 - 6140	310,000	0	0	0	310,000
Lowe Street, Laidley	12,500	12,439	0	12,439	61
Markai Rd / Nangara Rd, Lockyer Waters	71,000	4,910	9,560	14,470	56,530
Middleton's Bridge Rehabilitation	471,000	442,520	0	442,520	28,480
Mountain Road Upgrade	8,000	26,174	0	26,174	-18,174
North St / William St, Gatton	178,500	5,641	582	6,223	172,277
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	380,000	362,265	0	362,265	17,735
Princess Street, Gatton	86,000	86,432	0	86,432	-432
Railway Street, Laidley	93,000	15,914	0	15,914	77,086
Sandpiper Drive, Regency Downs	85,000	45,429	4,807	50,236	34,764
Strong Street, Gatton	11,300	11,290	0	11,290	10
Summerholm Road Upgrade	686,000	700,580	0	700,580	-14,580
Tenthill Crk / Ingoldsby / Krenskes Rd	480,000	454,046	0	454,046	25,954
Tenthill Crk Rd / Winwill Connection Rd	151,500	2,388	0	2,388	149,112
Thallon Rd, Kensington Grove-Full Length	961,000	9,731	0	9,731	951,269
Unsealed Road Gravel Trial	2,700	2,635	9,970	12,605	-9,905
William St / Orton St, Laidley	77,500	54,281	17,169	71,450	6,050
William Street/Spencer Street, Gatton	10,000	10,606	4,739	15,345	-5,345
Woodlands Road	275,000	87,642	37,290	124,932	150,068
<b>Capital Program Delivery Total</b>	<b>11,847,516</b>	<b>5,712,809</b>	<b>828,007</b>	<b>6,540,815</b>	<b>5,306,701</b>
<b>Depot</b>					
Gatton Depot Supervisors Office Fit out	20,000	32,112	0	32,112	-12,112
<b>Depot Total</b>	<b>20,000</b>	<b>32,112</b>	<b>0</b>	<b>32,112</b>	<b>-12,112</b>
<b>Fleet</b>					
Capital Plant Purchases	0	794	0	794	-794
Capital Plant Purchases - 2016/2017	1,320,000	898,649	272,559	1,171,208	148,792
<b>Fleet Total</b>	<b>1,320,000</b>	<b>899,443</b>	<b>272,559</b>	<b>1,172,002</b>	<b>147,998</b>
<b>Parks &amp; Open Spaces</b>					
Cunningham Crest Lookout, Laidley	140,000	128,145	0	128,145	11,855
Forest Hill Recreational Reserve, Forest	8,000	0	0	0	8,000
Gatton CBD Revitalisation	110,000	46,353	36,857	83,209	26,791
Grantham Shade Sail	0	0	16,892	16,892	-16,892
Koala Park, Gatton	27,000	0	0	0	27,000
Laidley Recreation Reserve, Anzac Park	2,700	2,062	636	2,698	2
Lake Apex Park, Gatton	55,000	54,963	0	54,963	37
Land Clearing, Grantham	20,329	25,163	0	25,163	-4,834
McNulty Park, Laidley	7,000	6,560	0	6,560	440
Narda Lagoon Levee - Irrigation	6,200	0	6,200	6,200	0
North Street, Gatton	20,000	4,877	0	4,877	15,123
Parks Infrastructure Replacement Program	44,567	24,894	0	24,894	19,673
Replace Shade Sail in Grantham	11,000	0	0	0	11,000
Walter Brunner Park	96,233	96,223	0	96,223	10
William Kemp Park - Replace existing bol	7,471	0	0	0	7,471
<b>Parks &amp; Open Spaces Total</b>	<b>555,500</b>	<b>389,240</b>	<b>60,585</b>	<b>449,825</b>	<b>105,675</b>
<b>Roads &amp; Drainage</b>					
Mount Berryman Road - Rehabilitation	25,000	18,141	0	18,141	6,859
<b>Roads &amp; Drainage Total</b>	<b>25,000</b>	<b>18,141</b>	<b>0</b>	<b>18,141</b>	<b>6,859</b>
<b>Cemetery</b>					
Gatton Cemetery Extension	136,000	82,827	12,005	94,833	41,167
<b>Cemetery Total</b>	<b>136,000</b>	<b>82,827</b>	<b>12,005</b>	<b>94,833</b>	<b>41,167</b>
<b>Infrastructure Works &amp; Services Total</b>	<b>13,904,016</b>	<b>7,134,572</b>	<b>1,173,156</b>	<b>8,307,729</b>	<b>5,596,287</b>
<b>Organisational Development &amp; Planning</b>					
<b>Staging Post Café</b>					
Mini Re-Model	32,000	1,803	3,667	5,470	26,530
WIFI	2,500	0	0	0	2,500
<b>Staging Post Café Total</b>	<b>34,500</b>	<b>1,803</b>	<b>3,667</b>	<b>5,470</b>	<b>29,030</b>
<b>Planning &amp; Environmental Management</b>					
Laidley Futures - Main Steet works	1,000	1,375	0	1,375	-375
<b>Planning &amp; Environmental Management Total</b>	<b>1,000</b>	<b>1,375</b>	<b>0</b>	<b>1,375</b>	<b>-375</b>
<b>Organisational Development &amp; Planning Total</b>	<b>35,500</b>	<b>3,178</b>	<b>3,667</b>	<b>6,845</b>	<b>28,655</b>
<b>Grand Total</b>	<b>22,097,716</b>	<b>10,648,851</b>	<b>4,226,511</b>	<b>14,875,362</b>	<b>7,222,354</b>







**ORDINARY MEETING OF  
COUNCIL AGENDA  
22 MARCH 2017**

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**12.2 ICT Business Continuity and Disaster Recovery Plan**

**Date:** 14 March 2017  
**Author:** Graham Cray, Manager Information Services  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

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**Summary:**

Lockyer Valley Regional Council as a business must ensure that disruptions to its operations and service delivery are minimised from potential and real business interruption events, especially in the area of Information Communication and Technology (ICT).

The ICT Business Continuity and Disaster Recovery Plan details the arrangements within Council to plan and coordinate internal capability to ensure and maintain security of its business systems and operations that enable Council to deliver services internally and to the wider community.

**Officer's Recommendation:**

**THAT Council adopt the ICT Business Continuity and Disaster Recovery Plan Version 0.1 (March 2017).**

**Report**

**1. Introduction**

The ICT Business Continuity and Disaster Recovery Plan has been developed to complement Council's overarching Business Continuity Plan, emergency response plans and risk management activities.

**2. Background**

Council's current Business Continuity Plan was adopted by Council in June 2014 and at present is under review. However in the external audit 2013-14 interim review, it was identified that Council did not have an adequate plan in place to address the impact of adverse events in its ICT area or provide adequate planning to recover business operations in the event of a disaster.

**3. Report**

The object of the ICT Business Continuity and Disaster Recovery Plan (ICT Plan) is to facilitate the implementation of effective and efficient business continuity strategies and arrangements. The ICT Plan has been developed to complement Council's overarching Business Continuity Plan and emergency response plans and risk management activities.

Within the ICT Plan the four stages of general disaster planning are addressed:

- Planning – identification of ICT equipment and functions across the organisation, including both physical and digital assets and potential risks to infrastructure and related information

**ORDINARY MEETING OF  
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22 MARCH 2017**

- Prevention – examination of the likelihood of those risks occurring and reduction of the possible impact should those risks occur
- Response – initiation of the plan and deployment of resources to protect and secure equipment and preserving as much as possible essential systems and resources to keep the organisation operational
- Recovery – salvage and restoration of affected hardware and software to allow business operations to resume as usual.

The ICT Plan takes into consideration the four key areas of Business Continuity Planning:

- People – availability of staff to carry out daily operations
- Facilities – ability of offices and other critical business sites to function
- Technology – critical business applications and communications
- Vendors – includes suppliers of equipment, software, utilities etc.

This Plan provides general details of ICT continuity and disaster recovery operations.

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

The ICT Business Continuity and Disaster Recovery Plan aligns to the Business Continuity Policy SG20 and ICT network management policies.

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

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

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

Where further decisions are required in regards to review and amendments of the ICT Plan the Chief Executive Officer will be delegated the authority to make those decisions.

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

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

#### **8. Conclusion**

The adoption of the ICT Business Continuity and Disaster Recovery Plan, will allow Council to develop a capacity to prepare for, prevent, respond and recover from potential and real business interruption events while minimising the disruptions to its own business operations.

#### **9. Action/s**

1. A copy of the ICT Business Continuity and Disaster Recovery Plan to be provided to Council's external auditors, William Buck (Qld).

#### **Attachments**

1 [View](#) Draft ICT BC&DRP Version 0.1 (March 2017) 30 Pages



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# ICT Business Continuity & Disaster Recovery Plan

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Version 1.0

March 2017

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## SECTION ONE – Administration

### Document Control

#### ***Amendment Control and Version Register***

The ICT Business Continuity & Disaster Recovery Plan (BC&DRP) is a controlled document. The controller of the document is the Business Continuity Coordinator (BCC) who may approve inconsequential amendments to this document.

Any proposed amendments to this plan should be forwarded to:

*Mr Ian Church, Chief Executive Officer /Chair of the Business Continuity Management Team*

Any changes to the intent of the document must be approved and endorsed by Council. A copy of each amendment is to be forwarded to those identified in the distribution list.

#### ***Amendment Register***

Version		Amendment		Comments	Plan Updated	
No / Ref	Issue Date	No / Ref	Issue Date		Inserted by	Date
0.1				Initial Document Creation	Graham Cray	2017
1.0				Final for Approval	Graham Cray	2/3/2017

### Authorisation of Plan

This document was approved by ..... on .....

### Review of the Plan

This plan will be reviewed at least annually in December each year. Other reviews may be undertaken from time to time following any major changes to equipment or systems currently covered by the plan, to ensure it is always relevant and up to date. Due regard must also be given before installing any new infrastructure of the possible impact the installation may have on this plan.

**Definitions**

<b>Term</b>	<b>Definition</b>	<b>Abbreviation</b>
<b>Business as Usual</b>	The normal execution of operations within an organisation.	BAU
<b>Business Continuity Plan</b>	Procedures and information developed in readiness for use in an incident to enable an organization to continue to deliver its critical products and services at an acceptable predefined level.	BCP
<b>Business Impact Assessment</b>	The process of analysing business functions and the effect that a business disruption might have upon them.	BIA
<b>Critical Business Function</b>	Vital functions without which an organization will either not survive or will lose the capability to effectively achieve its critical objectives.	CBF
<b>Disaster Recovery Plan</b>	The procedures for restoring computer systems with all attendant software and connections to full functionality.	DRP
<b>ICT Business Continuity &amp; Disaster Recovery Plan</b>	Processes and procedures that are carried out by ICT to ensure that essential business ICT functions continue to operate during and recover after an incident.	ICT BC&DRP
<b>Incident</b>	Situation that causes or could lead to a disruption, crisis, loss or emergency	
<b>Incident Management Team</b>	Functional based personnel who convene to respond to and manage an incident.	IMT
<b>Maximum Tolerable Period of Disruption</b>	Maximum allowable time that services are unavailable before its impact is deemed as unacceptable	MTPD
<b>Minimum Business Continuity Objective</b>	The lowest acceptable level of product or service that can be tolerated during a disruption	MBCO
<b>Recovery Point Objective</b>	Point in time to which systems, information and data must be recovered after a disruption	RPO
<b>Recovery Time Objective</b>	Maximum acceptable length of time that can elapse before the lack of a function severely impacts the organisation – should not exceed MTPD	RTO

**Distribution list**

This ICT BC&DR Plan is a sub plan and annexure of the Lockyer Valley Regional Council Business Continuity Plan (BCP). As such, it will be distributed as outlined in the main plan. Standalone paper and electronic copies of this Plan will also be stored in the following locations:

- Lockyer Valley Regional Council Gatton Office safe
- Off site with the Manager Information Services
- Gatton Depot Server Room

Each member of the ICT Incident Management Team (IMT) will be issued with a copy of the plan. An electronic copy will be registered in ECM.

## SECTION TWO - Overview

### Executive Summary

This Plan has been developed to complement Lockyer Valley Regional Council's larger BCP, emergency response plans and risk management activities.

Within the Plan the four stages of general disaster planning are addressed:

- Planning – identification of ICT equipment and functions across the organisation, including both physical and digital assets and potential risks to infrastructure and related information
- Prevention – examination of the likelihood of those risks occurring and reduction of the possible impact should those risks occur
- Response – initiation of the plan and deployment of resources to protect and secure equipment and preserving as much as possible essential systems and resources to keep the organisation operational
- Recovery – salvage and restoration of affected hardware and software to allow business operations to resume as usual.

This plan takes into consideration the four key areas of BCP:

- People – availability of staff to carry out daily operations
- Facilities – ability of offices and other critical business sites to function
- Technology – critical business applications and communications
- Vendors – includes suppliers of equipment, software, utilities etc.

This Plan provides general details of ICT continuity and disaster recovery operations.

### Introduction

Organisationally, the ICT team sits within Community and Corporate Services as part of the larger Information Services team. It is responsible for the efficient and effective provision of ICT services to Lockyer Valley Regional Council staff, enabling the organisation to provide its services to the greater community.

A number of Council services will quickly be brought to a standstill in the event of prolonged ICT outages. The vulnerability of Council's services to the effects of ICT equipment failure has increased as more reliance is placed on computerised systems. This situation is likely to continue in the coming years as ICT systems are increasingly used as a means of generating efficiencies.

ICT is identified within Council's organisational BCP as a critical business function and as such is required to maintain a high degree of resilience and to receive priority for resources during a crisis.

This plan is designed to:

- Minimise risk of disruption to services, building resilience to internal structure and processes
- Ensure essential ICT functions can be maintained during disruptions
- Assist staff in the event of an incident and to ensure staff are able to cope with the disruption
- Ensure that if a disruption occurs the main priority will be the recovery of key ICT functions within agreed timeframes

For the purposes of this Plan an incident is defined as:

*“Loss, damage or interruption to part or all of Council’s ICT Infrastructure and/ or services, which would have a high, or very high, business impact on Council’s daily operations and services.”*

Accordingly, in regards to this Plan an incident would include such events as:

- Total loss of one site (i.e. due to fire damage)
- Loss or technical failure of one or more network servers
- Loss or technical failure of network infrastructure i.e. servers, switches, routers and/or communications link
- Loss or technical failure of telephony systems
- Extended loss of electrical power
- Failure of a key software system (e.g. Technology One)
- Loss of key staff where it would exacerbate any of the above

The outcome of an efficient and easily applied ICT BC&DR Plan would enhance Council’s general recovery from an organisation wide incident. Therefore, the objective of this Plan is to provide a readily accessible, useable and thorough document which enables Council to:

- Follow an agreed, systematic approach for the management of any incident impacting ICT assets and / or functions
- Implement procedures to maintain essential ICT services through the recovery period
- Re-establish ICT services and operations as quickly and efficiently as possible
- Minimise the effect on the community and staff
- Identify those more critical aspects of Council’s ICT services which may be exposed to risk from natural or manmade disasters
- Define present actions which will minimise loss or damage should an incident occur
- Adopt strategies to maintain Councils services through periods of disruption to ICT and related operations

### Scope

This plan relates to business continuity and disaster recovery of ICT assets and functions only. It does not define specific procedures that would be carried out in response to an incident. However, detailed procedures will be documented and added as appendices when completed.

### Assumptions

Assumptions have been made in the development of this plan:

- Incidents that arise from what would be considered normal ‘wear and tear’ are not covered in this Plan
- An off-site location will be identified in the LVRC BCP and will be adequate for ICT needs (warm site)
- Assumption has been made for the purpose of this Plan that the Lockyer Valley Cultural Centre will be the alternate site
- Incidents only involve one ICT infrastructure site
- Zero downtime and data loss is not an organisational expectation

- Council is willing to accept a maximum ICT outage of two (2) working days
- If the impact is due to an incident in the SE Qld region or wider then Council will accept longer outage timeframes relevant to the area affected
- Timeframes are expressed in calendar hours/days rather than business hours/days
- Restoration timeframes are for provision of ICT services only – no allowances have been made for supply of supporting resources e.g. office furniture etc

### Legislation, Standards and References

This Plan is in compliance with the relevant legislations and standards outlined in the Lockyer Valley Regional Council BCP. It also takes into consideration Australian Standard ISO/IEC 27002:2015 – Information Technology – Security Techniques – Code of Practice for Information Security Controls. Section 17.1 Information Security Continuity states “the continuity of information security should be planned, implemented and reviewed as an integral part of the organisation’s business continuity management systems.”

### ICT Infrastructure Overview

The ICT team maintains and supports a multi-tiered computing environment that is distributed over a number of Local Area Networks (LANs) interconnected via a Wide Area Network (WAN). A high speed WAN service link connects Laidley Library and Laidley Customer Service to Gatton while high speed fibre connects sites at Lake Apex, Gatton Depot and Gatton Childcare Centre to the main site in Gatton.

In total there are 7 sites connected to Lockyer Valley Regional Council’s corporate network. These sites are:

- Lockyer Valley Regional Council Gatton Office, 26 Railway Street, Gatton
- Lockyer Valley Cultural Centre, Lake Apex Drive, Gatton
- Gatton Child Care Centre, Lake Apex Drive, Gatton
- Council Depot, Tenthill Creek Road, Gatton
- Laidley Customer Service, Nielsen’s Place, Laidley
- Laidley Library, Cnr of William and Ambrose Street, Laidley
- Kensington Grove Child Care Centre, 24 Bertrand Ave, Kensington Grove

Infrastructure and support is also provided to:

- Lockyer Valley State Emergency Service (3 sites – Gatton, Laidley, Forest Hill)
- Gatton Landfill
- Waste Transfer Stations (7 sites – Laidley, Withcott, Murphys Creek, Helidon, Grantham, Lockyer Waters, Lockrose)
- Lockyer Valley Sports and Aquatic Centre
- Laidley Multi-Sports Centre
- Das Neumann Haus
- Grantham Butter Factory Community Centre
- Laidley Cultural Centre

**Critical Infrastructure**

The primary server room at the Gatton Office is situated on the ground floor and is air-conditioned to maintain air temperatures suitable for the equipment installed. Server rooms are also located at Gatton Depot and Lockyer Valley Cultural Centre that have the capacity to replicate data from the primary site.

**Server Based Software**

Hosting applications off site is a move that has been identified as a risk mitigation activity and a benefit to business continuity and disaster recovery. However, only a limited number of applications used by Council are currently hosted off site. Current end-user server based software is listed below:

Customer Facing Software	Description	Criticality to Council Operations
Technology One - Property	Rating, Licensing, Receipting, Customer Request Management	High
Technology One - Financials	Procurement, Accounts Payable, Payroll, Asset Management, HR, Accounting	High
Technology One - ECM	Information and Records Management	High
Exchange (Email)	Corporate email platform	High
Microsoft Office	Suite of desktop productivity applications	Medium
Adobe	Create and view PDF documents	Low
Archive Manager	Email archive system	Low
LISA (SysAid)	Management of IT tasks and assets	Low
Sharepoint	Platform on which the intranet is published	Low
MapInfo / Exponare	GIS Mapping	Low
InfoCouncil	Minutes and Agendas Management	Low

Backend systems are based on VMWare providing the virtualised environment with Windows Server running as the Operating System on majority of servers. VEEAM is utilised to provide replication and backup services.

**ICT Network Management Policies**

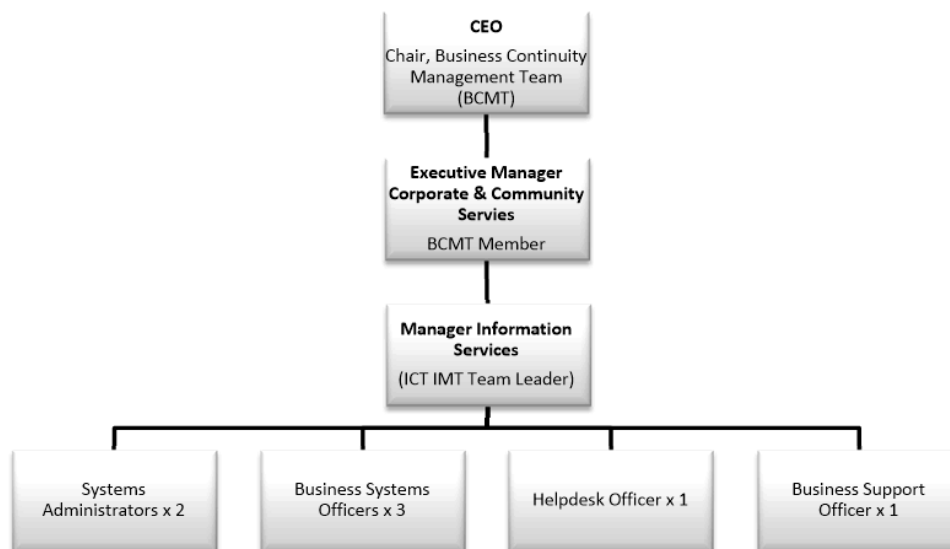
Incremental system backups are scheduled to run every weekday at 7.00pm. Full backups to tape are run each Friday at 7.00pm. Backup media is stored in the Gatton office safe which is secure and isolated from environmental hazards.

While there are inherent risks in the storage of backup tapes on site, resiliency is being achieved by way of virtual machine replicas being pushed across existing links to remote sites at the Gatton Depot and Lockyer Valley Cultural Centre for selected services. This process enhances disaster recovery and business continuity capability. Two restoration points for each virtual machine are retained.



### SECTION THREE – Roles, Responsibilities & Activation

The following management hierarchy shall be employed in the event that an ICT response is necessary:



The Manager Information Services will become team leader of the Incident Management Team (IMT) and will report directly to the Chair of the Business Continuity Management Team (BCMT). As team leader for the ICT IMT, the Manager Information Services will be responsible for:

- Providing advice to the Chair of the BCMT regarding the need to activate the ICT BC&DR Plan
- Ensuring ICT staff are notified that the Plan has been activated
- Managing the provision of ICT equipment requirements for an alternate site if required
- Overseeing the ICT business continuity / disaster recovery process
- Providing regular updates to the BCMT of progress

In short, the Manager Information Services will have oversight of all components of the ICT BC&DR Plan. The IMT will comprise of the members of the ICT team and will administer Council's response to any ICT event affecting Council operations and the implementation of this plan.

#### Activation

This plan will be activated according to the following criteria:

*"On the occurrence, or imminent occurrence of an incident which will pose a significant risk to ICT functions i.e. cause outages greater than the recovery time objectives (RTO)."*

In the event that an incident is identified, the Chair of the BCMT will be responsible for activating the plan. The Manager Information Services as Team Leader of the ICT IMT will be responsible for monitoring the progress of ICT disaster recovery procedures, reporting to the BCMT Chair via the Executive Manager Community Services.

**Communication Strategy**

During an event, the Manager Information Services (ICT IMT Team Leader) will communicate any updates on ICT functions to all staff. This information will then be disseminated as required internally and / or externally by the Corporate Communications Team.

## SECTION FOUR - Critical & Non Critical Business Functions

### Critical Business Functions (CBF)

In order to identify ICT critical business functions (CBF) and resources it is important to firstly determine all ICT functions, services and processes. This is undertaken as part of the Business Impact Analysis (BIA)

### Business Impact Analysis (BIA)

A Business Impact Assessment (BIA) has been undertaken to identify those ICT functions that need to continue during a business disruption incident and the maximum acceptable outage times for each of these functions.

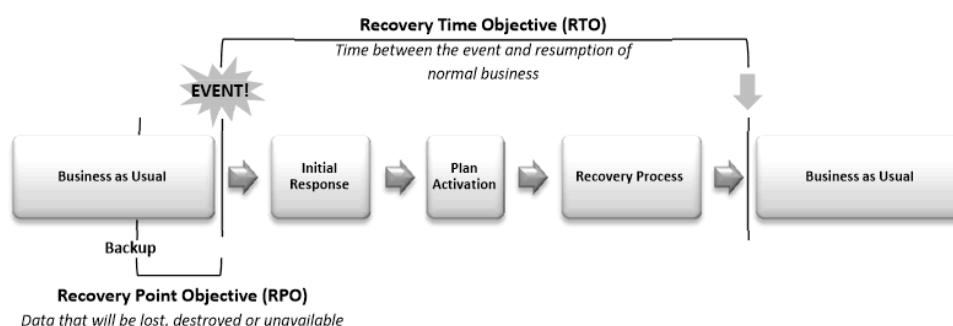
It should be noted that a BIA is not a risk assessment. The focus is not on the likelihood of an incident and what to protect against, but on what to protect, the consequences arising from an incident and the organisations ability to respond.

The goal of the ICT BIA was to identify the impact of an ICT disruption on the business if there was a loss of function for any given reason. It must be noted that the point in time when an ICT function or process is disrupted as well as the duration of the disruption can have a significant bearing on the loss sustained and therefore the priority given to restoration / recovery.

This plan is based on the BIA attached as Appendix A which broadly outlines both critical and non-critical ICT services. Critical services were determined as those with a 'High' or 'Critical' impact rating.

### Recovery Point Objectives (RPO)

Given the current processes and the unlikely situation that all servers would go down simultaneously, the maximum amount of data that may be lost, destroyed or otherwise unavailable after successful recovery has been determined to be a maximum of data produced in the 24 hours prior to an event.



**Recovery Time Objective (RTO)**

Prior to defining RTO's it is important for the organisation to determine Maximum Tolerable Periods of Disruption (MTPD). In a Business Continuity Questionnaire circulated in August, 2016 Managers were asked to indicate the required restoration timeframes for various key services using the scale below:

Service Impact Rating	MTPD
Essential	0-24 hours
High	24-48 hours
Medium	2-5 days
Low	5+ days

The ICT function was rated by individual Managers to be within the High to Essential categories. It is assumed that the differences in responses were as a result of individual business units' dependence on ICT functions. For the purposes of this plan ICT services will be defined as 'High' with a MTPD of 24-48 hours.

The following MTPD ratings are to be applied to individual ICT Services (both critical and non-critical):

ICT Service	Essential 0-24 hours	High 24-48 hours	Medium 2-5 days	Low 5+ days
Telephony services (Skype for Business)	X			
Email and Internet Services	X			
ICT Network Infrastructure	X			
Service Desk				X
ICT Asset Management				X
Core Business Systems		X		
Backup & Restoration		X		
Intranet				X

Recovery Time Objectives are expected to fall within these timeframes but may not meet Business as Usual (BAU) functionality.

**Minimum Business Continuity Objectives (MBCO)**

The MBCO sits alongside the RTO. While the RTO defines how quickly an activity is to be recovered, the MBCO defines the level at which that activity is recovered. In many cases functionality may not meet Business as Usual (BAU) levels. The Minimum Business Continuity Objective, Recovery Time Objectives (RTO) and Maximum Tolerable Period of Disruption (MTPD) for each key ICT Service are

outlined below. A key ICT service is defined as one that has been rated as 'Essential' or 'High' (see table above).

ICT Service	Minimum Business Continuity Objective (MBCO)	RTO	MTPD
Telephony services (Skype for Business)	Restoration of service for reduced users based on office location and criticality of service area - voice only functionality.	12 hours	0-24Hrs
Email and Internet Services	Restoration of service for email as a priority with access to reduced users based on office location and criticality of service area functions	12 hours	0-24Hrs
ICT Network Infrastructure	Restoration of infrastructure to allow for provision of reduced services to key staff	24 hours	0-24Hrs
Core Business Systems	Restoration of core business systems for a reduced number of concurrent users at reduced performance	12 hours	24-48Hrs
Backup & Restoration	Restoration of data to Recovery Point Objective (RPO)	24 hours	24-48Hrs

The above RTO's are based on an internal service failure and each service failing individually and when multiple services fail they need to be added together. When the failure is due to an external service provider the RTO will be reliant on that service provider.

## SECTION FIVE – Risk Management

Five key risks and treatments have been identified in the ICT Risk Register:

- ICT1 - ICT Network Infrastructure Failure
- ICT2 - ICT Business Systems Failure
- ICT3 - Reliance on key staff members to maintain current service levels
- ICT4 - Inappropriate and unauthorised access to systems and information assets
- ICT5 - ICT Project Failure

### ICT Network Infrastructure Failure – Risk Rating Extreme

Council's primary server room is located in the main administration building. ICT services are reliant upon network connectivity at the primary site as well as other sites throughout the organisation. A loss of ICT network infrastructure would have significant impact on the organisation as a whole.

Potential sources of risk:

- Inherent risk of hardware, connectivity, and power supply failure
- Natural disasters, manmade disasters / accidents, and supplier failure
- Lack of staff skills, knowledge and experience
- Malicious activity

### ICT Business Systems Failure – Risk Rating High

ICT manages Corporate Applications or information systems that are utilised by the organisation to carry out its business. A loss of business systems would have significant impact across a number of key business functions.

Potential sources of risk:

- Lack of change control mechanisms
- Supplier support not meeting expectations
- Lack of staff skills, knowledge and experience
- Size of staffing teams
- Malicious activity

### Reliance on key staff members to maintain current service levels – Risk Rating High

The ICT team is highly reliant on appropriately trained and skilled staff to provide its services. Low staffing levels affects the teams' ability to deliver the required services to the organisation. Any incident that renders staff unable to perform normal business functions or respond to a disaster event will have a negative effect on business operations.

Potential sources of risk:

- Number of staff in the ICT teams
- Workloads

- Lack of change control mechanisms
- Lack of staff skills, knowledge and experience

### **Inappropriate and unauthorised access to systems and information assets – Risk Rating High**

Cybercrime is an acknowledged threat as we are now more connected to the world via the internet. Systems are not only exposed to threats from within the organisation but also from anywhere around the world. Attacks of this type can cause interruptions to services or applications.

Potential sources of risk:

- Lack of staff ICT security awareness and understanding of the risk
- Cybercrime
- Hacktivists
- Customer expectations to access data and conduct business online
- Staff expectations of accessing information via easy to use systems, from anywhere, on any device, at any time

### **ICT Project Failure – Risk Rating High**

Major ICT projects inherently have a high degree of complexity and require a high level of commitment from both the organisation and suppliers. Risk increases as complexity grows and timeframes become tighter.

Potential sources of risk:

- Inappropriate project governance
- Poor Project Management practises
- Workloads
- Lack of leadership
- Use of misleading or incorrect information to inform decisions
- Lack of change control mechanisms



## SECTION SIX - Resources

Current ICT team resourcing is outlined below:

### People

Staffing within the current ICT team is as follows:

- System Administrators x 2
- Business Systems Officers x 2
- Business Systems Project Officer x 1
- Service desk Officer x 1
- GIS Officer x 1
- Business Support Officer x 1

### Risks

A significant risk which has been identified is the reliance on key staff members to maintain current service levels. Current staffing levels are minimal leaving the organisation exposed to risk. Further loss of staff would adversely affect capacity to deliver ICT Services.

### Business Continuity Strategy

Documentation of processes to allow suitably trained staff to carry out recovery procedures.

### Facilities

Key ICT facilities and equipment are located in Council's main administration building. A loss of this building would have significant impact to ICT operations. However, mitigation activities have been undertaken to ensure minimal disruption.

### Risks

The key risks to ICT facilities and equipment are as a result of:

- Power supply failure
- Natural disasters, manmade disasters / accidents
- Supplier failure

### Business Continuity Strategy

Council's main administration building has a back-up diesel powered electricity generator setup to supply power to the building following a power failure. As such, failure of power coming in to the building should have little effect on the ICT network.

Loss of building / office space – move to designated alternate site.

### Technology

ICT technological resources are inclusive of networks, databases and telecommunications.

#### *Risks*

The key risks to ICT technology are as a result of:

- Loss of connectivity
- Supplier failure
- Malicious activity
- Availability of key trained staff
- Software failure

#### *Business Continuity Strategy*

Re-routing of internet through ADSL services (for limited users)

Maintaining relationships with suppliers / service providers

Increase staff knowledge of ICT security awareness

### Vendors

A list of current vendors can be found at Appendix F.

An analysis of resources required for ICT critical functions has been included at Appendix D.

## SECTION SEVEN – Alternate Sites

At this time, no formal arrangements are in place for a BCP alternate site if the primary Council site becomes unavailable. The identification of alternate sites is a key decision that needs to take into consideration:

- Site accessibility
- Vulnerability to potential hazards
- Ability to connect to the network once it is restored
- Capacity for required number of staff
- Suitability for the provision of 'front counter' services to ratepayers

For the purposes of this plan and ICT functions to continue, it has been identified that the Lockyer Valley Cultural Centre will be utilised in the event of loss of the main administration building.

## SECTION EIGHT - Training, Testing and Evaluation

Effective ICT business continuity and disaster recovery relies on trained staff who can quickly apply this plan's relevant responses. It is the responsibility of the Manager Information Services to ensure all ICT staff are fully aware of their responsibilities and are capable of carrying them out.

Testing this plan goes a long way to ensuring successful outcomes as well as providing opportunities for training in disaster recovery response and improvement of technical capabilities. Regular testing also provides an opportunity to identify any process deficiencies and make relevant updates to this plan to accurately reflect current situations.

It is proposed that two major criteria are applied when testing this plan – both as part of the larger organisational BCP and as a standalone plan:

- Recovery Time Objective:
  - Alert Notification, Assessment, and Disaster Declaration timeframes tested and confirmed outside of the context of a system disaster recovery test. Operating procedures and contact information are tested to verify that the procedures and personal contact information are current and accurate.
  - System recovery is tested through an exercise to determine if recovery operations can be completed within the stated RTO.
- Recovery Point Objective - confirms that the RPO can be met outside the context of a system disaster recovery test. Procedures are verified to determine if the data is being replicated / backed up off site so that RPOs can be met within the stated objective.

To ensure the most value is obtained from the testing of the plan, explicit test objectives, success criteria and evaluation processes are required. These will be determined in consultation with the BCMT prior to any testing of the plan.

## SECTION Nine – Disaster Recovery

Disaster recovery is a key component of business continuity. The overall objective of the BCP is to continue business processes while the overall objective of disaster recovery is to replicate parts of or the entire existing ICT production environment at an alternate site until normal operations have been resumed.

A disaster is declared if the situation is not likely to be resolved within predefined timeframes. A disaster could result in significant damage to a portion of ICT operations, a total loss of a facility, or the inability of employees to access that facility. ICT disaster recovery planning aims to document procedures to restore the operability of systems that support critical business processes so that the organisation can return to business as usual operations as soon as possible.

While there will be Technical Recovery Plans / Procedures developed to address various ICT disaster recovery elements, this section of the plan intends to outline in broad terms the phases of ICT disaster recovery.

### Phase 1 – Crisis Response and Activation

#### ***Activation of Plan***

The trigger for activation of this plan is the occurrence, or imminent occurrence of an incident which will pose a significant risk to ICT functions i.e. cause outages greater than the recovery time objectives (RTO).

In the event that an incident is identified, the Chair of the BCMT will be responsible for activating the plan. The Manager Information Services as Team Leader of the ICT IMT will be responsible for monitoring the progress of ICT disaster recovery procedures, reporting to the BCMT Chair via the Executive Manager Corporate and Community Services.

#### ***Notification & Staff Recall***

Notification of activation of the plan will be the responsibility of the BCMT Chair via Corporate Communications staff. Recall, redeployment or redirection of staff for the ICT IMT will be the responsibility of the ICT IMT Team Leader.

#### ***Determination of Impact***

A preliminary assessment is to be undertaken to establish the extent of damage to critical hardware. The primary goal of this assessment is to provide information so determination can be made by the BCMT of where the recovery should take place. Checking against inventory lists will provide information of what hardware must be ordered as a priority. If estimates indicate that recovery at the original site will require more than 48 hours, migration to an alternate site would most likely be recommended.

#### ***Equipment Protection and Salvage***

ICT equipment at the damaged site should be protected as much as possible to avoid further damage.

Unless the incident is due to a Cyber Attack or the area is declared a crime scene, as soon as is practical, all salvageable and undamaged equipment should be moved to a secure location in

preparation for repair or reconstruction of the damaged site. A complete inventory of all salvaged equipment must be taken along with estimates of when they will be ready for use. This list will be used to determine which equipment or items need to be acquired.

If the incident is due to a Cyber Attack then equipment is to be left onsite and only connectivity removed. This is required to allow a thorough investigation of a potential crime scene. Council's Cyber Security incident response is yet to be developed.

#### ***Identify Priorities and Devise a Strategy***

Once the incidents impact upon operations has been determined, the ICT IMT Team Leader will commence devising and evaluating potential strategies to address the issues.

A disaster recovery tier model is set out below to clearly define the priority and sequence in the recovery of ICT systems and services.

Tier 1	Foundational services / equipment that must be recovered before any other systems, services and functions can be recovered. These include networking, connectivity, directory and domain name services
Tier 2	Mission critical services that generally impact revenue or key organisational objectives
Tier 3	Critical services being internal operations or customer relationship focused where data collection is affected or transaction processing is delayed
Tier 4	Important internal services that can be recovered by manual operations. These may slow operations but will not stop critical activities
Tier 5	Non-critical services that are generally for test and development or non-time critical applications

## **Phase 2 – Operations Under Degraded Conditions**

### ***Disaster Recovery Site***

In the event that an incident involves irreparable damage or destruction to the main administration building or specifically the server room, repair or rebuilding of the facility the network will necessarily be restored from an alternate site.

### ***Reporting Process***

It will be the responsibility of the Manager Information Services (ICT IMT Team Leader) to report on a regular basis to the BCMT through the Executive Manager Corporate and Community Services.

### ***Emergency Procurement Procedures***

The success or failure of a Disaster Recovery plan is dependent on the ability to purchase goods and services with speed and undue 'red tape'. Council's normal procurement process for ICT hardware and services may be circumvented in the event that this plan is activated.

## **Phase 3 – Recovery Procedures**

### ***Platform Recovery Procedures***

In the event of a disaster where servers are destroyed, new servers will be procured, configured and set up with the operating system, patches, drivers and utility software installed. As part of the

ongoing maintenance of this plan, documentation is being developed to detail procedures for server recovery. This document will be added to the plan as an Appendix.

***Application Recovery Procedures***

Once the required infrastructure is in place and operating correctly, preparation and implementation of the application recovery stage can commence. Applications will be restored from the most current backup. Detailed procedures for this stage of recovery will be added to this plan as an Appendix when developed.

**Phase 4 – Transition to Business as Usual**

Normal operations are resumed once all actions of the recovery plan have been completed. A final report to the BCMT is to be prepared by the ICT IMT Team Leader.

## Appendix A – Lockyer Valley Regional Council – ICT Business Impact Analysis

Date of Analysis – February 2017 Conducted By – ICT Staff

ICT Business Function	Potential Business Impact	Interdependencies	Maximum Tolerable Period of Disruption (MTPD)	Service Impact Rating	Priority*	Critical Function Owner	Penalties (if any)
Provision of telephony services (Skype for Business)	Impact to internal and external communications for the whole organisation – greatest impact to Customer Service Call Centre	Internal: - Active Directory - ICT Network Infrastructure External: - Power Supply	0-24 hours	Essential	1	Manager Information Services	Nil
Email and Internet Services	Impact to internal and external organisational communications impact to 'Software as a Service' products	Internal: - Active Directory - ICT Network Infrastructure External: - Internet service provider - DNS service provider	0-24 hours	Essential	1	Manager Information Services	Nil
ICT Network Infrastructure	Foundational function impacting all ICT services and business units	Internal: - Skilled staff External: - Hardware Suppliers - Service Suppliers	0-24 hours	Essential	1	Manager Information Services	Nil
Service Desk	Impact to all endpoint users – Minimal impact to organisational objectives	Internal: - Not Applicable External: - Not Applicable	5+ days	Low	4	Manager Information Services	Nil

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ICT Business Function	Potential Business Impact	Interdependencies	Maximum Tolerable Period of Disruption (MTPD)	Service Impact Rating	Priority*	Critical Function Owner	Penalties (if any)
ICT Asset Management	Nil Impact to end users	Internal: - Not Applicable External: - Not Applicable	5+ days	Low	4	Manager Information Services	Nil
Core Business Systems	Inability to conduct usual business functions	Internal: - ICT Network - Infrastructure External: - Application Managed Services - Software provider	24-48 hours	High	2	Manager Information Services	Nil
Backup & Restoration	Inability to backup and restore data would have significant impact on data availability and organisational administration activities	Internal: - ICT Network - Infrastructure External: - Nil	24-48 hours	High	2	Manager Information Services	Nil
Intranet	Inability to access intranet would have minimal impact on the organisation	Internal: - Not Applicable External: - Not Applicable	5+ days	Low	4	Manager Information Services	Nil

\*Priority ratings have been determined using the prioritisation matrix at Appendix B

## Appendix B – Critical Business Function Prioritisation Matrix

The Matrix below has been used to define priorities for each identified ICT service.

		Service Impact Rating			
		Low	Medium	High	Essential
Maximum Tolerable Period of Disruption (MTPD)	0-24 hours	4	3	1	1
	24-48 hours	4	3	2	1
	2-5 days	4	3	2	2
	5+ days	4	4	3	2

Level 1 priority function is a **critical** business function that is:

- an 'essential' rated service to be restored within 0-48 hours or
- a 'high' rated service to be restored within 0-24 hours

Level 2 priority function is a **critical** business function that is:

- an 'essential' rated service to be restored within 2 - 5+ days or
- a 'high' rated service to be restored within 24 hours – 5 days

Level 3 priority function is a **non-critical** business function that is:

- a 'high' rated service to be restored within 5+ days or
- a 'medium' rated service to be restored within 0-5 days

Level 4 priority function is a **non-critical** business function that has:

- a 'medium' rated service to be restored within 5+ days or
- a 'low' rated service to be restored within 0 - 5+ days

**Appendix C – Impact of Dependencies on Key ICT functions****Dependency Rating Table**

Rating	Dependency Level	Description
1	Minimal dependency	Minimal dependency on this resource. Resource is nice to have; successful delivery of critical services is possible without this resource
2	Low dependency	Low dependency on this resource for the successful provision of critical services; service can still be successfully provided using workarounds or alternative resources as a stop gap measure until the resource is available again.
3	Moderate dependency	Successful delivery of critical services is moderately dependant on this resource; lack of resource may cause some inconvenient delays but parts of the service can be successfully provided using alternative resources for a period of time.
4	High dependency	Successful delivery of a critical service is fully dependant on this resource; resource is used regularly and may result in significant knock on effects if unavailable; there is low tolerance before the impact becomes unacceptable; limited ability to use alternative resource, though may be used for a short period of time as a stop gap measure.
5	Critical dependency	Successful delivery of a critical service is fully dependant on this resource; resource is used continuously; resource must be operational / available 24 / 7; lack of resource may result in serious knock on effects; close to zero tolerance before it becomes unacceptable; there are no or very workarounds or alternative resources.

**Dependency Impact Rating for Key ICT Functions**

Key ICT Function	Dependency Impact Rating			
	People	Facilities	Technology	Vendors
Provision of telephony services (Skype for Business)	2	1	4	3
Email and Internet Services	2	1	5	4
ICT Network Infrastructure	5	5	5	4
Core Business Systems	4	1	5	4
Backup and Restoration	4	5	5	1

People = ICT Staff

Facilities = buildings and utilities

Technology = networks, databases, telecommunications

Vendors = providers of goods and / or services

## Appendix D - Resource Identification Summary – ICT Critical Functions

ICT Critical Function	Minimum Business Continuity Resource Requirements			
	People	Facilities	Technology	Vendors
Provision of telephony services (Skype for Business)	No of Staff Required - 2 Key Skill Sets Required - System Administration (Skype for Business) Mandatory Qualifications – Skype For Business experience	A secure and safe location for staff to work from is required. Reliable power supply is required.	ISDN telecommunication services for the carriage of voice calls in and out of LVRC. ICT Network Infrastructure services are required. Internet connectivity to allow remote access and support.	InSync Technology is LVRC's active Skype For Business service provider. Telstra is LVRC's active voice telecommunications provider.
Email and Internet Services	No of Staff Required - 2 Key Skill Sets Required - System Administration (Microsoft Exchange) Mandatory Qualifications - Microsoft Exchange 2013 experience	A secure and safe location for staff to work from is required. Reliable power supply is required.	Internet connectivity (the greater the bandwidth, the higher the level of service). ICT Network Infrastructure services are required. Internet connectivity to allow remote access and support.	Datacom are our preferred suppliers to assist in restoration and fault finding of Exchange services.
ICT Network Infrastructure	No of Staff Required - 2 Key Skill Sets Required- System Administration (Network) Mandatory Qualifications – Network Engineer	An appropriate secure and temperature controlled room is required for housing and operation of Council ICT Network Infrastructure. Reliable power supply is required. A secure and safe location for staff to work from is required.	Data cabling, switching, storage, and server hardware is required to provide a local area network. Internet connectivity to allow remote access and support.	Datacom are our preferred suppliers to assist in restoration and fault finding of network services.
Core Business Systems	No of Staff Required - 2 Key Skill Sets Required - Systems Administrator, Business Systems administrator. Mandatory Qualifications – Microsoft Server Services experience, Technology One administration experience	A secure and safe location for staff to work from is required. Reliable power supply is required.	ICT Network Infrastructure services are required. Internet connectivity to allow remote access and support.	Technology One Application Managed Services are LVRC's active Core Business service providers.

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ICT Critical Function	Minimum Business Continuity Resource Requirements			
	People	Facilities	Technology	Vendors
Backup and Restoration	No of Staff Required - 2 Key Skill Sets Required - System Administration (backup & restoration) Mandatory Qualifications – VEAM & Backup Exec experience.	An appropriate secure and temperature controlled room is required for housing and operation of Council ICT network infrastructure. Reliable power supply is required. A secure and safe location for staff to work from is required.	ICT Network Infrastructure (including tape read and write functionality) services are required. Internet connectivity to allow remote access and support.	Datacom are our preferred suppliers to assist in restoration and fault finding of backup and restoration services.

## **Annexures**

Annexure 1 – Lockyer Valley Regional Council – ICT Employee Emergency Contact List

Annexure 2 – Lockyer Valley Regional Council - ICT Key Suppliers Contact List

### **13. INFRASTRUCTURE WORKS AND SERVICES REPORTS**

#### **13.1 Berlin Road, Mt Berryman - Livestock on Road**

**Date:** 10 February 2017

**Author:** Seren McKenzie, Manager Infrastructure Planning & Design

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

#### **Summary:**

Lockyer Valley Regional Council has received a complaint about there being wandering livestock on Berlin Road at Mt Berryman. This report provides particular detail around Council's obligations with regard to wandering livestock on roads. Under Council's Local Laws it has the ability to require the fencing along the boundary of a road to prevent this occurring. This would involve the issuing of a compliance notice under local laws directing the fencing of the land and/or containment of the animals. In addition, through the *Civil Liability Act*, Council has a duty of care to consider the road users on Berlin Road.

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

**THAT Council receive and note the Berlin Road, Mt Berryman – Livestock on Road report; and**

**Further;**

**THAT as risk can be managed under existing traffic management arrangements, the Chief Executive Officer be authorised to write to the affected parties to advise that Council will not be directing the owner of Lot 1 on RP186721 to fence their property boundary with Berlin Road.**

#### **Report**

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

Council is in receipt of a complaint about livestock being present on Berlin Road at Mt Berryman. There is no grazing permit (gained through the Department of Natural Resources and Mines (DNRM)) in place.

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

Broadly speaking, the complainant (the 'first party', owner of Lot 2 RP186721) has reported several allegations with regard to the presence of livestock on the road, including:

- Cattle camped on the road blocking access to a driveway at night
- Damage to a vehicle caused by a beast kicking the car
- Cattle knocking over wheelie bins
- Cattle being a road safety hazard
- Death of a calf after being struck by a vehicle
- Cattle on the road interacting with cattle in a paddock adjacent to the road, with the boundary fence (owned and maintained by the complainant) being knocked over resulting in straying livestock.



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The application for a grazing permit requires the consent of any neighbouring owner whose fence would be used as a boundary fence for the cattle (owned by the 'second party') grazing the road. In this case the first party is the owner of the boundary fence and is unlikely to sign the permit application by the second party.

### **3. Report**

The first party has furnished Council with photographs showing vehicle damage, broken fences, wandering stock and an injured bull, all in support of the complaint.

The owner of the livestock on the road (the 'second party', owner of Lot 1 on RP186721) has provided Council with a number of letters of support from various neighbours and users of the road, who all state the cattle pose no safety risk to them as road users.

There are large traffic signs in advance of the unfenced road sections, as shown in Figure 1 below.



**Figure 1: "Unfenced road ... Watch for wandering animals" sign on Berlin Road in advance of the cattle grid, chainage 320m**

#### Legal Advice

The legal advice considered the Land Act 1994 (Qld), the Local Government Act 2009 (Qld), the Civil Liability Act 2003 (Qld), the Stock Route Management Act 2002 (Qld), and the Transport Operations (Road Use Management) Act 1995 (Qld). The latter two acts did not contain requirements applicable to this situation.

Council has control of all roads, other than State-controlled roads and public thoroughfare easements, in its local government area. Council can make local laws necessary or convenient for the good rule and local government of its area, including regulating the use of

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roads by imposing obligations on the owner of land that adjoins a road (e.g. to fence the land to prevent animals going on the road).

A local government road is an area of land (usually State land) that has been dedicated or declared to be a road for public use. The road land remains vested in the State, and DNRM may grant a permit to occupy the road (e.g. for grazing purposes) under the Land Act 1994 (Qld).

A State law (such as that relating to the granting of a grazing permit to occupy) will prevail to the extent of any inconsistency with a local law. However, the local law will not be invalid if both a State and local law provide requirements in respect of a particular matter that are both capable of being satisfied. In our opinion, the local laws described below are not inconsistent with the Land Act 1994 (Qld) permit to occupy provisions.

Council's Local Law No. 2 (Animal Management) 2011 requires:

- (a) the owner or responsible person for an animal to ensure that the animal is not in a public place unless the animal is under the effective control of someone; and
- (b) a person who keeps an animal to maintain a proper enclosure to prevent the animal from wandering or escaping from the person's land.

This local law reflects the State's model local law. The effect of the obligations under this local law is to prohibit the grazing of the second party's cattle on Berlin Road (being a public place).

Council can decide to enforce compliance with this local law through the process set out in Local Law No. 1 (Administration) 2011.

Under Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011, Council also has power to require the second party to fence their boundary with Berlin Road. The use of this power is discretionary only, and Council is under no requirement to exercise the power in particular circumstances. The powers conferred by that local law also require Council to form the opinion that the fencing is 'necessary' to prevent the risk of:

- (a) animals escaping onto the road; or
- (b) interference with the safe movement of traffic or the safe use of the road.

Accordingly, there has to be a nexus between the concept of 'necessity' and the 'prevention of risk' of the factual circumstances stated in (a) and (b) above. Council could reasonably be satisfied of (a) but likely lacks sufficient evidence to be satisfied of (b).

Importantly, Council is not required to enforce all of its laws in every possible situation within its jurisdiction. Council's decision about whether to enforce Local Law No. 2 and/or require the fencing of properties' adjoining roads depends on:

- (a) discretionary factors relating to the issuing of the relevant notice related to enforcement or fencing; and
- (b) whether Council has a legal obligation to enforce Local Law No. 2 and/or require the fencing of properties' adjoining roads arising from a duty of care or statutory duty.

The factors that Council should weigh up in deciding whether or not to issue a notice about enforcement of Local Law No. 2 or fencing under Local Law No. 4 include:

- (a) the impost on the second party arising from the notice, i.e., the cost of fencing or relocating cattle;

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- (b) that there are cautionary road signs alerting drivers that the road is unfenced and to watch for animals (as per Figure 1);
- (c) that there are grids located on the road (and any signage associated with grids), which also alert drivers to the potential for wandering cattle;
- (d) that Berlin Road, being a minor rural road, has relatively low traffic volumes;
- (e) Council has limited resources and it would be a significant exercise to require fencing of all cattle properties adjoining local government roads across its local government area and Council may legitimately decide to allocate its resources to other priorities; and
- (f) the letters/statements from neighbours about livestock being well behaved.

The principles for determining whether a local government has a duty of care, and whether it has breached that duty of care, involve a balanced consideration of the resourcing constraints and decisions, which are not open to challenge.

Council will not be held responsible for an alleged wrongful exercise or failure to exercise a statutory function unless *'the act or omission was in the circumstance so unreasonable that no public or other authority having the functions of the authority in question could properly consider the act or omission to be a reasonable exercise of its functions'* (Section 36, Civil Liability Act). Councils can allocate resources to their statutory functions in a way that does not require perfection but is appropriate to the circumstances.

With regard to Council having a duty of care to require the fencing of Berlin Road, Council should consider the following:

- (a) The first party has reported concerns to Council, e.g., alleged damage to a vehicle, which have a bearing on Council giving consideration to a requirement of fencing.
- (b) There are no recorded crashes for Berlin Road in the State's Webcrash system (going back to the year 1992).
- (c) Cautionary road signs alerting drivers that the road is unfenced and to watch for animals;
- (d) Grids located on the road (and any signage associated with grids), which also alert drivers to the potential for wandering cattle;
- (e) Berlin Road, being a minor rural road, will have relatively low traffic volumes (around 20 vehicles per weekday);
- (f) Council has limited resources and it would be a significant exercise to require fencing of all cattle properties adjoining local government roads across the local government area and Council may legitimately decide to allocate its resources to other priorities; and
- (g) The letters/statements from neighbours about livestock being well behaved.

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

Having regard to the *Civil Liability Act 2003 (Qld)*, Council has a duty of care to exercise reasonable management actions with regard to the safety of road users. Based upon the context described in this report, the case for Council to require fencing of Berlin Road does not appear strong. Notwithstanding this, the first party may wish to seek legal advice with regard to engaging with the second party, i.e., a circumstance where Council is not involved. Through that process the second party may be held responsible for damage caused by their livestock.

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**5. Financial and Resource Implications**

Nil.

**6. Delegations/Authorisations**

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

**7. Communication and Engagement**

Write to the involved parties advising them of the resolution of Council.

**8. Conclusion**

As described in this report there are many factors to be considered in this matter, which have been examined in some detail by Council. Based upon this assessment, it is recommended that Council take no further action with regard to this matter.

**9. Action/s**

Action Council's resolution as appropriate.



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**13.2 Access to Leased Lots at Regency Downs for Lockyer Valley Riding for the Disabled Club**

**Date:** 15 March 2017  
**Author:** Seren McKenzie, Manager Infrastructure Planning & Design  
**Responsible Officer:** Myles Fairbairn, Executive Manager Infrastructure Works & Services

**Summary:**

The purpose of this report is to seek Council's direction for a location for access to Lot 304 RP857319 and Lot 340 RP853838.

**Officer's Recommendation:**

**THAT Council authorise the Chief Executive Officer to arrange for construction of an access track from the end of the formed Rons Road cul-de-sac to allow vehicular access to Lot 304 on RP857319 for use only by the Lockyer Valley Riding for the Disabled Club; and**

**Further;**

**THAT Council authorise the Chief Executive Officer to advise the Lockyer Valley Riding for Disabled Club of the decision.**

**Report**

**1. Introduction**

This report outlines the options for the location of formalised access to leased land adjacent to Gehrke Road at Regency Downs.

**2. Background**

The Lockyer Valley Riding for Disabled Club (LVRDC) has leased Lot 304 RP857319 and Lot 340 RP853838 for the purpose of horse riding activities for the disabled. Although Gehrke Road and Lorikeet Drive abut the leased properties there is no formed road access to them. Up until recently the club members have been accessing the lot through Rons Road.



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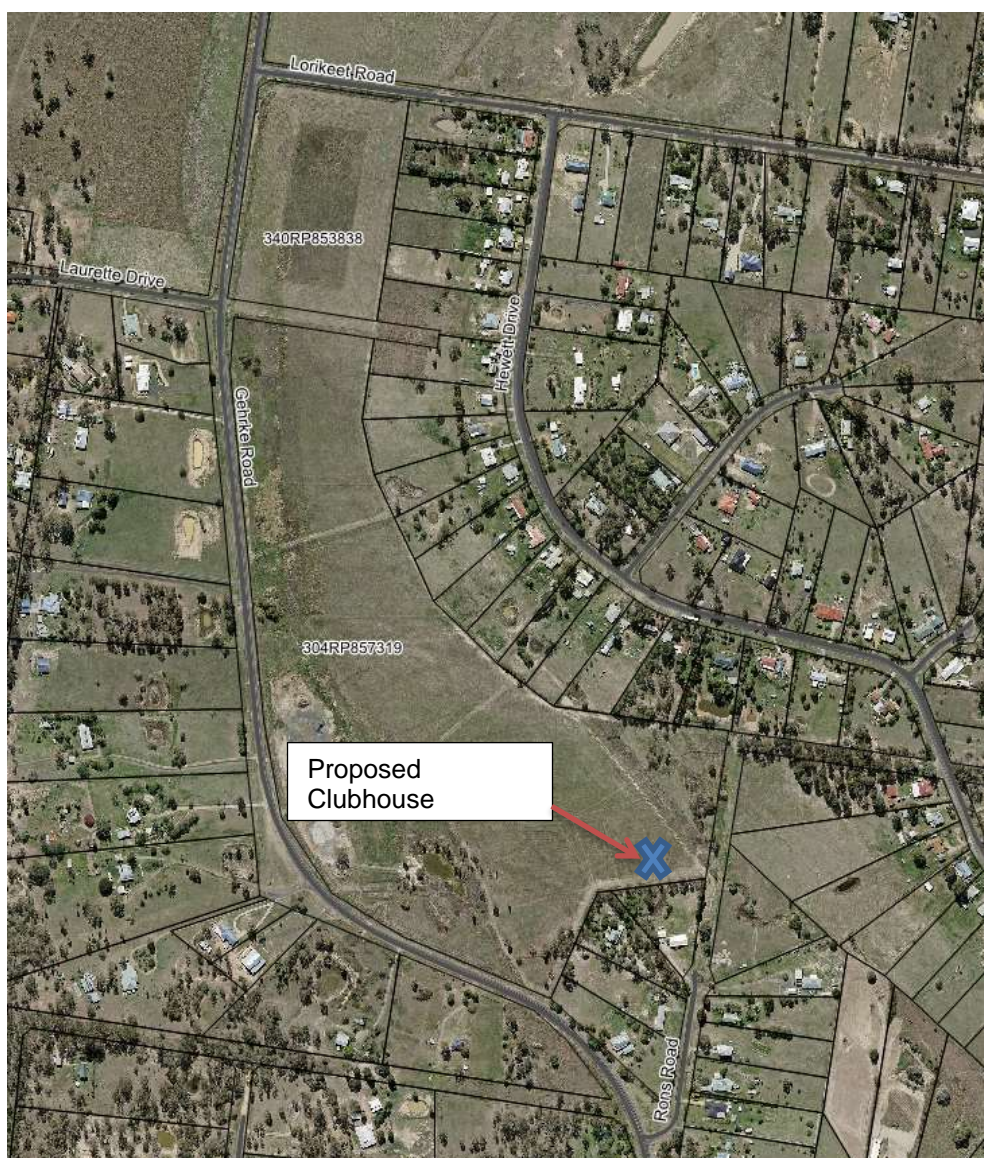


Photo 1: Locality map showing leased land and proposed clubhouse location

### 3. Report

With regard to road access to the properties, the lease agreements include the wording "The Trustee Lessee must access the Trust Land by the constructed Roads". No formal (or informal) agreement appears to have been reached during the negotiations to ensure that there would be safe access to the lots.

During discussions with a representative of the riding club on 15 March 2017 the following information was provided:

- Approximate number of attendees = 50 people (includes riders, parents and volunteers).
- Number of horses = 11 (6 on grounds permanently, 5 brought in per fortnight).
- The club intends to hold about 2 competitions per year (future objective).

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- Other clubs have contacted LVRDC to request use of grounds, in the future, when the Gatton equestrian centre is unavailable.
- The club plans on installing 2 timber and wire post arenas 60x40m.
- Permanent horses will be fenced on the northern end of the lot.
- The club plans to commence fencing at the end of the month.

Several access options have been identified for consideration, with approximate cost estimates provided.

Option 1: Access off Hewett Drive through existing road reserve.

Hewitt Drive is a cul-de-sac that provides entry and exit to approximately 65 (mostly residential) properties to the south of the proposed access location.



Figure 1: Access Option 1 Layout.

This option would involve clearing the current road reserve and installing a gravel track. The installation of two culverts would be necessary in order to maintain access during wet weather. These culverts would be designed to cater for low level flows. Tree clearing, earthworks, pavement materials, and drainage are all required in this option. The estimated cost for this option is \$45,500.

Option 2: Upgrade access through Rons Road

The second access option is to construct a gravel track extending from the end of Rons Road. This intersection has been identified as a suitable Black Spot project for upgrade to include a



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turning lane into Rons Road. An application will be submitted in June 2017 for the 2018-19 budget considerations by the Federal Government.

Given the low volume of traffic expected from the riding club at this time, there is minimal increased risk in allowing the entrance for the riding club at this location. However the proposed future development of the facility and expected increase in traffic on Rons Road would likely necessitate the upgrading of the Gehrke Road/Rons Road intersection for road safety reasons.



Figure 2: Access Option 2 Layout.





**Figure 4: Access Option 2 Intersection Upgrade**

When considering this option it has been identified that the road widening to accommodate for a safe turn into Rons Road would encroach upon the drainage channel currently in place and will also effect the alignment of current electrical utilities.

To construct a 'lower order' access track from the end of the formed Rons Road cul-de-sac to allow vehicular access (for the Riding Club only) to their leased properties adjacent to Gehrke Road at Regency Downs would likely cost in the order of \$12,000-\$16,000.

The estimated cost to construct all of this option is \$50,000 - \$60,000, however may be more due to the presence of electrical services, etc.

**Option 3: Access through the road reserve, at the Gehrke Road and Laurette Drive intersection**

The third option involves constructing an access driveway at the intersection of Gehrke Road and Laurette Drive. A site inspection determined that the drop from the road to the natural surface was acceptable to construct an access driveway that would accommodate horse floats at this location. The access driveway would be required to extend far enough onto the block so no part of the vehicle or horse float extends onto the road when stopped to open a gate. Furthermore this driveway would include a culvert so as to not hinder current flow paths. This option would require the Riding Club to form a track across the lot to the clubhouse, which could result in poor access during wet weather. Because the access point is remote from the clubhouse site, this is not supported by the group.

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This option would result in similar traffic safety concerns as the turn from Gehrke Road into Rons Road, albeit there is better sight distance at this location.

The estimated cost to Council for this option is \$7,500.



Figure 5: Access Option 3 Layout.

Option 4: Access through the existing gate at the stockpile site

This option was considered, however discounted due to a number of factors including that the public would be driving through an active gravel stockpile site, and the fence and gate would require moving to allow the vehicle and horse float to be safely off the road to open and close the gate.





**Figure 6: Access Option 4 Layout**

#### Option 5: Access off Lorikeet Road

This option is to construct an access driveway off Lorikeet Road similar to the one proposed in option 3. The grade from Lorikeet on the proposed lot is gentle and would likely accommodate the design vehicle. The road data on Lorikeet Road suggests that this would be a safer option since daily traffic is less (approximately 1480 per day) and the majority of traffic is travelling at slightly less than those on Gehrke Road, particularly those approaching the intersection. Once again this option would require the Riding Club to construct a gravel track from the driveway to the clubhouse. Because the access point is remote from the clubhouse site, this is not supported by the group.

Estimated cost to Council for this option is \$7,500.

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Figure 7: Access Option 5 Layout

Given the low volume of traffic expected at the riding school and that Rons Road is the access favoured by the club, it is appropriate that Council considers Option 2 with the construction of the access track at this time and the submission of a Black Spot application for the intersection upgrade in 2018/19.

**4. Policy and Legal Implications**

In the long-term the upgrading of the Gehrke Road / Rons Road intersection is appropriate if there is an expectation of competitions/events being held at the facility in future years.

**5. Financial and Resource Implications**

Construction of a 120 metre access track from the end of the formed Rons Road.

**6. Delegations/Authorisations**

Not Applicable

**7. Communication and Engagement**

Council officers have been in contact with a representative of the Lockyer Valley Riding School for Disabled.

**8. Conclusion**

Access through Rons Road to the leased land is appropriate for the existing low volume of vehicles associated with the riding school; however future development of the site would result in the requirement to upgrade the Gehrke Road/Rons Road intersection.

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Where a competition is held (future plan), then it is expected that the LVRDC should place traffic management devices on the approach to the Rons Road intersection in order to appropriately manage road safety risks. This would also involve the preparation of a Traffic Management Plan (TMP) and costs to the club (preparation of TMP, approval, hiring of a traffic management company and the placement of signs).

**9. Action/s**

1. Notify the Lockyer Valley Riding for Disabled Club of Council's resolution.
2. Council submit a Black Spot submission to the Federal Government for the upgrade of the Gehrke Road / Rons Road intersection for consideration in the 2018-19 budget.

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**13.3 Laidley Flood Mitigation Project - Status Update**

**Date:** 15 March 2017  
**Author:** Seren McKenzie, Manager Infrastructure Planning & Design  
**Responsible Officer:** Myles Fairbairn, Executive Manager Infrastructure Works & Services

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**Summary:**

The purpose of this report is to update Council about the Laidley Flood Mitigation Project.

**Officer's Recommendation:**

**THAT Council receive and note the Laidley Flood Mitigation Project status update report.**

**Report**

**1. Introduction**

Lockyer Valley Regional Council (LVRC) was successful in obtaining joint funding from the State Government, through the Department of Infrastructure, Local Government and Planning (DILGP) for the *Laidley Flood Mitigation Project*. The funding is for the purpose of constructing a drainage channel and associated levee bank works along the Laidley main drain, up to a total eligible Project Cost of \$1,564,000. DILGP will fund up to a maximum of 40% of the eligible Project Cost (\$625,600), with the balance of the Project Cost to be funded from LVRC's capital works budget.

**2. Background**

Cardno (QLD) Pty Ltd have been engaged as Council's engineering consultants to investigate the extent of a drainage channel (and associated levee) that can be delivered without impacting on the surrounding properties. The maximum extent of this project is from Patrick Street to the northern boundary of Council owned land adjacent to Stanford Place. This is governed by the land in ownership of Council, and is indicated by the red hatched area in Figure 1 below.





Figure 1 – Maximum Extent of Laidley Flood Mitigation Works – Laidley North drain.

### 3. Report

The flood modelling work has undergone much iteration to ensure the impact on private properties is minimised. Since the community consultation in January 2017 the model has been further refined in an attempt to remove the impact on Pike and Alexander Street residences.

Currently, Cardno is finalising the model and subsequently the design. Operational Works applications are also being prepared, with the intention of lodgement in the last week of March. The Operational Works applications cannot be lodged until all outstanding items for detailed design are finalised. These items include the crossing of the channel at Kirston Street, obtaining survey levels to 'truth' the model at locations around the northern end of Laidley and ensuring impacts of the works are minimised at sensitive locations, such as residences.

There are several organisations that are affected in some way by this project, all of which are required to give consent (through the Operational Works process) for the construction to commence. These organisations include the Department of Transport and Main Roads, Queensland Rail (QR), Department of Agriculture and Fisheries (for fish passage) and Queensland Urban Utilities (QUU). QUU is also seeking Council consent for an easement for sewer works adjacent to the main drain planned for 2017-18, which they have changed to



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match in with Council's proposed works on the drain. Council is further progressed in the project than QUU are in the realignment of the sewer main, which is also causing some negative timing issues on our project.

QR has requested a data sharing agreement to allow access to the flood modelling undertaken in this project, as they are investigating the merits of the Pike Street trestle bridge replacement.

The numerous iterations of the flood model as well as the items outlined above have caused the project timeframes to be pushed out, and construction will not be complete by the current Agreement timeline of 13 June 2017. The estimated completion of the physical construction stage, should all approvals be forthcoming in a timely manner, is estimated to be September 2017 with project finalisation phase following thereafter. As such, Council has lodged an application for an Extension of Time (EOT) to DILGP for a finish date of no later than 08 December 2017. Prior to lodging the EOT request, officers met with the DILGP Senior Advisor on the project to discuss the timing issues. The EOT was lodged based on the advice received in this meeting.

The preliminary construction estimate for the works is close to the budget, therefore some items will be included in the tender request as provisional items, which may or may not be delivered dependant on the tender costings received.

**4. Policy and Legal Implications**

Nil

**5. Financial and Resource Implications**

Budget will need to be carried forward into 2017-18.

**6. Delegations/Authorisations**

Not Applicable.

**7. Communication and Engagement**

Council officers have been in contact with affected stakeholders including landowners on a regular basis.

Community consultation with the wider Laidley area in January 2017 and subsequent letters to advise of outcomes of issues raised at the consultation. Monthly advice on progress of the project has been provided to DILGP, as well as a recent face-to-face meeting regarding the timeframes.

**8. Conclusion**

A larger than expected amount of time is being spent on the flood modelling and detail design of the Laidley Flood Mitigation Project to ensure the impacts and benefits of the works are well understood, and ultimately, responsibly managed. The project continues to progress with Operational Works applications pending, which will be closely followed by requests for tender.

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Although the original timeframe is no longer able to be met, the project is still forecast to be constructed this calendar year.

**9. Action/s**

Nil



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### 14. ITEMS FOR INFORMATION

#### 14.1 Sale of Land for Unpaid Rates Update

**Date:** 14 March 2017

**Author:** Tony Brett, Manager Finance and Customer Service

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

#### Summary:

The decision to sell land for unpaid rates was made by council resolution at Council's Ordinary Meeting on 27 July 2016. Subsequently a Notice of Intention to Sell Land letter being issued to twenty-one properties.

Following that notice, twelve properties were paid out leaving nine to be issued with Auction Notices. The auction date was set as 16 February 2017 and advertised in the Gatton Star and by written notice to all parties with an interest in the properties.

All properties were paid out prior to the auction date and the auction was cancelled. In carrying out the sale of land process, \$302,515 in overdue rates was recovered as well as the costs relating to the sale process.

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

#### Report

##### 1. Introduction

This report provides Council with an update on the latest sale of land for unpaid rates process.

##### 2. Background

A decision was made by council resolution at Council's Ordinary Meeting on 27 July 2016 to start the sale of land process on selected properties with three or more years rate and charges arrears.

A Notice of Intention to Sell Land letters were issued to 21 property owners and other interested parties (e.g. mortgage holders) on 11 August 2016. These letters outlined that the local government has, by resolution, decided under the *Local Government Regulation 2012* to sell land for overdue rates and charges.

##### 3. Report

In its resolution of 27 July 2016, Council delegated to the CEO the ability to finalise the auction process. The final step was to conduct the auction, which was set on 16 February 2017 at 10:00am, with the auction to be held at the Gatton Shire Hall, 52 North Street, Gatton, QLD 4343.

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On Tuesday 24 January 2017, an Auction Notice was posted to the nine properties that had not made full payment of the outstanding rates and charges. The auction notices were also posted to other interested parties such as mortgage holders. The auction notice stated the time and place of the auction and a full description of the land.

The auction notice was advertised in the Gatton Star for two weeks preceding the auction. If full payment of a property was made in the interim period, the auction notice was removed from the next Gatton Star advertisement date and the property withdrawn from the sale process. Council's Debt recovery agent, Recoveries and Reconstruction (Aust) PTY LTD also placed an auction notice on the land. These notices were placed on the land on 27 January 2017.

Local real-estate companies were contacted and asked to provide a quote on performing the auction for Council. L J Hooker Gatton was the successful applicant and was to perform the duties of the auctioneer on the day.

In the days prior to the auction date, the last remaining properties were paid out and the auction was cancelled. In carrying out the sale of land process, \$302,515 in overdue rates was recovered as well as costs relating to the sale process.

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**14.2 Anti-barking Dog Collars**

**Date:** 15 March 2017  
**Author:** Peter Driemel, Manager Health, Waste and Regulatory Services  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

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**Summary:**

Since the introduction of an anti-barking dog collar initiative into the noise nuisance complaint process in 2014, a number of dog owners have hired collars to assist with rectifying their dog(s) barking behaviours thus mitigating noise nuisance issues in the community.

Due to the success of this cost effective Council initiative, Council should continue to offer this service to the dog owners (who have dog behavioural issues) within the Lockyer Council region.

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

**Report**

**1. Introduction**

In August 2014, Council resolved to amend its noise nuisance complaint process by incorporating the use of anti-barking dog collars. A subsequent report was to be provided to Council on the effectiveness of the anti-barking initiative.

This initiative was established under the Corporate Plan Reference: "Lockyer Community" – Working together for an inclusive, safe and healthy community.

- Maintain animal management practices and standards.
- Develop policy, strategy, local laws and guidelines in relation to animal management.

**2. Background**

Each year residents contact Council to resolve a number of Local Law matters including noise nuisances caused by barking dogs. Council is responsible for mitigating such noise nuisances under Local Law 2 (Animal Management) 2011.

**3. Report**

Following the August 2014 resolution by Council, in September 2014 officers sourced two types of anti-barking collars (four (4) Static and two (2) Citronella) to assist dog owners who had dogs that caused nuisance by barking. Both collar types work on the same principal – that being – detection of noise (barking) emission which triggers the collar to activate.

The first hire of the collars occurred in December 2014 with the next hire occurring in May 2015. Hire fees were set at \$20.00 per fortnight.

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During 2015/2016 anti-barking collar hire increased and were utilised by 13 dog owners to assist with remedying dog noise issues. Officers subsequently purchased an additional six (6) collars due to the increased demand for use. In this financial year (to date) two (2) residents have hired the anti-barking dog collars.

The use of the collars is primarily as a result of Council officers investigating a noise complaint and offering the hire of the anti-barking collars as one method of assisting the dog owner to reduce noise nuisance associated with dog barking. Those dog owners who have hired collars for their dogs have had positive results and this is evidenced by the fact there have not been any repeat offenders. In a number of cases the dog owners have purchased their own anti-barking dog collars to ensure dog barking is minimised and complaints are mitigated.

Fees since the introduction of the service have been maintained at the same rate and feedback from users of the collars reflects good value for money with a preference for the Static collars identified.

This initiative of Council has proven to be a cost effective way of assisting dog owners to achieve compliance with dog barking issues. Also by taking the lead in this manner, dog owners have had the opportunity to assess which collar work best on their dog(s). The ability to “try before you buy” has been a well-considered strategy by Council.



**ORDINARY MEETING OF  
COUNCIL AGENDA  
22 MARCH 2017**

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**15. CONFIDENTIAL ITEMS**

*No Confidential Items*

**16. MEETING CLOSED**