Lockyer Valley

REGIONAL COUNCIL

ORDINARY MEETING OF COUNCIL

AGENDA

27 JUNE 2018

ORDINARY MEETING OF COUNCIL AGENDA
27 JUNE 2018

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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: 20 June 2018
Author: Erin Carkeet, Governance & Strategy Officer
Responsible Officer: Ian Church, Chief Executive Officer

Officer's Recommendation:

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

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

4.1 Declaration of Material Personal Interest on any Item of Business

Pursuant to Section 172 of the *Local Government Act 2009,* a councillor or senior council officer 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 or senior council officer who has a real or perceived conflict of interest in a matter to be considered at a meeting of the local government, or any of its committees must inform the meeting about the 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.

5. MAYORAL MINUTE

No Mayoral Minute

6. CONFIRMATION OF MINUTES

6.1 Confirmation of Ordinary Meeting Minutes of 13 June 2018

Date: 20 June 2018
Author: Ian Church, Chief Executive Officer
Responsible Officer: Ian Church, Chief Executive Officer

Officer's Recommendation:

THAT the Minutes of the Ordinary Meeting of Lockyer Valley Regional Council held on Wednesday 13 June 2018 be taken as read and confirmed.

7. BUSINESS ARISING FROM MINUTES

No Business Arising from Minutes

8. COMMITTEE REPORTS

No Receival of Committee Reports as Minutes

9. DEPUTATIONS/PRESENTATIONS

No Deputations/Presentations

10. EXECUTIVE OFFICE REPORTS

10.1 Policies for Approval

Date: 13 June 2018
Author: Susan Boland, Governance & Strategy Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to seek adoption by Council of a range of new and reviewed Council policies for inclusion in the policy register as per the *Local Government Act 2009*.

Officer's Recommendation:

THAT Council adopt the following policies:

- **Advertising Spend Policy**
- **External Funding Policy**
- **Meetings Policy**
- **Library Policy**
- **Disposal of Non-Current Low Value Assets Policy**
- **Rates and Charges Debt Collection and Recovery Policy**
- **Sundry Debt Collection and Recovery Policy**
- **Naming of Roads, Parks, Landmarks and Facilities.**

Report

1. Introduction

A number of Council's policies are due to be reviewed and new policies have been developed. The development of these policies complies with the statutory requirements and good governance principles of the *Local Government Act 2009*. This report responds to Council's Corporate Plan 2017 – 2022 outcome 5.4: Commit to open and accountable governance to ensure community confidence and trust in council and our democratic values.

2. Background

The current Policy Framework for Lockyer Valley Regional Council was adopted in 2012. Council is required under the *Local Government Act 2009* to adopt specific policies, procedures and guidelines for the good governance of the organisation.

3. Report

A suite of policies have been reviewed in line with the policy review schedule. In addition, the Library Policy and Disposal of Non-Current Low Value Assets Policy have been drafted. The following provides a summary of each policy and any changes made:

Advertising Spend Policy
This policy has been in place for the past six years. The policy objective is to ensure Council has a clear directive and path when engaging in advertising for the benefit of the local community. In the previous policy, council advertising that could be interpreted as favouring a particular Councillor was not to take place within three months of a local government election or by-election occurring. This timeframe has been reduced to the caretaker period. Only other minor changes have been made to this document.

External Funding Policy
This policy has been in place for six years. The External Funding Policy outlines the principles which underpin Council's external funding philosophy. No changes have been made to this document.

Meetings Policy
This policy has been in place for six years and outlines the proper conduct of business by Council at its meetings and workshops. No changes have been made in this review of the document.

Library Policy
This is a new policy drafted to set the framework for the efficient, proactive and accessible library services to the community which is based on learning, technology, support and social interaction.

Disposal of Non-Current Low Value Assets Policy
This is a new policy drafted to set the framework for the disposal of assets in accordance with legislation. Council is committed to open, transparent and systematic disposal of assets which are deemed to have no future benefit or no longer fit for purpose.

Rates and Charges Debt Collection and Recovery Policy
This policy has been in place for six years. The Rates and Charges Debt Collection and Recovery policy provides a process which is consistent and ethical for the recovery of outstanding rates and charges in accordance with the *Local Government Regulation 2012*.

Sundry Debt Collection and Recovery Policy
This policy has been in place for six years. The Sundry Debt Collection and Recovery policy sets out Council's debt management principles for the recovery of outstanding sundry debt.

Naming of Roads, Parks. Landmarks and Facilities Policy
This policy has been in place for six years. The Naming of Roads, Parks, Landmarks and Facilities policy provides a consistent and transparent approach to the naming of roads, parks, reserves, landmark and facilities in the region in accordance with the requirements of the Australian/New Zealand rural and urban addressing standards. The principles of this policy were presented to Councillors at the 22 May 2018 workshop.

4. Policy and Legal Implications

Council's policy framework has been adhered to in the development and review of the policies outlined in this report. Each document complies with the requirements of relevant legislation. Any future policy and legal implications will be addressed as matters arise before Council.

5. Financial and Resource Implications

The content of the policies outlined in this report do not alter current budgetary requirements, however the introduction of the Disposal of Non-Current Low Value Assets Policy demonstrates Council's commitment to financial sustainability.

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 review and drafting of the policies addressed in this report:

- Chief Executive Officer
- Executive Manager Corporate and Community Services
- Library Branch Coordinator - Laidley
- Library Branch Coordinator - Gatton
- Manager Marketing, Communications & Engagement
- Manager Finance & Customer Service
- Procurement Coordinator
- Procurement Officer
- Coordinator Governance & Strategy
- Development Support Coordinator
- Development Support Coordinator
- Governance & Strategy Officer

8. Conclusion

The policies outlined in this report have been developed and reviewed in line with relevant legislation and Council practice and therefore are recommended for adoption by Council.

9. Action/s

The approved policies will be updated in Council's policy register and published as appropriate on Council's website.

Attachments

1 View	Advertising Policy	2 Pages
2 View	External Funding Policy	1 Page
3 View	Meetings Policy	1 Page
4 View	Library Policy	2 Pages
5 View	Disposal of Assets Non Current Low Value Policy	2 Pages
6 View	Rates & Charges Debt Collection & Recovery Policy	5 Pages
7 View	Sundry Debt Collection & Recovery Policy	3 Pages
8 View	Naming of Roads, Parks, Landmarks & Facilities	2 Pages

Policy document

Statutory S 08

Advertising Spending

Head of Power
This policy has been drafted in accordance with the directions of section 197 *Local Government Regulation 2012 and* the *Local Government Act 2009*.

Definitions
Advertising - promoting an idea, goods or services to the public where a fee is paid.

Policy Objective
The objective of this policy is to ensure Lockyer Valley Regional Council (LVRC) has a clear directive and path when engaging in advertising for the benefit of the local community.

Policy Statement
Council advertises in various media to inform, involve and educate the community about matters affecting them. The following regulates the way in which Council uses advertising for this purpose:

1. LVRC may incur expenditure for the purpose of advertising providing:
   a) the basis of the advertising is to educate and/or inform the public of Council matters
   b) the informative and/or educational material is seen to be in the best interest of the local community
   c) advertising is provided in a manner consistent and compliant with this policy document.

2. LVRC may engage in advertising to:
   a) maximise compliance and/or awareness of new or amended laws
   b) promote and/or encourage feedback on Council plan's, goals and/or objectives
   c) raise awareness of a Council led initiative or activity
   d) assist Council preserve and maintain law and order during an emergency or crisis
   e) advise the community of a time and/or location of a scheduled meeting
   f) advise of a new service to be provided by Council
   g) increase the patronage of a service, facility and/or event provided by Council on a commercial basis with the express intent of making a profit
   h) advise of decisions made within Council meetings
   i) report on Council's performance
   j) advise about a change to an existing Council service, facility and/or event
   k) ensure public safety, personal security and/or encouraging responsible behaviour and a sense of civic pride in order to obtain social cohesion
   l) promote key initiatives and/or activities deemed to be in the best interest of the community.

DRAFT

Policy document

Statutory S 08

3. LVRC may not engage in advertising where:
   a) it would be commonly determined that the message may be misinterpreted as being on behalf of a political party or local group
   b) a political party or local group or individual is being disparaged or held to ridicule
   c) members and/or staff of LVRC are named, depicted or otherwise promoted in a way that would be commonly deemed as being excessive or gratuitous
   d) the method or medium of advertising could be perceived as being manifestly excessive or extravagant in relation to the objective being pursued.

4. LVRC must not during the caretaker period in relation to a local government election or during a period after the date a by-election is advertised until the day of the election:
   - there will be no Council advertising, promotion, marketing materials or publication expenditure that a reasonable person would interpret as election material, self-promotion or purposely intended to influence the voting behavior of a voter at an election,

5. When approving advertising expenditure, LVRC must ensure there is a clear line of accountability for content and expenditure and that Council's advertising policy is strictly adhered to.

Council needs to ensure audit and purchasing processes throughout the advertising process are in accordance with the *Local Government Act 2009*.

All advertising undertaken by and/or on behalf on LVRC must be approved by the relevant Manager. All advertising must be approved, booked, edited and placed by the Chief Executive Officer or team member with delegated authority from said Executive Manager.

Related Documents
NA

DRAFT

Policy document

Strategic/Governance SG 07

External Funding

Head of Power
The external funding of Council projects and activities must be in accordance with the *Local Government Act 2009*, and comply with relevant accounting standards and practices.

Key Supporting Council Document
Lockyer Valley Corporate Plan 2017 – 2022:

- Lockyer Planned – 4.4 "Regional collaboration and targeted advocacy that drives external funding, for timely delivery of key infrastructure and enhanced community outcomes".
- Lockyer Leadership and Council - 5.1 "undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community".

Policy Objective
The policy's objective is to identify the principles which underpin Council's external funding philosophy.

Policy Statement
Council is committed to:

- maintaining internal systems that support transparency and accountability
- dealing with external funding bodies and individuals in a fair and equitable manner
- co-ordinating across Council with regard to seeking and managing funding
- optimising the external funding resources available to undertake its projects and activities.

This includes a cost benefit analysis to ensure a net benefit accrues to Council after taking into account the life-time consequences of funding, such as on-going operational costs, and application and acquittal costs.

Related Documents
NA

DRAFT

Policy document

Strategic/Governance SG 10

Meetings

Head of Power
Local Government Act 2009 and Local Government Regulation 2012

Key Supporting Council Document
Corporate Plan (2017 – 2022) Lockyer Leadership and Council – 5.4 "Commit to open and accountable governance to ensure community confidence and trust in council and other democratic values".

Definitions
Meetings – include Ordinary Meetings, Special Meetings and post-election meetings.
Councillor Workshop – session for the presentation of information to Councillors on key projects or strategies and for Councillors to provide direction on strategic matters. Decision making is not undertaken in workshops but carried out in Meetings by resolution.

Policy Objective
To outline the proper conduct of business by Lockyer Valley Regional Council at its meetings and Councillor Workshops.

Policy Statement
Lockyer Valley Regional Council has an obligation to act in accordance with the local government principles set out at Section 4 of the Local Government Act, 2009, namely:

(a) transparent and effective processes, and decision-making in the public interest; and
(b) sustainable development and management of assets and infrastructure, and delivery of effective services; and
(c) democratic representation, social inclusion and meaningful community engagement; and
(d) good governance of, and by, local government; and
(e) ethical and legal behaviour of councillors and local government employees.

Lockyer Valley Regional Council will conduct its meetings in accordance with relevant laws, corporate conventions and the Code of Meeting Practice.

Related Documents
Code of Meeting Practice
Councillor Code of Conduct

DRAFT

Group: Executive Office
Unit: Governance & Strategy
Approved: Ordinary Council Meeting (Resolution Number)
Date Approved: XX/06/2018
ECM:

Effective Date: 26/06/201
Version: 1.0 Last Updated: 12/06/2018
Review Date: 30/06/2020
Superseded/Revoked: Meetings Policy SG 10 ECM: 2016397

Policy document

Strategic-Governance SG 33

Library Services

Head of Power
Libraries Act 1988
Local Government Act 2009

Key Supporting Council Document
Corporate Plan (2017 – 2022) – Lockyer Community – 1.2 "Council optimises the use of its open spaces and facilities by improving access to and the quality of the facilities for individuals and groups for cultural, recreational and community activities".

Definitions
NA

Policy Objective
To provide efficient, proactive and accessible library services to the community in libraries that are centres of learning, technology, support and social interaction.

Policy Statement
Council provides library services for the benefit of the whole community. Members of the community are invited to apply for library membership by providing proof of their identity and current residential address in accordance with the Lockyer Valley Libraries Guideline. Any person under 16 years of age must have their membership application authorised by their parent or legal guardian.

Library members will have free access to a comprehensive range of relevant and topical print, electronic, Internet and visual resources that are educational, for enjoyment and meet user needs.

Clearly identified processes are implemented to ensure all library services are provided in a timely, efficient and cost-effective manner for both library users and the organisation.

Community members are actively encouraged to maximise their use of the various library services and facilities and the library will aim to broaden its range of services by forming appropriate community partnerships that will strengthen the culture of learning communities across the region.

Policy document

Strategic-Governance SG 33

The library will maintain a process of continuous improvement to reinvent its services and methods of delivery to stay connected and relevant to the community and changing technology.

Related Documents
Lockyer Valley Libraries Guideline

Policy document

Statutory / S07

Disposal of Assets

Non-Current Low Value

Head of Power
Chapter 6: Part 3: Section 224 (8) Local government Regulation 2012.

Key Supporting Council Document
Corporate Plan (2017 – 2022) Lockyer Planned "4.2 – Provision of fit-for-purpose infrastructure which meets the current and future needs of the region"

Definitions
A Non-Current Asset:

A limit set by the Local Government Regulation 2012 under subsection (7)(b) cannot be more than the following amount-

(a) For Plant or Equipment - $5,000
(b) For another type of non-current asset -$10,000
(c) Does not include land or the grant of a lease over land or a dwelling

Non-Current Assets are included in the Asset Register with a carrying value of less than $10,000 including GST.

Non-Current Assets can also include items purchased by Council which are not deemed assets, not recognised in the asset register and are valued at less than $10,000 including GST.

Policy Objective
The purpose of this policy is to provide a governing framework for the accounting treatment of all disposals of non-current assets by Lockyer Valley Regional Council,

This policy is to provide direction to Council on the disposal and dispersal of assets and materials surplus to Council needs in a manner that

- Achieves value for money

Group:Corporate and Community Services	Effective Date:1 June 2018
Unit: Finance and Customer Services	Version: 1
Approved: The Chief Executive Officer	Review Date: 1 August 2020
Date Approved:	Superseded/Revoked:

Policy document

Statutory / S07

- Promotes fair and effective competition
- Considers any potential benefit to the community
- Considers any impact on the environment
- Ensures open and transparent behaviour.

Policy Statement

Lockyer Valley Regional Council will carry out the disposal of Council's assets in accordance with the provisions of the prescribed legislative framework.

Council is committed to open, transparent and systematic disposal of Council's Non-Current Low Value Assets which are deemed to have no future economic benefit and no longer fit for purpose.

Council will ensure that assets surplus to Council will be properly documented, substantiated and available for scrutiny by internal and external audit requests.

Council will take a strategic approach which will identify potential opportunities while managing adverse ricks with the disposal of the assets.

Council will apply sound ethics principles of transparency and integrity and promote the public good when effecting the disposal of the assets.

Related Documents

Disposal of Assets Non-Current Low Value Procedure
Local Government Act 2009
Local Government Regulation 2012
Code of conduct
Non-Current Assets Register

Group:Corporate and Community Services	Effective Date:1 June 2018
Unit: Finance and Customer Services	Version: 1
Approved: The Chief Executive Officer	Review Date: 1 August 2020
Date Approved:	Superseded/Revoked:

Policy document

Strategic/Governance SG 13

Rates and Charges Debt Collection and Recovery

Head of Power
Local Government Regulation 2012 sections 132 - 134

Key Supporting Council Document
Corporate Plan 2017-2022
5.4 Commit to open and accountable governance to ensure community confidence and trust in council and our democratic values
5.7 Compliant with relevant legislation

Definitions
Rates and charges are defined in the *Local Government Regulation 2012* as including differential general rates, minimum general rate levies, separate rates and charges, special rates and charges, utility charges and accrued interest on outstanding balances.

In addition as defined in Section 132 of the *Local Government Regulation 2012, overdue rates or charges are made up of*:

- if the local government takes the property owner to court to recover rates or charges and the court orders the property owner to pay the council's costs—the costs; and
- the interest, if interest is payable, on the rates or charges, or costs.

Policy Objective
The objective of this policy is to set out Council's principles in regard to the management of debt, and to provide a process which is consistent and ethical for the recovery of outstanding rates and charges across the organisation in accordance with the parameters and requirements of the *Local Government Regulation 2012*.

Policy Statement
The management and recovery of outstanding revenue is an important aspect of Council's financial management function. It is Council's policy to pursue the collection of outstanding revenue diligently but with due concern for any financial hardship faced by property owners.

The principles that will apply in the management of and recovery of debt are as follows:-

Policy document

Strategic/Governance SG 13

- Transparency by making clear the obligations of property owners and the processes used by Council in assisting them meet their financial obligations.
- Making the processes used to recover overdue rates and charges simple to administer and cost effective.
- Equity by having regard to providing the same treatment for property owners with similar circumstances.
- Flexibility by responding where necessary to changes in the local economy.

Recovery Actions – Overdue Rates & Charges

STAGE	TIMING	ACTION TYPE	AUTHORITY LEVEL
1.	14 days after expiration of the discount period	Notice informing property owner that they have missed the discount and that they should make payment in full by the due date to avoid interest and further action.	Manager Finance and Customer Services
2.	28 days after expiration of the discount period.	Reminder Letter 1 - Notice advising rates are overdue and interest charges are continuing to accrue at 11%. Legal action may be initiated unless the debt is paid in full or approved repayment arrangements are entered into. Separate Reminder Notice to Property owners who are already with a Debt Recovery Agent – Notice advising of the balance outstanding with the debt recovery agent and the balance that remains with Council and interest charges are continuing to accrue at 11%. Further action suspended if: ➢ payment is made in full or ➢ property owner enters into and maintains an approved repayment arrangement.	Manager Finance and Customer Services

Policy document

Strategic/Governance SG 13

STAGE	TIMING	ACTION TYPE	AUTHORITY LEVEL
3.	21 days after issue date of Reminder Letter 1.	Notice of Proposed Legal Action – Notice advising Property owner and Mortgagee (if any) that legal action may be initiated unless the debt is paid in full or approved repayment arrangements are entered into within 21 days of the issue date of Notice of Proposed Legal Action. Further action suspended if: ➢ payment is made in full or ➢ Property owner enters into and maintains an approved repayment arrangement.	Executive Manager – Corporate and Community Services
4.	21 days after issue date of Notice of Proposed Legal Action.	Council shall proceed with legal recovery action against any Property Owner who has not satisfactorily responded to any Notices previously sent. Council will advise the Property Owner that the debt has been referred to Council's appointed Legal Representative or Debt Recovery Agent, if applicable. Council or Council's appointed Legal Representative or Debt Recovery Agent will issue a letter of final demand to advise that if payment in full or an agreed payment arrangement is not entered into within fourteen (21) days, legal recovery action may commence. Council will seek full payment of Outstanding Rates & Charges. It will also advise that action may involve the Sale of Land should rates and charges be in arrears for: ➢ 1 year - vacant land and ➢ 3years - for all other land, overdue rates and charges	Executive Manager – Corporate and Community Services

Policy document

Strategic/Governance SG 13

STAGE	TIMING	ACTION TYPE	AUTHORITY LEVEL
5.	Potential Sale of Land Letter	Notice informing owners their property will be considered for the Sale of Land process if the outstanding rates and charges are not paid in full or an approved payment commitment is not entered into and honored with the outstanding balance being reduced to under the three years in arrears within the time frame stated on the Potential Sale of Land Notice (1 Month from the date of notice)	Council
6.	Notice of Sale of Land	Notice in accordance with legislation informing owner of Councils intention to make a resolution to sell the land for recovery of outstanding rates and charges in arrears for: ➢ 1 year - vacant land and ➢ 3 years - for all other land, Full payment including costs will be required to cease action.	Council
7.	Sale of land within legislative timeframes.	Sale of Land should rates and charges be in arrears for: ➢ 1 year - vacant land and ➢ 3 years - for all other land, Full payment including costs will be required to cease action.	Council

Reminder Letter 1 will not be issued to:

- Property Owners with an outstanding balance of less than $100.
- Property Owners who are maintaining an approved payment commitment.
- Property Owners whom have lodged a formal notice of Objection or have advised Council of a formal dispute with their most recent notice of rates and charges.
- Property Owners in receipt of a Missed Discount Letter as this serves as Reminder 1.

Payment Arrangements

Council will consider any reasonable offer for periodic payments. To avoid recovery action these requests are to be made to Council **in writing** at which time the Manager Finance and Customer Services or Council delegate will consider the offer on a case by case basis. If approved, the

Policy document

Strategic/Governance SG 13

Manager Finance and Customer Services or Council delegate will document the arrangement to be bought into effect and a copy will be provided in writing to the property owner.

An agreed periodic payment commitment should ensure all current rates and charges are paid as issued to ensure the account does not fall further into arrears. An appropriate periodic payment commitment will generally result in all overdue rates and charges being paid in full by the end of the half year period in which the payment commitment is made.

Council reserves the right to renegotiate or cancel a payment commitment should circumstances change where the debt will not be paid within Council's current policy time frame. In these circumstances, Council will not initiate further recovery action without reference to the ratepayer concerned.

Council will not pursue further recovery action against a ratepayer who has an agreed written periodic payment commitment, while the commitment is current and the property owner adheres to the agreed repayment schedule.

In the event that a payment commitment is not maintained within the agreed terms, the following action will occur:

The first payment default - A Payment Commitment First Notice of Default letter will be issued to the property owner, advising that the commitment has been dishonoured, the overdue amount and the next payment commitment due date.

The second and final payment default - The payment commitment will be removed from Council's rate assessment and the debt forwarded to Council's external debt recovery agency The Executive Manager Corporate and Community Services will formally advise the Property Owner that the debt has been referred to Council's appointed Legal Representative or Debt Recovery Agent. .

Interest

In accordance with section 133 of the *Local Government Regulation 2012*, rates and charges which remain outstanding for greater than 30 days, shall bear interest at the rate of 11%, compounding on daily rests.

Related Documents

Nil

Policy document

Strategic/Governance SG 12

Sundry Debt Collection and Recovery

Head of Power
Local Government Act 2009

Key Supporting Council Document
Corporate Plan 2017-2022
5.4 Commit to open and accountable governance to ensure community confidence and trust in council and our democratic vales
5.7 Compliant with relevant legislation

Definitions
Sundry debt refers to any debt owed to Council that is not a rate, special charge, separate charge, or utility charge which is levied on a property in accordance with Council's Revenue Statement.

Policy Objective
The objective of this policy is to set out Council's principles with regard to the management of sundry debt, and a consistent and ethical process for the recovery of outstanding sundry debt without fear or favour across the organisation.

Policy Statement
Council recognises that in order to achieve its strategic objectives it is a vital to manage and recover outstanding sundry debts. It is Council's policy to pursue the collection of outstanding revenue diligently but with due concern for any financial hardship faced by debtors.

The principles that apply in the management and recovery of debt are as follows:-

- Transparency by making clear the obligations of debtors and the processes used by Council in assisting them meet their financial obligations.
- Making the processes used to recover overdue accounts receivable simple to administer and cost effective.
- Capacity to pay in determining appropriate payment arrangements (in exceptional circumstances only).
- Equity by having regard to providing the same treatment for debtors with similar circumstances.

Policy document

Strategic/Governance SG 12

- Flexibility by responding where necessary to changes in the local economy.

Recovery Actions – Overdue Sundry Debtors

All debtors other than Rental agreements & Lockyer Valley Cultural Centre invoices

ACTION	TIMING	ACTION TYPE	AUTHORITY LEVEL
1.	30 days from Invoice date	Reminder Notice – Letter attaching copy of outstanding Tax Invoice advising debtor that payment is overdue and interest charges are accruing at 11% compounding on daily rests.	Accounts Receivable Officer
2.	60 days from Invoice date	Notice of Proposed Legal Action – Notice advising debtor that legal action may be initiated unless the debt is paid in full or approved repayment arrangement has been entered into within 30 days from the issued date of Reminder Notice. Further action suspended if: • Payment is made in full or Debtor enters into and maintains and approved repayment arrangement.	Manager Finance and Customer Services
3.	90 days from Invoice date	Legal action without further advice to debtor.	Executive Manager Corporate and Community Services

Recovery Actions – Rental agreements & Lockyer Valley Cultural Centre invoices

ACTION	TIMING	ACTION TYPE	AUTHORITY LEVEL
1.	15 days from Invoice date	Reminder Notice – Letter attaching copy of outstanding Tax Invoice advising debtor that payment is overdue and interest charges are accruing at 11% compounding on daily rests.	Accounts Receivable Officer
2.	45 days from Invoice date	Notice of Proposed Legal Action – Notice advising debtor that legal action may be initiated unless the debt is paid in full or approved repayment arrangement are entered into within 30 days from the issued date of Reminder Notice.	Manager Finance and Customer Services

Policy document

Strategic/Governance SG 12

		Further action suspended if: • Payment is made in full or Debtor enters into and maintains and approved repayment arrangement.	
3.	75 days from Invoice date	Legal action without further advice to debtor.	Executive Manager Corporate and Community Services

Payment Arrangements
As a general guide Council will not accept any requests for periodic payments except in exceptional circumstances. All offers are referred to the Manager Finance and Customer Services for determination on a case by case basis.

If a payment commitment has been entered into by the debtor, Council will take no further recovery action whilst the commitment is current and the committed payments honoured. Interest will continue to accrue until the debt is paid in full.

In the event that the agreed commitment is not honoured, legal action will commence without further notice to the debtor.

Interest
Debtors invoiced which remain outstanding for greater than 30 days, shall bear interest at the rate of 11%, compounding on daily rests.

Debt Write Off
Amounts deemed unrecoverable up to $25.00 may be written off by delegated authority granted to the Revenue Coordinator.

Amounts deemed unrecoverable up to $500.00 may be written off by delegated authority granted to the Executive Manager Corporate and Community Services.

Amounts deemed unrecoverable up to $1,000.00 may be written off by delegated authority granted to the Chief Executive Officer.

Bad debts above that amount will only be written off by Council resolution.

Related Documents
Nil

Policy document

Strategic/Governance SG 11

Naming of Roads, Parks, Landmarks and Facilities

Head of Power
Local Government Act 2009

Key Supporting Council Document
Lockyer Valley Corporate Plan 2017 – 2022: 4.5 An integrated approach to the planning of all communities that strengthens local identity and lifestyle.

Definitions
NA

Policy Objective
This policy has been established to provide a consistent and transparent approach for the naming of roads, parks, reserves, landmarks and facilities in the Lockyer Valley region and in accordance with the parameters and requirements of the Australian/New Zealand Rural and Urban Addressing Standard AS/NZ4819:2011.

Policy Statement
Lockyer Valley Regional Council has the authority to name roads, parks, landmarks and facilities in its jurisdiction.

Council will ensure that proposed names are appropriate and relevant, and that proposals from the community are considered in the context of following categories:

- Flora, Fauna (including Australian animals and birds), geographical or cultural features found in the locality
- Indigenous names
- Landscape or physical forms
- Name/s of historic significance
- Australiana
- Pioneers and long-term land holders
- People who have served or represented the community well i.e. sport or the arts.

Names must be formally adopted by Council and recorded in the corresponding asset register.

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Policy document

Strategic/Governance SG 11

Road names will include an appropriate road type suffix compatible with the class and type of road. Place names will be appropriate to the type of asset (e.g. park, playground, sports field).

Related Documents
AS/NZ4819:2011 Australian/New Zealand Rural and Urban Addressing Standard
Place Names Act 1994
Guidelines of the Intergovernmental Committee on Surveying and Mapping (ICSM)
Naming of Roads, Park, Landmarks and Facilities Guideline

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10.2 **Local Law No. 7 (Waste Management) 2018 and Subordinate Local Law No. 7 (Waste Management) 2018**

Date: 20 June 2018
Author: Corrin Bischoff, Coordinator Governance & Strategy
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to seek a council resolution to make *Local Law No.7 (Waste Management) 2018* and *Subordinate Local Law No.7 (Waste Management) 2018*.

Officer's Recommendation:
THAT Council accept and consider the State interest check responses provided in relation *to Local Law No.7 (Waste Management) 2018* and *Subordinate Local Law No.7 (Waste Management) 2018*.
Further;
THAT Council address the State interest check responses by making a minor amendments to *Local Law No.7 (Waste Management) 2018* and *Subordinate Local Law No.7 (Waste Management) 2018*
Further;
That Council resolve that further State consultation is not required as the minor amendments being made satisfactorily addresses the State response received.
Further;
Council note that no public submissions were received during the public consultation period.
Further;
That Council note the Department of Transport and Main Roads are not required to provide written consent to the application of *Local Law No.7 (Waste Management) 2018* and *Subordinate Local Law No.7 (Waste Management) 2018* to State-controlled roads as it does not fall into any of the categories under sections 66(3)(a)-(j) of *Transport Operations (Road Use Management) Act 1995*
Further;
THAT Council proceed with making the proposed *Local Law No.7 (Waste Management) 2018* and *Subordinate Local Law No.7 (Waste Management) 2018*.

Report

1. Introduction

The purpose of this report is to enable the formal Local Law Making Process to commence to adopt *Local Law No.7 (Waste Management) 2018* and *Subordinate Local Law No.7 (Waste Management) 2018.*

This report aligns to Council's Corporate Plan 2017-2022 commitment: Compliance with governance obligations.

2. Background

The proposed *Local Law No.7 (Waste Management) 2018 and Subordinate Local Law No.7 (Waste Management) 2018* seek to replicate the provisions of Chapter 5A of the *Environmental Protection Regulation 2008* (the Regulation) and Part 2A of the *Waste Reduction and Recycling Regulation 2011* (WRRR), which will both expire on 1 July 2018. The local law and subordinate local law will allow Council to continue to regulate the appropriate storage and removal of general waste from premises within the region under Council's local laws.

This report addresses the steps of the Making an "other" local law process adopted by Council on 19 August 2015 to enable the making of *Local Law No.7 (Waste Management) 2018 and Subordinate Local Law No.7 (Waste Management) 2018 to regulate* the appropriate storage and removal of general waste from premises within the region.

At the December 2017 Councillor Workshop, an overview of the components to be included in the local law and subordinate local law were provided to Councillors. A report was provided to the 17 January 2018 ordinary meeting to propose the making of *Local Law No.7 (Waste Management) 2018 and Subordinate Local Law No.7 (Waste Management) 2018*. This report provides an overview of action taken at each step in the other local law making process.

3. Report

The proposed *Local Law No.7 (Waste Management) 2018 and Subordinate Local Law No.7 (Waste Management) 2018* replicate the current provisions of Chapter 5A of the *Environmental Protection Regulation 2008* (the Regulation) and Part 2A of the *Waste Reduction and Recycling Regulation 2011* (WRRR).

These legislative provisions, amongst other things:

- allow Council to define areas where domestic waste collection is to occur
- require owners or occupiers to supply rubbish bins; (if not supplied by Council)
- ensure occupiers maintain bins in good repair
- prohibit placing dangerous materials in a bin, for example something that is alive or smouldering
- nominate a place where bins can be stored or how long they can be left on a street
- regulate who can collect waste and when collection can be made
- enable instructions to be given by Council staff at waste facilities where rubbish is to be deposited.
- enable Council to recover as a debt, the costs to replace lost stolen or damaged bins.

Most of these requirements currently exist. Council, like numerous other local governments in Queensland, is duplicating existing laws in preparation for the expiry of State legislation in July. Some additional provisions have been included to address specific identified issues e.g. cost-recovery for supplying replacement bins. The object of the local law and subordinate local law will be to not only maintain the environment but also protect public health and amenity.

This following provides an overview of action taken at each step in the other local law making process:

Statutory Requirement	Action Taken	Date	Status
Step 1 - By resolution, propose to make the proposed local law	Council resolved to propose *Local Law No.7 (Waste Management) 2018 and Subordinate Local Law No.7 (Waste Management) 2018* at the 17 January 2018 ordinary meeting	17 January 2018	Completed
Step 2 - Consult with relevant government entities about the overall State interest in the proposed local law	The draft local law and subordinate local law were provided to the Department of Environment and Science on 25 January 2018 and a response from the Department was provided on 16 February 2018. Council sought legal advice regarding the suggested actions by the Department and provided a response as to how Council would manage these actions on 15 March 2018. No further response was required by the Department. Attached to this report is a summary of the recommended actions and Council's response. The proposed local law and subordinate local law were also been submitted to the Department Local Government, Racing and Multicultural Affairs for review. No changes were recommended.	15 March 2018	Completed
Step 3 - If the local law proposed for adoption contains an anti-competitive provision, comply with the procedures outlined in the regulation for the review of anti-competitive provisions.	After receiving legal advice, Council resolved at the 17 January 2018 ordinary meeting to apply the following exclusions contained in step 2 of the "National Competition Policy Guidelines for conducting reviews on anti-competitive provisions in local laws guidelines" are applicable: 1. intended as legitimate measures to combat the spread of pests and disease 2. being implemented to ensure accepted public health and safety standards are met.	17 January 2018	Completed
Step 4 - Consult with the public about the proposed local law for at least 21 days.	Public consultation was conducted from Wednesday, 11 April 2018 to Wednesday, 2 May 2018. A notice advertising the public consultation period for the proposed local law and subordinate local law was published in the Gatton Star newspaper on 11 April 2018, on Council's website and in Council's public offices in Gatton and Laidley. No public submissions were received.	2 May 2018	Completed

Statutory Requirement	Action Taken	Date	Status
	The proposed documents were also provided to the Waste Recycling Industry Association on 11 April 2018. No response was received.		
Step 5 - Accept and consider every submission properly made to Council.	No submissions received.	2 May 2018	Completed
Step 6 - Seek consent of the Chief Executive of Department of Transport & Main Roads for the application of the proposed Local Law & Subordinate Local Law to all State-controlled roads in Council's local government area pursuant to s66(5) *Transport Operations (Road Use Management) Act 1995*.	Council sought written agreement from the chief executive of the Department of Transport and Main Roads (DTMR) for the local laws as per section 66(5) of the *Transport Operations (Road Use Management) Act 1995*. It was understood that consent was required before the local law and subordinate local law were made in order for them to apply to declared roads in Councils local government area i.e. for Council to enforce compliance for waste collection services occurring along state controlled roads. DTMR have confirmed that local laws dealing with waste management do not require chief executive approval under section 66(5) of the *Transport Operations (Road Use Management) Act 1995*. A local law about waste management does not fall into any of the categories under sections 66(3)(a)-(j) of the *Transport Operations (Road Use Management) Act 1995* for which chief executive approval is required.	19 July 2018	Completed
Step 7 - By resolution, Council is to decide whether to proceed with the proposed local law advertised; make amendments to the proposed local law or not proceed. If amendments are accepted Step 3 and 4 may need to be re-visited.	This report seeks a Council resolution to proceed with making the proposed local law and subordinate local law with amendments.	27 June 2018	Current
Step 8 - If Council proceeds with the proposed local law, within 1 month of Council's resolution Council must let the public know that the local law has been made by publishing a notice of making the local law in the gazette and on Council's website.	The gazettal notice is ready for publication in the 29 June 2018 local government gazette.	29 June 2018	Ready for Publication

Statutory Requirement	Action Taken	Date	Status
Step 9 - Provide a copy of the local law for inspection at Council's offices and on the website.	A copy of the local law and subordinate local law will be made available in the Gatton and Laidley Offices and on Council's website.	29 June 2018	Ready for Publication
Step 10 - Within 14 days after the notice is published in the gazette, provide the Minister with a copy of the notice and local law	A copy of the local law and subordinate local law will be provided to the Minister within 14 days after the gazette notice is published.	13 July 2018	
Step 11 - Update Council's local law register	Council's local law register will be updated to include the local law and subordinate local law.	13 July 2018	

4. Policy and Legal Implications

The resolutions made in this report comply with the legislative requirements set out to facilitate:

a) acceptance of the State interest check responses
b) addressing State interest check responses with minor amendments
c) notification that no public submissions were received
d) seeking the chief executives approval for application to declared roads
e) proceeding with making the proposed local law and subordinate local law.

5. Financial and Resource Implications

The only foreseeable cost to Council in making the local law and subordinate local law are the costs to advertise in the local government gazette and Gatton Star newspaper. All other work to complete the local law making process will be undertaken by Council's Legal Services & Property Coordinator.

6. Delegations/Authorisations

Authority is sought from Council for the Chief Executive Officer to make any minor formatting amendments to the proposed amending subordinate local law (if required).

7. Communication and Engagement

Consultation has been undertaken with internal stakeholders including officers and Councillors. External legal advice was received in the development of the draft local law and subordinate local law.

Council engaged with the relevant State Government Departments in the making of *Local Law No.7 (Waste Management) 2018 and Subordinate Local Law No.7 (Waste Management) 2018.*

Notices advertising the public consultation period for the local law and subordinate local law were published in the Gatton Star newspaper, on Council's website and in Council's public offices in Gatton and Laidley on 11 April 2018. Copies of the documents will be available for inspection on Council's website and in hard copy from Council's public offices in Gatton and

Laidley. Messaging through Council's social media channels was undertaken in addition to an email sent to Waste Recycling Industry Association.

The proposed local law and subordinate local law was submitted to the Department of Transport and Main Roads seeking permission as required for local laws impacting on declared roads (state-controlled roads) before proceeding to make the proposed local law in order for Council's powers to extend to declared roads.

The proposed local law and subordinate local law were also been submitted to the Department Local Government, Racing and Multicultural Affairs for review.

8. Conclusion

The recommendations made in this report enable Council to meet its legislative obligations for the proceeding with making *Local Law No.7 (Waste Management) 2018 and Subordinate Local Law No.7 (Waste Management) 2018* according to the Other Local Law Making Process. The amendments will be effective as at 29 June 2018.

The proposed *Local Law No.7 (Waste Management) 2018 and Subordinate Local Law No.7 (Waste Management) 2018* outlined in this report seeks to replicate the provisions of Chapter 5A of the *Environmental Protection Regulation 2008* (the Regulation) and Part 2A of the *Waste Reduction and Recycling Regulation 2011* (WRRR), which will both expire on 1 July 2018. The local law and subordinate local law will allow Council to continue to regulate the appropriate storage and removal of general waste from premises within the region under Council's local laws. The recommendations in this report address the first relevant steps of the making an "other" local law process adopted by Council on 19 August 2015 to enable the making of *Local Law No.7 (Waste Management) 2018 and Subordinate Local Law No.7 (Waste Management) 2018.*

9. Action/s

1. Prepare and publish the Gazettal Notice
2. Notification to the Minister Local Government, Racing and Multicultural Affairs
3. Preparation of website notice on local law change

Attachments

1View	Local Law No. 7 (Waste Management) 2018	17 Pages
2View	Subordinate Local Law No. 7 (Waste Management) 2018	16 Pages
3View	LVRC - Response to State Interest Check Comments	7 Pages

Local Law No. 7 (Waste Management) 2018

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Part 1 Preliminary

1 Short title

This local law may be cited as *Local Law No. 7 (Waste Management) 2018*.

2 Objects

The object of this local law is to protect the public health, safety and amenity related to waste management and to prevent and combat the spread of pests and disease within its local government area by –

(a) regulating the storage, servicing, collection and removal of waste; and

(b) regulating the disposal of waste at waste facilities; and

(c) ensuring that an act or omission does not result in –

(i) harm to human health or safety or personal injury; or

(ii) property damage or loss of amenity; or

(iii) environmental harm or environmental nuisance; and

(d) enabling Council to take enforcement action for contraventions of this local law.

3 Relationship to other laws

(1) This local law is –

(a) in addition to and does not derogate from laws about the management of waste; and

(b) to be read with *Local Law No. 1 (Administration) 2011*.

(2) For the purposes of *Environmental Protection Regulation 2008,* section 81ZC, this local law replaces *Environmental Protection Regulation 2008,* chapter 5A (Waste management by local governments).

(3) Despite section 26(7) of *Local Law No. 1 (Administration) 2011,* if an authorised person gives a compliance notice under section 26 of *Local Law No. 1 (Administration) 2011* in relation to a contravention of this local law (***relevant contravention***), the maximum penalty that may be imposed under section 26(7) of *Local Law No. 1 (Administration) 2011* for a failure to comply with the compliance notice is the same as the maximum penalty under this local law for the relevant contravention.

4 Definitions

The dictionary in the Schedule (Dictionary) of this local law defines the particular words used in this local law.

Part 2 Waste management

Division 1 Designation of areas for general or green

waste collection

5 Designation of areas

(1) The local government may, by subordinate local law –

(a) designate areas within its local government area in which the local government may conduct general waste or green waste collection; and

(b) decide the frequency of general waste or green waste collection in the designated areas.

(2) To avoid any doubt a designation under subsection (1) may:

(a) designate an area as an area for the collection of either green waste or general waste, or both; and

(b) if consistent with the LG Act and the LG Reg, be used by the local government for the purpose of determining which owners of land in its local government area are required to pay charges under the LG Act

Division 2 General waste

Subdivision 1 Storage of general waste

6 Owner or occupier of premises to supply waste containers

(1) Unless otherwise required by or under a State law, the owner or occupier of premises must –

(a) subject to subsection (2), supply standard general waste containers at the premises as –

(i) are required by a resolution of the local government, or a decision of a delegate of the local government, written notice of which is given to the occupier of the premises;

(ii) if paragraph (i) does not apply – are prescribed by subordinate local law; or

(iii) if paragraphs (i) and (ii) do not apply – are necessary to contain the general waste produced at the premises;

(b) supply at the premises, waste containers, other than standard general waste containers, as –

(i) are required by a resolution of the local government, or a decision of a delegate of the local government, written notice of which is given to the occupier of the premises; or

(ii) if paragraph (i) does not apply – are prescribed by subordinate local law.

Maximum penalty – 20 penalty units.

(2) However, subsection (1)(a) does not apply if:

(a) the local government supplies to the premises the number of standard general waste containers the local government reasonably considers is

required at the premises; or

(b) the local government imposes a requirement under subsection 1(b).

(3) If the local government supplies a standard general waste container to premises under subsection (2)(a), the reasonable cost of supplying the container is a debt payable by the owner or occupier of the premises to the local government.

(4) However, subsection (3) does not prevent the local government from supplying a standard general waste container to premises without cost to the owner or occupier of the premises.

(5) If the local government has supplied a standard general waste container to premises, a person must not, without the consent of the local government, remove the container from the premises, other than in accordance with section 8(2).

Maximum penalty – 20 penalty units.

(6) If the local government supplies a standard general waste container to premises, the local government may, by information affixed to or otherwise securely displayed on the container, specify that the container is only approved for the storage of one of:

(a) green waste; or

(b) recyclable waste.

7 Requirements for storing general waste in waste containers

(1) The occupier of premises must –

(a) unless otherwise required by or under a State law, store general waste produced as a result of the ordinary use or occupation of the premises in –

(i) a waste container of a type required by a resolution of the local government, or a decision of a delegate of the local government, written notice of which is given to the occupier of the premises;

(ii) if paragraph (i) does not apply – prescribed by subordinate local law; or

(iii) if paragraphs (i) and (ii) do not apply – a standard general waste container; and

(b) keep each waste container clean and in good repair; and

(c) ensure that each waste container is securely covered, except when the waste is being placed in, or removed from, the container or the container is being cleaned.

Maximum penalty – 20 penalty units.

(2) A person must not –

(a) place any of the following in a waste container –

(i) a liquid, semi-liquid or moist substance, unless the substance is securely wrapped or contained to prevent the substance leaking from the wrapper or container; or

(ii) material that is hot, smouldering or aflame; or

(iii) matter or a thing that is alive; or

(iv) a thing stated in a subordinate local law; or

(b) remove or disturb the cover of a waste container, except when placing waste in or cleaning the container; or

(c) use or damage a waste container so that it is not weatherproof or serviceable or cannot be securely covered; or

(d) disturb or otherwise interfere with the contents of a waste container; or

(e) place waste in a waste container in contravention of a specification under section 6(6); or

(f) wilfully damage a waste container.

Maximum penalty – 20 penalty units.

(3) The obligation in subsection 7(2)(a)(i) does not apply to green waste that is deposited in a waste container provided by Council for the disposal of green waste, and specified for that purpose under section 6(6).

(4) The occupier of the premises must not allow a person to place a thing in a waste container in contravention of subsection (2)(a).

Maximum penalty – 20 penalty units.

(5) It is a defence in a proceeding against a person for an offence under subsection (4) for the person to prove the contravention was due to causes over which the person had no control.

8 General requirements for keeping waste containers at serviced premises

(1) Subject to subsection (2), and unless otherwise required by or under a State law, the occupier of serviced premises must ensure that a waste container supplied for the premises is kept –

(a) at the place (the ***waste container storage place***) required by a resolution of the local government, or a decision of a delegate of the local government, written notice of which is given to the occupier of the premises; or

(b) if paragraph (a) does not apply and a subordinate local law requires the container to be kept at a particular place at the premises – at the place (also a ***waste container storage place***); or

(c) if paragraphs (a) and (b) do not apply – at ground level close to the rear alignment of a building at the premises.

Maximum penalty – 20 penalty units.

(2) Subsection (1) does not prevent the occupier of the serviced premises from placing a waste container in a place outside the premises for the collection of general waste from the container, if –

(a) the local government has arranged to collect waste from the container at the place; and

(b) the container is in the place for no longer than the period –

(i) commencing at 6.00am on the day prior to the scheduled collection day; and

(ii) ending at 12.00pm on the day following the scheduled collection day, unless the local government allows a later time by written notice to the

occupier of the premises.

Example of a place outside serviced premises –

the kerb adjacent to the serviced premises.

(3) If the local government has arranged for the collection of general waste from a waste container at serviced premises, the occupier of the premises must ensure there is unobstructed access to the container for removal of the waste.

Maximum penalty for subsection (3) – 20 penalty units.

(4) It is a defence in the proceeding against a person for an offence under subsection (3) for the person to prove the contravention was due to causes over which the person had no control.

9 Other requirements for storing general waste at particular serviced premises

(1) This section applies to any of the following persons (each a ***prescribed person***) for serviced premises, other than a single detached dwelling –

(a) the owner or occupier of the premises;

(b) if a prescribed ERA is carried out at the premises – the holder of the environmental authority for the prescribed ERA; and

(c) if a mining activity or a petroleum activity is carried out at the premises – the holder of the environmental authority for the mining activity or the petroleum activity.

(2) Unless otherwise required by or under a State law, the prescribed person must ensure that the waste container storage place for the premises is supplied with –

(a) each of the following, if required by a resolution of the local government, or a decision of a delegate of the local government, written notice of which is given to the occupier of the premises –

(i) either –

(A) an elevated stand at a level required by the local government for holding all waste containers; or

(B) an imperviously paved area, drained as required by the local government, where all waste containers can be placed;

(ii) a hose cock and hose in the vicinity of the stand or paved area;

(iii) a suitable enclosure for the area where the waste containers are kept; and

(b) any other facilities and structures for the placement, storage and cleaning of waste containers prescribed by subordinate local law.

Maximum penalty for subsection (2) — 20 penalty units.

Subdivision 2 Removal of general waste

10 Local government may give notice about removal of general waste

(1) This section applies where the local government has arranged for the removal of general waste produced at a premises.

(2) The local government may give the occupier of the premises a written notice stating –

(a) the days (each a ***scheduled collection day***) on which the waste is to be collected; and

(b) where the waste container is to be placed for collection of the waste (***collection location***); and

(c) the time by which the waste container is to be placed in the collection location for collection of the waste; and

(d) the time (***removal time***) by which the waste container is to be removed from the collection location.

Note –

It is generally an offence to not store a waste container in accordance with section 8(1). However, the offence will not be committed where a waste container is left for collection in accordance with section 8(2), which refers to the scheduled collection day and removal time notified under section 10(2)..

11 Depositing or disposal of general waste from premises other than serviced premises

(1) This section applies if general waste is produced at a premises, other than serviced premises.

(2) The local government may –

(a) give a written approval to the owner or occupier of the premises for depositing or disposing of the waste; and

(b) impose conditions on the approval, including, for example, conditions about –

(i) the place for depositing or disposing of the waste; or

(ii) the method of depositing or disposing of the waste.

(3) A person must not deposit or dispose of the waste unless the person deposits or disposes of the waste –

(a) at a waste facility in accordance with part 3; or

(b) in accordance with –

(i) an approval under subsection (2) for disposal of the waste; and

(ii) if the approval has been given on conditions – the conditions of the approval.

Maximum penalty for subsection (3) – 20 penalty units

Division 3 Storage and treatment of industrial waste

12 Requirements for storing industrial waste

(1) Unless otherwise required by or under a State law, the occupier of premises where

there is industrial waste must –

(a) if required by the local government, by a resolution of the local government, or a decision of a delegate of the local government, written notice of which is given to the occupier of the premises –

(i) supply at the premises the number of industrial waste containers required by the local government for storing the waste at the premises safely, efficiently and without causing a nuisance; and

(ii) keep the waste containers at a place at the premises required by the local government; and

(iii) keep each waste container clean and in good repair; and

(b) if paragraph (a) does not apply, comply with any requirements prescribed by subordinate local law about each of the following –

(i) the supply at the premises of industrial waste containers for storing the waste at the premises;

(ii) keeping the waste containers at a particular place at the premises;

(iii) keeping each waste container clean and in good repair.

Maximum penalty – 20 penalty units

(2) The local government may supply industrial waste containers at the premises if the occupier does not supply at the premises the number of industrial waste containers which are –

(a) required by the local government under subsection (1)(a); or

(b) prescribed by subordinate local law under subsection (1)(b).

(3) If the local government supplies an industrial waste container to premises under subsection (2), the reasonable cost of supplying the container is a debt payable by the occupier of the premises to the local government.

13 Requirement to treat industrial waste for disposal

Unless otherwise required by or under a State law, the occupier of premises where there is industrial waste must –

(a) if required by the local government, by a resolution of the local government, or a decision of a delegate of the local government, written notice of which is given to the occupier of the premises , treat the waste to a standard required by the local government –

(i) for disposal of the waste at a waste facility; or

(ii) for transport to, and disposal of the waste at, a waste facility; and

(b) if paragraph (a) does not apply, comply with requirements, as prescribed by subordinate local law, about the treatment of industrial waste –

(i) for disposal of the waste at a waste facility; and

(ii) for transport to, and disposal of the waste at, a waste facility.

Maximum penalty – 40 penalty units

Part 3 Waste receival and disposal

14 Unlawful disposal of waste at waste facility

(1) A person must not deposit the following waste at a waste facility –

(a) liquid or semiliquid waste;

(b) hot ash;

(c) material that is smouldering or aflame;

(d) material that can spontaneously combust;

(e) material containing a substance that may be harmful to persons or property because, if it reacts with air or water, it may produce toxic gases or become corrosive or explosive;

(f) an explosive;

(g) ammunition, other than ammunition that no longer contains explosives, pyrotechnics or propellants apart from trace residues that are no longer capable of supporting combustion or an explosive reaction; or

(h) waste prescribed by subordinate local law.

Maximum penalty – 20 penalty units

(2) Subsection (1) does not apply to waste deposited with the consent of a facility person.

15 Restrictions on burning waste at waste facility

A person must not set fire to, or burn, waste at a waste facility other than –

(a) under an environmental authority; or

(b) under a development condition of a development approval; or

(c) under the *Fire and Emergency Services Act 1990.*

Maximum penalty – 20 penalty units

16 Restrictions on use of waste facility

(1) A person must not, without the consent of a waste facility's owner or operator –

(a) enter the facility other than to deposit waste;

(b) remain on the facility after depositing waste;

(c) interfere with waste at, or remove waste from, the facility;

(d) while in the facility, use indecent, obscene, insulting or threatening language; act in an offensive, threatening or indecent manner; or engage in conduct that causes annoyance, obstruction, alarm or affront to another person;

(e) while in the facility, carry or convey any article or substance that is:

(i) of an offensive or indecent character, or of such length or dimension, as to be likely to constitute an inconvenience, obstruction, hazard or danger to any person; and

(ii) not intended to be lawfully disposed of at the waste management facility;

(f) exit the facility without paying any applicable waste disposal fee;

(g) cause or allow another person, who is a minor under the person's control, to be unsupervised in any part of the facility identified on a sign as an operational area; or

(h) cause or allow any animal (other than a guide, hearing or assistance dog) to be in the facility, unless the animal is restrained in the person's vehicle;

(i) smoke in any part of the facility, other than an area specified by a sign to be a designated smoking area;

(j) damage or interfere with any sign displayed at, or with any plant or equipment of, the facility;

(k) distribute any publication or engage in any promotional activity in the facility; or

(l) erect any building, structure, stall, booth or tent in the facility.

Maximum penalty – 10 penalty units

(2) Subsection (1) does not apply to –

(a) the facility's owner or operator; or

(b) an authorised person.

17 Person to comply with directions and give information

(1) This section applies to a person who transports waste to a waste facility.

(2) The person must –

(a) comply with all relevant and reasonable directions contained in any sign displayed at the facility by a facility person; and

(b) comply with all reasonable instructions about dealing with the waste at the waste facility which are given by a facility person; and

(c) if asked by a facility person – give information to the facility person about the type and amount of waste being delivered to the facility; and

(d) if asked by a facility person – give information to the facility person that provides satisfactory evidence of the identity and residential address of the person.

Maximum penalty – 10 penalty units

Part 4 Subordinate local laws

18 Subordinate local laws

The local government may, by subordinate local law, specify –

(a) areas within its local government area for the collection of general waste or green waste (or both) under section 5(1);

(b) a thing that is specified to be waste pursuant to the Schedule (Dictionary) of this local law; and

(c) requirements about the necessity to supply standard general waste containers at premises under section 6(1)(a)(i); and

(d) requirements about the supply at premises of waste containers, other than standard general waste containers, to contain the general waste produced at the premises under section 6(1)(b)(i); and

(e) another type of waste container for the storage of general waste produced as a result of the ordinary use or occupation of premises under section 7(1)(a)(i); and

(f) a thing that a person must not place in a waste container under section 7(2)(a)(iv); and

(g) requirements about the keeping of the waste container supplied for premises at a particular place at the premises under section 8(1)(b); and

(h) requirements about the supply of facilities and structures for the placement, storage and cleaning of waste containers under section 9(2)(b); and

(i) requirements about the supply at premises of industrial waste containers for storing industrial waste at the premises and other requirements about waste containers for the storage of industrial waste under section 12(1)(b); and

(j) requirements about the treatment of industrial waste under section 13(b); and

(k) waste that a person must not deposit at a waste facility under section 14(1)(h).

Part 5 Application of Local Law No. 1 (Administration) 2011

19 Application of Local Law No. 1 (Administration) 2011 to this local law

(1) To avoid any doubt, the provisions of *Local Law No. 1 (Administration) 2011* apply to this local law, including (but not limited to) Part 5 (Enforcement).

Note –

Part 5 (Enforcement) of *Local Law No. 1 (Administration) 2011* sets out the powers of the local government to deal with a contravention of a local law (including this local law) and the steps that the local government may take to remedy any non-compliance.

This local law must be read with any relevant provisions of *Local Law No. 1 (Administration) 2011*.

(2) If there is a conflict between a provision of this local law and *Local Law No. 1 (Administration) 2011*, the provision in this local law will prevail to the extent of any inconsistency.

Part 6 Transitional provisions

20 Continuation of chapter 5A requirements

(1) This section applies if a provision of the *Environmental Protection Regulation 2008,* chapter 5A (Waste management by local governments), is replaced by a provision of this local law.

(2) In this section, ***prescribed provision*** means a provision of the *Environmental Protection Regulation 2008,* chapter 5A (Waste management by local governments) which is replaced in substance, whether or not in identical terms or effect, by a provision of this local law.

(3) If the local government has made a requirement under a prescribed provision prior to the commencement of this local law, the requirement applies for the provision of this local law which replaced the prescribed provision from the commencement of this local law.

Example –

The local government may have required that a waste container supplied for serviced premises by kept at a particular place at the premises by development approval for the premises under the *Environmental Protection Regulation 2008,* section 81ZH(1). *Environmental Protection Regulation 2008,* section 81ZH(1) is a prescribed provision which is replaced by section 8 (General requirements for keeping waste containers at serviced premises). A requirement under the prescribed provision made prior to the commencement of this local law would apply for section 8 of this local law from the commencement of this local law.

(4) To avoid any doubt, in the following table the prescribed provisions of the *Environmental Protection Regulation 2008,* chapter 5A (Waste management by local governments) are stated opposite their replacement section of this local law—

Prescribed provision	**Replacement section of this local law**
81ZF	6
81ZG	7
81ZH	8
81ZI	9
81ZJ	10
81ZK	11
81ZL	12
81ZM	13
81ZO	14
81ZP	15
81ZQ	16
81ZR	17

Schedule Dictionary

section 4

authorised person means a person appointed by the chief executive officer of the local government, pursuant to the LG Act, section 202, to exercise the powers of an authorised person under this local law.

collection location see section 10(2)(b).

commercial premises means any of the following types of premises —

(a) a hotel, motel, caravan park, café, food store or canteen;

(b) an assembly building, institutional building, kindergarten, child minding centre, school or other building used for education;

(c) premises where a sport or game is ordinarily played in public;

(d) an exhibition ground, show ground or racecourse;

(e) an office, shop or other premises where business or work, other than a manufacturing process, is carried out.

commercial waste means waste, other than green waste, recyclable waste, interceptor waste or waste discharged to a sewer, produced as a result of the ordinary use or occupation of commercial premises.

development approval has the meaning given in the *Planning Act 2016*.

domestic clean-up waste means non-putrescible, dry and inoffensive waste, other than green waste or recyclable waste, produced as a result of a clean-up of domestic premises.

domestic premises means any of the following types of premises –

(a) a single unit private dwelling;

(b) premises containing 2 or more separate flats, apartments or other dwelling units;

(c) a boarding house, hostel, lodging house or guest house.

domestic waste means waste, other than domestic clean-up waste, green waste, recyclable waste, interceptor waste or waste discharged to a sewer, produced as a result of the ordinary use or occupation of domestic premises.

environmental authority has the meaning given in the *Environmental Protection Act 1994.*

environmental harm has the meaning given in the *Environmental Protection Act 1994.*

environmental nuisance has the meaning given in the *Environmental Protection Act 1994*.

facility person, for a waste facility means each of the following –

(a) the operator of the waste facility;

(b) the owner of the waste facility;

(c) the person who is otherwise in charge of the facility;

(d) the local government.

food organic waste means any non-liquid food waste that is ordinarily produced as a result of the ordinary use or occupation of domestic premises.

Note: with respect to the definition of 'food organic waste' above, such waste can be produce by both domestic and commercial premises (for example, by the kitchens of commercial premises).

general waste means –

(a) waste other than regulated waste; and

(b) for part 2, any of the following –

(i) commercial waste;

(ii) domestic waste;

(iii) recyclable waste.

green waste means:

(a) grass cuttings, trees, bushes, shrubs, loppings of trees, bushes or shrubs, or similar matter produced as a result of the ordinary use or occupation of the premises; and

(b) food organic waste.

industrial waste means —

(a) interceptor waste; or

(b) waste other than the following –

(i) commercial waste;

(ii) domestic clean-up waste;

(iii) domestic waste;

(iv) green waste;

(v) recyclable interceptor waste;

(vi) recyclable waste;

(vii) waste discharged to a sewer.

industrial waste container means a container of a type approved by the local government for storing industrial waste at premises in the local government's area.

interceptor means a device used to intercept a substance in sewage, waste water or trade waste and prevent its discharge into a sewer, septic tank, waste water disposal system or other treatment device.

Examples of interceptors –

- neutralising interceptors for neturalising acidic and alkaline substances
- grease interceptors for collecting and solidifying fat, grease and similar matter
- oil interceptors for collecting oil and petroleum products
- silt interceptors for collecting soil, sand, gravel and other sedimentary solids

interceptor waste means matter, other than recyclable interceptor waste, intercepted by, and held in, an interceptor.

LG Act means the *Local Government Act 2009*.

LG Reg means the *Local Government Regulation 2012*.

local government area means the local government's local government area under the LG Act.

manufacturing process means a handicraft or other process relating to adapting, altering, assembling, cleaning, finishing, making, ornamenting, preparing, renovating, repairing, washing, or wrecking goods for trade, sale or gain or otherwise in connection with a business.

mining activity has the meaning given in the *Environmental Protection Act 1994*.

occupier of premises means the person who has the control or management of the premises.

owner of premises means the person for the time being entitled to receive the rent for the premises or would be entitled to receive the rent for it if it were let to a tenant at a rent.

petroleum activity has the meaning given in the *Environmental Protection Act 1994*.

premises includes domestic premises, government premises, industrial premises and commercial premises.

prescribed ERA has the meaning given in the *Environmental Protection Act 1994*.

prescribed person see section 9(1).

recyclable interceptor waste means matter that is, or is intended to be, removed from a grease interceptor and taken elsewhere for processing into a non-toxic, non-hazardous and usable substance for sale.

recyclable waste means clean and inoffensive waste that is declared by the local government to be recyclable waste for the area of the local government.

Examples of waste that may be declared to be recyclable waste –

glass bottles, plastic containers, paper, cardboard, steel and aluminium cans, and green waste

regulated waste has the meaning given in the *Environmental Protection Regulation 2008*.

removal time see section 10(2)(d).

scheduled collection day see section 10(2)(a).

serviced premises means –

(a) premises which are in an area designated by the local government as an area in which the local government may conduct general waste or green waste collection (or both) under –

(ii) section 5(1); or

(i) *Waste Reduction and Recycling Regulation 2011,* section 7; or

(b) premises for which the local government has required the owner or occupier of the premises to arrange for removal of general waste from their premises.

standard general waste container –

(a) means a container of a type approved by the local government for storing domestic waste, commercial waste or recyclable waste at premises in the local government's area; and

(b) for the avoidance of doubt, includes 1 or more containers each of which is

approved by the local government for storing, at premises in the local government's area –

(i) 1 or more or multiple types of commercial waste; or

(ii) 1 or more or multiple types of recyclable waste.

Example for paragraph (b) –

The local government may approve 1 container for storing recyclable waste which is green waste and 1 container for storing recyclable waste other than green waste.

waste has the meaning given in the *Environmental Protection Act 1994,* and includes any thing that is specified to be waste under a subordinate local law.

waste container storage place see section 8(1).

waste facility –

(a) for part 2, means a facility for the recycling, reprocessing, treatment, storage, incineration, conversion to energy or disposal of waste; and

(b) for part 3, means a facility for the recycling, reprocessing, treatment, storage, incineration, conversion to energy or disposal of waste, but only if the local government is the lessee, occupier, operator or owner of the facility.

Subordinate Local Law No. 7 (Waste Management) 2018

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(a) inadequate truck turn-around space; 16

(b) roads are deemed unsafe or unsuitable; or 16

(c) the premises is unoccupied for a minimum period of twelve months. 16

Part 1 Preliminary

1 Short title

This subordinate local law may be cited as *Subordinate Local Law No. 7 (Waste Management) 2018*.

2 Purpose and how it is to be achieved

(1) The purpose of this subordinate local law is to assist in the implementation of the Local Law.

(2) The purpose is to be achieved by providing for matters as prescribed by the Local Law.

3 Authorising local law

The making of the provisions in this subordinate local law is authorised by the Local Law.

4 Definitions

(1) Subject to subsection (2), particular words used in this subordinate local law have the same meaning as provided for in the Local Law.

(2) The dictionary in Schedule 11 defines particular words used in this subordinate local law that are not defined in the Local Law.

Part 2 Waste management

5 Areas designated for general or green waste collection – Local Law, s 5(1)

(1) Subject to subsection (2), for section 5(1) of the Local Law:

(a) the whole of the local government area is designated as an area in which the local government may conduct general waste collection; and

(b) all urban areas within the local government area are designated as areas in which the local government may conduct green waste collection.

(2) A designation under subsection (1) does not apply to commercial premises, other than in relation to the collection of food organic waste.

6 Requirements about supplying standard general waste containers – Local Law, s 6(1)(a)(i)

For section 6(1)(a)(i) of the Local Law, if a circumstance mentioned in column 1 of Schedule 1 applies to premises, the requirements stated opposite in column 2 of Schedule 1 are prescribed for the premises.

7 Requirements about supplying other waste containers – Local Law, s 6(1)(b)(i)

For section 6(1)(b)(i) of the Local Law, if a circumstance mentioned in column 1 of Schedule 2 applies to premises, the requirements stated opposite in column 2 of Schedule 2 are prescribed for the premises.

8 Types of waste containers – Local Law, s 7(1)(a)(i)

For section 7(1)(a)(i) of the Local Law, if a circumstance mentioned in column 1 of Schedule 3 applies to premises, a type of waste container stated opposite in column 2 of Schedule 3 is prescribed.

9 Things that must not be placed in a waste container – Local Law, s 7(2)(a)(iv)

For section 7(2)(a)(iv) of the Local Law, a thing mentioned in Schedule 4 is stated.

10 Places for keeping waste containers – Local Law, s 8(1)(b)

For section 8(1)(b) of the Local Law, if a circumstance mentioned in column 1 of Schedule 5 applies to serviced premises, a waste container must be kept at a place stated opposite in column 2 of Schedule 5.

11 Prescribed facilities and structures – Local Law, s 9(2)(b)

For section 9(2)(b) of the Local Law, if a circumstance mentioned in column 1 of Schedule 6 applies to serviced premises, the facilities or structures stated opposite in column 2 of Schedule 6 are prescribed.

12 Requirements for storing industrial waste – Local Law, s 12(1)(b)

For section 12(1)(b) of the Local Law, if a circumstance mentioned in column 1 of Schedule 7 applies to premises where there is industrial waste, the requirements stated opposite in column 2 of Schedule 7 are prescribed.

13 Requirements about treating industrial waste – Local Law, s 13(b)

For section 13(b) of the Local Law, if a circumstance mentioned in column 1 of Schedule 8 applies to premises where there is industrial waste, the requirements stated opposite in column 2 of Schedule 8 are prescribed.

14 Waste that must not be deposited at a waste facility – Local Law, s 14(1)(h)

For section 14(1)(h) of the Local Law, waste mentioned in Schedule 9 is prescribed.

15 Things that are waste – Local Law, Schedule (Dictionary)

For the definition of "waste" in the Schedule (Dictionary) of the Local Law, a thing mentioned in Schedule 10 is specified to be waste.

Schedule 1 Requirements about supplying standard general waste containers

Section 6

	Column 1 **Circumstances**	**Column 2** **Requirements**
1	Exempt premises	Standard general waste containers must be supplied that: (a) are 240L and meet the Australian standards consistent with waste containers supplied by the local government to serviced premises; and (b) enable segregation of general waste and green waste in separate identifiable waste containers; and (c) are capable of being transported to enable the waste to be disposed of at a local government transfer station.

Schedule 2 Requirements about supplying other waste containers

Section 7

	Column 1 **Circumstances**	**Column 2** **Requirements**
1	*No circumstances are prescribed*	*No requirements are prescribed*

Schedule 3 Requirements about types of waste containers

Section 8

	Column 1 **Circumstances**	**Column 2** **Requirements**
1	Serviced premises	240 L waste containers supplied by the local government with: (a) a red lid for general waste; (b) a yellow lid for recycling waste; and (c) a light green lid for green waste.
2	Exempt premises	240 L waste containers supplied by the local government with: (a) a red lid for general waste; (b) a yellow lid for recycling waste; and (c) a light green lid for green waste.

Schedule 4 Things that must not be placed in a waste container

Section 9

A person must not place any of the following in a waste container –

(a) hot ash;

(b) material that can spontaneously combust;

(c) material containing a substance that may be harmful to persons or property because, if it reacts with air or water, it may produce toxic gases or become corrosive or explosive;

(d) an explosive; or

(e) ammunition, other than ammunition that no longer contains explosives, pyrotechnics or propellants apart from trace residues that are no longer capable of supporting combustion or an explosive reaction.

Schedule 5 Places for keeping waste containers

Section 10

	Column 1 **Circumstances**	**Column 2** **Places**
1	*No circumstances are prescribed*	*No requirements are prescribed*

Schedule 6 Prescribed facilities and structures

Section 11

	Column 1 **Circumstances**	**Column 2** **Facilities and structures**
1	*No circumstances are prescribed*	*No requirements are prescribed*

Schedule 7 Requirements for storing industrial waste

Section 12

	Column 1 **Circumstances**	**Column 2** **Requirements**
1	All premises	Industrial waste containers must be – (a) of steel or plastic construction and meet Australian standards; (b) located without obstruction for collection purposes; (c) kept in clean and in good repair to prevent the escape or overflow of any industrial waste from the waste container; and (d) kept in such a way as to enable the segregation of regulated waste from general industrial waste.

Schedule 8 Requirements about treating industrial waste

Section 13

	Column 1 Circumstances	Column 2 Requirements
1	All premises	The occupier of premises where there is industrial waste must: (a) segregate different types of general industrial waste in separate identifiable industrial waste containers (ie. recyclable waste, green waste) to prevent cross-contamination for disposal; (b) segregate and keep all regulated waste in separate, fit for purpose industrial waste containers in accordance with the requirements of the EP Act and EP Reg and any other relevant laws; (c) ensure all industrial waste is adequately covered to prevent the escape or cross-contamination of any waste material during transportation to a waste facility; and (d) ensure all industrial waste is disposed of in accordance with environmental authorities and statutory requirements.

Schedule 9 Waste that must not be deposited at a waste facility

Section 14

No other types of waste are prescribed.

Schedule 10 Things that are waste

Section 15

No things are specified.

Schedule 11 Dictionary

Section 4

EP Act means the *Environmental Protection Act 1994.*

EP Reg means the *Environmental Protection Regulation 2008.*

exempt premises means premises where general domestic waste is produced but which are not serviced premises as it has been determined by an authorised person that the local government is unable to reasonably provide a waste collection service to the premises for any reason, including but not limited to –

(a) inadequate truck turn-around space;

(b) roads are deemed unsafe or unsuitable; or

(c) the premises is unoccupied for a minimum period of twelve months.

Local Law means the local government's *Local Law No. 7 (Waste Management) 2018.*

urban area has the meaning given in the *Planning Act 2016*.

Attachment – State Interest Review

Lockyer Valley Regional Council – Proposed Local Law No. 7 (Waste Management) 2018	
Comments from: Department of Environment and Science	

Row	LL section	Comment	Suggested action	Council's Response to State Agency Feedback
1	General	Part 2A of the *Waste Reduction and Recycling Regulation 2011* (Waste Regulation) and chapter 5A of the *Environmental Protection Regulation 2008* (EP Regulation) were amended in June 2017 so that the provisions are now due to expire on 1 July 2018. The Queensland Government and the Department of Environment and Science will continue to work with Local Governments, the Local Government Association of Queensland and waste industry stakeholders to develop and implement options for a resolution to the issues raised about section 7 of the Waste Regulation and chapter 5A of the EP Regulation to achieve an outcome that best meets the needs of all stakeholders.	It is suggested that council notes that Part 2A of the Waste Regulation and chapter 5A of the EP Regulation are now due to expire on 1 July 2018 and that the Queensland Government and the Department of Environment and Science will continue to work with key stakeholders to develop and implement options for a resolution that will best meet the needs of all stakeholders.	**No change required.** Noted.
2	General	Part 2A of the *Waste Reduction and Recycling Regulation 2011* (Waste Regulation) and chapter 5A of the *Environmental Protection Regulation 2008* (EP Regulation) currently provide councils with the ability to management waste in their local government area. Section 81ZC provides for council to replace these provisions with local laws. Many provisions in this proposed local law appear to extend the scope and exceed the intent of the current state provisions in chapter 5A of the EP Regulation and section 7 of the Waste Regulation.	Ensure that the proposed local law is consistent with chapter 5A of the EP Regulation and part 2A and section 7 of the Waste Regulation. The department does not support provisions which will extend the powers of Council to manage waste other than in the manner provided for in the current state legislation. In particular, the department does not support provisions that will limit competition in the waste market or where the provisions will extend the ability of, council to regulate different types of waste.	**No change required.** Section 81ZC does not restrict Council's ability to make a local law regulating waste management in a way that differs from that currently provided for in chapter 5A of the *Environmental Protection Regulation 2008* (Qld) (***EP Reg***). In particular, it does not prevent Council from making a local law that does more than merely replicate current chapter 5A of the *EP Reg*. This is confirmed in the explanatory notes for the *Environment Legislation Amendment and Repeal Regulation (No. 1) 2014* (Qld) (**2014 Ex Notes**), which introduced chapter 5A, which specifically state (at page 18) that section 81ZC provides "*flexibility for* [Council] *to deal with matters that are relevant to* [its] *local government area*." This confirms that chapter 5A does not affect the ability of local governments to regulate waste via local law in a manner that differs from the default approach in chapter 5A. In any event, section 81ZC is itself contained in chapter 5A of the *EP Reg*, and so will expire with the remainder of that chapter. Council notes that section 28 of the *Local Government Act 2009* (Qld) (***LGA***) gives Council a broad power to make any local law that is "*necessary or convenient for the good rule and local government*" of Council's local government area, and that waste management is not a prohibited subject matter under chapter 3, part 1, division 3 of the *LGA*. Accordingly, Council considers that its proposed *Local Law No. 7 (Waste Management) 2018* (**Draft LL**) can lawfully regulate waste in a manner that differs from the default framework in chapter 5A of the *EP Reg*. Nonetheless, Council has sought to closely model the Draft LL on the existing provisions in chapter 5A.
3	Section 2 – Objects	The objects of the proposed local law are broader than the intent and potential interpretation of the current chapter 5A of the EP Regulation. The current chapter 5A is not specifically for the purpose of preventing and combatting the spread of pests and	Reconsider the scope of the objects prescribed in section 2 of the proposed local law to ensure the objects better reflect the scope of, and are consistent with the current chapter 5A of the EP	**No change required.** Council considers that the objects in section 2 of the Draft LL **are consistent** with the objects of chapter 5A of the *EP Reg*.

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		disease or for enforcement.	Regulation.	Combatting the spread of pest and disease is a fundamental purpose of waste management and is appropriately recognised. likewise, enabling Council to take enforcement action is an important means of ensuring proper waste management, and is appropriate for this to also be recognised. This is consistent with the 2014 Ex Notes, which state (at page 3) that "*Strong penalties are required to ensure that hazardous wastes are managed in such a way that maintains protection of the environment and human health*". This acknowledges the importance of both health and enforcement action.
4	Section 5(1) – Designation of areas	Section 5 provides for the local government to designate areas by subordinate local law. The current section 7 of the Waste Regulation provides for such designations to occur by resolution of Council.	Ensure that the mechanism for designation of areas in the proposed local law is consistent with section 7 of the Waste Regulation.	**No change required** Under section 29(2) of the *LGA* (in combination with section 26(3)(b)) a subordinate local law is made by resolution of Council. Accordingly, consistently with current section 7 of the *Waste Reduction and Recycling Regulation 2011* (Qld) (***Waste Reg***), the practical effect of section 5 of the Draft LL is that designations will still occur by resolution. However, rather than the resolution merely being noted in a meeting minute, as occurs now, it will remain readily accessible to the public in a subordinate local law. Given this, the proposed approach is not only consistent with the *Waste Reg*, but better achieves the local government principle of "*transparent and effective processes*" (see *LGA*, section 4(2)(a)).
5	Section 5(2)(b) – Designation of Areas	Section 5(2)(b) is inconsistent with section 7 of the Waste Regulation as it makes direct reference to the provisions being used by local government to determine particular owners of land who will be required to pay charges. The determination of waste charges is not a statutory power or decision in the current Waste or EP Regulation provisions relating to the administration of waste management. This provision is inconsistent with the current section 7 of the Waste Regulation.	Remove references to section 5(1) being used as a means to determine which land owners will pay waste charges.	**No change required** Section 5(2)(b) of the Draft LL does not purport to (and legally, cannot) affect Council's power to levy charges. The purpose of section 5(2)(b) is merely to clarify that, **if otherwise lawful to do so**, Council may use the designation for charging purposes. This is to avoid any argument that a designation cannot be used for any purposes other than those stated in section 5(1)(a).
6	Sections 6(1)(a)(i); 6(1)(b)(i);	These provisions require that an owner or occupier must comply with particular matters prescribed in a subordinate local law with respect to the supply of waste containers. The matters prescribed in the subordinate local law provisions are given precedence in the local law over the requirements of the provisions that reflect the current provisions in section 81ZF of the EP Regulation.	Give precedence to requirements that reflect the current section 81ZF of the EP Regulation. Ensure that if a person is required to comply with matters that are prescribed in a subordinate local law, the prescribed matters are consistent with the current state law and take into consideration any waste tracking requirements and consider any requirements under the environmentally relevant activity and regulated waste frameworks or End of Waste Codes that may be in effect.	**Amendments made** The intent of these provisions of the Draft LL is to provide flexibility for Council to prescribe by subordinate local law, if considered appropriate, different requirements in relation to the supply of waste containers from the default requirements (which reflect section 81ZF(1) of the *EP Reg*). Council is satisfied that the proposed requirements in schedules 1 and 2 of its draft *Subordinate Local Law No. 7 (Waste Management) 2018* (**Draft SLL**) are lawful. However, Council has made further amendments to the Draft SLL to migrate some former provisions of the Draft SLL into the Draft LL. If the State has any specific concerns with schedules 1 or 2 of the Draft SLL (as amended), please advise so that Council can consider. Council notes that if, in a specific case, the operation of these provisions would be inconsistent with a State law, then the State law would prevail under section 27 of the *LGA*. To avoid any doubt, Council has amended section 6(1) to begin "*Unless*

				otherwise required by or under a State law…"
7	Sections 6(1); 8(1); 9(2); 12(1); 13(a)– Example	These provisions provide examples of ways that Council may make a requirement. One of these examples is by a decision of a delegate of the local government, written notice of which is given to the owner/ or occupier. This example is not based on a statutory power or process. This is not a transparent decision or decision making process.	Remove the example - a decision of a delegate of the local government, written notice of which is given to the owner /or occupier.	**Amendments made** The examples have been deleted, and, instead, Council has amended the text of the sections to reflect the former examples. This addresses the State's concern about transparency, and lack of express power, by clearly identifying the means by which requirements may be imposed (ie resolution or delegated decision with written notice) in the sections themselves. However, Council notes its former use of examples was consistent with the *EP Reg*'s drafting (see, eg, section 81ZG(1)(a)). In relation to the use of delegated decision-making, Council notes that a wide range of local government powers are exercised through delegated authority, rather than by direct resolution. A decision to impose a requirement under one of these sections is a specific administrative decision (rather than a general policy decision) and, as such, is appropriately subject to delegation. Consequential amendments have also made to sections 6(1)(b), 6(2) and 6(3); 8(1)(b); 9(2)(b); 12(1)(b) and 13(b) to clarify interaction between the relevant sub-sections.
8	Section 6(5)	This section creates a new offence and penalty for removing a standard general waste container supplied by local government.	Ensure that offences and penalties are consistent with the current chapter 5A of the EP Regulation and part 2A of the Waste Regulation and that penalties are proportionate to the nature of the offence.	**No change required** Although this offence is not contained in chapter 5A of the *EP Reg*, it is considered necessary to deter against loss of waste containers supplied by Council. The maximum penalty of 20 penalty units is consistent with similar offences in chapter 5A of the *EP Reg*.
9	Section 7(1)(a)(i)	This section requires that an occupier of a premises must comply with particular matters prescribed in a subordinate local law with respect to storing general waste in a waste container. The matters prescribed in the subordinate local law provisions are given precedence in the local law over the requirements of the provisions that reflect the current provisions in section 81ZG of the EP Regulation.	Give precedence to requirements that reflect the current section 81ZG of the EP Regulation. Ensure that if a person is to comply with matters that are prescribed in a subordinate local law, the prescribed matters are consistent with the current state law and take into consideration any waste tracking requirements and considers any requirements under the environmentally relevant activity and regulated waste frameworks or End of Waste Codes that may be in effect.	**Amendments made** Comments at rows 6 and 7 above apply here. Council has amended section 7(1) of the Draft LL and schedule 3 of the Draft SLL consistent with those comments.
10	Section 7(2)(a)(iv); 8(1)(b); 9(2)(b); 12(1)(b); 12(2)(b); 13(b);	These sections require a person to comply with matters prescribed/ stated in a subordinate local law. For sections 12(1)(b), 12(2)(b) and 13(b) methods of storage and treatment may already be prescribed for an ERA; under an existing Environmental Authority; or in a Regulation or guideline.	Ensure that if a person is required to comply with matters that are prescribed in a subordinate local law, the prescribed matters are consistent with the current state law and take into consideration any waste tracking requirements and considers any requirements under the environmentally relevant activity and regulated waste frameworks or End of Waste Codes that may be in effect.	**Amendments made** Comments at rows 6 and 7 above apply here, other than for section 7(a)(iv) of the Draft LL (and schedule 4 of the Draft SLL), for which no change is required. The remaining sections referenced (and their Draft SLL schedules) have been amended consistent with those comments.
11	Section 7(2)(e) and 7(2)(f)	These sections create two new offences- 1 Place waste in a waste container in contravention of a specification under section 6(6) (putting green waste or recyclable waste in the correct labelled bin). 2 Wilfully damage a waste container.	Ensure that offences and penalties are consistent with the current chapter 5A of the EP Regulation and part 2A of the Waste Regulation and that penalties are proportionate to the nature of the offence.	**No change required** In relation to section 7(2)(e), similarly to our comments at row 8 above, although the offence is not contained in chapter 5A of the *EP Reg* it is considered necessary to protect waste containers supplied by Council, by ensuring that they are not used for storing the wrong type of waste. The proposed maximum penalty of 20 penalty units is consistent with the penalty in section 81ZG(2) of

				the *EP Reg*, which section 7(2) of the Draft LL is based on. Likewise, section 7(2)(f) seeks to deter against wilful damage to a waste container. Section 81ZG(2)(b) and (c) of the *EP Reg* (reflected in section 7(2)(b) and (c) of the Draft LL) already prohibit damaging or disturbing waste containers in certain circumstances (wilfully or otherwise). Section 7(2)(f) creates a general offence of wilfully damaging a waste container (same maximum penalty), to deter vandalism generally, beyond the specific circumstances dealt with in sections 7(2)(b) and (c).
12	Section 7(3)	This section provides an exemption allowing green waste to be placed in a green waste container provided by Council so that it can be lawfully placed in the waste container if it is liquid, semi liquid or moist.	Ensure that this exemption is consistent with the current provisions in chapter 5A of the EP Regulation and part 2A of the Waste Regulation.	**No change required** Chapter 5A of the *EP Reg* does not specifically deal with the storage of green waste. In particular, it contains no equivalent to section 6(6) of the Draft LL, which allows Council to supply a container for the specific purpose of storing green waste. This is exemption is considered necessary as a consequence of section 6(6). Because green waste will often be moist, depositing green waste in a container would, but for this exemption, constitute an offence, even where the container was supplied by Council for the very purpose of storing green waste.
13	Section 8(4)	Is provide supposed to replace prove? Prove is used in s81ZH of the EP Regulation.	Consider the use of the words in this sub-section. Ensure that the intent is consistent with chapter 5A of the EP Regulation and part 2A of the Waste Regulation.	**Amendment made** Council has corrected "provide" to read "prove".
14	Section 9(1) – Other requirements for storing general waste at particular serviced premises	The wording of section 9(1)(b) of the proposed local law is significantly different to the wording of section 81ZI(1) of the EP Regulation. It is unclear whether section 9(1) of the proposed local law changes or limits the definition of who is a prescribed person.	Ensure that Section 9(1) of the proposed local law is consistent with subsections 81ZI(1)of the EP Regulation and does not change or limit the definition of a prescribed person.	**No change required** Under section 9(1)(b) of the Draft LL the holder of an environmental authority (**EA**) for a prescribed ERA is a "prescribed person". In contrast, under section 81ZI(1)(b) "the registered suitable operator for" a prescribed ERA is a prescribed person. Council considers that the drafting of section 9(1)(b) of the Draft LL is preferable, and more consistent with the *Environmental Protection Act 1994* (Qld) (***EP Act***). Under the *EP Act*, registration as a suitable operator attaches to a person independently of any activity that the person is conducting. In contrast, for a prescribed ERA carried out on premises, there will necessarily be a holder of the EA for that prescribed ERA. Council acknowledges that a person must be registered in order to be able to obtain an EA (see *EP Act*, section 173(1)). However, Council considers that its drafting is more accurate, and avoids the risk that a person might seek to defend enforcement action on the technical ground that registration is not "for" a prescribed ERA.
15	Section 10(2)(b)	Section 10(2)(b) of the proposed local law include additional wording to define the collection location. It is not clear why this extra prescription is necessary.	Consider whether the additional prescription is required in proposed section 10(2)(b). Ensure that the intent and interpretation of proposed section 10(2)(b) is consistent with section 81ZJ(2)(b) of the EP Regulation.	**Amendment made** The effect of the additional wording was to provide guidance for Council as to the place that should be specified. However, for simplicity, Council has amended to reflect section 81ZJ(2)(b).
16	Section 10(2) – Note	A new note has been included. The note appears to be intended to clarify that non-compliance with the section will be an offence. Is this clarification necessary and accurate? The proposed sections 8(1) and (2) set parameters for waste storage containers going out for collection and where waste storage containers are to be kept.	Consider whether this note in section 10(2) is required or accurate.	**Amendment made** Section 8(1) of the Draft LL generally makes it an offence to not keep a waste container at the designated storage place. Section 8(2) creates an exception to that offence where the waste

		There is currently no penalty in the proposed local law for subsection 8(2).		container is placed at a collection place for no longer than the specified periods. Those periods are identified by reference to the scheduled collection day and removal time under section 10(2). The intent of the note was to draw the reader's attention to this, given that section 10 is not itself an offence provision. Council has amended the note for clarity.
17	Section 13(a)(ii) and (b)(ii)– Requirements to treat industrial waste for disposal	The requirement for the treatment of waste to a standard approved by the local government, "*for transport to, and disposal of the waste at, a waste facility*" is not a requirement under the existing chapter 5A (EP Regulation) provisions (s81ZM). This will be a new additional requirement.	Ensure that s13(a)(ii) and (b) of the proposed local law are not inconsistent with State requirements for the treatment and transportation of waste to a facility including for example any waste tracking requirements and considerations under the environmentally relevant activity and regulated waste frameworks.	**Amendment made** See row 6 above. The amendment to insert "*Unless otherwise required by or under a State law*" addresses this issue (which would otherwise be addressed by section 27 of the *LGA* in any event).
18	Section 14(1)(h) – Unlawful disposal of waste at a waste facility;	The proposed provisions will require a person to comply with matters prescribed in a subordinate local law about wastes a person must not deposit at a waste facility.	Ensure that anything to be prescribed in a subordinate local law is consistent with the current state law and takes into consideration any waste tracking requirements and considers any requirements under the environmentally relevant activity and regulated waste frameworks or End of Waste Codes that may be in effect.	**No change required** The State's comment is not correct. The proposed provision will not "*require a person to comply with matters*". The proposed provision merely allows the Draft SLL to prescribe waste that must not be deposited in a waste facility. Accordingly, no specific requirements are imposed – the requirement is simply that the waste prescribed in a subordinate local law not be deposited.
19	14(2); 17(2) – Facility person	Section 14(2) condenses subsections (2)(a) and (b) of section 81ZO of the EP Regulation and instead use a new term facility person. Section 17(2) provide that a person transporting waste to a waste facility must comply with directions or instructions given by a facility person. The definition of facility person in the dictionary is broader than the categories of people listed in section 81ZO and 81ZR of the EP Regulation.	Ensure that any definition of facility person does not change the intent of or interpretation from that in sections 81ZO and 81ZR of the EP Regulation.	**No change required** In preparing the Draft LL, Council identified that there was inconsistency between sections 81ZO and 81ZR of the *EP Reg*. Section 81ZO(2) creates a defence to the offence in section 81ZO(1) where waste is deposited with the consent of the person who is the "registered suitable operator" for a facility, the holder of an EA for a facility, or the person in charge of a facility. In contrast, section 81ZR(2) requires that a person comply with directions of an owner, occupier or person in charge of a facility. In preparing the Draft LL, Council could see no reason to adopt an inconsistent approach between sections 14(2) and 17(2). Accordingly, Council decided to define a single concept of "facility person". Additionally, to allow for directions by Council, Council considered it appropriate to include "the local government".
20	Section 16(d)-(l)	These sections introduce new restrictions on what a person must not do without the consent of a facility's owner or operator. These are also new offences that will occur a penalty. Proposed section 17 requires that a person must comply with directions in signs or given by a facility person.	Consider whether these new offences are required given proposed section 17. Ensure that offences and penalties are consistent with the current chapter 5A of the EP Regulation and part 2A of the Waste Regulation and that penalties are proportionate to the nature of the offence.	**No change required** Council considers that the offences in sections 16(d) to (l) are required despite section 17. Section 16 prohibits certain conduct generally in a waste facility. In contrast, section 17 has more limited operation as it only applies to a person who transports waste to a facility, and a direction under section 17(2)(b) can only be about "dealing with waste". Moreover, it would be impractical to rely on signage, under section 17(2)(a), to deal with all matters covered by sections 16(d) to (l). The proposed maximum penalty of 10 penalty units is consistent with the maximum penalty in section 81ZQ of the *EP Reg*, which

				section 16 of the Draft LL is based on.
21	Section 18(a) - Subordinate local laws	This proposed section will allow Council to prescribe in a subordinate local law, areas within its local government area, for the collection of general waste or green waste (or both) under section 5(1).	Ensure that the designation of areas (in a subordinate local law) is consistent with section 7 of the Waste Regulation.	**No change required** See row 4 above.
22	Section 18(b) – Subordinate local laws	This proposed provision will allow Council to prescribe in a subordinate local law what is considered to be a waste. The state definition for waste is quite broad and it is not clear why wastes would need to be defined further.	Ensure that the ability to prescribe wastes under a subordinate local law is not inconsistent with the current state definitions of waste and takes into consideration requirements under, for example, an End of Waste Code or the regulated waste framework.	**No change required** The purpose of this provision is to provide flexibility for Council to specify particular types of waste, in case there is doubt as to whether or not a given type of waste falls within the *EP Act* definition.
23	Section 18(f) -	This section refers to section 7(2)(a)(ii). Should it refer to section 7(2)(a)(iv)?	Clarify the section number is correct.	**Amendment made** Corrected to refer to section 7(2)(a)(iv).
24	Sections 18(i), (j) and (k) – Subordinate local laws	The proposed provisions will allow council to prescribe certain requirements under a subordinate local law about: • the supply at premises of industrial waste containers for storing industrial waste; • the treatment of industrial waste; and • waste that must not be deposited at a waste facility. Methods of storage and treatment may already be prescribed for an ERA; under an existing Environmental Authority; or in a Regulation or guideline.	Ensure that anything to be prescribed in a subordinate local law is consistent with the current state law and takes into consideration any waste tracking requirements and considers any requirements under the environmentally relevant activity and regulated waste frameworks or End of Waste Codes that may be in effect.	**Amendments made** See rows 10 (relevant to sections 18(i) and (j)) and 14 (relevant to section 18(k) above).
25	Section 20(2) – transitional provisions	This subsection include these words: *...which is replaced in substance, whether or not in identical terms or effect, by a provision of this local law.* These word add ambiguity to the definition of a prescribed provision.	Ensure that new provisions in the proposed local law are consistent with the current provisions in chapter 5A of the EP Regulation and part 2A of the Waste Regulation. Replacement provisions should be consistent with the original provision in the EP or Waste Regulation.	**No change required** Section 20 of the Draft LL is a transitional provision that seeks to ensure that requirements made under chapter 5A of the *EP Reg* are continued under their equivalent provisions of the Draft LL. Due to the provisions now being contained in the Draft LL, they now necessarily have drafting differences, in addition to differences arising from particular policy decisions of Council, as outlined above. Given this, it is essential that section 20 not require the provisions to be identical to their *EP Reg* equivalents. To minimise any ambiguity, section 20(4) identifies the equivalent provisions of the Draft LL and chapter 5A the *EP Reg*.
26	Dictionary	Domestic clean up waste is not defined. This term is used in the proposed local law in other definitions.	Consider defining domestic clean up waste in the dictionary using the definition in the EP Regulation.	**Amendment made** *EP Reg* definition of "domestic clean-up waste" inserted.
27	Dictionary – Facility person	The definition of facility person in the dictionary is broader than the categories of people listed in section 81ZO and 81ZR of the EP Regulation.	Ensure that any definition of facility person does not change the intent of or interpretation from that in s81ZO and s81ZR of the EP Regulation.	**No change required** See row 19 above.
28	Dictionary – Food organic waste and Green Waste	The proposed definition of food organic waste is a new definition and is proposed to form a subset of green waste in the definition of green waste. This is not within the scope or intent of the current EP Regulation definition of green waste.	Reconsider the definition of food organic waste and its inclusion in the definition of green waste. Ensure that the definition of food organic waste is consistent with the current state law and takes into consideration any waste tracking requirements and considers any requirements under the environmentally relevant activity and regulated waste frameworks or End of Waste Codes that may be in effect. There may also be requirements regarding health and biosecurity	**No change required** Council is satisfied that its proposed definitions of "food organic waste" and "green waste" are lawful. In relation to the inclusion of "food organic waste" as a type of "green waste", Council notes that the concept of "green waste" in the Draft LL is only used in two limited respects: first, for the purposes of designation; and, second, for the purposes of

			under other State legislation which may need to be complied with.	specifying the approved waste for a container under section 6(6) of the Draft LL. Given this, Council does not consider that the definitions should have any adverse implications. However, if the State has any specific concerns, please advise so that Council may consider.
29	Dictionary - Premises	The definition of relevant premises in the EP Regulation is only referred to as premises in the proposed local law. Premises is defined in the proposed local law to also include industrial premises and this is inconsistent with the current state provisions. This may duplicate some requirements for industrial premises and change the application of the provisions from that of the current State laws.	Ensure that the inclusion of industrial premises in the definition of premises in the proposed local law is not inconsistent with current state laws and takes into consideration any waste tracking requirements and considers any requirements under the environmentally relevant activity and regulated waste frameworks or End of Waste Codes that may be in effect.	**No change required** Council is satisfied that its proposed definition of "premises" is lawful. Although the inclusion of "industrial" premises is different from the position under the *EP Reg*, it is considered that the term will operate appropriately. The Draft LL regulates based on the type of waste (ie general waste in Division 2, and industrial waste in Division 3) rather than the type of premises. Moreover, (particularly as now amended – see rows 6 and 9 above) the Draft LL cannot operate inconsistently with State law requirements (noting that this is already achieved by section 27 of the *LGA*). Again, Council does not consider that the definitions should have any adverse policy implications. However, if the State has any specific concerns, please advise so that Council may consider.
30	Dictionary – prescribed person	See comments above regarding section 9(1).		**No change required** See row 14 above.
31	Dictionary – Waste	This definition will allow council to prescribe in a subordinate local law what is considered to be a waste. The state definition for waste is quite broad and it is not clear why waste would need to be defined further.	Ensure that the ability to prescribe wastes under a subordinate local law is not inconsistent with the current state definitions of waste.	**No change required** See row 22 above.
32	Compliance notices	Proposed Local Law No.7 (Waste Management) 2018 is to be read with Lockyer Valley Regional Council Local Law No.1 (Administration) 2011. The proposed local law does not include provisions relating to compliance notices. Compliance notices are dealt with in the Local Law No.1. The existing Local Law No.1 (Administration) 2011 includes a 50 penalty unit maximum penalty for not complying with a compliance notice. The current EP Regulation (section 81ZN(4)) includes a penalty of only 10 penalty units. The penalty in Local Law No.1 is currently greater than the penalty in the current EP Regulation and would appear to be disproportionate to the offence.	Ensure that the effect of the proposed local law read with Local Law No.1 (Administration) 2011 is consistent with the current EP Regulation in relation to the offences and level of penalty.	**Amendment made** Council has inserted a new subsection 3(3) into the Draft LL to provide that if a compliance notice is given in respect of a contravention of the Draft LL, the maximum penalty for the offence of not complying with the compliance notice is the maximum penalty for the relevant contravention.

10.3 **Request for New Trustee Lease - Lot 151 CC2725 - Merryfields Environmental Park & Outdoor Education Centre**

Date: 21 June 2018
Author: Caitlan Natalier, Solicitor & Legal Services Coordinator
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this Report is to consider the future use of, and appropriate tenure arrangements for, the Merryfields Environmental Park and Outdoor Education Centre situated at Meadows Road, Withcott.

Officer's Recommendation:

THAT in relation to the Lessee's request for Council's consent to transfer the Trustee Lease over Lot 151 CC2725, Council resolves to:

(a) accept the Trustee Lessee's surrender of the Trustee Lease;
(b) apply the exception in Section 236(1)(b)(ii) of the *Local Government Regulation 2012* and offer a new Trustee Lease over the front half of Lot 151 CC2725, including the existing improvements, to Merryfields Vision to Reality Inc. on terms satisfactory to Council;
(c) delegate authority the Chief Executive Officer to:
(i) review and update the existing Land Management Plan;
(ii) negotiate with any other interested environmental groups for the use and management of the balance of the land, or any part of it, for environmental purposes;
(iii) enter into appropriate tenure arrangements for the balance of the land, or any part of it, on terms satisfactory to Council; and

do all things necessary to give effect to this resolution.

Report

1. Introduction

The Trustee Lease over Lot 151 CC2725 (Land) is currently held by Lockyer Valley Landcare Inc. who established the Merryfields Environmental Park and Outdoor Education Centre (Centre). The Trustee Lessee has relocated interstate and requested Council's consent to transfer the Trustee Lease to Merryfields Vision to Reality Inc. (Proposed Lessee). In the interim, the Trustee Lessee has appointed the Proposed Lessee as caretakers of the Land and Centre and they operate under the Trustee Lessee's direction.

Council officers have reviewed the Trustee Lease and history of dealings with the Trustee Lessee, met with the Proposed Lessee and undertaken a site inspection to determine if shared use of the facilities by various environmental groups could be facilitated or would be more appropriate.

The purpose of this Report is to consider the Trustee Lessee's request, inform Council of the outcome of these investigations and make a recommendation to enable the Centre to continue operating and the Land to be used and managed for environmental purposes.

1. Background

Council is the trustee of the Land which is a reserve for recreation purposes situated on Meadows Road, Withcott. An Aerial Plan of the Land and improvements is **Attachment 1** to this Report.

Since 14 September 2012, the land has been the subject of a Trustee Lease to Lockyer Valley Landcare Inc. (Trustee Lessee) operated by Greg Grimes. A Land Management Plan has also been registered in respect of the Land and reflects the original lease terms.

Since the Trustee Lease was granted, the Lessee has constructed a number of improvements on the land and established the Merryfields Environmental Park and Outdoor Education Centre (Centre). Improvements include a building used as an office, classroom and kitchen and a storage shed.

The intention was that the land would be utilised to provide environmental education and green space for the benefit of the local community.

There is a history of issues with the Trustee Lessee and Council has provided significant financial and in-kind contributions to the Trustee Lessee, including in relation to the construction of improvements and payment of outgoings. This assistance was provided through Council's community grants scheme and by agreement with the Trustee Lessee.

On 8 March 2018 the Trustee Lessee contacted Council's Property Officer and advised that he was intending to relocate out of the area and he was engaging with similar environmental groups with the intention of transferring the Trustee Lease. The Trustee Lessee was advised that he would need the consent of Council and the Minister to transfer the Trustee Lease, and a formal written request and details of the proposed new lessee would be required for consideration. A link to the Department of Natural Resources, Mines and Energy website setting out the process and requirements for the transfer of a trustee lease was also sent to him. No further response was received from the Trustee Lessee.

In early May 2018, Council became aware of community concerns that the Lessee had abandoned the land. On 3 May 2018 Council's Property Officer spoke to the Trustee Lessee and the Trustee Lessee advised that:

- he had not abandoned the Land;
- he did not wish to surrender the Trustee Lease;
- he was in the process of transferring the Trustee Lease to a new group who intended to continue to expand on his activities but was awaiting registration of their incorporation; and
- he was injured on site and there was a period of time that he couldn't carry out any on site activities.

At this time the Trustee Lessee was reminded that he required the consent of Council and the Minister of Natural Resources, Mines and Energy before the Trustee Lease could be

transferred. He was advised that a written request for Council's consent including details of the proposed new lessee would need to be provided for Council's consideration. At this time the Lessee indicated to Council's Property Officer that he was still living in the area.

On 3 May 2018 the Trustee Lessee provided an email request for Council's consent to transfer the Trustee Lease and indicated that the proposed new lessee was already active on site. Details of the proposed new lessee were not provided. An extract of this correspondence is **Attachment 2** to this Report.

On 7 May 2018 the Lessee provided details of the proposed new lessee, Merryfields Vision to Reality Inc. (Proposed Lessee), and an extract of an email from the proposed transferee with a copy of their Certificate of Incorporation. An extract of this correspondence is **Attachment 3** to this Report.

The President of the Merryfields Vision to Reality Inc. is Carmel Crowe. On 14 May 2018 Carmel Crowe wrote to Council introducing herself and setting out her proposal for use of the Land. A copy of this correspondence is **Attachment 4** to this Report.

The intention of the Proposed Lessee is to deliver environmental activities that align with the Lessee's vision for the Centre and the purpose of the Trustee Lease. There will be a focus on providing opportunities for people with a disability to train in cooking, nursery work, weeding, gardening, artistic and horticulture skills. One of their team has had training in horticulture. They have also indicated that they intend to encourage community enjoyment of the land.

Initially they wish to start operating 3 days per week but intend to operate 5-6 days a week within 12 months. Each training session would involve an average of 15 participants. They also want to invite special care students from schools for activities.

The Proposed Transferee has funding in place for maintenance and supplies. They have also arranged, with the consent of the Trustee Lessee, a working bee on site with the community group "Helping Hands" to clear walking tracks and put crusher dust down so that the Land and Centre is more accessible for people with mobility issues. This occurred on 23 June 2018.

Separately, Council's Environmental Officer and Portfolio Councillor have engaged with the Lockyer Uplands Catchments Inc. (LUCI Group) in relation to the future use of the Land and Centre. The LUCI Group have not provided any written interest in using the land and Centre, although a written expression of interest was received from an associated individual seeking to be appointed by Council to coordinate use of the Centre.

As the Trustee Lessee at this time was providing limited clarification in relation to how he was meeting his lease obligations, safety concerns had been identified and steps were being taken to engage with other community groups notwithstanding Council's lease obligations, it was considered appropriate to raise the Trustee Lessee's request and all matters of concern with Council at the first available opportunity.

This occurred at a Council workshop on 16 May 2018. At that time, Council officers were tasked with confirming whether the Trustee Lease could be cancelled and investigating how shared use of the Land and Centre could be facilitated.

3. Report

Council officers from the Legal Services and Property team, the Environment and Pest team and the Plumbing and Building team have conducted further investigation of the current Trustee Lease arrangement and ability to offer shared use and management of the Land and Centre. This has occurred by:

1. meeting with the Merryfields Vision to Reality Inc. to clarify their current and future relationship with the Trustee Lessee and discuss Council's desire for shared use of the Centre and the Land;
2. conducting an inspection of the Centre and the Land;
3. reviewing the terms of the Trustee Lease;
4. consulting with the Department of Natural Resources, Mines and Energy; and
5. engaging with the Trustee Lessee.

These steps, the outcome of investigations and the recommendation of Council officers have been presented to a Councillor workshop on 26 June 2018. The Proposed Lessee also had an opportunity to present their use proposal to Council.

In short, Council officers are of the view that shared or coordinated use of the Centre may not be appropriate, although the Land could be dealt with in such a way that uses by more than one environmental group could be accommodated.

<u>Discussions with Merryfields Vision to Reality Inc.</u>

The Proposed Lessee is active on site maintaining the land and Centre on behalf of, and as directed by, the Trustee Lessee. They are in regular contact with the Trustee Lessee and have confirmed that they do not pay him any rent or costs for outgoings which remain the Trustee Lessee's responsibility under the Trustee Lease.

If Council decides to transfer the lease, or offer them a new lease, over the land and Centre, they have established themselves as a separate entity and intend to provide disability support and education services at the Centre in conjunction with their existing disability support program in Toowoomba.

Many of the Proposed Lessee's clients are autistic and adversely impacted by noise and populated surroundings. The idea is to provide a place where these clients can feel comfortable, engage in activities, learn new skills and minimise stimuli. There are currently limited facilities or locations that meet these requirements.

As a not-for-profit disability service provider and charity, the Proposed Lessee must meet statutory requirements including that their staff and carers hold blue and yellow cards to work with their clients. They must also meet qualified staff to client ratios which could be difficult to anticipate or provide if shared use were to occur.

Carmel Crowe also intends to be based from the Centre and use the office and storage space. The improvements are small, office and storage space is limited, and it would be impractical to securely store information and property to facilitate shared use of the buildings by various groups.

There are only two toilets in the classroom building, both suitable for use by people with a disability. This restricts the numbers of people that can use the Centre at any one time to a maximum of 20.

As an alternative to shared use, the Proposed Lessee was receptive to an arrangement that would allow them to lease the front half of the Land, including the Centre, only. If this occurs, the Proposed Lessee would establish a fence around their leased area to address safety concerns for their clients who may wander off and restrict access to internal roads. Fencing would be appropriate to minimise visual impacts and interference with wildlife.

The back half of the Land would then be available for use by other environmental groups. From discussions with the LUCI Group, Council's Environmental Officer is aware that they are primarily interested in establishing and operating a nursery. The existing nursery at the Centre is probably too small for their purposes. During an inspection of the back half of the Land, it was identified that there is a cleared and elevated position that would be suitable for establishing a nursery and any amenities required.

While separate lease areas is not what Council was originally anticipating, it is considered that it is the most appropriate outcome to meet the competing desires of Council, the Trustee Lessee, the Proposed Lessee and the LUCI Group. From an administrative, management and enforcement perspective, this is the simplest and clearest solution and should minimise the risk of dispute between users.

Review of Trustee Lease

It should be noted that until the Trustee Lease has been transferred or otherwise ends, Council is bound to honour the lease terms. Council's Legal Services and Property team has reviewed the lease document and is of the view, based on clarification provided by the Trustee Lessee and the Proposed Lessee, that there are insufficient grounds to give rise to a right of Council to cancel the Trustee Lease and re-enter and take possession of the Land and Centre at this time.

The Minister of Natural Resources, Mines and Energy also has the power to cancel the Trustee Lease, however the advice received is that they prefer Council to do so if any justifiable grounds exist. The only ground they have identified for consideration by Council's legal advisor is whether the Trustee Lessee has abandoned the premises. Council's Legal Services and Property Coordinator has reviewed this clause and provided advice to Council to the effect that there are no justifiable grounds for applying this provision or cancelling the Trustee Lease.

The only matter for which Council could issue a notice to remedy breach is the outstanding building certification issues that have been identified. As these are currently being addressed by the Trustee Lessee and caretakers, there seems little utility in adopting this course.

Discussions with Trustee Lessee

A discussion has also occurred with the Trustee Lessee to advise what steps are being taken in relation to his request to transfer the Trustee Lease, what has been discussed with the Proposed Lessee, and get his views in relation to the alternative approach being recommended to Council.

He was advised that Council wish to see the Land and Centre continue to be used for environmental purposes, although there was a desire for it to be available for use by multiple environmental groups. The Trustee Lessee was not opposed to the use of the Land by multiple groups, but was strongly opposed to shared use of the Centre and the front part of the Land which he believes is best utilised by the Proposed Lessee. He feels that the Proposed Lessee intends to use the Centre in a way that reflects his original vision.

The Trustee Lessee was advised that Council officers had identified some issues with shared use and would be recommending to Council that the most appropriate arrangement is for:

1. the Trustee Lease be surrendered (subject to his agreement);
2. a new Trustee Lease to the Proposed Lessee be recommended to cover the Centre and front part of the Land;
3. the back part of the Land to be available for other environmental groups, such as the LUCI Group, and separate tenure arrangements be made as appropriate.

The Trustee Lessee was happy with this approach and indicated that he would agree to surrender the Trustee Lease on this basis.

He was also concerned that the working bee scheduled for 23 June 2018 proceed so that the Land and Centre could be maintained and improved accessibility arranged. This working bee was to be carried out by the Proposed Lessee and community group “Helping Hands”. Helping Hands is an organisation that provides assistance to not-for-profit and charitable organisations and who this year had agreed to conduct the working bee as their annual big event to provide assistance at the Centre. It was agreed that this could occur given relevant insurances were in place, and the work would be of benefit to the wider community.

Following this discussion, on 11 June 2018 the Trustee Lessee provided written advice confirming he would surrender the lease. An extract of this correspondence is **Attachment 5** to this Report.

The Trustee Lessee has also signed a Surrender document in good faith. A copy of the Surrender document signed by the Trustee Lessee is **Attachment 6** to this Report.

This is an extremely good – and unexpected – outcome, as the Trustee Lessee was previously adamant that he would not surrender the Trustee Lease. If Council does not accept the Recommendation made, it is expected that the Trustee Lessee will object to the surrender document being lodged.

<u>Recommendation</u>

Options for shared use of the Centre and the whole of the Land have been discussed with the Proposed Lessee and the Trustee Lessee. After careful consideration of their views and requirements, and how competing interests would be managed, it has been identified by Council officers that shared use of the Centre and front part of the Land is not appropriate.

The Recommendation in this Report provides a positive solution that allows Council to make part of the land available for other environmental groups whilst successfully managing the end of the Trustee Lease and expectations of the Proposed Lessee. Previous agreements as to payment of costs and insurance obligations accepted by Council will be at an end, and some of these costs can be passed back to the Proposed Lessee and other users of the Land.

Council will also be able to put in place appropriate and enforceable tenure arrangements for each user group and minimise the risk of dispute or ambiguity that is more likely to arise if there are no lease arrangements or multiple groups use the same areas.

If the Recommendation is accepted, the following actions can be undertaken immediately:

1. lodging the surrender of the Trustee Lease.
2. drafting a new Trustee Lease for negotiation with the Proposed Lessee.
3. review of the Land Management Plan.
4. engaging with other environmental groups in relation to potential uses for the back part of the Land.

4. Policy and Legal Implications

By acting on the Recommendation made, Council will be complying with its obligations under the Trustee Lease and applicable legislation.

Once the Trustee Lease ends, the buildings will be considered to be part of the land asset and State property, although Council will be responsible for them as Trustee of the Land. Council will also have a measure of freedom, with some limitations, to negotiate new lease terms that pass responsibility for managing the buildings onto the Proposed Lessee and are generally more consistent with how Council's manages its land assets and leases to community groups.

The Proposed Lessee has expressed a willingness to address any outstanding building certification issues to enable final building certification to be provided, if the Trustee Lessee fails to do so before this Report is considered by Council.

Regular reporting obligations can be included in new lease documents so Council stays better informed of activities occurring on site and relationships between user groups. This will help to ensure that the Land is used and managed harmoniously to provide community and environmental benefit.

It will also be appropriate to review and update the existing Land Management Plan to reflect how the Land will be used and managed. This will need to be submitted to the Department of Natural Resources, Mines and Energy for approval.

If the Recommendation is not accepted, there is a high risk that Council will have difficulty managing the existing Trustee Lessee to bring the current lease arrangement to an end. The Proposed Lessee has been onsite since 3 May 2018, and is acting as caretaker in the interim period based on expectations created by the Trustee Lessee. This arrangement would likely continue until either Council or the Trustee Lessee could lawfully or cooperatively act to end the Trustee Lease or it expires. It appears unlikely at this time that the Minister of Natural Resources, Mines and Energy would use its powers to cancel the Trustee Lease.

The best outcome for Council is to take this opportunity to end the existing Trustee Lease with the Trustee Lessee's agreement, and offer new lease arrangements that remove any prior expectations given by the Trustee Lessee and are more economic for Council.

5. Financial and Resource Implications

Notwithstanding the terms of the Trustee Lease, Council has provided significant financial and in kind contributions to the Lessee for the improvement, operation and maintenance of the land and improvements. Council currently pays all electricity and water supply costs, building and contents insurance and does not receive any rental income for the lease of the land.

The Trustee Lessee has signed a surrender of lease document but has requested that Council pay the lodgement fees to finalise this process. The fee is currently $181.00 but is likely to increase on 1 July 2018.

The Trustee Lease provides for a minimum rent, but this is no longer appropriate or consistent with other lease terms offered by Council. It is proposed that rental equivalent to State leasing category 14, currently $123.00 exclusive of GST but subject to increase on 1 July 2018, be applied. This would be consistent with other community group leases offered by Council and recognise the Proposed Lessee's status as a not-for-profit charity.

The Proposed Lessee has already been advised of potential costs and they have agreed to be responsible for them, including but not limited to:

- electricity usage
- water usage
- communications (if any)
- cleaning and maintenance
- pumping of septic system
- public liability, volunteers, contents and any other service specific insurances
- survey
- lease registration.

The Proposed Lessee has also been advised that they could apply for community assistance grants to assist with these costs, or external funding.

The lodgement of the surrender of Trustee Lease, the review of the land management plan and the preparation of new lease documents can be undertaken internally by Council's Legal Services and Property team in consultation with internal stakeholders.

If the Recommendation is not accepted, significant time and resources will need to be applied to managing both the Trustee Lessee, the Proposed Lessee and the future use and maintenance of the Land.

6. Delegations/Authorisations

The Recommendation in this Report includes a delegation to the Chief Executive Officer to do all things necessary to give effect to Council's resolution. This will include managing the review of the existing Land Management Plan, future lease negotiations with the Proposed Lessee and any other environmental groups interested in the balance of the land, and entering into leases on terms satisfactory to Council.

7. Communication and Engagement

In preparing this Report, Council officers have engaged further with the Trustee Lessee and the Proposed Lessee. No further engagement has occurred with the individual interested in coordinating use of the Centre, the LUCI Group or any other environmental groups.

It was considered that until such time as the Trustee Lease is ended or surrendered, the Trustee Lessee will be difficult to deal with and acting outside Council's lease obligations would potentially inflame and complicate the situation and relationships.

Council's Environmental Officer was able to provide information about the types of uses and requirements that he anticipated the LUCI Group would have following earlier discussions, and these were considered in making the Recommendation.

The Recommendation is agreed to be the best solution by all Council officers involved. As it differs from what was initially discussed with Council on 16 May 2018, it has been workshopped with Council on 26 June 2018, and the Proposed Lessee given an opportunity to provide a deputation to Councillors, prior to consideration of this Report.

The objectives of the Proposed Lessee appear to provide new opportunities for disadvantaged community members that are not offered anywhere else in Council's local government area. There is an opportunity for positive media to be released to recognise this.

8. Conclusion

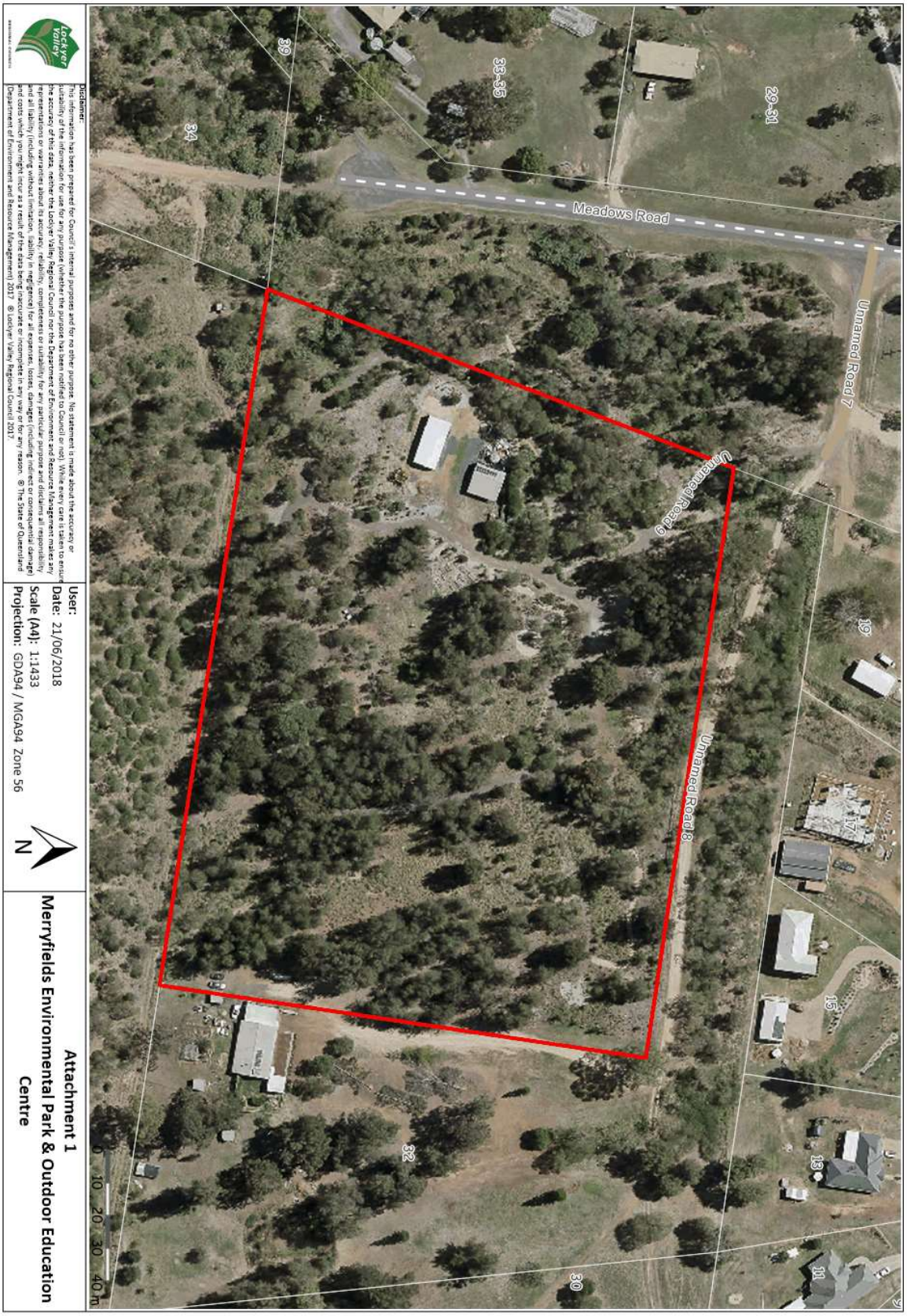
If the Recommendation made in this Report is accepted, Council can finally and cooperatively end the current Trustee Lease, draw a line in the sand, reduce its costs in relation to the use of the Centre and put in place new lease arrangements that clearly outline expectations and responsibilities.

9. Action/s

1. Notify the Trustee Lessee and the Proposed Lessee of Council's resolution.
2. Lodge the Surrender of Lease document with the Department of Natural Resources, Mines and Energy.
3. Negotiate a new Trustee Lease for the Centre and part of the land with the Proposed Lessee.
4. Notify any other interested parties of Council's resolution and discuss what arrangements could be offered to facilitate their needs or requirements.

Attachments

1 View	Attachment 1	1 Page
2 View	Attachment 2	1 Page
3 View	Attachment 3	3 Pages
4 View	Attachment 4	
5 View	Attachment 5	
6 View	Attachment 6	1 Page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Attachment 1
Merryfields Environmental Park & Outdoor Education Centre
N
User:
Date: 21/06/2018
Scale (A4): 1:1433
Projection: GDA94 / MGA94 Zone 56
Lockyer Valley
Disclaimer:
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 representations or warranties 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 damage) 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

Attachment 2

To the LVRC,

I wish to advise you that the information received by Council that indicated that Merryfields Environmental Centre was abandoned is not correct and I question the motive of the person or persons that have miss informed you.

Presently the lease is still active and work is being conducted at Merryfields.

There is a group already actively participating at Merryfields and is now registered as a not for profit organisation.

They were to supply their details to me but as they are working were unable to send these by the time of this email. As soon as I receive the details of their registration, I will forward them to the LVRC.

This group will actively continue the work I commenced and see Merryfields continue to grow and be used usefully in the community and Schools.

I will be requesting that the lease will be transferred to this New Group so that Merryfields will remain an Environmental Centre.

Thank you for your favourable response with my request.

Greg Grimes

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Attachment 3

Lockyer Valley Landcare

Merryfields Environmental Education Centre

7/5/2018

To Lockyer Valley Regional Council

Following a previous email explaining the update and position at Merryfields Environmental Education Centre, I am now in a position to further explain my position and recommendations for the future of Merryfields Centre.

I met with Carmel and Jackie some weeks ago who have extensive experience in working with Disability Services and working with the disabled. I showed them the Centre and the opportunities available that existed at Merryfields. The toilets are established under the new guide lines that suite the disabled use.

I have also explained the food handling and supervision licence that is required to meet the required standards of the LVRC with Ellie. They have agreed to participate in the required training to obtain these licences.

Following a number of meetings with them, we discussed the possibility that they would like to take over the Lockyer Valley Landcare Lease.

We have regular contact and this will be maintained to provide advice or support with their planning and development.

Their registration has now been received and is "Merryfields Vision to Reality Inc" as a not for profit group.

The basis of their plans follows some of the activities that were planned for the Centre with opportunities for the disabled to work, train and participate in activities that will allow them to participate and further develop Merryfields Environmental Centre. One of their team has had training in horticulture and will be involved in the on ground activities.

After some weeks of meetings with Carmel I have the confidence to know that Merryfields Centre will be in good hands and will see that the ongoing development will continue.

I am pleased to have a group that will continue my vision for Merryfields after thousands of hours over the years of development to get it where it is. LVRC has provided some support with grants which has been appreciated. The large funding for the buildings and development came from grant writing, local support, our input and hard work during these years.

I am now requesting that the Lease held by 'Lockyer valley Landcare' be transferred to "Merryfields Vision to Reality Inc" for the remaining part of the twenty year lease and with the option to extend the lease that I had previously discussed with Council.

I have been waiting for the registration so that I could then follow up with the request for the transfer of the lease.

Trusting for a favourable response to my Request for the transfer to Merryfields Vision to Reality Inc.

Greg Grimes

Attachment 3

Lockyer Valley Landcare

This is an email confirming the registration of Merryfields Vision to Reality Inc received with a copy of the Registration Form

Dear Greg,

I am very happy to advise that our registration has finally been approved with the Dept of Fair Trading and I have attached a copy to this email. The name will now be Merryfields Vision to Reality Inc which is keeping with some of your original ideas and incorporating some of our own.

We have recently cleaned up around the classroom, shed and gardens and have a major working bee organised for the park for the 23rd June, 2018.

In keeping with your ideas of the environment centre we are looking forward to commencing our own program of providing environment groups for people with a disability in a safe, friendly, fun and hands on setting and utilising the classroom for many group activities on week days. Also, I will be conducting all administration duties for Merryfields from the office attached to the classroom.

This is a unique setting and opportunity for people with a disability and we are looking forward to maintaining and utilising the facilities for many years to come.

We will send you progress letters and pictures as we move forward so that you can still be a part of this wonderful journey that you worked so hard to establish for your vision and to be included in our own.

Cheers

Carmel

Attachment 3

Department of Justice and Attorney-General

QUEENSLAND
Associations Incorporation Act 1981
Section 15

Form 15

Incorporation Number: **IA57769**

Certificate of Incorporation

This is to certify that

MERRYFIELDS VISION TO REALITY INC

is, on and from the twentieth day of April 2018
incorporated under the Associations Incorporation Act 1981.

Dated this twentieth day of April 2018

Delegate of Director–General

Queensland Government

Attachment 4

Lockyer Valley Regional Council

Dear Councillors,

I would like to introduce myself. My name is Carmel Crowe and in recent months I have been in regular contact with Greg Grimes in regard to Merryfields Environment Centre in Meadows Road, Withcott. Myself and my partner, Jacqueline Olde-Byvank have worked in the disability industry over a combined 22years. We have recently registered a not-for-profit organisation and charity, Merryfields Vision to Reality Inc., and we have attended to the clean-up of the gardens, around the shed and classroom and also inside the buildings.

Our dream and vision is to provide people with a disability in the Lockyer Valley and surrounding region a unique opportunity to learn and work in the environment, propagate and grow plants for special education schools and units. We would also like to set up a program of garden to plate to encourage people to produce and eat a healthier, preservative free diet. We also have a vision of conducting group sessions using the classroom for Arts & Crafts, Cooking, Life Skills and many more fun and varied activities. Merryfields can provide for all these ideas and many more in a fun, friendly and safe environment.

This unique opportunity for one of our most disadvantaged members of the community. The amenities at Merryfields would be utilised 3 days a week initially and 5-6 days a week within 12months. I myself would utilise the facility as my office accessing Merryfields on the same timeframe and coordinating all activities.

We have funding in place for maintenance and supplies which would mean only a small fee would apply for participants to attend. We also have a community group "Helping Hands" ready to come on the 23rd June, 2018 for a large working bee to clear walking tracks and put crusher dust down so they are more accessible for people with mobility issues. We have public liability policy ready to begin once lease approval is obtained.

As I don't know of any similar program or facility for people with a disability akin to Merryfields I hope that you will look favourably upon signing the lease to our organisation.

We look forward to working in conjunction with the Lockyer Valley Regional Council to enhance and expand the opportunities for the community.

Yours faithfully

Carmel Crowe

President

Merryfields Vision to Reality Inc.

Attachment 5

Hi Caitlan,

Thank you for your phone call and your support you provided.
This allowed me the opportunity to explain my position and why I was ready to hand over my lease to Carmel and Jacki.

I have always said that I would only hand over Merryfields Environmental Centre to a group that would maintain the Park and goals of my original vision for
Merryfields. I have found such a group under the leadership of Carmel and Jacki.

I placed them as my caretakers to allow a time of transition for their business registration to be formalised and Merryfields to be managed.

On receipt of the registration I then advised Council of my recommendation for the future management and continued development of Merryfields.

Carmel and Jacki have the same goals and vision for Merryfields as I have had from the very start.

With some thousands of hours and a large investment by Pam and I, we are now happy that Merryfields Environmental Centre will continue with
Merryfields Vision to Reality Centre Inc. managing the Centre.

I am now able to release the lease of Merryfields Environmental Centre held by Lockyer Valley Landcare under my leadership.

I would like to thank the Council for having faith in Pam and I and Lockyer Valley Landcare to develop Merryfields from ten acres covered with lantana to what we are handing over at the close of our lease, Classroom/Community building with a stainless steel kitchen, toilets, office and storeroom, Storage Shed, Plant Nursery, Koala Kitchen, walking paths, water tanks, vegie gardens and lots more.

I also will be transferring all assets of Merryfields and Lockyer Valley Landcare to the new group and I will also provide you with a copy.
I have also attached some photos showing the requested colour strip on the sides of the doors. Could you pass these on to Gary Shum to sign off on the Buildings please.

With thanks

Greg Grimes

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QUEENSLAND TITLES REGISTRY
Land Title Act 1994, Land Act 1994 and Water Act 2000

SURRENDER OF FREEHOLD LEASE OR SUBLEASE

Duty Imprint

FORM 8 Version 4
Page 1 of 1

Dealing Number

OFFICE USE ONLY

Privacy Statement
Collection of information from this form is authorised by legislation and is used to maintain publicly searchable records. For more information see the Department's website.

1. Dealing number of instrument being surrendered
714796446

Lodger (Name, address, E-mail & phone number)
LOCKYER VALLEY REGIONAL COUNCIL
PO BOX 82
GATTON QLD 4343
jmillard@lvrc.qld.gov.au
(07) 5462 0315

Lodger Code
TA 925

2. Lot on Plan Description
LOT 151 ON CP CC2725

Title Reference
49011443

3. Lessor
LOCKYER VALLEY REGIONAL COUNCIL AS TRUSTEE

4. Lessee
LOCKYER VALLEY LANDCARE INC
A.B.N. 24 121 569 420

5. Surrender/Execution

a) Surrender of Freehold Lease/Sublease

***Full Surrender** The lease/sublease in item 1 is surrendered from 13 / 06 / 18 .

~~***Partial Surrender** The lease/sublease in item 1 is surrendered from / / .~~

~~*so far as relates to the land in item 2.~~

~~*so far as relates to part of the leased area.~~

OR

b) Surrender of Land Act Sublease

~~*I surrender all my right title and interest in the sublease in item 1 as from / / .~~

* delete if not applicable

Witnessing officer must be aware of his/her obligations under section 162 of the Land Title Act 1994

LOCKYER VALLEY LANDCARE INC
A.B.N. 24 121 569 420

.....signature

Commissioner for Declarations .....full name

Scrall Post Office Box 7172

.....qualification

Witnessing Officer

18 6 /2018
Execution Date

.....
Lessee's Signature

(Witnessing officer must be in accordance with Schedule 1 of Land Title Act 1994 eg Legal Practitioner, JP, C Dec)

LOCKYER VALLEY LANDCARE INC
A.B.N. 24 121 569 420

.....signature

David Williams .....full name

Commissioner of Declarations .....qualification

Witnessing Officer

18/6/2018
Execution Date

.....
Lessee's Signature

(Witnessing officer must be in accordance with Schedule 1 of Land Title Act 1994 eg Legal Practitioner, JP, C Dec)

6. Acceptance

The Lessor accepts this surrender.

LOCKYER VALLEY REGIONAL COUNCIL
A.B.N. 52 673 165 312

/ /
Execution Date

.....
Lessor's Signature
IAN CHURCH, CHIEF EXECUTIVE OFFICER

11. ORGANISATIONAL DEVELOPMENT AND PLANNING SERVICES REPORTS

11.1 **Local Government Infrastructure Plan (Gatton and Laidley Planning Scheme) - Final Adoption**

Date: 20 June 2018
Author: Christopher Crowley, Coordinator Strategic Land Use Planning
Responsible Officer: Lyle Kajewski, Acting Executive Manager Organisational Development & Planning Services

Summary:

At the Council meeting of 8 May 2018, Council resolved to forward a draft Local Government Infrastructure Plan (LGIP) for the Gatton and Laidley planning schemes to the Minister for approval to proceed to the final adoption stage. On 6 June 2018, the Minister advised that Council may adopt its proposed LGIP.

This report seeks Council's approval to adopt the proposed LGIP and make minor amendments to other supporting planning documents as a consequence of the adoption of the LGIP.

Officer's Recommendation:

THAT in accordance with the *Planning Act 2016* and relevant sections of the Minister's Guidelines and Rules (MGR):
Council resolve to:

(a) adopt the proposed Local Government Infrastructure Plan for the Gatton and Laidley planning schemes ('LGIP'), as set out in Attachment A of this report and in accordance with Chapter 5, Part 2, section 10 of the MGR;
(b) publish a public notice about adopting the LGIP in accordance with the requirements prescribed in Schedule 5 of the MGR; and
(c) as soon as possible after adopting the LGIP, give the chief executive a copy of the public notice and a certified copy of the LGIP in accordance with Chapter 5, Part 2, Section 10.3 of the MGR;

Further;
THAT Council resolve to:

(a) adopt the administrative amendments to the Gatton and Laidley planning schemes as set out in Attachment B of this report;
(b) publish a public notice about the administrative amendments according to the requirements of Schedule 5 of the MGR; and
(c) within 10 days of the public notice give to the chief executive a copy of the public notice and the administrative amendments, in accordance with Chapter 2, part 1, section 3.1, 3.2 and 3.3 of the MGR;

And further;
THAT Council resolve to adopt a modification to Council's Adopted Infrastructure Charges Resolution (No.1) 2015, as set out in Attachment C of this report and in accordance with the *Planning Act 2016*.

Report

1. Introduction

This report seeks Council's adoption of a draft Local Government Infrastructure Plan (LGIP) that has been prepared as an amendment to the Gatton and Laidley planning schemes.

The draft LGIP must be adopted by Council on or before 1 July 2018 if Council wishes to continue to levy infrastructure contributions and impose conditions relating to trunk infrastructure beyond that date.

2. Background

An LGIP is an overarching plan setting out the local government's plans for the trunk infrastructure considered necessary to service future growth and development. It identifies required future roads, parks and land for community facilities and seeks to provide them in a coordinated, efficient and financially sustainable manner.

After 30 June 2018, an LGIP is the only mechanism by which councils may charge developers for its share of the costs of providing the above categories of trunk infrastructure.

A draft LGIP was prepared in late 2017 and endorsed by Council for state interest review in November 2017. In March 2018, the Minister approved the LGIP for public notification, which occurred for a period of 30 business days from 19 March to 3 May 2018. No submissions were received.

At its meeting of 8 May 2018, Council resolved to forward the unmodified LGIP to the Minister for approval to proceed to the final adoption stage.

On 6 June 2018, the Minister advised that Council may adopt its proposed LGIP.

3. Report

There are three components to the adoption resolution:

1. Adoption of the LGIP document;
2. Adoption of administrative amendments to the Gatton and Laidley planning schemes that are required as a consequence of the new LGIP;
3. Adoption of changes to Council's Adopted Infrastructure Charges Resolution (No.1) 2015 as a consequence of the new LGIP.

These matters are described below.

1. <u>Adoption of the LGIP document</u>

After the Minister has advised Council that it may proceed to adopt a draft LGIP, Chapter 5, Part 2, section 10 of the Minister's Guidelines and Rules (MGR) prescribes that Council may either:

a) decide to adopt the proposed LGIP; or
b) decide not to proceed with the proposed LGIP.

In either case, Council must publish its decision in a public notice, as prescribed in Schedule 5 of the MGR.

Council must also comply with any Ministerial conditions attached to the approval and make the LGIP and its supporting materials available on Council's website.

While the Minister did not impose any conditions that require to be implemented prior to adoption of the LGIP, the letter did include advice that 'as soon as practicable' Council should revise the LGIP with respect to 'the infrastructure apportionment of existing and future items for the transport network'. This means Council should identify the precise service catchment that would benefit from each item in the existing and future transport infrastructure schedule (over 300 items such as roads, bridges, intersections etc). This is a significant task which would potentially delay the completion of the LGIP in time for the July 2018 deadline and not provide any tangible benefits to the LGIP in the short term. Possibly for these reasons, the Minister has not required the work to be completed prior to Council's adoption of the LGIP, but at some later date. A suitable opportunity to do so would be in the LGIP being prepared for the new Lockyer Valley planning scheme currently being drafted.

This technical change has no impact therefore on Council's ability to adopt the proposed LGIP or on the amount of the infrastructure charge that may be applied.

It is recommended that Council proceed to adoption of its proposed LGIP without further changes at this time. Council may also advise the Minister about its intention to reflect this matter in its new planning scheme.

The full LGIP documents are included as Attachment A to this report.

2. <u>Adoption of administrative amendments to the Gatton and Laidley planning schemes</u>

The introduction of the LGIP into the Gatton and Laidley planning schemes introduces the need for administrative amendments to the tables of contents of both planning schemes, to reflect the insertion of the LGIP and consequential page renumbering.

The process for making administrative amendments is prescribed by the MGR at *'Chapter 2, Part 1 - Administrative amendment'* requiring only that council decides to adopt the amendment and then publishes a public notice. Following this, Council must provide to the chief executive a copy of the public notice and the administrative amendment.

It is recommended that Council adopts the administrative amendments to the Gatton and Laidley planning schemes at Attachment B of this report.

3. <u>Adoption of changes to Council's Adopted Infrastructure Charges Resolution (No.1) 2015</u>

The introduction of the new LGIP is separate to how Council actually levies the infrastructure charge, which will continue to occur through the Adopted Infrastructure Charges Resolution (No.1) 2015 (the AICR).

There are a number of minor changes that are recommended to be made to the AICR at the same time as the new LGIP is introduced to ensure alignment with the Planning Act, and consistency with the LGIP.

The minor changes are:

- Remove the Desired Standards of Service (DSS) located after the Trunk Definitions shown in Schedule 4 of the Resolution and provide a reference to the adopted LGIPs as the DSS will be included with the adopted LGIPs;
- Update the Charges Resolution to refer to the *Planning Act 2016*, which came into effect after the current AICR.
- Align the charge amounts in Schedule 6 to reflect the prescribed amounts specified in Schedule 16 of the Planning Regulation 2017.
- Other changes necessary to refresh or improve the workability of the current AICR document.
- Reducing the charge for LVRC for Residential and Long-Term Non-Permanent Accommodation (Dwelling or unit with 1 or 2 bedrooms) from $10,800 to $9,200 to ensure the charge levied does not exceed the maximum charge prescribed by the Planning Regulation.
- Adjusting the charges for Short-Term Non-Permanent Accommodation to reflect the demand units and maximum charges prescribed by the Planning Regulation.

It is recommended that Council makes these recommended changes to the AICR, to be known as 'Adopted Infrastructure Charges Resolution (No.2) 2018' and as described at Attachment C of this report.

A more significant change that could be made to the AICR is to take this opportunity to increase charges to align with the updated "Prescribed Charges" presented within Schedule 16 of the Planning Regulations 2017. In 2016, annual increases to the maximum allowable adopted charge rates commenced, with the increases based on the *"3-yearly PPI average"* as defined in the legislation. This currently represents approximately a 1.2% increase from the original maximum charges.

Given the time constraints imposed by the 30 June deadline and the need for further consultation with other parties such as Queensland Urban Utilities implied by a charges increase, it is proposed not to pursue the increase at this time. The development of the LGIP for the new planning scheme is an opportunity to consider any proposed charge increases and further consultation with any interested or affected parties.

The revised Adopted Infrastructure Charges Resolution (No.2) 2018 is at Attachment C of this report.

4. Policy and Legal Implications

In order to continue to levy infrastructure contributions and impose conditions for trunk infrastructure, Council is required to adopt an approved LGIP by 30 June 2018 ('the cut-off date'). The Minister has advised no extensions will be given to this timeframe.

5. Financial and Resource Implications

As identified in section 4, above, Council will lose its ability to levy infrastructure charges, or impose conditions about trunk infrastructure after 30 June 2018 unless it has adopted a Local Government Infrastructure Plan by that date.

The planning scheme review has sufficient funds allocated to implement the recommendations of this report.

6. Delegations/Authorisations

This report seeks authorisation to carry out actions identified in the recommendations of this report.

7. Communication and Engagement

The recommendations of this report will require public notices to be published about the adoption of a new LGIP and administrative amendments to the Gatton and Laidley planning schemes. The updated LGIPs, amened planning schemes and charges resolution will also be published on Council's website.

8. Conclusion

A draft LGIP has been prepared for the Gatton and Laidley planning schemes. In order to continue to provide a means for Council to levy infrastructure contributions and impose conditions relating to trunk infrastructure, an LGIP is required to be adopted by Council by 30 June 2018.

Council's approval to adopt the final LGIP, consequential administrative amendments to the Gatton and Laidley planning schemes and minor changes to the Adopted Infrastructure Charges Resolution is recommended.

9. Action/s

That Council note the content of this report and resolve to adopt the final LGIP, consequential administrative amendments to the Gatton and Laidley planning schemes and minor changes to the Adopted Infrastructure Charges Resolution.

Attachments

1View	Attachment A	150 Pages
2View	Attachment B	4 Pages
3View	Attachment C	30 Pages

Part 9 Local government infrastructure plan

9.1 Preliminary

1. This local government infrastructure plan has been prepared in accordance with the requirements of the *Planning Act 2016*.
2. The purpose of the local government infrastructure plan is to:
   a) integrate infrastructure planning with the land-use planning identified in the planning scheme
   b) provide transparency regarding a local government's intentions for the provision of trunk infrastructure
   c) enable a local government to estimate the cost of infrastructure provision to assist its long-term financial planning
   d) ensure that trunk infrastructure is planned and provided in an efficient and orderly manner
   e) provide a basis for the imposition of conditions about infrastructure on development approvals.
3. The local government infrastructure plan:
   a) states in section 2 (planning assumptions) the assumptions about future growth and urban development including the assumptions of demand for each trunk infrastructure network
   b) identifies in section 3 (priority infrastructure area) the prioritised area to accommodate urban growth up to 2031
   c) states in section 4 (desired standards of service), for each trunk infrastructure network, the desired standard of performance
   d) identifies in section 5 (plans for trunk infrastructure) the existing and future trunk infrastructure for the following networks:
      i. stormwater
      ii. transport
      iii. parks and land for community facilities.
   e) provides a list of supporting documents that assists in the interpretation of the local government infrastructure plan in the Editor's note – Extrinsic material.

9.2 Planning assumptions

1. The planning assumptions state the assumptions about:
   a) population and employment growth
   b) the type, scale, location and timing of development, including the demand for each trunk infrastructure network.
2. The planning assumptions, together with the desired standards of service, form the basis for the planning of the trunk infrastructure networks and the determination of the priority infrastructure area.
3. The planning assumptions have been prepared for:
   a) the base date (2016) and the following projection years:
      i. mid 2021;
      ii. mid 2026;
      iii. mid 2031;
      iv. mid 2036;
      v. Ultimate development
   b) the LGIP development types in column 2 that include the uses in column 4 of Table 9.2.1.
   c) the projection areas identified on Local Government Infrastructure Plan Map LGIP Priority infrastructure area PIA-1:7 in Schedule 9—Local government infrastructure plan mapping and tables.

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Table 9.2.1: Relationship between LGIP development categories, LGIP development types and uses

Column 1 LGIP development category	Column 2 LGIP development type	Column 3 Planning Scheme	Column 4 Uses
Residential development	Detached dwelling	Gatton	Caretaker's Residence Dwelling house Small Lot house
		Laidley	Caretaker Housing Dwelling house Secondary Rural Dwelling
	Attached dwelling	Gatton	Accommodation units Annexed Unit
		Laidley	Accommodation units Apartment Multiple Dwelling
	Other dwellings	Gatton	Bed and Breakfast Accommodation Caravan Park Eco Tourism Facility Farm Worker's Accommodation Motel
		Laidley	Caravan Park Motel Removal House Tourist Accommodation
Non-residential development	Commercial	Gatton	Commercial Premises Health Care Premises
		Laidley	Commercial Premises Estate Sales Office Medical/Paramedical Centre Veterinary Hospital
	Retail	Gatton	Arts, Crafts and Antiques Catering shop Hotel Indoor Entertainment Outdoor Entertainment Service Station Shop Showroom
		Laidley	Bulk retail Catering Room General Store Hotel Indoor Entertainment Refreshment Service Service Station Shop Sport and Recreation

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Column 1 LGIP development category	Column 2 LGIP development type	Column 3 Planning Scheme	Column 4 Uses
			Truck Stop
	Industry	Gatton	Animal Product Processing Industry Extractive industry Industry Rural Service Industry Service Trade Transport Depot Warehouse
		Laidley	Car Repair Station Extractive industry Industry Light Industry Liquid Fuel Depot Medium Industry Noxious, Offensive and Hazardous Industry Road Freight Depot Rural Processing Transport Depot
	Community purpose	Gatton	Education Establishment, Special Purpose
		Laidley	Child Care Facility Education Establishment Emergency Services Depot Funeral Parlour Hospital Place of Assembly Place of Worship Warehouse
	Rural and Other	Gatton	Agriculture Animal Husbandry Home Based Business Intensive Agriculture Intensive Animal Industries Local Utility Off-street Car Park Park Roadside Stall Telecommunications Facility Transport Terminal
		Laidley	Agriculture Animal Husbandry Aquaculture Aviation Feedlot Forestry Home Based Business

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Column 1 LGIP development category	Column 2 LGIP development type	Column 3 Planning Scheme	Column 4 Uses
			Home Occupation Intensive Animal Industries Junk Yard Kennels Passenger Terminal Public Facility Public Infrastructure Roadside Stall

4. Details of the methodology used to prepare the planning assumptions are stated in the extrinsic material.

9.2.1 Population and employment growth

1. A summary of the assumptions about population and employment growth for the planning scheme area is stated in Table 9.2.1.1—Population and employment assumptions summary.

Table 9.2.1.1—Population and employment assumptions summary

Column A Planning Scheme	Column 1 Description	Column 2 Assumptions					
		Base date (2016)	2021	2026	2031	2036	Ultimate development
Gatton	Population	20,095	22,392	24,712	27,288	30,300	55,730
	Employment	7,537	8,298	9,066	9,919	10,917	13,326
Laidley	Population	19,716	21,443	23,505	25,445	26,925	34,337
	Employment	3,944	4,258	4,632	4,984	5,252	6,597
Lockyer Valley Region	Population	39,811	43,835	48,218	52,732	57,225	90,068
	Employment	11,481	12,555	13,698	14,903	16,169	19,922

2. Detailed assumptions about growth for each projection area and LGIP development type category are identified in the following tables in schedule 9 – Local government infrastructure plan mapping and tables:

   a) for population, Table SC9.1.1—Existing and projected population;
   b) for employment, Table SC9.1.2—Existing and projected employees

9.2.2. Development

1. The developable area is identified on Local Government Infrastructure Plan Map LGIP Priority Infrastructure Area PIA-1:7 in Schedule 9 – Local government infrastructure plan mapping and tables.
2. The planned density for future development is stated in Table SC9.1.3 in Schedule 9—Local government infrastructure plan mapping and tables.
3. A summary of the assumptions about future residential and non-residential development for the planning scheme area is stated in Table 9.2.2.1—Residential dwellings and non-residential floor space assumptions summary.

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Table 9.2.2.1 – Residential dwellings and non-residential floor space assumptions summary

Column 1 Description	Column 1A Planning Scheme	Column 2 Assumptions					
		Base date (2016)	2021	2026	2031	2036	Ultimate development
Residential dwellings	Gatton	7,516	8,406	9,310	10,316	11,497	21,146
	Laidley	7,375	8,050	8,855	9,619	10,216	13,029
	Lockyer Valley Region	14,891	16,456	18,165	19,935	21,713	34,175

Column 1 Description	Column 1A Planning Scheme	Column 2 Assumptions					
		Base date (2016)	2021	2026	2031	2036	Ultimate development
Non-residential floor space (m² GFA)	Gatton	403,724	446,269	489,243	536,934	592,719	1,063,695
	Laidley	159,008	177,251	199,031	219,514	235,151	259,016
	Lockyer Valley Region	562,732	623,519	688,274	756,449	827,870	1,322,712

4. Detailed assumptions about future development for each projection area and LGIP development type are identified in the following tables in Schedule 9 Local government infrastructure plan mapping and tables:
   c) for residential development Table SC9.1.4—Existing and projected residential dwellings
   d) for non-residential development, Table SC9.1.5—Existing and projected non-residential floor space.

9.2.3 Infrastructure demand

1. The demand generation rate for a trunk infrastructure network is stated in Column 4 of Table SC9.1.3 in Schedule 9 Local government infrastructure plan mapping and tables.

2. A summary of the projected infrastructure demand for each service catchment is stated in:
   a) for the stormwater network, Table SC9.1.6
   b) for the transport network, Table SC9.1.7
   c) for the parks and land for community facilities network, Table SC9.1.8.

9.3 Priority infrastructure area

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1. The priority infrastructure area identifies the area prioritised for the provision of trunk infrastructure to service the existing and assumed future urban development up to 2031.
2. The priority infrastructure area is identified on Local Government Infrastructure Plan Map LGIP Priority Infrastructure Area PIA-1:7

9.4 Desired standards of service (DSS)

1. This section states the key standards of performance for a trunk infrastructure network.
2. Design standards for trunk infrastructure networks are identified in the following sub-sections, which include references to planning scheme policies or other controlled documents.

9.4.1 Stormwater network

1. The desired standard of service for the Stormwater network is as follows:

Table 9.4.1.1. Stormwater network desired standard of service

Measure	Planning criteria (qualitative standards)	Design criteria (quantitative standards)
Quantity	Collect and convey stormwater in natural and engineered channels, a piped, drainage network and system of overland flow paths to a lawful point of discharge, in a safe manner that minimises the inundation of habitable rooms and protects life.	Queensland Urban Drainage Manual—NRW Local government standards in planning scheme and planning scheme policies Transport and Main Roads - Road Drainage Design Manual
Quality	The water quality of urban catchments and waterways is managed to protect and enhance environmental values and pose no health risk to the community.	Local water quality guidelines prepared in accordance with the National Water Quality Management Strategy Queensland Water Quality Guidelines 2006— Environmental Protection Agency (EPA) (where local guidelines do not exist) National Water Quality Guidelines—National Water Quality Management Strategy (where local or regional guidelines do not exist)
Environmental impacts	Adopt water-sensitive urban design principles and on-site water quality management to achieve EPA water quality objectives.	Section 42 Environmental Protection [Water] Policy 1997) Local Government standards in planning scheme and planning scheme policies
Infrastructure design/planning standards	Design of the stormwater network will comply with established codes and standards.	Queensland Urban Drainage Manual—NRW Local government standards in planning scheme and planning Natural Channel Design Guidelines Transport and Main Roads- Road Drainage Design Manual

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9.4.2 Transport network

1. The desired standard of service for the transport network is as follows:

Table 9.4.2.1. Transport network desired standard of service

Measure	Planning criteria (qualitative standards)	Design criteria (quantitative standards)
Road network design/planning standards	The road network provides a functional urban and rural hierarchy that supports settlement patterns, commercial and economic activities, and freight movement. Design of the road system will comply with established codes and standards.	Local government road design and development manual/standards/codes in planning scheme and planning scheme policy Interim Guide to Road Planning and Design developed by the Department of Transport and Main Roads Australian Standards AUSTROADS guides
Public transport design/planning standards	New urban development is designed to achieve safe and convenient walking distance to existing or potential bus stops, or existing or proposed demand-responsive public transport routes.	Local government design and development manual/standards/codes in planning scheme and planning scheme policy Design accords with the performance criteria set by Department of Transport and Main Roads AUSTROADS guides for road-based public transport and high-occupancy vehicles
Cycleway and pathway design/planning standards	Cycleways and pathways provide a safe and convenient network that encourages walking and cycling as acceptable alternatives. Design of the network will comply with established codes and standards.	Local government road design and development manual/standards/codes in planning scheme and planning scheme policy Australian Standards AUSTROADS Guide to Road Design – Part 6A: Pedestrian and Cycle Paths'. Complete Streets

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9.4.3 Public parks and land for community facilities network

1. The desired standard of service for the parks and land for community facilities network is as follows:

Table 9.4.3.1. Parks and land for community facilities network desired standard of service

Measure	Planning criteria (qualitative standards)	Design criteria (quantitative standards)
Functional network	A network of parks and land for community facilities is established to provide for the full range of recreational and sporting activities and provide for development of community facilities.	Parks and land for community facilities is provided at a local, district and LGA-wide level Parks and land for community facilities addresses the needs of both recreation and provides for development of community facilities.
Accessibility	Public parks and land for community facilities will be located to ensure adequate pedestrian, cycle and vehicle access.	Accessibility standards are identified in Table 9.4.3.2
Land quality/suitability Area/1000 persons minimum size maximum grade Flood immunity	Public parks and land for community facilities will be provided to a standard that supports a diverse range of recreational, sporting, health and services–promoting activities to meet community expectations. This includes ensuring land is of an appropriate size, configuration and slope, and has an acceptable level of flood immunity.	The rate of public park and land for community facilities is identified in Table 9.4.3.3. The size of public park and land for community facilities is identified in Table 9.4.3.4. The maximum gradient for public park and land for community facilities provision is identified in Table 9.4.3.5. Road frontage requirements are identified in Table 9.4.3.6. The minimum flood immunity for public park and land for community facilities is identified in Table 9.4.3.7
Facilities/embellishments	Public parks contain a range of embellishments to complement the type and purpose of the park.	Standard embellishments for each type of park are identified in Table 9.4.3.8
Infrastructure design / performance standards	Maximise opportunities to co-locate recreational parks and community facilities in proximity to other community infrastructure, transport hubs and valued environmental and cultural assets.	Local government standards in planning scheme and planning scheme policies Australian Standards

Table 9.4.3.2 - Accessibility standard

Infrastructure type	Accessibility standard (km)		
	Local	District	Regional
Recreation park	0.4 km in urban areas	1.0km in urban areas	20 minute drive (40km)
Sport park	N/A	15 minute drive	15 minute drive
Land for community facilities	LVRC Standard	LVRC Standard	LVRC Standard

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Table 9.4.3.3 - Rate of land provision

Infrastructure type	Rate of provision (Ha/1000 people)		
	Local	District	Regional
Recreation park	0.3 – Where not serviced by higher level recreation park, or recreation node	0.8	0.8
Sport park	N/A	0.6	0.6
Land for community facilities	N/A	N/A	0.1

Table 9.4.3.4 - Size of parks and land for community facilities

Infrastructure type	Minimum size (Ha) – Usable space		
	Local	District	Regional
Recreation park	0.5	2.0	6.0
Sport park	N/A	3.0	6.0
Land for community facilities	N/A	N/A	N/A

Table 9.4.3.5 - Maximum desired grade

Infrastructure type	Maximum gradient		
	Local	District	Regional
Recreation park	1:10 for 80% area	1:10 for 80% area	1:20 in Main Use Area 1:50 in Kick About
Sport park	N/A	1:80 Play Surface	1:100 Play Surface
Land for community facilities	LVRC Standard	LVRC Standard	LVRC Standard

Table 9.4.3.6 – Road Frontage

Infrastructure type	Road frontage requirement (% of perimeter)		
	Local	District	Regional
Recreation park	50% local road frontage where possible	50% to have direct road frontage, preferably to a collector road	
Sport park	N/A	25% to have direct road frontage	
Land for community facilities	LVRC Standard	LVRC Standard	LVRC Standard

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Table 9.4.3.7 - Minimum desired flood immunity for parks

Infrastructure type	Minimum flood immunity (%)								
	Local			District			Regional		
Flood immunity	>Q5	>Q50	>Q100	>Q5	>Q50	>Q100	>Q5	>Q50	>Q100
Recreation park	*Currently under review by LVRC – to be determined on completion of the LVRC Flood Study*								
Sport Park									
Land for community facilities									

Table 9.4.3.8 A - Embellishment standards for recreation parks

Embellishment Type	Local	District	Regional
Recreation activity areas - elements selected to be sensitive to the setting of the park and provide a mix of opportunities	Mix of 4 activity options	Mix of 6 to 10, clustered in two or more nodes	Mix of 12 or more, as required, dispersed across well-defined nodes of activity focus
Fencing/bollards, lock rail	Yes	Yes	Yes
Landscaping	Yes, minimal	Yes	Yes, significant landscaping
Irrigation	No	Yes, in high use areas	Yes, in high use areas
Lighting	No	Yes, picnic nodes	Yes, picnic nodes and pathways
Pedestrian pathway access network	Minimal	Access paths. May contain walk/ cycle circuit within park, 1.8m width minimum	Entrance and access paths, walking/ cycling network. Minimum 1.8m width, but up to 3.5 to 4m in high use areas
Bike racks	No	Ideally	Yes
Signage	Park name sign, located at main entrance. Generic 'Local Park' street signage where entrances are on cul-de-sacs	As required, located at key entrances	As required, located at key entrances. Interpretive signage and/or trail signage (e.g. distance markers on recreation corridors)
Shade structures (playgrounds)	No	Yes	Yes
Tap/bubbler	Yes	Yes	Yes, one at each activity node and servicing picnic areas
Bench seating	1 to 2 (if no other seating is provided), positioned for supervision of any play area, or for views/appreciation of the surrounding park/area	3 to 4 depending on need. Located for supervision of any play area and/or along recreational corridors to provide rest stops	Yes, located for supervision of any play area; along recreation corridors to provide rest stops; and/or enjoyment of views/amenity
Barbeques	No	Minimum of one, with potential to	Yes, multiple double barbecues located to service

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Embellishment Type	Local	District	Regional
		expand if demand increases	picnic nodes for individuals, families and large groups
Shelters/gazebo with tables/seats	No	1 to 3	4 to 8
Rubbish bins	Yes, located near activity area, or at key access points	2 or more as required to service activity area/picnic nodes	Several, as required to service activity areas, picnic nodes, key access/egress areas and pathways
Toilet	No	Yes	Yes
Public artwork	No	No	No
Internal roads	No	No	As required to service car parking and access requirements
Car parking	On-road only	Yes, 10 to 20 spaces with additional on-road parking	Yes, minimum of 50 spaces, with additional provision available within close proximity
Bus pull-through/parking	No	On-road parking	Yes

(Source: Ross Planning "LVRC Public Parks Strategy - DRAFT")

Table 9.4.3.9 B: Embellishment standards for sports parks

Embellishment Type	District Sport	Regional Sport
Courts/fields	2 rectangular fields minimum, with capacity for additional facilities/courts as required	6 rectangular fields minimum, with capacity for additional facilities/courts as required
Goal posts/line marking	Yes	
Irrigation	Main field as a minimum	
Field/court lighting	Ensure lighting is possible if demand emerges	
Spectator seating	Earth mounds, or as required	
Tap/bubbler	Yes, located near activity areas and canteen/clubhouse area	
Clubhouse facilities	Yes, minimum of toilet/change room, canteen, storage and administrative/office space	
Landscaping	Trees/shade provision for spectators, landscaping of boundaries to buffer noise and light spill	
Feature paving/concrete stencilling	Possibly at key entry areas or high use zones	
Internal roads	Yes	
Bus pull-through	Yes	
Bus parking	Yes	
Car parking	Yes, minimum of 100 spaces for a 2 field complex or 12 per court	Yes, minimum of 200 spaces for a 4 field complex or 12 per court
Bike racks	Yes	
Fencing/bollards, lock rail	Yes	
Lighting	Yes	
Pedestrian pathway access network	Yes	
Public artwork	No	
Signage	Yes, including internal directional signage	
Recreation activity areas (e.g. play spaces, fitness circuits, hit up walls)	Depending on the size of the park and proximity to adjacent residents. Minimum level of provision equivalent to that of a local recreation park	

(Source: Ross Planning "LVRC Public Parks Strategy - DRAFT")

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9.5 Plans for trunk infrastructure

1. The plans for trunk infrastructure identify the trunk infrastructure networks intended to service the existing and assumed future urban development at the desired standard of service.

9.5.1 Plans for trunk infrastructure maps

1. The existing and future trunk infrastructure networks are identified on the following maps in schedule 9 – Local government infrastructure plan mapping and tables:

   a) Local Government Infrastructure Plan Map LGIP Transport network - Plans for trunk infrastructure TR-1:13
   b) Local Government Infrastructure Plan Map LGIP Parks and Land for Community Facilities network PPCL-1:20

2. The state infrastructure forming part of transport trunk infrastructure network has been identified using information provided by the relevant state infrastructure supplier.

9.5.2 Schedules of works

1. Details relating to the existing and future trunk infrastructure networks are identified in the electronic Excel schedule of works model, which can be viewed here: <insert link to the website where the file can be found>

2. The future trunk infrastructure, derived from the SOW model, is summarised in the following tables in Schedule 9—Local government infrastructure plan mapping and tables:

   a) for the stormwater network, Table SC9.2.1
   b) for the transport network, Table SC9.2.2
   c) for the parks and land for community facilities network, Table SC9.2.3

9.5.3 Editor's note – Extrinsic material

The table below identifies the documents that assist in the interpretation of the local government infrastructure plan and are extrinsic material under the *Statutory Instruments Act 1992*.

List of extrinsic material

Column 1 **Title of document**	**Column 2** **Date**	**Column 3** **Author**
Extrinsic Material to the Local Government Infrastructure Plan – Lockyer Valley Regional Council	November 2017	Integran Pty Ltd

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Schedule 9 – Local government infrastructure plan mapping and tables

SC9.1 Planning assumption tables

Table SC9.1.1: Existing and projected population

Column A Planning Scheme	Column 1 Projection area	Column 2 LGIP development type	Column 3 Existing and projected population					
			2016	2021	2026	2031	2036	Ultimate development
Gatton	Gatton	Single dwelling	6,202	7,437	8,672	10,048	11,118	13,663
		Multiple dwelling	292	350	408	473	523	643
		Other dwelling	232	278	325	376	416	512
		Total	**6,726**	**8,065**	**9,405**	**10,897**	**12,058**	**14,818**
	Grantham	Single dwelling	70	135	181	212	219	237
		Multiple dwelling	3	6	9	10	10	11
		Other dwelling	3	5	7	8	8	9
		Total	**76**	**146**	**197**	**230**	**238**	**257**
	Helidon	Single dwelling	804	911	999	1,060	1,367	2,073
		Multiple dwelling	38	43	47	50	64	98
		Other dwelling	30	34	37	40	51	78
		Total	**872**	**988**	**1,083**	**1,149**	**1,482**	**2,248**
	Inside priority infrastructure area (Gatton scheme)	Single dwelling	7,077	8,482	9,852	11,320	12,704	15,973
		Multiple dwelling	333	399	464	533	598	752
		Other dwelling	265	318	369	424	476	598
		Total	**7,675**	**9,199**	**10,685**	**12,277**	**13,778**	**17,323**
Laidley	Laidley	Single dwelling	3,669	3,923	4,427	4,950	5,567	7,017
		Multiple dwelling	173	185	208	233	262	330
		Other dwelling	137	147	166	185	208	263
		Total	**3,980**	**4,255**	**4,802**	**5,368**	**6,037**	**7,610**
		Single dwelling	448	459	468	473	491	537

Column A Planning Scheme	Column 1 Projection area	Column 2 LGIP development type	Column 3 Existing and projected population					
			2016	2021	2026	2031	2036	Ultimate development
	Forest Hill	Multiple dwelling	21	22	22	22	23	25
		Other dwelling	17	17	18	18	18	20
		Total	**485**	**498**	**507**	**513**	**533**	582
	Plainland	Single dwelling	43	169	261	324	337	373
		Multiple dwelling	2	8	12	15	16	18
		Other dwelling	2	6	10	12	13	14
		Total	**46**	**183**	**283**	**351**	**366**	**405**
	Inside priority infrastructure area (Laidley scheme)	Single dwelling	4,160	4,551	5,156	5,747	6,395	7,927
		Multiple dwelling	196	214	243	271	301	373
		Other dwelling	156	170	193	215	239	297
		Total	**4,511**	**4,936**	**5,592**	**6,233**	**6,936**	**8,597**
Lockyer Valley Regional Council	Inside priority infrastructure area (total)	Single dwelling	11,236	13,033	15,008	17,067	19,099	23,900
		Multiple dwelling	529	614	707	804	899	1,125
		Other dwelling	421	488	562	639	715	895
		Total	**12,186**	**14,135**	**16,277**	**18,510**	**20,714**	**25,920**
	Outside priority infrastructure area (total)	Single dwelling	25,472	27,386	29,451	31,555	33,665	59,148
		Multiple dwelling	1,199	1,289	1,387	1,486	1,585	2,785
		Other dwelling	954	1,025	1,103	1,182	1,261	2,215
		Total	**27,625**	**29,701**	**31,941**	**34,223**	**36,511**	**64,148**
	Lockyer Valley Regional Council	Single dwelling	36,708	40,419	44,460	48,622	52,765	83,048
		Multiple dwelling	1,728	1,903	2,093	2,289	2,484	3,910
		Other dwelling	1,375	1,514	1,665	1,821	1,976	3,110
		Total	**39,811**	**43,835**	**48,218**	**52,732**	**57,225**	**90,068**

SC9.1.2– Existing and projected employees

Column A Planning Scheme	Column 1 Projection area	Column 2 LGIP development type	Column 3 Existing and projected employees					
			2016	2021	2026	2031	2036	Ultimate development
Gatton	Gatton	Retail	483	553	622	699	760	903
		Commercial	982	1,130	1,278	1,443	1,571	1,876
		Industry	691	818	945	1,087	1,197	1,459
		Community Purposes	985	1,067	1,148	1,239	1,310	1,478
		Rural and Other Uses	871	1,125	1,380	1,663	1,883	2,407
		Total	**4,013**	**4,693**	**5,373**	**6,131**	**6,720**	**8,122**
	Grantham	Retail	1	1	2	2	2	3
		Commercial	2	6	8	10	11	12
		Industry	6	11	15	17	18	19
		Community Purposes	1	3	4	5	5	6
		Rural and Other Uses	8	13	16	18	19	20
		Total	**19**	**34**	**46**	**53**	**55**	**59**
	Helidon	Retail	9	11	13	14	20	33
		Commercial	26	32	36	40	56	93
		Industry	69	79	86	91	118	179
		Community Purposes	16	19	21	22	29	45
		Rural and Other Uses	93	99	104	108	126	167
		Total	**214**	**239**	**260**	**275**	**348**	**516**
	Inside priority infrastructure area (Gatton Scheme)	Retail	493	565	637	716	782	938
		Commercial	1,010	1,167	1,323	1,492	1,637	1,980
		Industry	767	908	1,046	1,196	1,333	1,657
		Community Purposes	1,003	1,089	1,173	1,266	1,344	1,528
		Rural and Other Uses	973	1,237	1,500	1,789	2,028	2,594
		Total	**4,246**	**4,966**	**5,679**	**6,459**	**7,123**	**8,697**
Laidley	Laidley	Retail	75	81	92	104	118	152
		Commercial	214	230	262	294	333	423
		Industry	122	136	164	193	227	308
		Community Purposes	167	176	193	211	233	282
		Rural and Other Uses	218	227	244	261	282	331

Column A Planning Scheme	Column 1 Projection area	Column 2 LGIP development type	Column 3 Existing and projected employees					
			2016	2021	2026	2031	2036	Ultimate development
		Total	**796**	**849**	**955**	**1,064**	**1,193**	**1,496**
	Forest Hill	Retail	11	11	12	12	12	12
		Commercial	37	38	38	39	40	44
		Industry	37	37	38	38	40	42
		Community Purposes	20	21	21	21	22	24
		Rural and Other Uses	30	31	31	32	33	37
		Total	**135**	**138**	**140**	**142**	**147**	**159**
	Plainland	Retail	1	4	7	8	8	9
		Commercial	4	13	19	24	25	27
		Industry	4	13	20	25	26	29
		Community Purposes	2	7	11	14	15	16
		Rural and Other Uses	3	9	14	17	17	19
		Total	**13**	**47**	**71**	**88**	**92**	**101**
	Inside priority infrastructure area (Laidley Scheme)	Retail	87	96	110	124	139	173
		Commercial	254	280	319	357	398	494
		Industry	162	186	222	256	293	379
		Community Purposes	190	204	226	247	269	322
		Rural and Other Uses	251	267	289	310	333	386
		Total	**944**	**1,034**	**1,166**	**1,294**	**1,431**	**1,756**
Lockyer Valley Regional Council	Inside priority infrastructure area (total)	Retail	580	661	747	840	921	1,111
		Commercial	1,264	1,447	1,642	1,849	2,035	2,474
		Industry	929	1,094	1,268	1,452	1,626	2,036
		Community Purposes	1,193	1,293	1,399	1,513	1,613	1,850
		Rural and Other Uses	1,224	1,504	1,789	2,099	2,361	2,980
		Total	**5,190**	**6,000**	**6,845**	**7,753**	**8,554**	**10,453**
	Outside priority infrastructure area (total)	Retail	471	487	505	522	556	705
		Commercial	1,300	1,394	1,496	1,600	1,740	2,273
		Industry	1,399	1,510	1,632	1,759	1,908	2,476
		Community Purposes	999	1,055	1,116	1,178	1,260	1,574
		Rural and Other Uses	2,123	2,109	2,104	2,092	2,151	2,442
		Total	**6,292**	**6,555**	**6,853**	**7,150**	**7,615**	**9,469**

Column A Planning Scheme	Column 1 Projection area	Column 2 LGIP development type	Column 3 Existing and projected employees					
			2016	2021	2026	2031	2036	Ultimate development
	Lockyer Valley Regional Council	Retail	1,051	1,148	1,252	1,362	1,476	1,816
		Commercial	2,564	2,841	3,138	3,448	3,775	4,748
		Industry	2,328	2,605	2,901	3,212	3,533	4,512
		Community Purposes	2,191	2,348	2,515	2,690	2,874	3,424
		Rural and Other Uses	3,347	3,612	3,892	4,191	4,512	5,422
		Total	**11,482**	**12,555**	**13,698**	**14,903**	**16,169**	**19,922**

Table SC9.1.3 – Planned density and demand generation rate for a trunk infrastructure network

Column A Planning Scheme	Column 1 Area classification	Column 2 LGIP development type	Column 3 Planned density		Column 4 Demand generation rate for a trunk infrastructure network		
			Non-residential plot ratio	Residential density (dwellings/ dev ha)	Transport network (trips/dev ha)	Parks and land for community facilities network (persons/dev ha)	Stormwater network (imp ha/dev ha)
Residential development							
Gatton	Urban Residential – Gatton and Helidon	Detached		12.58	125.8	34.38	0.5
		Attached		12.58	125.8	26.56	0.5
		Other		12.58	125.8	26.98	0.5
	Urban Residential - 3,000m² Lots (Withcott)	Detached		2.67	26.7	7.30	0.5
	Urban Residential - 1,000m² Lots (Grantham)	Detached		8	80	21.86	0.5
	Urban Residential -2,000m² Lots (Grantham)	Detached		4	40	10.93	0.5
	Village	Detached		2.67	26.7	7.30	0.15
	Park Residential	Detached		2.67	26.7	7.30	0.15
	Homestead Residential - Within Water Supply Service Area	Detached		2.25	22.5	6.15	0.15
	Homestead Residential - Outside Water Supply Service Area	Detached		1.125	11.25	3.07	0.15
	Rural Residential - 1. Adare	Detached		0.6	6	1.64	0.15
	Rural Residential - 2. Woodlands	Detached		0.45	4.5	1.23	0.15
	Rural Residential - 3. Placid Hills	Detached		0.45	4.5	1.23	0.15
	Rural Residential - 4. Winwill	Detached		0.45	4.5	1.23	0.15
	Rural Residential - 5. Veradilla	Detached		0.3	3	0.82	0.15
	Rural Residential - 6. Helidon	Detached		0.45	4.5	1.23	0.15
	Rural Residential - 7. Helendale Drive	Detached		0.9	9	2.46	0.15
	Rural Residential - 8. Postmans Ridge	Detached		0.26	2.6	0.71	0.15
	Rural Residential - 9. Blanchview	Detached		0.225	2.25	0.61	0.15
	Rural Residential - 10. Diana Crescent	Detached		0.9	9	2.46	0.15
	Rural Residential - 11. Park Ridge Drive	Detached		1.5	15	4.10	0.15
	Rural Residential - 12. Table Top	Detached		1.8	18	4.92	0.15

Column A Planning Scheme	Column 1 Area classification	Column 2 LGIP development type	Column 3 Planned density		Column 4 Demand generation rate for a trunk infrastructure network		
			Non-residential plot ratio	Residential density (dwellings/ dev ha)	Transport network (trips/dev ha)	Parks and land for community facilities network (persons/dev ha)	Stormwater network (imp ha/dev ha)
	Rural Residential - 13. Withcott West	Detached		0.36	3.6	0.98	0.15
	Rural Residential - 14. Murphys Creek	Detached		0.45	4.5	1.23	0.15
	Rural Residential - 10,000m² Lots (Grantham)	Detached		0.9	9	2.46	0.15
	Rural Residential - 20,000m² Lots (Grantham)	Detached		0.45	4.5	1.23	0.15
	Rural	Detached		0.009	0.09	0.02	0
Laidley	Urban Residential	Detached		12.58	125.8	34.38	0.5
		Attached		12.58	125.8	26.56	0.5
		Other		12.58	125.8	26.98	0.5
	Village	Detached		2.67	26.7	7.30	0.15
	Rural Residential	Detached		2.25	22.5	6.15	0.15
	Rural	Detached		0.015	0.15	0.04	0
Non-residential development and mixed development*							
Gatton	Commercial	Commercial	0.8		250	0	0.9
	Industrial	Industrial	0.6		150	0	0.9
	Community Facilities	Community Purposes	0.8		150	0	0.2
	Low Impact Industry	Industrial	0.6		75	0	0.45
	Local Centre	Retail	0.6		75	0	0.45
	Limited Development	Rural and Other Uses	0.8		0	0	0
	Open space	Rural and Other Uses	0.8		0	0	0
Laidley	Commercial	Commercial	0.8		250	0	0.9
	Industrial	Industrial	0.6		150	0	0.9
	Community Facilities	Community Purposes	0.8		150	0	0.2
	Open Space	Rural and Other Uses	0.8		0	0	0

* Mixed development is development that includes residential and non-residential development.

Table SC9.1.4: Existing and projected residential dwellings

Column A Planning Scheme	Column 1 Projection area	Column 2 LGIP development type	Column 3 Existing and projected population					
			2016	2021	2026	2031	2036	Ultimate development
Gatton	Gatton	Single dwelling	2,269	2,731	3,196	3,716	4,127	5,071
		Multiple dwelling	138	166	195	226	251	309
		Other dwelling	108	130	153	177	197	242
		Total	**2,516**	**3,028**	**3,543**	**4,119**	**4,575**	**5,623**
	Grantham	Single dwelling	26	50	67	79	81	88
		Multiple dwelling	2	3	4	5	5	5
		Other dwelling	1	2	3	4	4	4
		Total	**29**	**55**	**74**	**87**	**90**	**98**
	Helidon	Single dwelling	294	334	368	392	507	769
		Multiple dwelling	18	20	22	24	31	47
		Other dwelling	14	16	18	19	24	37
		Total	**326**	**371**	**408**	**435**	**562**	**853**
	Inside priority infrastructure area (Gatton scheme)	Single dwelling	2,589	3,115	3,631	4,186	4,715	5,929
		Multiple dwelling	158	190	221	255	287	361
		Other dwelling	124	149	173	200	225	283
		Total	**2,871**	**3,453**	**4,025**	**4,641**	**5,228**	**6,573**
Laidley	Laidley	Single dwelling	1,343	1,441	1,632	1,830	2,066	2,604
		Multiple dwelling	82	88	99	112	126	159
		Other dwelling	64	69	78	87	99	124
		Total	**1,488**	**1,597**	**1,809**	**2,029**	**2,291**	**2,887**
	Forest Hill	Single dwelling	164	169	172	175	182	199
		Multiple dwelling	10	10	11	11	11	12
		Other dwelling	8	8	8	8	9	10
		Total	**182**	**187**	**191**	**194**	**202**	**221**
	Plainland	Single dwelling	16	62	96	120	125	138
		Multiple dwelling	1	4	6	7	8	8
		Other dwelling	1	3	5	6	6	7
		Total	**17**	**69**	**107**	**133**	**139**	**154**
		Single dwelling	1,522	1,671	1,900	2,125	2,374	2,942

Column A Planning Scheme	Column 1 Projection area	Column 2 LGIP development type	Column 3 Existing and projected population					
			2016	2021	2026	2031	2036	Ultimate development
	Inside priority infrastructure area (Laidley scheme)	Multiple dwelling	93	102	116	130	145	179
		Other dwelling	73	80	91	101	113	140
		Total	**1,687**	**1,853**	**2,107**	**2,356**	**2,632**	**3,262**
Lockyer Valley Regional Council	Inside priority infrastructure area (total)	Single dwelling	4,111	4,786	5,531	6,311	7,089	8,871
		Multiple dwelling	251	292	337	385	432	541
		Other dwelling	196	228	264	301	338	423
		Total	**4,558**	**5,306**	**6,132**	**6,997**	**7,859**	**9,835**
	Outside priority infrastructure area (total)	Single dwelling	9,320	10,057	10,853	11,669	12,496	21,954
		Multiple dwelling	568	613	661	711	762	1,338
		Other dwelling	445	480	518	557	596	1,048
		Total	**10,333**	**11,150**	**12,033**	**12,937**	**13,854**	**24,340**
	Lockyer Valley Regional Council	Single dwelling	13,431	14,843	16,384	17,981	19,585	30,825
		Multiple dwelling	819	905	999	1,096	1,194	1,879
		Other dwelling	641	708	782	858	935	1,471
		Total	**14,891**	**16,456**	**18,165**	**19,935**	**21,713**	**34,175**

Table SC9.1.5: Existing and projected non-residential floor space

Column A Planning Scheme	Column 1 Projection area	Column 2 LGIP development type	Column 3 Existing and projected employees					
			2016	2021	2026	2031	2036	Ultimate development
Gatton	Gatton	Retail	483	553	622	699	760	903
		Commercial	982	1,130	1,278	1,443	1,571	1,876
		Industry	691	818	945	1,087	1,197	1,459
		Community Purposes	985	1,067	1,148	1,239	1,310	1,478
		Rural and Other Uses	871	1,125	1,380	1,663	1,883	2,407
		Total	**4,013**	**4,693**	**5,373**	**6,131**	**6,720**	**8,122**
	Grantham	Retail	1	1	2	2	2	3
		Commercial	2	6	8	10	11	12
		Industry	6	11	15	17	18	19
		Community Purposes	1	3	4	5	5	6
		Rural and Other Uses	8	13	16	18	19	20
		Total	**19**	**34**	**46**	**53**	**55**	**59**
	Helidon	Retail	9	11	13	14	20	33
		Commercial	26	32	36	40	56	93
		Industry	69	79	86	91	118	179
		Community Purposes	16	19	21	22	29	45
		Rural and Other Uses	93	99	104	108	126	167
		Total	**214**	**239**	**260**	**275**	**348**	**516**
	Inside priority infrastructure area (Gatton scheme)	Retail	493	565	637	716	782	938
		Commercial	1,010	1,167	1,323	1,492	1,637	1,980
		Industry	767	908	1,046	1,196	1,333	1,657
		Community Purposes	1,003	1,089	1,173	1,266	1,344	1,528
		Rural and Other Uses	973	1,237	1,500	1,789	2,028	2,594
		Total	**4,246**	**4,966**	**5,679**	**6,459**	**7,123**	**8,697**
Laidley	Laidley	Retail	75	81	92	104	118	152
		Commercial	214	230	262	294	333	423
		Industry	122	136	164	193	227	308
		Community Purposes	167	176	193	211	233	282
		Rural and Other Uses	218	227	244	261	282	331

Column A Planning Scheme	Column 1 Projection area	Column 2 LGIP development type	Column 3 Existing and projected employees					
			2016	2021	2026	2031	2036	Ultimate development
		Total	**796**	**849**	**955**	**1,064**	**1,193**	**1,496**
	Forest Hill	Retail	11	11	12	12	12	12
		Commercial	37	38	38	39	40	44
		Industry	37	37	38	38	40	42
		Community Purposes	20	21	21	21	22	24
		Rural and Other Uses	30	31	31	32	33	37
		Total	**135**	**138**	**140**	**142**	**147**	**159**
	Plainland	Retail	1	4	7	8	8	9
		Commercial	4	13	19	24	25	27
		Industry	4	13	20	25	26	29
		Community Purposes	2	7	11	14	15	16
		Rural and Other Uses	3	9	14	17	17	19
		Total	**13**	**47**	**71**	**88**	**92**	**101**
	Inside priority infrastructure area (Laidley scheme)	Retail	87	96	110	124	139	173
		Commercial	254	280	319	357	398	494
		Industry	162	186	222	256	293	379
		Community Purposes	190	204	226	247	269	322
		Rural and Other Uses	251	267	289	310	333	386
		Total	**944**	**1,034**	**1,166**	**1,294**	**1,431**	**1,756**
Lockyer Valley Regional Council	Inside priority infrastructure area (total)	Retail	580	661	747	840	921	1,111
		Commercial	1,264	1,447	1,642	1,849	2,035	2,474
		Industry	929	1,094	1,268	1,452	1,626	2,036
		Community Purposes	1,193	1,293	1,399	1,513	1,613	1,850
		Rural and Other Uses	1,224	1,504	1,789	2,099	2,361	2,980
		Total	**5,190**	**6,000**	**6,845**	**7,753**	**8,554**	**10,453**
	Outside priority infrastructure area (total)	Retail	471	487	505	522	556	705
		Commercial	1,300	1,394	1,496	1,600	1,740	2,273
		Industry	1,399	1,510	1,632	1,759	1,908	2,476
		Community Purposes	999	1,055	1,116	1,178	1,260	1,574
		Rural and Other Uses	2,123	2,109	2,104	2,092	2,151	2,442
		Total	**6,292**	**6,555**	**6,853**	**7,150**	**7,615**	**9,469**

Column A Planning Scheme	Column 1 Projection area	Column 2 LGIP development type	Column 3 Existing and projected employees					
			2016	2021	2026	2031	2036	Ultimate development
	Lockyer Valley Regional Council	Retail	1,051	1,148	1,252	1,362	1,476	1,816
		Commercial	2,564	2,841	3,138	3,448	3,775	4,748
		Industry	2,328	2,605	2,901	3,212	3,533	4,512
		Community Purposes	2,191	2,348	2,515	2,690	2,874	3,424
		Rural and Other Uses	3,347	3,612	3,892	4,191	4,512	5,422
		Total	**11,482**	**12,555**	**13,698**	**14,903**	**16,169**	**19,922**

Table SC9.1.6– Existing and projected demand for the stormwater network

Column A Planning Scheme	Column 1 Service catchment*	Column 2 Existing and projected demand (impervious ha)					
		2016 (base date)	2021	2026	2031	2036	Ultimate development
Due to incomplete network information, a table of existing and projected demand for the stormwater network is unable to be included. Recommendations identified as a result of future network planning is anticipated to be incorporated into future amendments to the LGIP.							

* Column 1 The service catchments for the stormwater network are identified on Local Government Infrastructure Plan Map LGIP Stormwater network – Catchment Maps SWC-1:2 in Schedule 9 (local government infrastructure mapping and tables).

Table SC9.1.7: Existing and projected demand for the transport network

Column A Planning Scheme	Column 1 Service catchment*	Column 2 Existing and projected demand (ET)					
		2016 (base date)	2021	2026	2031	2036	Ultimate development
Gatton	TR1 - Gatton Town	3,997	4,869	5,744	6,752	7,848	17,972
	TR4 - Grantham	70	108	138	164	185	315
	TR5 - Helidon	444	533	615	691	880	1,678
	TR7 - Withcott	683	758	838	924	1,025	1,763
	TR8 - Former GSC Regional	5,919	6,253	6,614	7,007	7,461	11,066
Laidley	TR2 - Laidley Town	1,957	2,222	2,677	3,144	3,625	5,707
	TR3 - Forest Hill	179	184	188	191	199	217
	TR6 - Plainland	72	209	348	470	548	930
	TR9 - Former LSC Regional	6,002	6,454	6,880	7,260	7,447	8,566
	TOTAL	**19,323**	**21,589**	**24,043**	**26,603**	**29,218**	**48,214**

* Column 1 The service catchments for the transport network are identified on Local Government Infrastructure Plan Map LGIP Transport network – Catchment Maps TRC-1:2 in Schedule 9 (local government infrastructure mapping and tables).

Table SC9.1.8: Existing and projected demand for the parks and land for community facilities network

Column A Park Level	Column B Planning Scheme	Column 1 Service catchment*	Column 2 Existing and projected demand (ET)					
			2016 (base date)	2021	2026	2031	2036	Ultimate development
Level 1	Gatton	PPCL1 - Helidon	307	354	393	423	557	899
		PPCL2 - Withcott	401	440	482	527	580	912
		PPCL3 - Grantham	55	85	108	125	137	210
		PPCL4 - Rural West	-	-	-	-	-	-
		PPCL5 - Gatton Town	2,390	3,033	3,673	4,436	5,265	13,235
		PPCL6 - Helidon Hills and Grantham North	-	-	-	-	-	-
		PPCL7 - Murphys Creek and Surrounds	-	-	-	-	-	-
		PPCL10 - Rural South (GSC)	-	-	-	-	-	-
	Laidley	PPCL8 - Forest Hill	178	183	187	189	197	216
		PPCL9 - Laidley Town	1,500	1,683	2,040	2,415	2,824	4,553
		PPCL10 - Rural South (LSC)	-	-	-	-	-	-
		PPCL11 - Morton Vale	-	-	-	-	-	-
		PPCL12 - Laidley North and Plainland	20	74	114	142	150	176
Level 2	Gatton	PPCL1 - Helidon	450	510	563	604	748	1,144
		PPCL2 - Withcott	690	772	861	955	1,066	1,761
		PPCL3 - Grantham	259	291	317	337	358	482
		PPCL4 - Rural West	-	3	4	5	5	7
		PPCL5 - Gatton Town	3,211	3,910	4,613	5,428	6,298	14,463
		PPCL6 - Helidon Hills and Grantham North	-	0	0	0	0	0
		PPCL7 - Murphys Creek and Surrounds	232	243	254	265	279	361
		PPCL10 - Rural South (GSC)	-	-	-	-	-	-
	Laidley	PPCL8 - Forest Hill	178	183	187	190	198	217

Column A Park Level	Column B Planning Scheme	Column 1 Service catchment*	Column 2 Existing and projected demand (ET)					
			2016 (base date)	2021	2026	2031	2036	Ultimate development
		PPCL9 - Laidley Town	2,014	2,212	2,587	2,978	3,402	5,213
		PPCL10 - Rural South (LSC)	-	1	3	4	4	6
		PPCL11 - Morton Vale	1	1	1	1	1	1
		PPCL12 - Laidley North and Plainland	2,209	2,647	3,042	3,382	3,524	4,375
Level 3	Gatton	PPCL1 - Helidon	645	710	768	814	960	1,372
		PPCL2 - Withcott	806	889	979	1,075	1,189	1,896
		PPCL3 - Grantham	352	380	405	425	445	564
		PPCL4 - Rural West	883	889	890	891	890	890
		PPCL5 - Gatton Town	3,656	4,339	5,044	5,860	6,728	14,881
		PPCL6 - Helidon Hills and Grantham North	151	154	155	157	158	171
		PPCL7 - Murphys Creek and Surrounds	506	519	532	545	561	659
		PPCL10 - Rural South (GSC)	377	368	363	357	349	300
	Laidley	PPCL8 - Forest Hill	181	186	190	193	201	220
		PPCL9 - Laidley Town	2,259	2,466	2,849	3,247	3,672	5,494
		PPCL10 - Rural South (LSC)	702	707	711	716	720	747
		PPCL11 - Morton Vale	638	639	639	640	640	644
		PPCL12 - Laidley North and Plainland	3,427	3,869	4,267	4,612	4,759	5,643
		TOTAL	14,583	16,116	17,793	19,530	21,273	33,482

* Column 1 The service catchments for the parks and land for community facilities network are identified on Local Government Infrastructure Plan Map LGIP Parks and Land for Community Facilities network – Catchment Maps PPCLC-1:2 in Schedule 9 (local government infrastructure mapping and tables).

SC9.2 Schedules of works

Table SC9.2.1: Stormwater network schedule of works

Column A Planning Scheme	Column 1 Map reference	Column 2 Trunk infrastructure	Column 3 Estimated timing	Column 4 Establishment cost*
	TOTAL			

Due to incomplete network information, a schedule of works for the stormwater network is unable to be included.

Recommendations identified as a result of future network planning is anticipated to be incorporated into future amendments to the LGIP.

* Column 4 The establishment cost is expressed in current cost terms as at the base date

Table SC9.2.2– Transport network schedule of works

Column A Planning Scheme	Column 1 Map reference	Column 2 Trunk infrastructure	Column 3 Estimated timing	Column 4 Establishment cost*
	Intersections			
Gatton	INTF_001	Intersection	2026	$855,133
Gatton	INTF_002	Intersection	2031	$892,313
Gatton	INTF_003	Intersection	2036 to Ultimate	$892,313
Gatton	INTF_004	Intersection	2021	$817,953
Gatton	INTF_005	Intersection	2036 to Ultimate	$892,313
Gatton	INTF_006	Intersection	2036 to Ultimate	$892,313
Gatton	INTF_007	Intersection	2031	$892,313
Gatton	INTF_008	Intersection	2036 to Ultimate	$892,313
Gatton	INTF_010	Intersection	2026	$855,133
Laidley	INTF_013	Intersection	2026	$855,133
Gatton	INTF_015	Intersection	2036 to Ultimate	$892,313
Gatton	INTF_017	Intersection	2031	$892,313
Gatton	INTF_019	Intersection	2026	$855,133
Gatton	INTF_020	Intersection	2026	$855,133
Gatton	INTF_023	Intersection	2026	$855,133
Gatton	INTF_024	Intersection	2026	$855,133
	Structures			
Gatton	STRF001	Culvert - Woodlands Road Dev No. 7	2036 to Ultimate	$385,187
Gatton	STRF002	Culvert - Woodlands Road Dev No. 2	2021	$353,088
Gatton	STRF003	Culvert - Woodlands Road Dev No. 4	2036 to Ultimate	$385,187
Gatton	STRF006	Culvert - Golf Links Drive No. 4	2036 to Ultimate	$385,187
Laidley	STRF008	Culvert - Mountain View Drive	2026	$369,138
Laidley	STRF009	Culvert - Zischke Road	2026	$369,138

	Roads			
Laidley	TRF001	Rural Collector - Zischke Road Upgrade	2026	$2,938,267
Gatton	TRF003	Collector - Woodlands Dev Road No. 4	2021	$323,083
Gatton	TRF004	Sub-Arterial - Roches Road No. 2	2036 to Ultimate	$2,044,192
Gatton	TRF005	Sub-Arterial - Roches Road to Gittins Road Connector	2036 to Ultimate	$1,763,336
Laidley	TRF008	Rural Collector - Mountain View Drive Upgrade	2026	$1,029,754
Gatton	TRF010	Collector - Woodlands Dev Road No. 3	2036 to Ultimate	$2,113,197
Gatton	TRF016	Sub-Arterial - Golf Links Drive No. 1	2031	$2,620,095
Gatton	TRF017	Sub-Arterial - Golf Links Drive No. 2	2036 to Ultimate	$2,231,401
Gatton	TRF018	Rural Collector - Connors Road to Airforce Road Connector	2036 to Ultimate	$981,785
Gatton	TRF019	Sub-Arterial - Woodlands Road No. 1	2026	$2,487,047
Gatton	TRF020	Sub-Arterial - Woodlands Road No. 6	2031	$2,503,072
Gatton	TRF021	Sub-Arterial - Rangeview Drive Extension	2036 to Ultimate	$1,418,979
Gatton	TRF023	Sub-Arterial - Rangeview Drive Upgrade	2031	$3,911,986
Gatton	TRF024	Sub-Arterial - Roches Road No. 1	2031	$1,629,296
Gatton	TRF025	Sub-Arterial - Gatton CBD Bypass Road No. 5	2021	$2,612,497
Gatton	TRF028	Sub-Arterial - Princes Road Extension	2036 to Ultimate	$724,758
Gatton	TRF031	Sub-Arterial - Gatton CBD Bypass Road No. 2	2036 to Ultimate	$2,317,093
Gatton	TRF032	Sub-Arterial - Gatton CBD Bypass Road No. 3	2036 to Ultimate	$1,723,945
Gatton	TRF033	Sub-Arterial - Gatton CBD Bypass Road No. 4	2026	$3,502,509
Gatton	TRF034	Collector - Woodlands Dev Road No. 2	2031	$1,451,665
Gatton	TRF052	Collector - Princes Rd to Woodlands Rd Connection No. 3	2036 to Ultimate	$1,395,524
Gatton	TRF035	Collector - Princes Rd to Woodlands Rd Connection No. 2	2026	$2,775,488
Gatton	TRF036	Collector - Princes Rd to Woodlands Rd Connection No. 1	2026	$1,805,875
Gatton	TRF037	Sub-Arterial - Woodlands Road No. 2	2036 to Ultimate	$1,449,218
Gatton	TRF038	Collector - Woodlands Dev Road No. 1	2036 to Ultimate	$4,653,227
Laidley	TRF040	Rural Collector - Otto Road Extension	2036 to Ultimate	$1,832,077
Laidley	TRF041	Rural Collector - Otto Road Upgrade	2036 to Ultimate	$1,676,535
Laidley	TRF042	Rural Collector - Zischke Road Connection	2026	$950,954
Gatton	TRF045	Collector - Deviney Street to Seventeen Mile Connector	2036 to Ultimate	$2,231,856
Laidley	TRF049	Sub-Arterial - Breuer St to Summer St Extension No. 1	2036 to Ultimate	$1,778,204
Laidley	TRF050	Sub-Arterial - Breuer St to Summer St Extension No. 2	2036 to Ultimate	$1,088,055
Laidley	TRF051	Sub-Arterial - Breuer St to Summer St Extension No. 3	2036 to Ultimate	$1,751,138
	TOTAL			**$79,905,422**

* Column 4 The establishment cost is expressed in current cost terms as at the base date

Table SC9.2.3– Parks and land for community facilities schedule of works

Column A Planning Scheme	Column 1 Map reference	Column 2 Trunk infrastructure	Column 3 Estimated timing	Column 4 Establishment cost*
	Future Parks			
Gatton	OSF060	Recreation District - New district recreation park (Woodlands Rise)	2031	$1,980,624
Gatton	OSF063	Recreation District - New district recreation park (west of Woodlands Rise)	2036 to Ultimate	$1,380,624
Gatton	OSF064	Recreation District - New district recreation park (Golflinks)	2036 to Ultimate	$1,380,624
Gatton	OSF066	Recreation District - New district recreation park (Lake Freeman Development)	2036 to Ultimate	$1,380,624
Gatton	OSF068	Recreation District - James Norman Hedges	2031	$780,624
Gatton	OSF069	Recreation District - Burrambin Park	2026	$672,730
Laidley	OSF070	Recreation District - Johnson Drive Park (Lockrose Park)	2031	$701,979
Laidley	OSF071	Recreation District - Unnamed Park (Gehrke Road)	2021	$715,572
Laidley	OSF072	Recreation District - Unnamed Park (Otto Road)	2031	$780,624
Laidley	OSF074	Recreation District - New district recreation park (Plainland)	2026	$1,048,098
Laidley	OSF077	Recreation District - New district recreation park	2036 to Ultimate	$1,180,624
Laidley	OSF078	Recreation District - New district recreation park	2036 to Ultimate	$1,180,624
Laidley	OSF080	Recreation District - Laidley Shire Sports and Recreation Reserve	2026	$748,098
Laidley	OSF081	Recreation District - Enoch Semph Park	2031	$701,979
Gatton	OSF083	Recreation District - New district recreation park (west of Woodlands Rise)	2036 to Ultimate	$1,180,624
Laidley	OSF085	Recreation Regional - Lake Clarendon Recreation Area	2036 to Ultimate	$1,880,627
Gatton	OSF086	Recreation Regional - New regional recreation park (Woodlands Rise)	2036 to Ultimate	$4,668,789
Gatton	OSF087	Recreation Regional - Addtional regional park adjacent to Lake Apex Park	2031	$1,619,068
Gatton	OSF088	Recreation Regional - New regional recreation park, Grantham	2036 to Ultimate	$2,150,636
Laidley	OSF089	Recreation Regional - Lions Park (Narda Lagoon)	2026	$717,374
Laidley	OSF090	Recreation Regional - Lake Dyer Recreation Area	2036 to Ultimate	$1,229,499
Gatton	OSF091	Recreation Regional - Lake Apex Park	2031	$1,229,499
Laidley	OSF092	Recreation Regional - Narda Lagoon	2031	$701,979
Gatton	OSF093	Sport District - Gatton Soccer Club	2036 to Ultimate	$150,000
Gatton	OSF095	Sport District - McGovern Park (Sport)	2036 to Ultimate	$1,179,548
Gatton	OSF097	Sport Regional - New sport park (Woodlands Rise)	2031	$5,280,615
Gatton	OSF098	Sport Regional - Springbrook Park	2036 to Ultimate	$676,670
Gatton	OSF096	Sport Regional - New sport park (south Gatton)	2036 to Ultimate	$4,880,615
Gatton	OSF099	Recreation District - New district recreation park (west of Woodlands Rise)	2026	$1,348,098
Gatton	OSF094	Sport District - New sport park (Grantham)	2036 to Ultimate	$1,346,398
Gatton	OSF100	Recreation District - New district recreation park	2036 to Ultimate	$980,624
Laidley	OSF101	Recreation District - New district recreation park	2026	$798,098
Laidley	OSF102	Recreation District - New district recreation park	2018	$915,572
Laidley	OSF103	Sport Regional - New sport park (Plainland)	2031	$3,130,615
	TOTAL			**$50,698,404**

* Column 4 The establishment cost is expressed in current cost terms as at the base date

SC9.3 Local government infrastructure plan maps

Local Government Infrastructure Plan Map LGIP Priority infrastructure area PIA-1:7

Local Government Infrastructure Plan Map LGIP Transport network - Plans for trunk infrastructure TR-1:13

Local Government Infrastructure Plan Map LGIP Parks and Land for Community Facilities network PPCL-1:20

Local Government Infrastructure Plan Map LGIP Stormwater network – Catchment Maps SWC-1:2

Local Government Infrastructure Plan Map LGIP Transport network – Catchment Maps TRC-1:2

Local Government Infrastructure Plan Map LGIP Parks and Land for Community Facilities network – Catchment Maps PPCLC-1:2

Part 7 Local government infrastructure plan

7.1 Preliminary

1. This local government infrastructure plan has been prepared in accordance with the requirements of the *Planning Act 2016*.
2. The purpose of the local government infrastructure plan is to:
   a) integrate infrastructure planning with the land-use planning identified in the planning scheme
   b) provide transparency regarding a local government's intentions for the provision of trunk infrastructure
   c) enable a local government to estimate the cost of infrastructure provision to assist its long-term financial planning
   d) ensure that trunk infrastructure is planned and provided in an efficient and orderly manner
   e) provide a basis for the imposition of conditions about infrastructure on development approvals.
3. The local government infrastructure plan:
   a) states in section 2 (planning assumptions) the assumptions about future growth and urban development including the assumptions of demand for each trunk infrastructure network
   b) identifies in section 3 (priority infrastructure area) the prioritised area to accommodate urban growth up to 2031
   c) states in section 4 (desired standards of service), for each trunk infrastructure network, the desired standard of performance
   d) identifies in section 5 (plans for trunk infrastructure) the existing and future trunk infrastructure for the following networks:
      i. stormwater
      ii. transport
      iii. parks and land for community facilities.
   e) provides a list of supporting documents that assists in the interpretation of the local government infrastructure plan in the Editor's note – Extrinsic material.

7.2 Planning assumptions

1. The planning assumptions state the assumptions about:
   a) population and employment growth
   b) the type, scale, location and timing of development, including the demand for each trunk infrastructure network.
2. The planning assumptions, together with the desired standards of service, form the basis for the planning of the trunk infrastructure networks and the determination of the priority infrastructure area.
3. The planning assumptions have been prepared for:
   a) the base date (2016) and the following projection years:
      i. mid 2021;
      ii. mid 2026;
      iii. mid 2031;
      iv. mid 2036;
      v. Ultimate development
   b) the LGIP development types in column 2 that include the uses in column 4 of Table 7.2.1.
   c) the projection areas identified on Local Government Infrastructure Plan Map LGIP Priority infrastructure area PIA-1:7 in Schedule 5—Local government infrastructure plan mapping and tables.

Table 7.2.1: Relationship between LGIP development categories, LGIP development

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types and uses

Column 1 LGIP development category	Column 2 LGIP development type	Column 3 Planning Scheme	Column 4 Uses
Residential development	Detached dwelling	Gatton	Caretaker's Residence Dwelling house Small Lot house
		Laidley	Caretaker Housing Dwelling house Secondary Rural Dwelling
	Attached dwelling	Gatton	Accommodation units Annexed Unit
		Laidley	Accommodation units Apartment Multiple Dwelling
	Other dwellings	Gatton	Bed and Breakfast Accommodation Caravan Park Eco Tourism Facility Farm Worker's Accommodation Motel
		Laidley	Caravan Park Motel Removal House Tourist Accommodation
Non-residential development	Commercial	Gatton	Commercial Premises Health Care Premises
		Laidley	Commercial Premises Estate Sales Office Medical/Paramedical Centre Veterinary Hospital
	Retail	Gatton	Arts, Crafts and Antiques Catering shop Hotel Indoor Entertainment Outdoor Entertainment Service Station Shop Showroom
		Laidley	Bulk retail Catering Room General Store Hotel Indoor Entertainment Refreshment Service Service Station Shop Sport and Recreation Truck Stop

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Column 1 LGIP development category	Column 2 LGIP development type	Column 3 Planning Scheme	Column 4 Uses
	Industry	Gatton	Animal Product Processing Industry Extractive industry Industry Rural Service Industry Service Trade Transport Depot Warehouse
		Laidley	Car Repair Station Extractive industry Industry Light Industry Liquid Fuel Depot Medium Industry Noxious, Offensive and Hazardous Industry Road Freight Depot Rural Processing Transport Depot
	Community purpose	Gatton	Education Establishment, Special Purpose
		Laidley	Child Care Facility Education Establishment Emergency Services Depot Funeral Parlour Hospital Place of Assembly Place of Worship Warehouse
	Rural and Other	Gatton	Agriculture Animal Husbandry Home Based Business Intensive Agriculture Intensive Animal Industries Local Utility Off-street Car Park Park Roadside Stall Telecommunications Facility Transport Terminal
		Laidley	Agriculture Animal Husbandry Aquaculture Aviation Feedlot Forestry Home Based Business Home Occupation

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Column 1 LGIP development category	Column 2 LGIP development type	Column 3 Planning Scheme	Column 4 Uses
			Intensive Animal Industries Junk Yard Kennels Passenger Terminal Public Facility Public Infrastructure Roadside Stall

4. Details of the methodology used to prepare the planning assumptions are stated in the extrinsic material.

7.2.1 Population and employment growth

1. A summary of the assumptions about population and employment growth for the planning scheme area is stated in Table 7.2.1.1—Population and employment assumptions summary.

Table 7.2.1.1—Population and employment assumptions summary

Column A Planning Scheme	Column 1 Description	Column 2 Assumptions					
		Base date (2016)	2021	2026	2031	2036	Ultimate development
Gatton	Population	20,095	22,392	24,712	27,288	30,300	55,730
	Employment	7,537	8,298	9,066	9,919	10,917	13,326
Laidley	Population	19,716	21,443	23,505	25,445	26,925	34,337
	Employment	3,944	4,258	4,632	4,984	5,252	6,597
Lockyer Valley Region	Population	39,811	43,835	48,218	52,732	57,225	90,068
	Employment	11,481	12,555	13,698	14,903	16,169	19,922

2. Detailed assumptions about growth for each projection area and LGIP development type category are identified in the following tables in schedule 5 – Local government infrastructure plan mapping and tables:

   a) for population, Table SC5.1.1—Existing and projected population;
   b) for employment, Table SC5.1.2—Existing and projected employees

7.2.2. Development

1. The developable area is identified on Local Government Infrastructure Plan Map LGIP Priority Infrastructure Area PIA-1:7 in Schedule 5 – Local government infrastructure plan mapping and tables.
2. The planned density for future development is stated in Table SC5.1.3 in Schedule 5—Local government infrastructure plan mapping and tables.
3. A summary of the assumptions about future residential and non-residential development for the planning scheme area is stated in Table 7.2.2.1—Residential dwellings and non-residential floor space assumptions summary.

Table 7.2.2.1 – Residential dwellings and non-residential floor space assumptions summary

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Column 1 Description	Column 1A Planning Scheme	Column 2 Assumptions					
		Base date (2016)	2021	2026	2031	2036	Ultimate development
Residential dwellings	Gatton	7,516	8,406	9,310	10,316	11,497	21,146
	Laidley	7,375	8,050	8,855	9,619	10,216	13,029
	Lockyer Valley Region	14,891	16,456	18,165	19,935	21,713	34,175

Column 1 Description	Column 1A Planning Scheme	Column 2 Assumptions					
		Base date (2016)	2021	2026	2031	2036	Ultimate development
Non-residential floor space (m² GFA)	Gatton	403,724	446,269	489,243	536,934	592,719	1,063,695
	Laidley	159,008	177,251	199,031	219,514	235,151	259,016
	Lockyer Valley Region	562,732	623,519	688,274	756,449	827,870	1,322,712

4. Detailed assumptions about future development for each projection area and LGIP development type are identified in the following tables in Schedule 5 Local government infrastructure plan mapping and tables:
   c) for residential development Table SC5.1.4—Existing and projected residential dwellings
   d) for non-residential development, Table SC5.1.5—Existing and projected non-residential floor space.

7.2.3 Infrastructure demand

1. The demand generation rate for a trunk infrastructure network is stated in Column 4 of Table SC5.1.3 in Schedule 5 Local government infrastructure plan mapping and tables.

2. A summary of the projected infrastructure demand for each service catchment is stated in:
   a) for the stormwater network, Table SC5.1.6
   b) for the transport network, Table SC5.1.7
   c) for the parks and land for community facilities network, Table SC5.1.8.

7.3 Priority infrastructure area

1. The priority infrastructure area identifies the area prioritised for the provision of trunk infrastructure to service the existing and assumed future urban development up to 2031.

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2. The priority infrastructure area is identified on Local Government Infrastructure Plan Map LGIP Priority Infrastructure Area PIA-1:7

7.4 Desired standards of service (DSS)

1. This section states the key standards of performance for a trunk infrastructure network.
2. Design standards for trunk infrastructure networks are identified in the following sub-sections, which include references to planning scheme policies or other controlled documents.

7.4.1 Stormwater network

1. The desired standard of service for the Stormwater network is as follows:

Table 7.4.1.1. Stormwater network desired standard of service

Measure	Planning criteria (qualitative standards)	Design criteria (quantitative standards)
Quantity	Collect and convey stormwater in natural and engineered channels, a piped, drainage network and system of overland flow paths to a lawful point of discharge, in a safe manner that minimises the inundation of habitable rooms and protects life.	Queensland Urban Drainage Manual—NRW Local government standards in planning scheme and planning scheme policies Transport and Main Roads - Road Drainage Design Manual
Quality	The water quality of urban catchments and waterways is managed to protect and enhance environmental values and pose no health risk to the community.	Local water quality guidelines prepared in accordance with the National Water Quality Management Strategy Queensland Water Quality Guidelines 2006— Environmental Protection Agency (EPA) (where local guidelines do not exist) National Water Quality Guidelines—National Water Quality Management Strategy (where local or regional guidelines do not exist)
Environmental impacts	Adopt water-sensitive urban design principles and on-site water quality management to achieve EPA water quality objectives.	Section 42 Environmental Protection [Water] Policy 1997) Local Government standards in planning scheme and planning scheme policies
Infrastructure design/planning standards	Design of the stormwater network will comply with established codes and standards.	Queensland Urban Drainage Manual—NRW Local government standards in planning scheme and planning Natural Channel Design Guidelines Transport and Main Roads- Road Drainage Design Manual

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7.4.2 Transport network

1. The desired standard of service for the transport network is as follows:

Table 7.4.2.1. Transport network desired standard of service

Measure	Planning criteria (qualitative standards)	Design criteria (quantitative standards)
Road network design/planning standards	The road network provides a functional urban and rural hierarchy that supports settlement patterns, commercial and economic activities, and freight movement. Design of the road system will comply with established codes and standards.	Local government road design and development manual/standards/codes in planning scheme and planning scheme policy Interim Guide to Road Planning and Design developed by the Department of Transport and Main Roads Australian Standards AUSTROADS guides
Public transport design/planning standards	New urban development is designed to achieve safe and convenient walking distance to existing or potential bus stops, or existing or proposed demand-responsive public transport routes.	Local government design and development manual/standards/codes in planning scheme and planning scheme policy Design accords with the performance criteria set by Department of Transport and Main Roads AUSTROADS guides for road-based public transport and high-occupancy vehicles
Cycleway and pathway design/planning standards	Cycleways and pathways provide a safe and convenient network that encourages walking and cycling as acceptable alternatives. Design of the network will comply with established codes and standards.	Local government road design and development manual/standards/codes in planning scheme and planning scheme policy Australian Standards AUSTROADS Guide to Road Design – Part 6A: Pedestrian and Cycle Paths'. Complete Streets

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7.4.3 Public parks and land for community facilities network

1. The desired standard of service for the parks and land for community facilities network is as follows:

Table 7.4.3.1. Parks and land for community facilities network desired standard of service

Measure	Planning criteria (qualitative standards)	Design criteria (quantitative standards)
Functional network	A network of parks and land for community facilities is established to provide for the full range of recreational and sporting activities and provide for development of community facilities.	Parks and land for community facilities is provided at a local, district and LGA-wide level Parks and land for community facilities addresses the needs of both recreation and provides for development of community facilities.
Accessibility	Public parks and land for community facilities will be located to ensure adequate pedestrian, cycle and vehicle access.	Accessibility standards are identified in Table 7.4.3.2
Land quality/suitability Area/1000 persons minimum size maximum grade Flood immunity	Public parks and land for community facilities will be provided to a standard that supports a diverse range of recreational, sporting, health and services–promoting activities to meet community expectations. This includes ensuring land is of an appropriate size, configuration and slope, and has an acceptable level of flood immunity.	The rate of public park and land for community facilities is identified in Table 7.4.3.3. The size of public park and land for community facilities is identified in Table 7.4.3.4. The maximum gradient for public park and land for community facilities provision is identified in Table 7.4.3.5. Road frontage requirements are identified in Table 7.4.3.6. The minimum flood immunity for public park and land for community facilities is identified in Table 7.4.3.7
Facilities/embellishments	Public parks contain a range of embellishments to complement the type and purpose of the park.	Standard embellishments for each type of park are identified in Table 7.4.3.8
Infrastructure design / performance standards	Maximise opportunities to co-locate recreational parks and community facilities in proximity to other community infrastructure, transport hubs and valued environmental and cultural assets.	Local government standards in planning scheme and planning scheme policies Australian Standards

Table 7.4.3.2 - Accessibility standard

Infrastructure type	Accessibility standard (km)		
	Local	District	Regional
Recreation park	0.4 km in urban areas	1.0km in urban areas	20 minute drive (40km)
Sport park	N/A	15 minute drive	15 minute drive
Land for community facilities	LVRC Standard	LVRC Standard	LVRC Standard

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Table 7.4.3.3 - Rate of land provision

Infrastructure type	Rate of provision (Ha/1000 people)		
	Local	District	Regional
Recreation park	0.3 – Where not serviced by higher level recreation park, or recreation node	0.8	0.8
Sport park	N/A	0.6	0.6
Land for community facilities	N/A	N/A	0.1

Table 7.4.3.4 - Size of parks and land for community facilities

Infrastructure type	Minimum size (Ha) – Usable space		
	Local	District	Regional
Recreation park	0.5	2.0	6.0
Sport park	N/A	3.0	6.0
Land for community facilities	N/A	N/A	N/A

Table 7.4.3.5 - Maximum desired grade

Infrastructure type	Maximum gradient		
	Local	District	Regional
Recreation park	1:10 for 80% area	1:10 for 80% area	1:20 in Main Use Area 1:50 in Kick About
Sport park	N/A	1:80 Play Surface	1:100 Play Surface
Land for community facilities	LVRC Standard	LVRC Standard	LVRC Standard

Table 7.4.3.6 – Road Frontage

Infrastructure type	Road frontage requirement (% of perimeter)		
	Local	District	Regional
Recreation park	50% local road frontage where possible	50% to have direct road frontage, preferably to a collector road	
Sport park	N/A	25% to have direct road frontage	
Land for community facilities	LVRC Standard	LVRC Standard	LVRC Standard

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Table 7.4.3.7 - Minimum desired flood immunity for parks

Infrastructure type	Minimum flood immunity (%)								
	Local			District			Regional		
Flood immunity	>Q5	>Q50	>Q100	>Q5	>Q50	>Q100	>Q5	>Q50	>Q100
Recreation park	*Currently under review by LVRC – to be determined on completion of the LVRC Flood Study*								
Sport Park									
Land for community facilities									

Table 7.4.3.8 A - Embellishment standards for recreation parks

Embellishment Type	Local	District	Regional
Recreation activity areas - elements selected to be sensitive to the setting of the park and provide a mix of opportunities	Mix of 4 activity options	Mix of 6 to 10, clustered in two or more nodes	Mix of 12 or more, as required, dispersed across well-defined nodes of activity focus
Fencing/bollards, lock rail	Yes	Yes	Yes
Landscaping	Yes, minimal	Yes	Yes, significant landscaping
Irrigation	No	Yes, in high use areas	Yes, in high use areas
Lighting	No	Yes, picnic nodes	Yes, picnic nodes and pathways
Pedestrian pathway access network	Minimal	Access paths. May contain walk/ cycle circuit within park, 1.8m width minimum	Entrance and access paths, walking/ cycling network. Minimum 1.8m width, but up to 3.5 to 4m in high use areas
Bike racks	No	Ideally	Yes
Signage	Park name sign, located at main entrance. Generic 'Local Park' street signage where entrances are on cul-de-sacs	As required, located at key entrances	As required, located at key entrances. Interpretive signage and/or trail signage (e.g. distance markers on recreation corridors)
Shade structures (playgrounds)	No	Yes	Yes
Tap/bubbler	Yes	Yes	Yes, one at each activity node and servicing picnic areas
Bench seating	1 to 2 (if no other seating is provided), positioned for supervision of any play area, or for views/appreciation of the surrounding park/area	3 to 4 depending on need. Located for supervision of any play area and/or along recreational corridors to provide rest stops	Yes, located for supervision of any play area; along recreation corridors to provide rest stops; and/or enjoyment of views/amenity
Barbeques	No	Minimum of one, with potential to	Yes, multiple double barbecues located to service

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Embellishment Type	Local	District	Regional
		expand if demand increases	picnic nodes for individuals, families and large groups
Shelters/gazebo with tables/seats	No	1 to 3	4 to 8
Rubbish bins	Yes, located near activity area, or at key access points	2 or more as required to service activity area/picnic nodes	Several, as required to service activity areas, picnic nodes, key access/egress areas and pathways
Toilet	No	Yes	Yes
Public artwork	No	No	No
Internal roads	No	No	As required to service car parking and access requirements
Car parking	On-road only	Yes, 10 to 20 spaces with additional on-road parking	Yes, minimum of 50 spaces, with additional provision available within close proximity
Bus pull-through/parking	No	On-road parking	Yes

(Source: Ross Planning "LVRC Public Parks Strategy - DRAFT")

Table 7.4.3.9 B: Embellishment standards for sports parks

Embellishment Type	District Sport	Regional Sport
Courts/fields	2 rectangular fields minimum, with capacity for additional facilities/courts as required	6 rectangular fields minimum, with capacity for additional facilities/courts as required
Goal posts/line marking	Yes	
Irrigation	Main field as a minimum	
Field/court lighting	Ensure lighting is possible if demand emerges	
Spectator seating	Earth mounds, or as required	
Tap/bubbler	Yes, located near activity areas and canteen/clubhouse area	
Clubhouse facilities	Yes, minimum of toilet/change room, canteen, storage and administrative/office space	
Landscaping	Trees/shade provision for spectators, landscaping of boundaries to buffer noise and light spill	
Feature paving/concrete stencilling	Possibly at key entry areas or high use zones	
Internal roads	Yes	
Bus pull-through	Yes	
Bus parking	Yes	
Car parking	Yes, minimum of 100 spaces for a 2 field complex or 12 per court	Yes, minimum of 200 spaces for a 4 field complex or 12 per court
Bike racks	Yes	
Fencing/bollards, lock rail	Yes	
Lighting	Yes	
Pedestrian pathway access network	Yes	
Public artwork	No	
Signage	Yes, including internal directional signage	
Recreation activity areas (e.g. play spaces, fitness circuits, hit up walls)	Depending on the size of the park and proximity to adjacent residents. Minimum level of provision equivalent to that of a local recreation park	

(Source: Ross Planning "LVRC Public Parks Strategy - DRAFT")

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7.5 Plans for trunk infrastructure

1. The plans for trunk infrastructure identify the trunk infrastructure networks intended to service the existing and assumed future urban development at the desired standard of service.

7.5.1 Plans for trunk infrastructure maps

1. The existing and future trunk infrastructure networks are identified on the following maps in schedule 5 – Local government infrastructure plan mapping and tables:

   a) Local Government Infrastructure Plan Map LGIP Transport network - Plans for trunk infrastructure TR-1:13
   b) Local Government Infrastructure Plan Map LGIP Parks and Land for Community Facilities network PPCL-1:20

2. The state infrastructure forming part of transport trunk infrastructure network has been identified using information provided by the relevant state infrastructure supplier.

7.5.2 Schedules of works

1. Details relating to the existing and future trunk infrastructure networks are identified in the electronic Excel schedule of works model, which can be viewed here: <insert link to the website where the file can be found>

2. The future trunk infrastructure, derived from the SOW model, is summarised in the following tables in Schedule 5—Local government infrastructure plan mapping and tables:

   a) for the stormwater network, Table SC5.2.1
   b) for the transport network, Table SC5.2.2
   c) for the parks and land for community facilities network, Table SC5.2.3

7.5.3 Editor's note – Extrinsic material

The table below identifies the documents that assist in the interpretation of the local government infrastructure plan and are extrinsic material under the *Statutory Instruments Act 1992*.

List of extrinsic material

Column 1 **Title of document**	**Column 2** **Date**	**Column 3** **Author**
Extrinsic Material to the Local Government Infrastructure Plan – Lockyer Valley Regional Council	November 2017	Integran Pty Ltd

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Schedule 5 – Local government infrastructure plan mapping and tables

SC5.1 Planning assumption tables

Table SC5.1.1: Existing and projected population

Column A Planning Scheme	Column 1 Projection area	Column 2 LGIP development type	Column 3 Existing and projected population					
			2016	2021	2026	2031	2036	Ultimate development
Gatton	Gatton	Single dwelling	6,202	7,437	8,672	10,048	11,118	13,663
		Multiple dwelling	292	350	408	473	523	643
		Other dwelling	232	278	325	376	416	512
		Total	**6,726**	**8,065**	**9,405**	**10,897**	**12,058**	**14,818**
	Grantham	Single dwelling	70	135	181	212	219	237
		Multiple dwelling	3	6	9	10	10	11
		Other dwelling	3	5	7	8	8	9
		Total	**76**	**146**	**197**	**230**	**238**	**257**
	Helidon	Single dwelling	804	911	999	1,060	1,367	2,073
		Multiple dwelling	38	43	47	50	64	98
		Other dwelling	30	34	37	40	51	78
		Total	**872**	**988**	**1,083**	**1,149**	**1,482**	**2,248**
	Inside priority infrastructure area (Gatton scheme)	Single dwelling	7,077	8,482	9,852	11,320	12,704	15,973
		Multiple dwelling	333	399	464	533	598	752
		Other dwelling	265	318	369	424	476	598
		Total	**7,675**	**9,199**	**10,685**	**12,277**	**13,778**	**17,323**
Laidley	Laidley	Single dwelling	3,669	3,923	4,427	4,950	5,567	7,017
		Multiple dwelling	173	185	208	233	262	330
		Other dwelling	137	147	166	185	208	263
		Total	**3,980**	**4,255**	**4,802**	**5,368**	**6,037**	**7,610**
		Single dwelling	448	459	468	473	491	537

Column A Planning Scheme	Column 1 Projection area	Column 2 LGIP development type	Column 3 Existing and projected population					
			2016	2021	2026	2031	2036	Ultimate development
	Forest Hill	Multiple dwelling	21	22	22	22	23	25
		Other dwelling	17	17	18	18	18	20
		Total	**485**	**498**	**507**	**513**	**533**	582
	Plainland	Single dwelling	43	169	261	324	337	373
		Multiple dwelling	2	8	12	15	16	18
		Other dwelling	2	6	10	12	13	14
		Total	**46**	**183**	**283**	**351**	**366**	**405**
	Inside priority infrastructure area (Laidley scheme)	Single dwelling	4,160	4,551	5,156	5,747	6,395	7,927
		Multiple dwelling	196	214	243	271	301	373
		Other dwelling	156	170	193	215	239	297
		Total	**4,511**	**4,936**	**5,592**	**6,233**	**6,936**	**8,597**
Lockyer Valley Regional Council	Inside priority infrastructure area (total)	Single dwelling	11,236	13,033	15,008	17,067	19,099	23,900
		Multiple dwelling	529	614	707	804	899	1,125
		Other dwelling	421	488	562	639	715	895
		Total	**12,186**	**14,135**	**16,277**	**18,510**	**20,714**	**25,920**
	Outside priority infrastructure area (total)	Single dwelling	25,472	27,386	29,451	31,555	33,665	59,148
		Multiple dwelling	1,199	1,289	1,387	1,486	1,585	2,785
		Other dwelling	954	1,025	1,103	1,182	1,261	2,215
		Total	**27,625**	**29,701**	**31,941**	**34,223**	**36,511**	**64,148**
	Lockyer Valley Regional Council	Single dwelling	36,708	40,419	44,460	48,622	52,765	83,048
		Multiple dwelling	1,728	1,903	2,093	2,289	2,484	3,910
		Other dwelling	1,375	1,514	1,665	1,821	1,976	3,110
		Total	**39,811**	**43,835**	**48,218**	**52,732**	**57,225**	**90,068**

SC5.1.2– Existing and projected employees

Column A Planning Scheme	Column 1 Projection area	Column 2 LGIP development type	Column 3 Existing and projected employees					
			2016	2021	2026	2031	2036	Ultimate development
Gatton	Gatton	Retail	483	553	622	699	760	903
		Commercial	982	1,130	1,278	1,443	1,571	1,876
		Industry	691	818	945	1,087	1,197	1,459
		Community Purposes	985	1,067	1,148	1,239	1,310	1,478
		Rural and Other Uses	871	1,125	1,380	1,663	1,883	2,407
		Total	**4,013**	**4,693**	**5,373**	**6,131**	**6,720**	**8,122**
	Grantham	Retail	1	1	2	2	2	3
		Commercial	2	6	8	10	11	12
		Industry	6	11	15	17	18	19
		Community Purposes	1	3	4	5	5	6
		Rural and Other Uses	8	13	16	18	19	20
		Total	**19**	**34**	**46**	**53**	**55**	**59**
	Helidon	Retail	9	11	13	14	20	33
		Commercial	26	32	36	40	56	93
		Industry	69	79	86	91	118	179
		Community Purposes	16	19	21	22	29	45
		Rural and Other Uses	93	99	104	108	126	167
		Total	**214**	**239**	**260**	**275**	**348**	**516**
	Inside priority infrastructure area (Gatton Scheme)	Retail	493	565	637	716	782	938
		Commercial	1,010	1,167	1,323	1,492	1,637	1,980
		Industry	767	908	1,046	1,196	1,333	1,657
		Community Purposes	1,003	1,089	1,173	1,266	1,344	1,528
		Rural and Other Uses	973	1,237	1,500	1,789	2,028	2,594
		Total	**4,246**	**4,966**	**5,679**	**6,459**	**7,123**	**8,697**
Laidley	Laidley	Retail	75	81	92	104	118	152
		Commercial	214	230	262	294	333	423
		Industry	122	136	164	193	227	308
		Community Purposes	167	176	193	211	233	282
		Rural and Other Uses	218	227	244	261	282	331

Column A Planning Scheme	Column 1 Projection area	Column 2 LGIP development type	Column 3 Existing and projected employees					
			2016	2021	2026	2031	2036	Ultimate development
		Total	**796**	**849**	**955**	**1,064**	**1,193**	**1,496**
	Forest Hill	Retail	11	11	12	12	12	12
		Commercial	37	38	38	39	40	44
		Industry	37	37	38	38	40	42
		Community Purposes	20	21	21	21	22	24
		Rural and Other Uses	30	31	31	32	33	37
		Total	**135**	**138**	**140**	**142**	**147**	**159**
	Plainland	Retail	1	4	7	8	8	9
		Commercial	4	13	19	24	25	27
		Industry	4	13	20	25	26	29
		Community Purposes	2	7	11	14	15	16
		Rural and Other Uses	3	9	14	17	17	19
		Total	**13**	**47**	**71**	**88**	**92**	**101**
	Inside priority infrastructure area (Laidley Scheme)	Retail	87	96	110	124	139	173
		Commercial	254	280	319	357	398	494
		Industry	162	186	222	256	293	379
		Community Purposes	190	204	226	247	269	322
		Rural and Other Uses	251	267	289	310	333	386
		Total	**944**	**1,034**	**1,166**	**1,294**	**1,431**	**1,756**
Lockyer Valley Regional Council	Inside priority infrastructure area (total)	Retail	580	661	747	840	921	1,111
		Commercial	1,264	1,447	1,642	1,849	2,035	2,474
		Industry	929	1,094	1,268	1,452	1,626	2,036
		Community Purposes	1,193	1,293	1,399	1,513	1,613	1,850
		Rural and Other Uses	1,224	1,504	1,789	2,099	2,361	2,980
		Total	**5,190**	**6,000**	**6,845**	**7,753**	**8,554**	**10,453**
	Outside priority infrastructure area (total)	Retail	471	487	505	522	556	705
		Commercial	1,300	1,394	1,496	1,600	1,740	2,273
		Industry	1,399	1,510	1,632	1,759	1,908	2,476
		Community Purposes	999	1,055	1,116	1,178	1,260	1,574
		Rural and Other Uses	2,123	2,109	2,104	2,092	2,151	2,442
		Total	**6,292**	**6,555**	**6,853**	**7,150**	**7,615**	**9,469**

Column A Planning Scheme	Column 1 Projection area	Column 2 LGIP development type	Column 3 Existing and projected employees					
			2016	2021	2026	2031	2036	Ultimate development
	Lockyer Valley Regional Council	Retail	1,051	1,148	1,252	1,362	1,476	1,816
		Commercial	2,564	2,841	3,138	3,448	3,775	4,748
		Industry	2,328	2,605	2,901	3,212	3,533	4,512
		Community Purposes	2,191	2,348	2,515	2,690	2,874	3,424
		Rural and Other Uses	3,347	3,612	3,892	4,191	4,512	5,422
		Total	**11,482**	**12,555**	**13,698**	**14,903**	**16,169**	**19,922**

Table SC5.1.3 – Planned density and demand generation rate for a trunk infrastructure network

Column A Planning Scheme	Column 1 Area classification	Column 2 LGIP development type	Column 3 Planned density		Column 4 Demand generation rate for a trunk infrastructure network		
			Non-residential plot ratio	Residential density (dwellings/ dev ha)	Transport network (trips/dev ha)	Parks and land for community facilities network (persons/dev ha)	Stormwater network (imp ha/dev ha)
Residential development							
Gatton	Urban Residential – Gatton and Helidon	Detached		12.58	125.8	34.38	0.5
		Attached		12.58	125.8	26.56	0.5
		Other		12.58	125.8	26.98	0.5
	Urban Residential - 3,000m² Lots (Withcott)	Detached		2.67	26.7	7.30	0.5
	Urban Residential - 1,000m² Lots (Grantham)	Detached		8	80	21.86	0.5
	Urban Residential -2,000m² Lots (Grantham)	Detached		4	40	10.93	0.5
	Village	Detached		2.67	26.7	7.30	0.15
	Park Residential	Detached		2.67	26.7	7.30	0.15
	Homestead Residential - Within Water Supply Service Area	Detached		2.25	22.5	6.15	0.15
	Homestead Residential - Outside Water Supply Service Area	Detached		1.125	11.25	3.07	0.15
	Rural Residential - 1. Adare	Detached		0.6	6	1.64	0.15
	Rural Residential - 2. Woodlands	Detached		0.45	4.5	1.23	0.15
	Rural Residential - 3. Placid Hills	Detached		0.45	4.5	1.23	0.15
	Rural Residential - 4. Winwill	Detached		0.45	4.5	1.23	0.15
	Rural Residential - 5. Veradilla	Detached		0.3	3	0.82	0.15
	Rural Residential - 6. Helidon	Detached		0.45	4.5	1.23	0.15
	Rural Residential - 7. Helendale Drive	Detached		0.9	9	2.46	0.15
	Rural Residential - 8. Postmans Ridge	Detached		0.26	2.6	0.71	0.15
	Rural Residential - 9. Blanchview	Detached		0.225	2.25	0.61	0.15
	Rural Residential - 10. Diana Crescent	Detached		0.9	9	2.46	0.15
	Rural Residential - 11. Park Ridge Drive	Detached		1.5	15	4.10	0.15
	Rural Residential - 12. Table Top	Detached		1.8	18	4.92	0.15

Column A Planning Scheme	Column 1 Area classification	Column 2 LGIP development type	Column 3 Planned density		Column 4 Demand generation rate for a trunk infrastructure network		
			Non-residential plot ratio	Residential density (dwellings/ dev ha)	Transport network (trips/dev ha)	Parks and land for community facilities network (persons/dev ha)	Stormwater network (imp ha/dev ha)
	Rural Residential - 13. Withcott West	Detached		0.36	3.6	0.98	0.15
	Rural Residential - 14. Murphys Creek	Detached		0.45	4.5	1.23	0.15
	Rural Residential - 10,000m² Lots (Grantham)	Detached		0.9	9	2.46	0.15
	Rural Residential - 20,000m² Lots (Grantham)	Detached		0.45	4.5	1.23	0.15
	Rural	Detached		0.009	0.09	0.02	0
Laidley	Urban Residential	Detached		12.58	125.8	34.38	0.5
		Attached		12.58	125.8	26.56	0.5
		Other		12.58	125.8	26.98	0.5
	Village	Detached		2.67	26.7	7.30	0.15
	Rural Residential	Detached		2.25	22.5	6.15	0.15
	Rural	Detached		0.015	0.15	0.04	0
Non-residential development and mixed development*							
Gatton	Commercial	Commercial	0.8		250	0	0.9
	Industrial	Industrial	0.6		150	0	0.9
	Community Facilities	Community Purposes	0.8		150	0	0.2
	Low Impact Industry	Industrial	0.6		75	0	0.45
	Local Centre	Retail	0.6		75	0	0.45
	Limited Development	Rural and Other Uses	0.8		0	0	0
	Open space	Rural and Other Uses	0.8		0	0	0
Laidley	Commercial	Commercial	0.8		250	0	0.9
	Industrial	Industrial	0.6		150	0	0.9
	Community Facilities	Community Purposes	0.8		150	0	0.2
	Open Space	Rural and Other Uses	0.8		0	0	0

* Mixed development is development that includes residential and non-residential development.

Table SC5.1.4: Existing and projected residential dwellings

Column A Planning Scheme	Column 1 Projection area	Column 2 LGIP development type	Column 3 Existing and projected population					
			2016	2021	2026	2031	2036	Ultimate development
Gatton	Gatton	Single dwelling	2,269	2,731	3,196	3,716	4,127	5,071
		Multiple dwelling	138	166	195	226	251	309
		Other dwelling	108	130	153	177	197	242
		Total	**2,516**	**3,028**	**3,543**	**4,119**	**4,575**	**5,623**
	Grantham	Single dwelling	26	50	67	79	81	88
		Multiple dwelling	2	3	4	5	5	5
		Other dwelling	1	2	3	4	4	4
		Total	**29**	**55**	**74**	**87**	**90**	**98**
	Helidon	Single dwelling	294	334	368	392	507	769
		Multiple dwelling	18	20	22	24	31	47
		Other dwelling	14	16	18	19	24	37
		Total	**326**	**371**	**408**	**435**	**562**	**853**
	Inside priority infrastructure area (Gatton scheme)	Single dwelling	2,589	3,115	3,631	4,186	4,715	5,929
		Multiple dwelling	158	190	221	255	287	361
		Other dwelling	124	149	173	200	225	283
		Total	**2,871**	**3,453**	**4,025**	**4,641**	**5,228**	**6,573**
Laidley	Laidley	Single dwelling	1,343	1,441	1,632	1,830	2,066	2,604
		Multiple dwelling	82	88	99	112	126	159
		Other dwelling	64	69	78	87	99	124
		Total	**1,488**	**1,597**	**1,809**	**2,029**	**2,291**	**2,887**
	Forest Hill	Single dwelling	164	169	172	175	182	199
		Multiple dwelling	10	10	11	11	11	12
		Other dwelling	8	8	8	8	9	10
		Total	**182**	**187**	**191**	**194**	**202**	**221**
	Plainland	Single dwelling	16	62	96	120	125	138
		Multiple dwelling	1	4	6	7	8	8
		Other dwelling	1	3	5	6	6	7
		Total	**17**	**69**	**107**	**133**	**139**	**154**
		Single dwelling	1,522	1,671	1,900	2,125	2,374	2,942

Column A Planning Scheme	Column 1 Projection area	Column 2 LGIP development type	Column 3 Existing and projected population					
			2016	2021	2026	2031	2036	Ultimate development
	Inside priority infrastructure area (Laidley scheme)	Multiple dwelling	93	102	116	130	145	179
		Other dwelling	73	80	91	101	113	140
		Total	**1,687**	**1,853**	**2,107**	**2,356**	**2,632**	**3,262**
Lockyer Valley Regional Council	Inside priority infrastructure area (total)	Single dwelling	4,111	4,786	5,531	6,311	7,089	8,871
		Multiple dwelling	251	292	337	385	432	541
		Other dwelling	196	228	264	301	338	423
		Total	**4,558**	**5,306**	**6,132**	**6,997**	**7,859**	**9,835**
	Outside priority infrastructure area (total)	Single dwelling	9,320	10,057	10,853	11,669	12,496	21,954
		Multiple dwelling	568	613	661	711	762	1,338
		Other dwelling	445	480	518	557	596	1,048
		Total	**10,333**	**11,150**	**12,033**	**12,937**	**13,854**	**24,340**
	Lockyer Valley Regional Council	Single dwelling	13,431	14,843	16,384	17,981	19,585	30,825
		Multiple dwelling	819	905	999	1,096	1,194	1,879
		Other dwelling	641	708	782	858	935	1,471
		Total	**14,891**	**16,456**	**18,165**	**19,935**	**21,713**	**34,175**

Table SC5.1.5: Existing and projected non-residential floor space

Column A Planning Scheme	Column 1 Projection area	Column 2 LGIP development type	Column 3 Existing and projected employees					
			2016	2021	2026	2031	2036	Ultimate development
Gatton	Gatton	Retail	483	553	622	699	760	903
		Commercial	982	1,130	1,278	1,443	1,571	1,876
		Industry	691	818	945	1,087	1,197	1,459
		Community Purposes	985	1,067	1,148	1,239	1,310	1,478
		Rural and Other Uses	871	1,125	1,380	1,663	1,883	2,407
		Total	**4,013**	**4,693**	**5,373**	**6,131**	**6,720**	**8,122**
	Grantham	Retail	1	1	2	2	2	3
		Commercial	2	6	8	10	11	12
		Industry	6	11	15	17	18	19
		Community Purposes	1	3	4	5	5	6
		Rural and Other Uses	8	13	16	18	19	20
		Total	**19**	**34**	**46**	**53**	**55**	**59**
	Helidon	Retail	9	11	13	14	20	33
		Commercial	26	32	36	40	56	93
		Industry	69	79	86	91	118	179
		Community Purposes	16	19	21	22	29	45
		Rural and Other Uses	93	99	104	108	126	167
		Total	**214**	**239**	**260**	**275**	**348**	**516**
	Inside priority infrastructure area (Gatton scheme)	Retail	493	565	637	716	782	938
		Commercial	1,010	1,167	1,323	1,492	1,637	1,980
		Industry	767	908	1,046	1,196	1,333	1,657
		Community Purposes	1,003	1,089	1,173	1,266	1,344	1,528
		Rural and Other Uses	973	1,237	1,500	1,789	2,028	2,594
		Total	**4,246**	**4,966**	**5,679**	**6,459**	**7,123**	**8,697**
Laidley	Laidley	Retail	75	81	92	104	118	152
		Commercial	214	230	262	294	333	423
		Industry	122	136	164	193	227	308
		Community Purposes	167	176	193	211	233	282
		Rural and Other Uses	218	227	244	261	282	331

Column A Planning Scheme	Column 1 Projection area	Column 2 LGIP development type	Column 3 Existing and projected employees					
			2016	2021	2026	2031	2036	Ultimate development
		Total	**796**	**849**	**955**	**1,064**	**1,193**	**1,496**
	Forest Hill	Retail	11	11	12	12	12	12
		Commercial	37	38	38	39	40	44
		Industry	37	37	38	38	40	42
		Community Purposes	20	21	21	21	22	24
		Rural and Other Uses	30	31	31	32	33	37
		Total	**135**	**138**	**140**	**142**	**147**	**159**
	Plainland	Retail	1	4	7	8	8	9
		Commercial	4	13	19	24	25	27
		Industry	4	13	20	25	26	29
		Community Purposes	2	7	11	14	15	16
		Rural and Other Uses	3	9	14	17	17	19
		Total	**13**	**47**	**71**	**88**	**92**	**101**
	Inside priority infrastructure area (Laidley scheme)	Retail	87	96	110	124	139	173
		Commercial	254	280	319	357	398	494
		Industry	162	186	222	256	293	379
		Community Purposes	190	204	226	247	269	322
		Rural and Other Uses	251	267	289	310	333	386
		Total	**944**	**1,034**	**1,166**	**1,294**	**1,431**	**1,756**
Lockyer Valley Regional Council	Inside priority infrastructure area (total)	Retail	580	661	747	840	921	1,111
		Commercial	1,264	1,447	1,642	1,849	2,035	2,474
		Industry	929	1,094	1,268	1,452	1,626	2,036
		Community Purposes	1,193	1,293	1,399	1,513	1,613	1,850
		Rural and Other Uses	1,224	1,504	1,789	2,099	2,361	2,980
		Total	**5,190**	**6,000**	**6,845**	**7,753**	**8,554**	**10,453**
	Outside priority infrastructure area (total)	Retail	471	487	505	522	556	705
		Commercial	1,300	1,394	1,496	1,600	1,740	2,273
		Industry	1,399	1,510	1,632	1,759	1,908	2,476
		Community Purposes	999	1,055	1,116	1,178	1,260	1,574
		Rural and Other Uses	2,123	2,109	2,104	2,092	2,151	2,442
		Total	**6,292**	**6,555**	**6,853**	**7,150**	**7,615**	**9,469**

Column A Planning Scheme	Column 1 Projection area	Column 2 LGIP development type	Column 3 Existing and projected employees					
			2016	2021	2026	2031	2036	Ultimate development
	Lockyer Valley Regional Council	Retail	1,051	1,148	1,252	1,362	1,476	1,816
		Commercial	2,564	2,841	3,138	3,448	3,775	4,748
		Industry	2,328	2,605	2,901	3,212	3,533	4,512
		Community Purposes	2,191	2,348	2,515	2,690	2,874	3,424
		Rural and Other Uses	3,347	3,612	3,892	4,191	4,512	5,422
		Total	**11,482**	**12,555**	**13,698**	**14,903**	**16,169**	**19,922**

Table SC5.1.6– Existing and projected demand for the stormwater network

Column A Planning Scheme	Column 1 Service catchment*	Column 2 Existing and projected demand (impervious ha)					
		2016 (base date)	2021	2026	2031	2036	Ultimate development
Due to incomplete network information, a table of existing and projected demand for the stormwater network is unable to be included. Recommendations identified as a result of future network planning is anticipated to be incorporated into future amendments to the LGIP.							

* Column 1 The service catchments for the stormwater network are identified on Local Government Infrastructure Plan Map LGIP Stormwater network – Catchment Maps SWC-1:2 in Schedule 5 (local government infrastructure mapping and tables).

Table SC5.1.7: Existing and projected demand for the transport network

Column A Planning Scheme	Column 1 Service catchment*	Column 2 Existing and projected demand (ET)					
		2016 (base date)	2021	2026	2031	2036	Ultimate development
Gatton	TR1 - Gatton Town	3,997	4,869	5,744	6,752	7,848	17,972
	TR4 - Grantham	70	108	138	164	185	315
	TR5 - Helidon	444	533	615	691	880	1,678
	TR7 - Withcott	683	758	838	924	1,025	1,763
	TR8 - Former GSC Regional	5,919	6,253	6,614	7,007	7,461	11,066
Laidley	TR2 - Laidley Town	1,957	2,222	2,677	3,144	3,625	5,707
	TR3 - Forest Hill	179	184	188	191	199	217
	TR6 - Plainland	72	209	348	470	548	930
	TR9 - Former LSC Regional	6,002	6,454	6,880	7,260	7,447	8,566
	TOTAL	**19,323**	**21,589**	**24,043**	**26,603**	**29,218**	**48,214**

* Column 1 The service catchments for the transport network are identified on Local Government Infrastructure Plan Map LGIP Transport network – Catchment Maps TRC-1:2 in Schedule 5 (local government infrastructure mapping and tables).

Table SC5.1.8: Existing and projected demand for the parks and land for community facilities network

Column A Park Level	Column B Planning Scheme	Column 1 Service catchment*	Column 2 Existing and projected demand (ET)					
			2016 (base date)	2021	2026	2031	2036	Ultimate development
Level 1	Gatton	PPCL1 - Helidon	307	354	393	423	557	899
		PPCL2 - Withcott	401	440	482	527	580	912
		PPCL3 - Grantham	55	85	108	125	137	210
		PPCL4 - Rural West	-	-	-	-	-	-
		PPCL5 - Gatton Town	2,390	3,033	3,673	4,436	5,265	13,235
		PPCL6 - Helidon Hills and Grantham North	-	-	-	-	-	-
		PPCL7 - Murphys Creek and Surrounds	-	-	-	-	-	-
		PPCL10 - Rural South (GSC)	-	-	-	-	-	-
	Laidley	PPCL8 - Forest Hill	178	183	187	189	197	216
		PPCL9 - Laidley Town	1,500	1,683	2,040	2,415	2,824	4,553
		PPCL10 - Rural South (LSC)	-	-	-	-	-	-
		PPCL11 - Morton Vale	-	-	-	-	-	-
		PPCL12 - Laidley North and Plainland	20	74	114	142	150	176
Level 2	Gatton	PPCL1 - Helidon	450	510	563	604	748	1,144
		PPCL2 - Withcott	690	772	861	955	1,066	1,761
		PPCL3 - Grantham	259	291	317	337	358	482
		PPCL4 - Rural West	-	3	4	5	5	7
		PPCL5 - Gatton Town	3,211	3,910	4,613	5,428	6,298	14,463
		PPCL6 - Helidon Hills and Grantham North	-	0	0	0	0	0
		PPCL7 - Murphys Creek and Surrounds	232	243	254	265	279	361
		PPCL10 - Rural South (GSC)	-	-	-	-	-	-
	Laidley	PPCL8 - Forest Hill	178	183	187	190	198	217

Column A Park Level	Column B Planning Scheme	Column 1 Service catchment*	Column 2 Existing and projected demand (ET)					
			2016 (base date)	2021	2026	2031	2036	Ultimate development
		PPCL9 - Laidley Town	2,014	2,212	2,587	2,978	3,402	5,213
		PPCL10 - Rural South (LSC)	-	1	3	4	4	6
		PPCL11 - Morton Vale	1	1	1	1	1	1
		PPCL12 - Laidley North and Plainland	2,209	2,647	3,042	3,382	3,524	4,375
Level 3	Gatton	PPCL1 - Helidon	645	710	768	814	960	1,372
		PPCL2 - Withcott	806	889	979	1,075	1,189	1,896
		PPCL3 - Grantham	352	380	405	425	445	564
		PPCL4 - Rural West	883	889	890	891	890	890
		PPCL5 - Gatton Town	3,656	4,339	5,044	5,860	6,728	14,881
		PPCL6 - Helidon Hills and Grantham North	151	154	155	157	158	171
		PPCL7 - Murphys Creek and Surrounds	506	519	532	545	561	659
		PPCL10 - Rural South (GSC)	377	368	363	357	349	300
	Laidley	PPCL8 - Forest Hill	181	186	190	193	201	220
		PPCL9 - Laidley Town	2,259	2,466	2,849	3,247	3,672	5,494
		PPCL10 - Rural South (LSC)	702	707	711	716	720	747
		PPCL11 - Morton Vale	638	639	639	640	640	644
		PPCL12 - Laidley North and Plainland	3,427	3,869	4,267	4,612	4,759	5,643
		TOTAL	14,583	16,116	17,793	19,530	21,273	33,482

* Column 1 The service catchments for the parks and land for community facilities network are identified on Local Government Infrastructure Plan Map LGIP Parks and Land for Community Facilities network – Catchment Maps PPCLC-1:2 in Schedule 5 (local government infrastructure mapping and tables).

SC5.2 Schedules of works

Table SC5.2.1: Stormwater network schedule of works

Column A Planning Scheme	Column 1 Map reference	Column 2 Trunk infrastructure	Column 3 Estimated timing	Column 4 Establishment cost*
	TOTAL			

Due to incomplete network information, a schedule of works for the stormwater network is unable to be included.

Recommendations identified as a result of future network planning is anticipated to be incorporated into future amendments to the LGIP.

* Column 4 The establishment cost is expressed in current cost terms as at the base date

Table SC5.2.2– Transport network schedule of works

Column A Planning Scheme	Column 1 Map reference	Column 2 Trunk infrastructure	Column 3 Estimated timing	Column 4 Establishment cost*
	Intersections			
Gatton	INTF_001	Intersection	2026	$855,133
Gatton	INTF_002	Intersection	2031	$892,313
Gatton	INTF_003	Intersection	2036 to Ultimate	$892,313
Gatton	INTF_004	Intersection	2021	$817,953
Gatton	INTF_005	Intersection	2036 to Ultimate	$892,313
Gatton	INTF_006	Intersection	2036 to Ultimate	$892,313
Gatton	INTF_007	Intersection	2031	$892,313
Gatton	INTF_008	Intersection	2036 to Ultimate	$892,313
Gatton	INTF_010	Intersection	2026	$855,133
Laidley	INTF_013	Intersection	2026	$855,133
Gatton	INTF_015	Intersection	2036 to Ultimate	$892,313
Gatton	INTF_017	Intersection	2031	$892,313
Gatton	INTF_019	Intersection	2026	$855,133
Gatton	INTF_020	Intersection	2026	$855,133
Gatton	INTF_023	Intersection	2026	$855,133
Gatton	INTF_024	Intersection	2026	$855,133
	Structures			
Gatton	STRF001	Culvert - Woodlands Road Dev No. 7	2036 to Ultimate	$385,187
Gatton	STRF002	Culvert - Woodlands Road Dev No. 2	2021	$353,088
Gatton	STRF003	Culvert - Woodlands Road Dev No. 4	2036 to Ultimate	$385,187
Gatton	STRF006	Culvert - Golf Links Drive No. 4	2036 to Ultimate	$385,187
Laidley	STRF008	Culvert - Mountain View Drive	2026	$369,138
Laidley	STRF009	Culvert - Zischke Road	2026	$369,138
	Roads			

Laidley	TRF001	Rural Collector - Zischke Road Upgrade	2026	$2,938,267
Gatton	TRF003	Collector - Woodlands Dev Road No. 4	2021	$323,083
Gatton	TRF004	Sub-Arterial - Roches Road No. 2	2036 to Ultimate	$2,044,192
Gatton	TRF005	Sub-Arterial - Roches Road to Gittins Road Connector	2036 to Ultimate	$1,763,336
Laidley	TRF008	Rural Collector - Mountain View Drive Upgrade	2026	$1,029,754
Gatton	TRF010	Collector - Woodlands Dev Road No. 3	2036 to Ultimate	$2,113,197
Gatton	TRF016	Sub-Arterial - Golf Links Drive No. 1	2031	$2,620,095
Gatton	TRF017	Sub-Arterial - Golf Links Drive No. 2	2036 to Ultimate	$2,231,401
Gatton	TRF018	Rural Collector - Connors Road to Airforce Road Connector	2036 to Ultimate	$981,785
Gatton	TRF019	Sub-Arterial - Woodlands Road No. 1	2026	$2,487,047
Gatton	TRF020	Sub-Arterial - Woodlands Road No. 6	2031	$2,503,072
Gatton	TRF021	Sub-Arterial - Rangeview Drive Extension	2036 to Ultimate	$1,418,979
Gatton	TRF023	Sub-Arterial - Rangeview Drive Upgrade	2031	$3,911,986
Gatton	TRF024	Sub-Arterial - Roches Road No. 1	2031	$1,629,296
Gatton	TRF025	Sub-Arterial - Gatton CBD Bypass Road No. 5	2021	$2,612,497
Gatton	TRF028	Sub-Arterial - Princes Road Extension	2036 to Ultimate	$724,758
Gatton	TRF031	Sub-Arterial - Gatton CBD Bypass Road No. 2	2036 to Ultimate	$2,317,093
Gatton	TRF032	Sub-Arterial - Gatton CBD Bypass Road No. 3	2036 to Ultimate	$1,723,945
Gatton	TRF033	Sub-Arterial - Gatton CBD Bypass Road No. 4	2026	$3,502,509
Gatton	TRF034	Collector - Woodlands Dev Road No. 2	2031	$1,451,665
Gatton	TRF052	Collector - Princes Rd to Woodlands Rd Connection No. 3	2036 to Ultimate	$1,395,524
Gatton	TRF035	Collector - Princes Rd to Woodlands Rd Connection No. 2	2026	$2,775,488
Gatton	TRF036	Collector - Princes Rd to Woodlands Rd Connection No. 1	2026	$1,805,875
Gatton	TRF037	Sub-Arterial - Woodlands Road No. 2	2036 to Ultimate	$1,449,218
Gatton	TRF038	Collector - Woodlands Dev Road No. 1	2036 to Ultimate	$4,653,227
Laidley	TRF040	Rural Collector - Otto Road Extension	2036 to Ultimate	$1,832,077
Laidley	TRF041	Rural Collector - Otto Road Upgrade	2036 to Ultimate	$1,676,535
Laidley	TRF042	Rural Collector - Zischke Road Connection	2026	$950,954
Gatton	TRF045	Collector - Deviney Street to Seventeen Mile Connector	2036 to Ultimate	$2,231,856
Laidley	TRF049	Sub-Arterial - Breuer St to Summer St Extension No. 1	2036 to Ultimate	$1,778,204
Laidley	TRF050	Sub-Arterial - Breuer St to Summer St Extension No. 2	2036 to Ultimate	$1,088,055
Laidley	TRF051	Sub-Arterial - Breuer St to Summer St Extension No. 3	2036 to Ultimate	$1,751,138
	TOTAL			**$79,905,422**

* Column 4 The establishment cost is expressed in current cost terms as at the base date

Table SC5.2.3– Parks and land for community facilities schedule of works

Column A Planning Scheme	Column 1 Map reference	Column 2 Trunk infrastructure	Column 3 Estimated timing	Column 4 Establishment cost*
	Future Parks			
Gatton	OSF060	Recreation District - New district recreation park (Woodlands Rise)	2031	$1,980,624
Gatton	OSF063	Recreation District - New district recreation park (west of Woodlands Rise)	2036 to Ultimate	$1,380,624
Gatton	OSF064	Recreation District - New district recreation park (Golflinks)	2036 to Ultimate	$1,380,624
Gatton	OSF066	Recreation District - New district recreation park (Lake Freeman Development)	2036 to Ultimate	$1,380,624
Gatton	OSF068	Recreation District - James Norman Hedges	2031	$780,624
Gatton	OSF069	Recreation District - Burrambin Park	2026	$672,730
Laidley	OSF070	Recreation District - Johnson Drive Park (Lockrose Park)	2031	$701,979
Laidley	OSF071	Recreation District - Unnamed Park (Gehrke Road)	2021	$715,572
Laidley	OSF072	Recreation District - Unnamed Park (Otto Road)	2031	$780,624
Laidley	OSF074	Recreation District - New district recreation park (Plainland)	2026	$1,048,098
Laidley	OSF077	Recreation District - New district recreation park	2036 to Ultimate	$1,180,624
Laidley	OSF078	Recreation District - New district recreation park	2036 to Ultimate	$1,180,624
Laidley	OSF080	Recreation District - Laidley Shire Sports and Recreation Reserve	2026	$748,098
Laidley	OSF081	Recreation District - Enoch Semph Park	2031	$701,979
Gatton	OSF083	Recreation District - New district recreation park (west of Woodlands Rise)	2036 to Ultimate	$1,180,624
Laidley	OSF085	Recreation Regional - Lake Clarendon Recreation Area	2036 to Ultimate	$1,880,627
Gatton	OSF086	Recreation Regional - New regional recreation park (Woodlands Rise)	2036 to Ultimate	$4,668,789
Gatton	OSF087	Recreation Regional - Addtional regional park adjacent to Lake Apex Park	2031	$1,619,068
Gatton	OSF088	Recreation Regional - New regional recreation park, Grantham	2036 to Ultimate	$2,150,636
Laidley	OSF089	Recreation Regional - Lions Park (Narda Lagoon)	2026	$717,374
Laidley	OSF090	Recreation Regional - Lake Dyer Recreation Area	2036 to Ultimate	$1,229,499
Gatton	OSF091	Recreation Regional - Lake Apex Park	2031	$1,229,499
Laidley	OSF092	Recreation Regional - Narda Lagoon	2031	$701,979
Gatton	OSF093	Sport District - Gatton Soccer Club	2036 to Ultimate	$150,000
Gatton	OSF095	Sport District - McGovern Park (Sport)	2036 to Ultimate	$1,179,548
Gatton	OSF097	Sport Regional - New sport park (Woodlands Rise)	2031	$5,280,615
Gatton	OSF098	Sport Regional - Springbrook Park	2036 to Ultimate	$676,670
Gatton	OSF096	Sport Regional - New sport park (south Gatton)	2036 to Ultimate	$4,880,615
Gatton	OSF099	Recreation District - New district recreation park (west of Woodlands Rise)	2026	$1,348,098
Gatton	OSF094	Sport District - New sport park (Grantham)	2036 to Ultimate	$1,346,398
Gatton	OSF100	Recreation District - New district recreation park	2036 to Ultimate	$980,624
Laidley	OSF101	Recreation District - New district recreation park	2026	$798,098
Laidley	OSF102	Recreation District - New district recreation park	2018	$915,572
Laidley	OSF103	Sport Regional - New sport park (Plainland)	2031	$3,130,615
	TOTAL			**$50,698,404**

* Column 4 The establishment cost is expressed in current cost terms as at the base date

SC5.3 Local government infrastructure plan maps

Local Government Infrastructure Plan Map LGIP Priority infrastructure area PIA-1:7

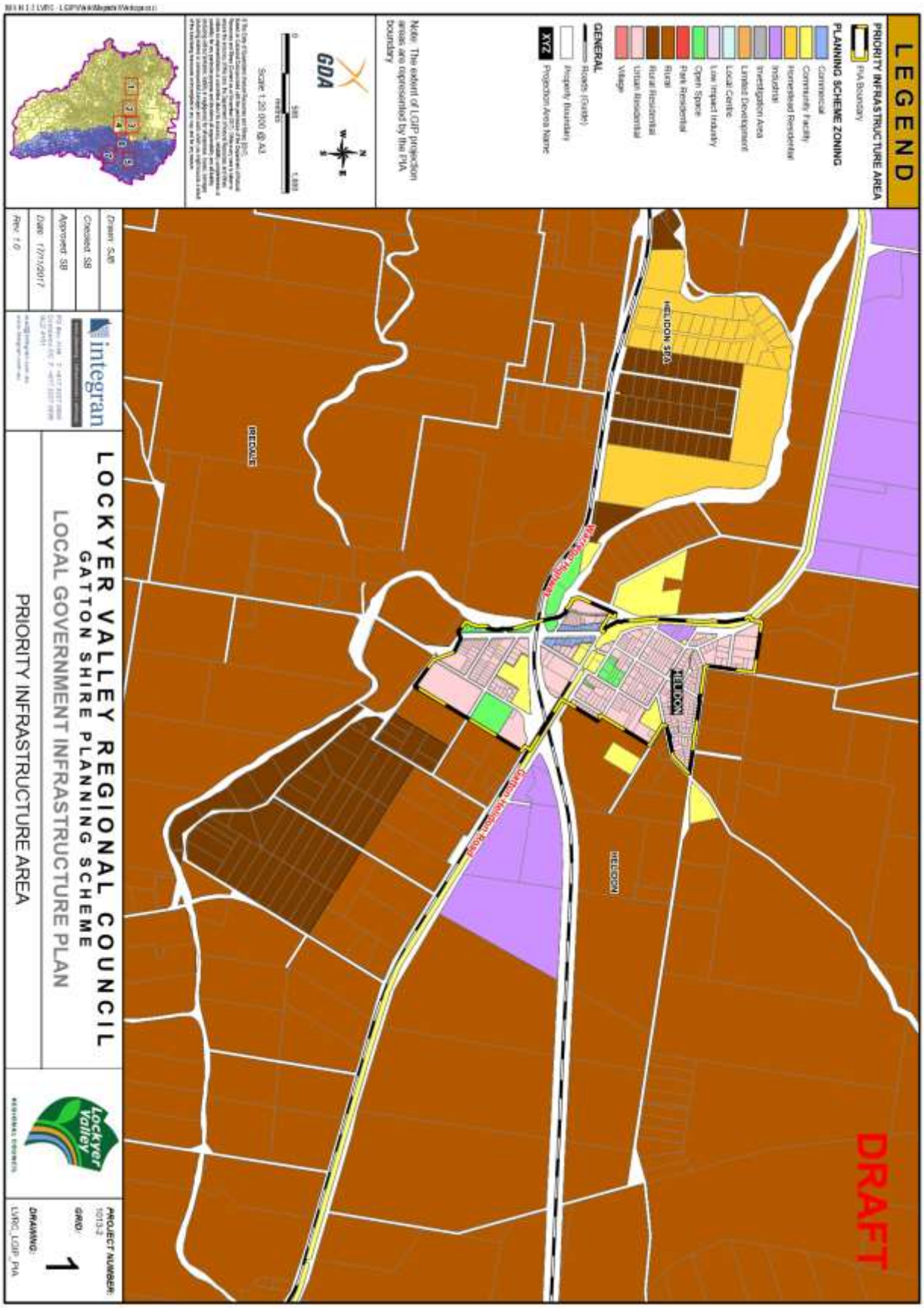
Local Government Infrastructure Plan Map LGIP Transport network - Plans for trunk infrastructure TR-1:13

Local Government Infrastructure Plan Map LGIP Parks and Land for Community Facilities network PPCL-1:20

Local Government Infrastructure Plan Map LGIP Stormwater network – Catchment Maps SWC-1:2

Local Government Infrastructure Plan Map LGIP Transport network – Catchment Maps TRC-1:2

Local Government Infrastructure Plan Map LGIP Parks and Land for Community Facilities network – Catchment Maps PPCLC-1:2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Low Impact Industry
Open Space
Park Residential
Rural
Rural Residential
Urban Residential
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Rev: 1.0
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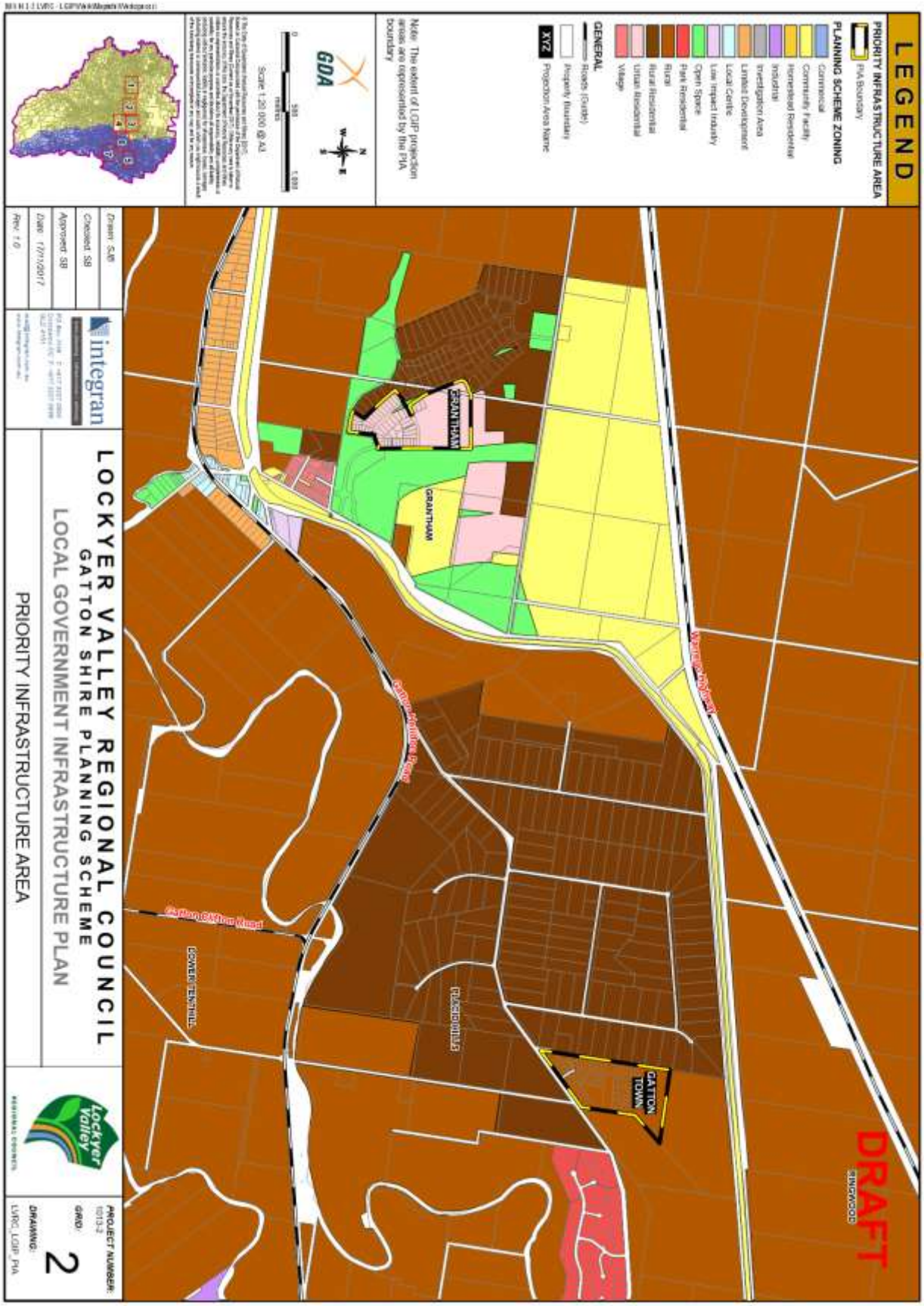
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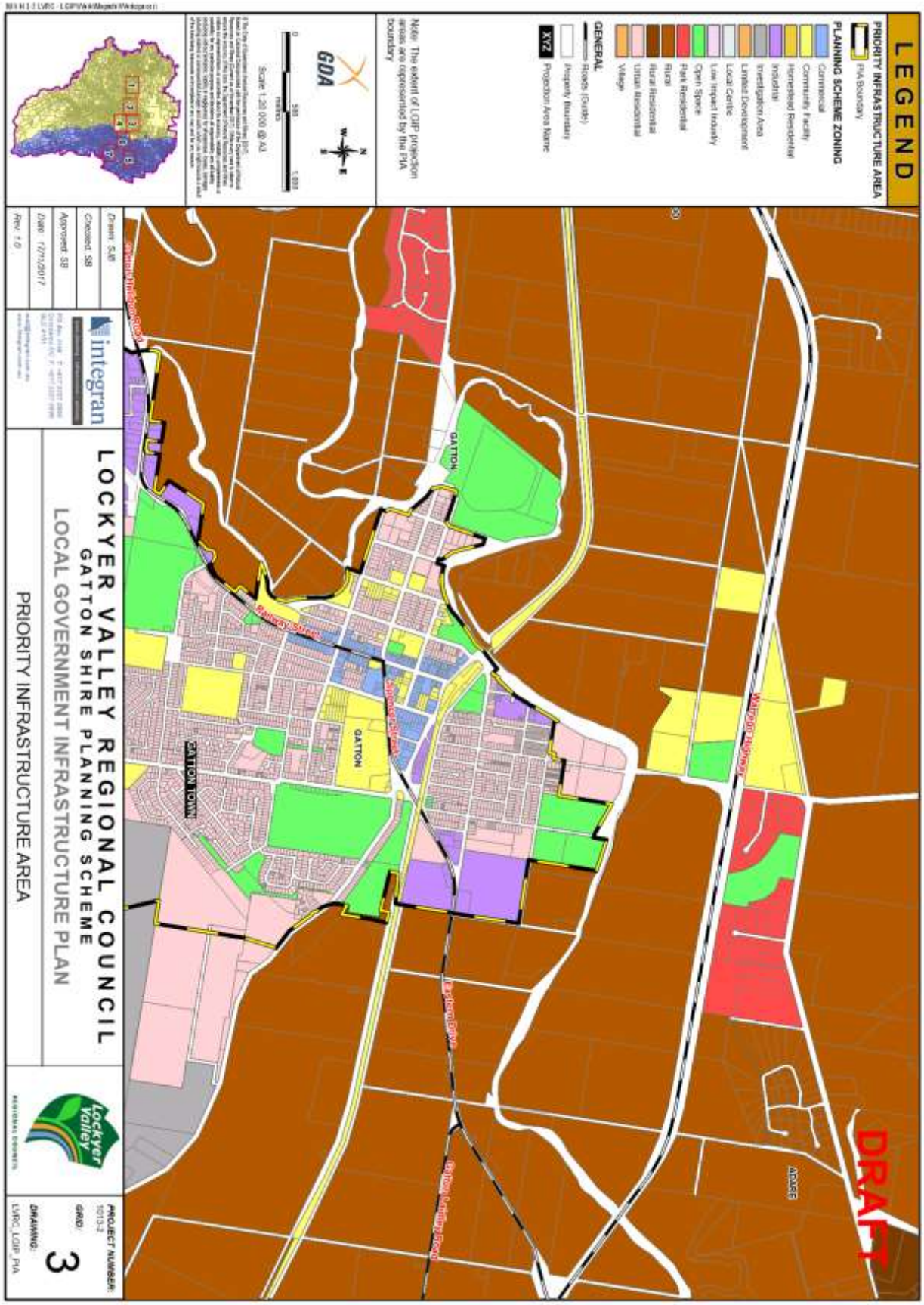
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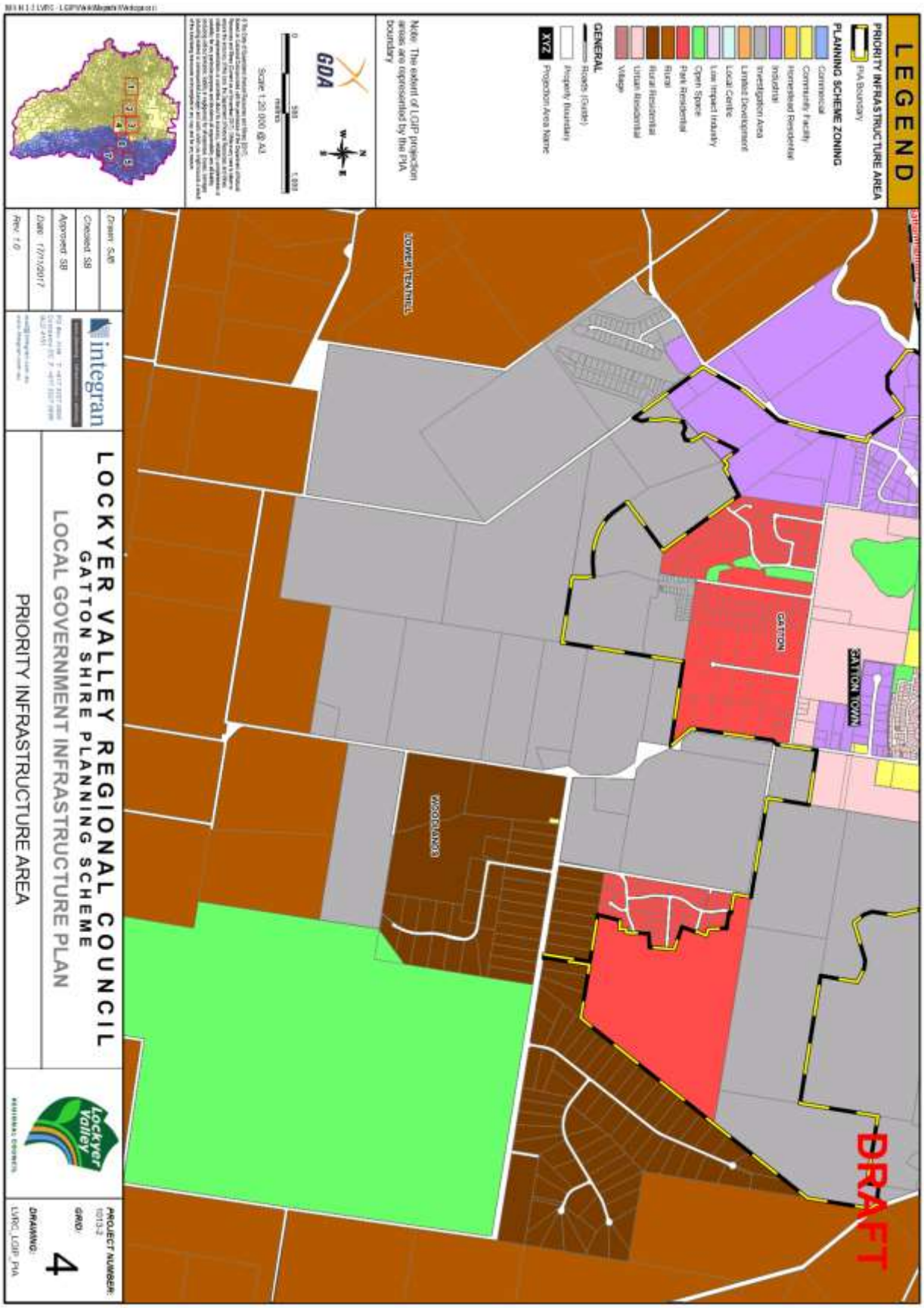
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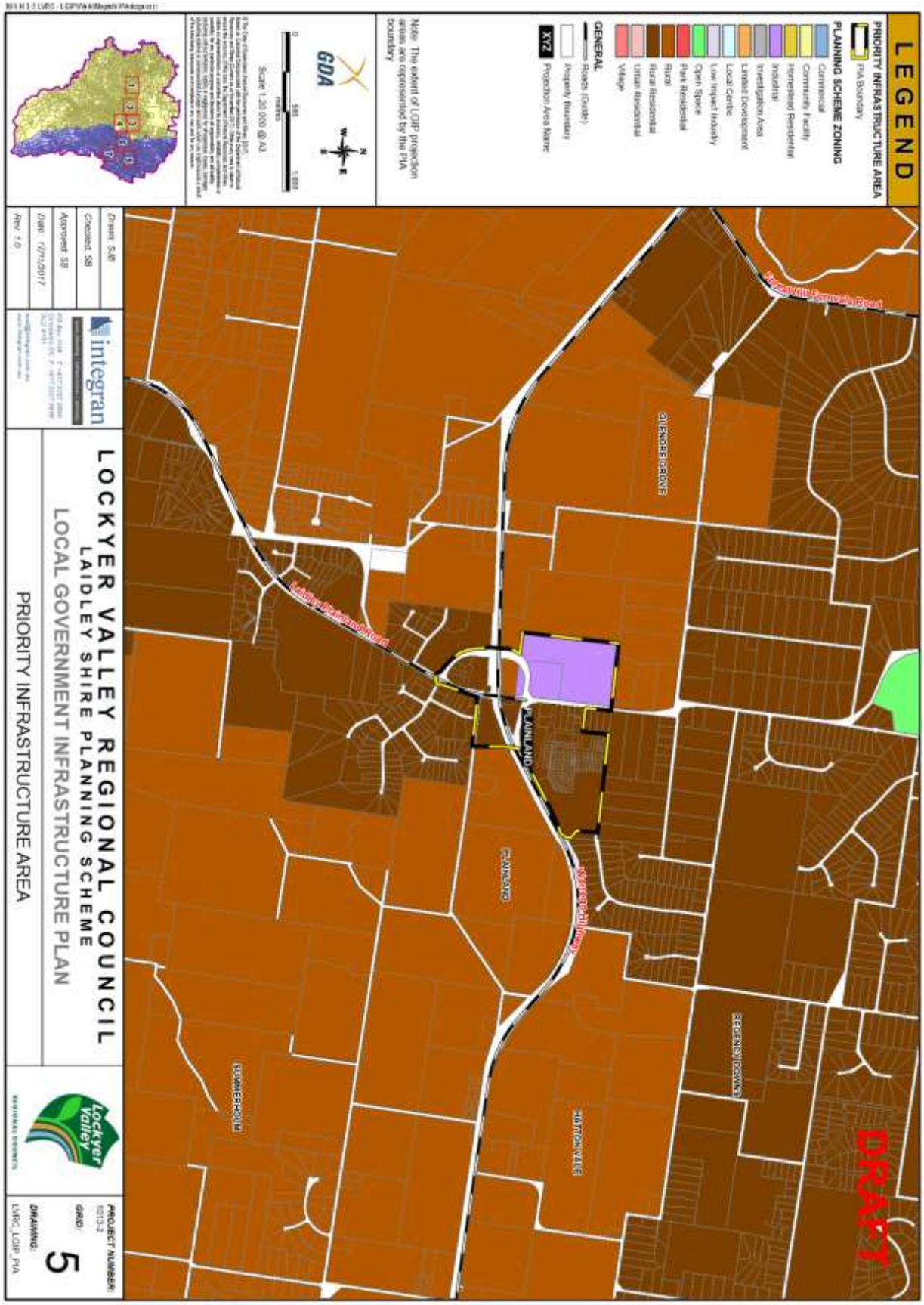
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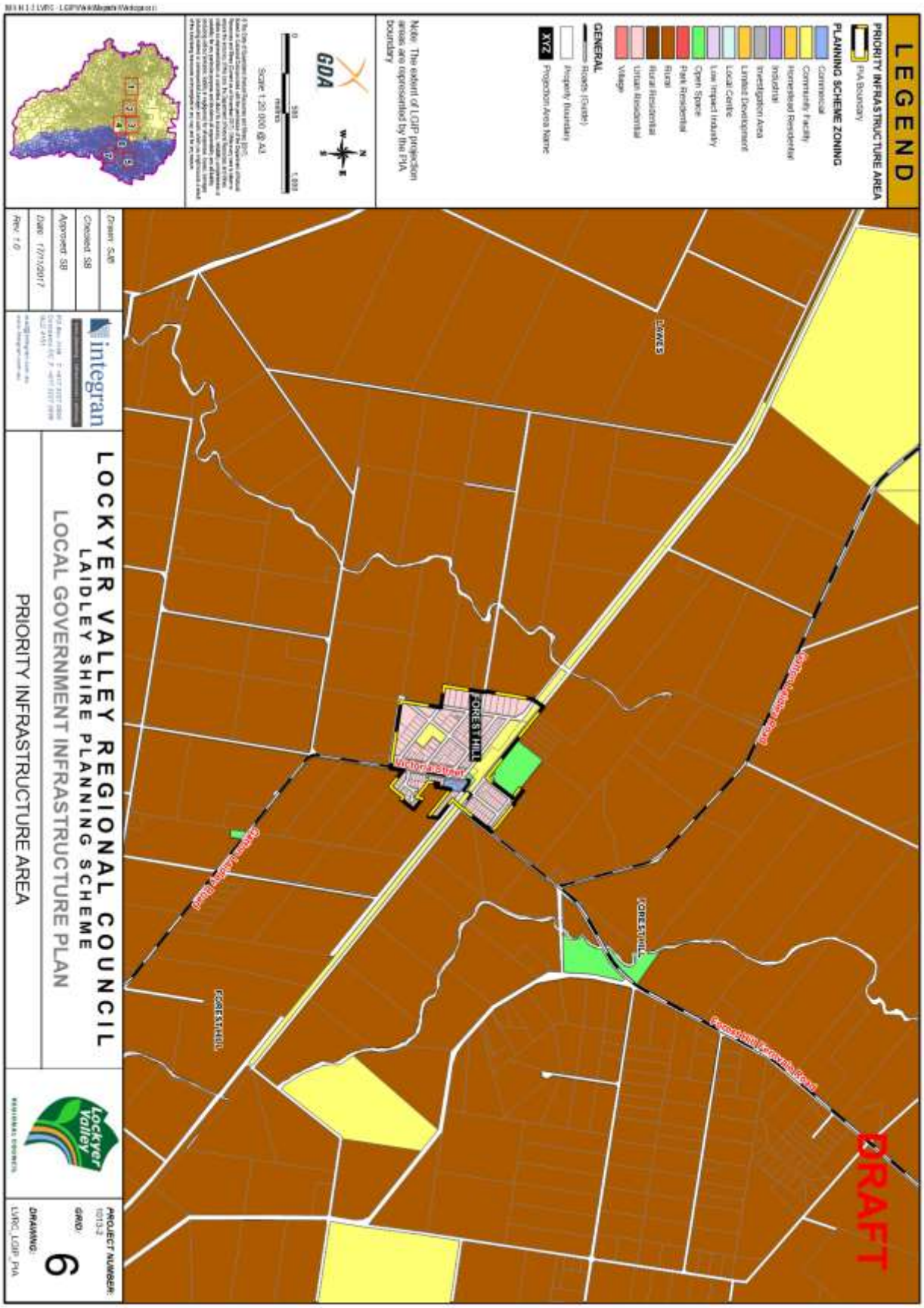
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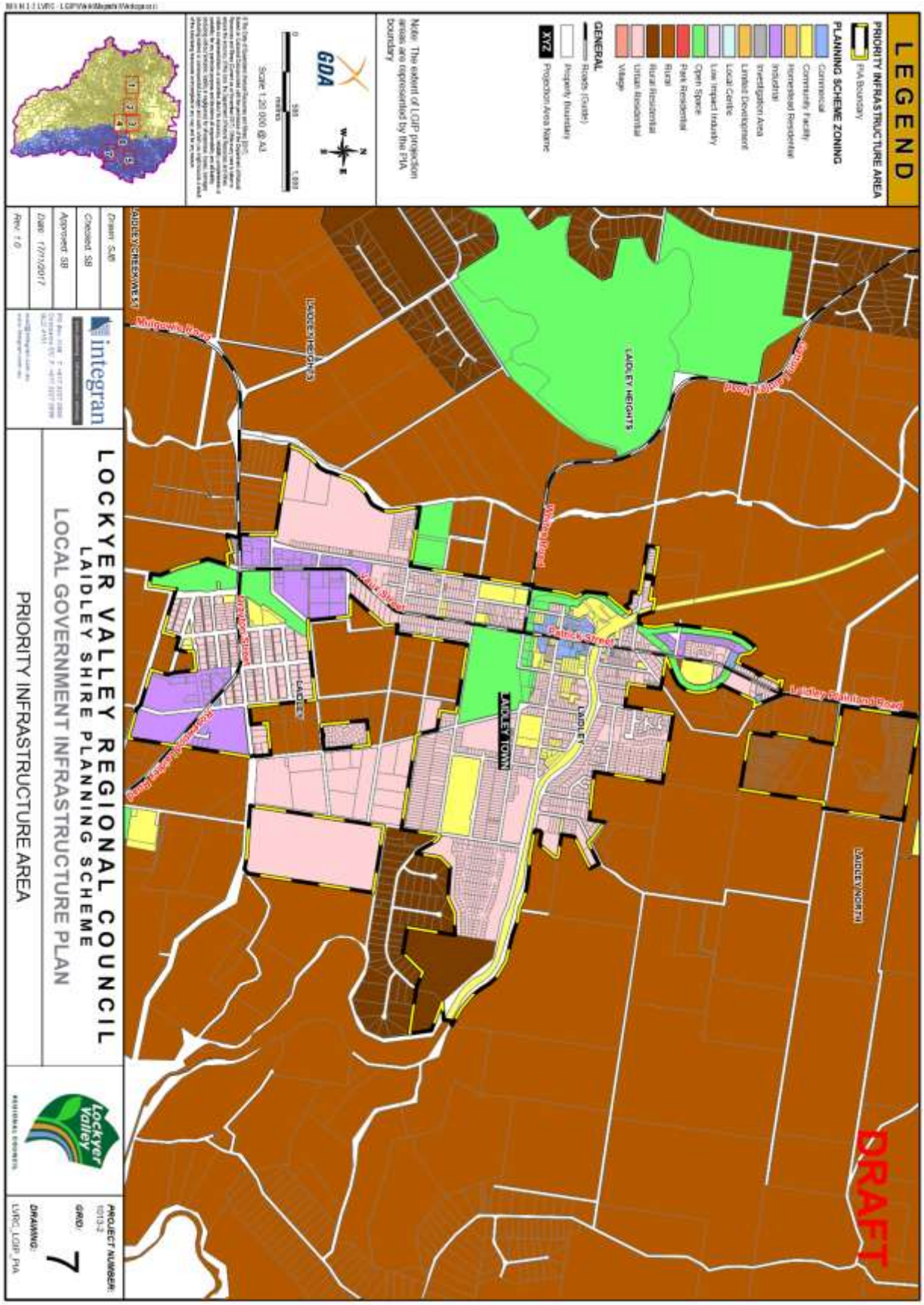
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Property Boundary
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Projection Area Name
Note: The extent of LGIP projection areas are represented by the PIA boundary
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LAIDLEY HEIGHTS
LAIDLEY TOWN
LAIDLEY
LAIDLEY NORTH
Patrick Street
Laidley Plainland Road
integran
LOCKYER VALLEY REGIONAL COUNCIL
LAIDLEY SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
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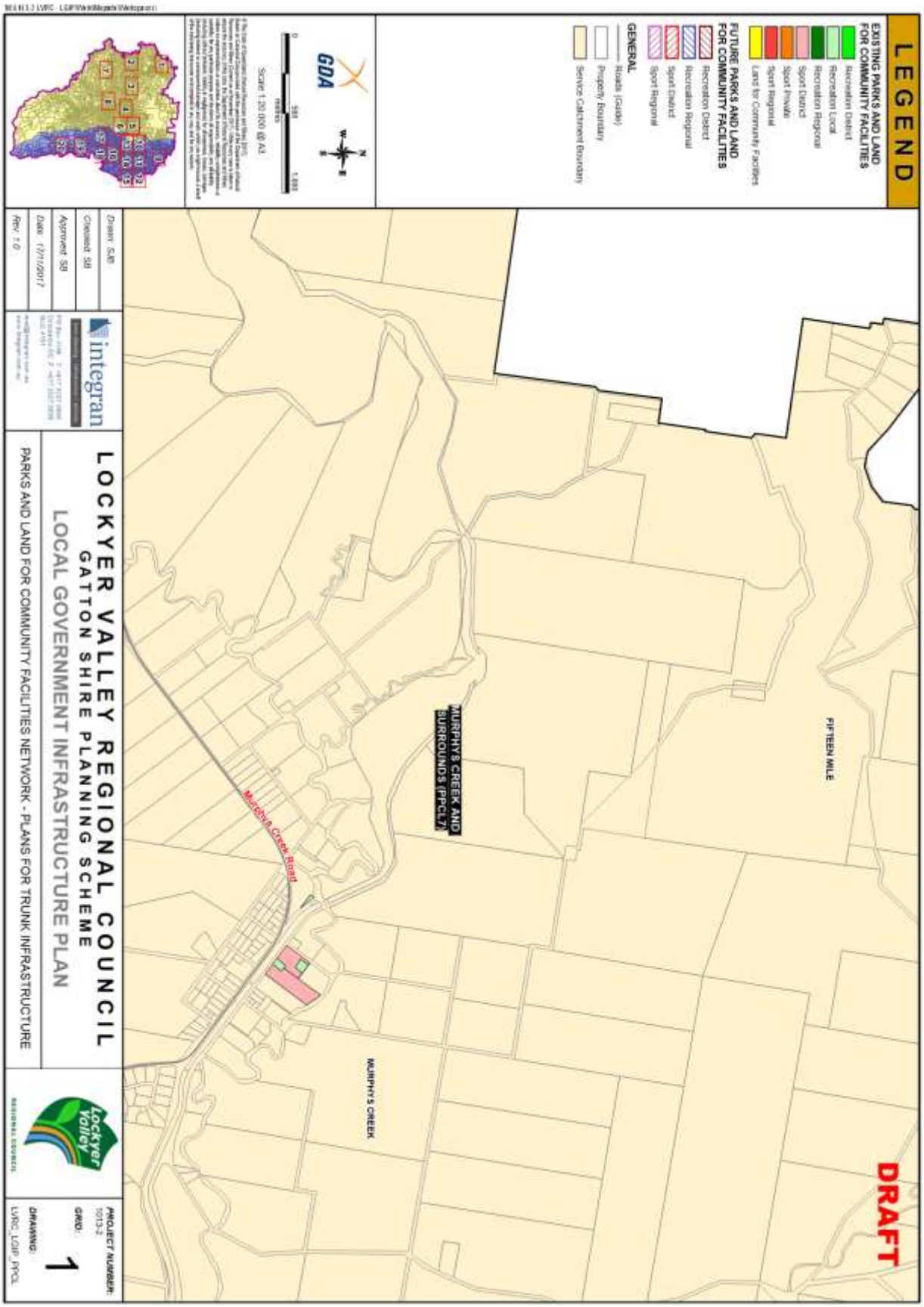
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FUTURE PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Regional
Sport District
Sport Regional
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Roads (Guide)
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MURPHYS CREEK AND SURROUNDS (PPCL7)
Murphys Creek Road
MURPHYS CREEK
Drawn: SJB
Checked: SB
Approved: SB
Date: 17/11/2017
Rev: 1.0
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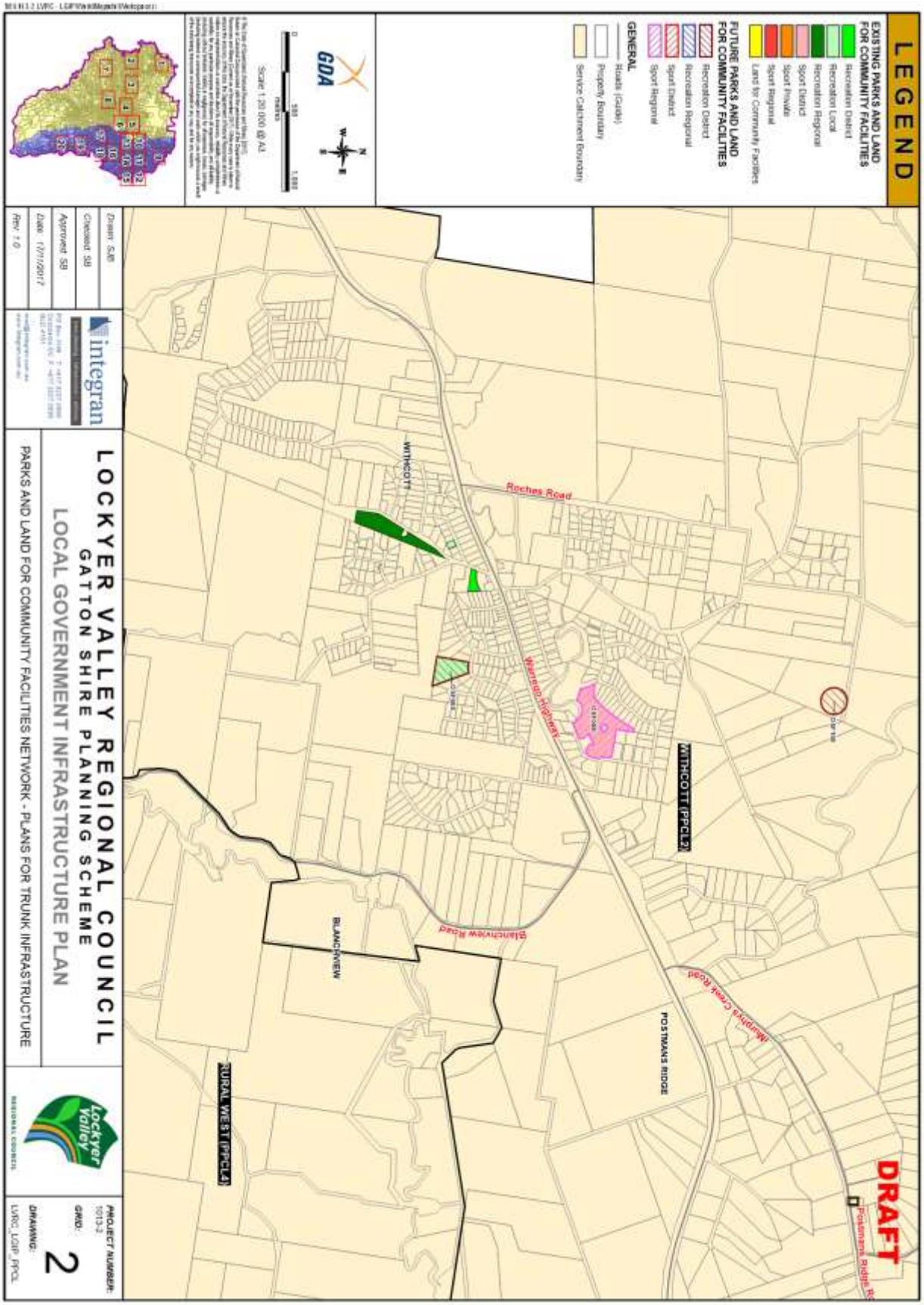
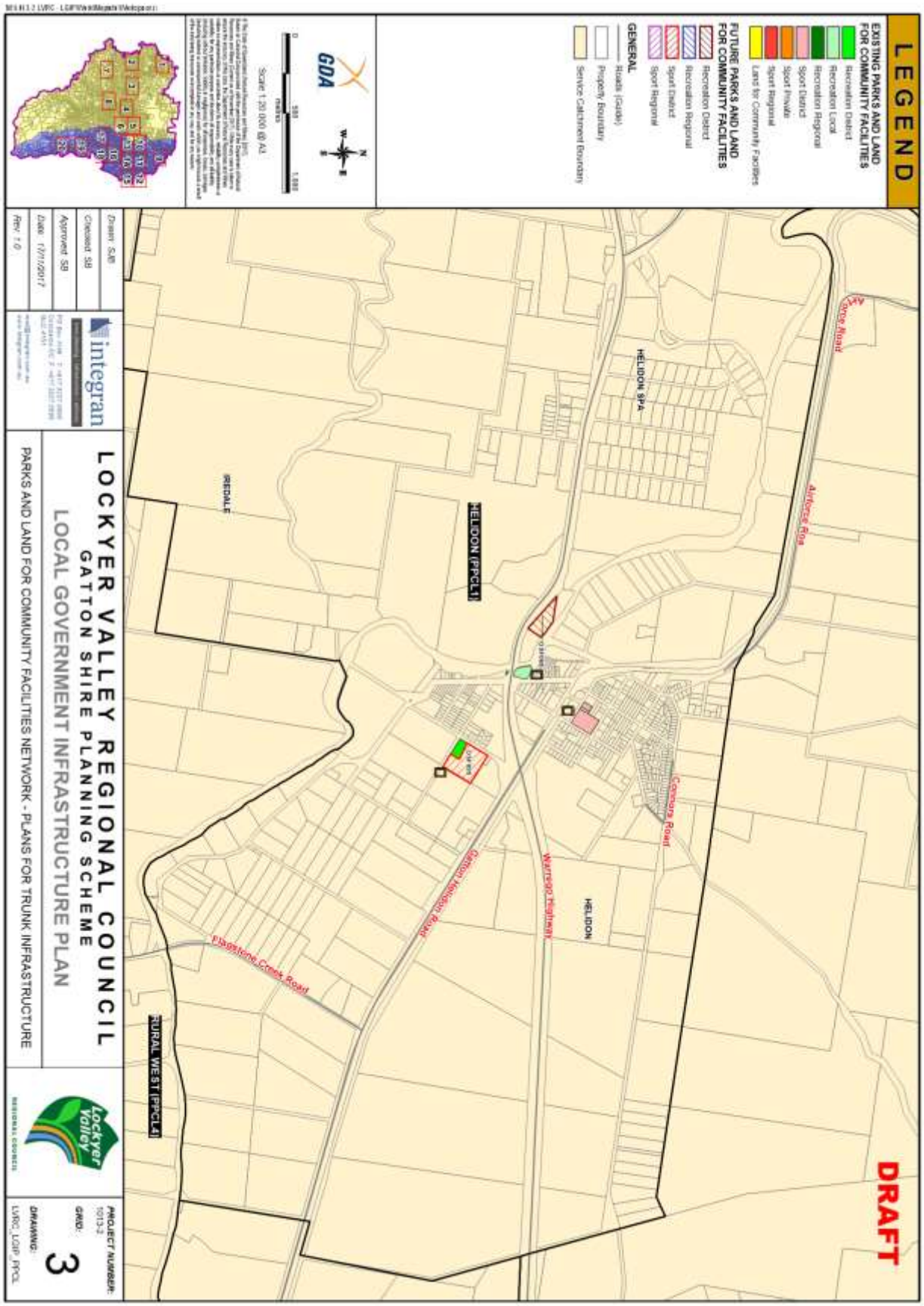
LOCKYER VALLEY REGIONAL COUNCIL
GATTON SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
PARKS AND LAND FOR COMMUNITY FACILITIES NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER: 1013-2
GRID: 1
DRAWING: LVRC_LGIP_PCL


LEGEND
EXISTING PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Local
Recreation Regional
Sport District
Sport Private
Sport Regional
Land for Community Facilities
FUTURE PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Regional
Sport District
Sport Regional
GENERAL
Roads (Guide)
Property Boundary
Service Catchment Boundary
GDA
Scale: 1:20,000 @ A3
DRAFT
Roches Road
Warrego Highway
Blanchview Road
Murphys Creek Road
WITHCOTT
WITHCOTT (PPCL2)
POSTMANS RIDGE
BLANCHVIEW
RURAL WEST (PPCL4)
integran
Drawn: SJB
Checked: SB
Approved: SB
Date: 1/11/2017
Rev: 1.0
LOCKYER VALLEY REGIONAL COUNCIL
GATTON SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
PARKS AND LAND FOR COMMUNITY FACILITIES NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER: 1013-2
GRID: 2
DRAWING: LVRC_LGIP_PCL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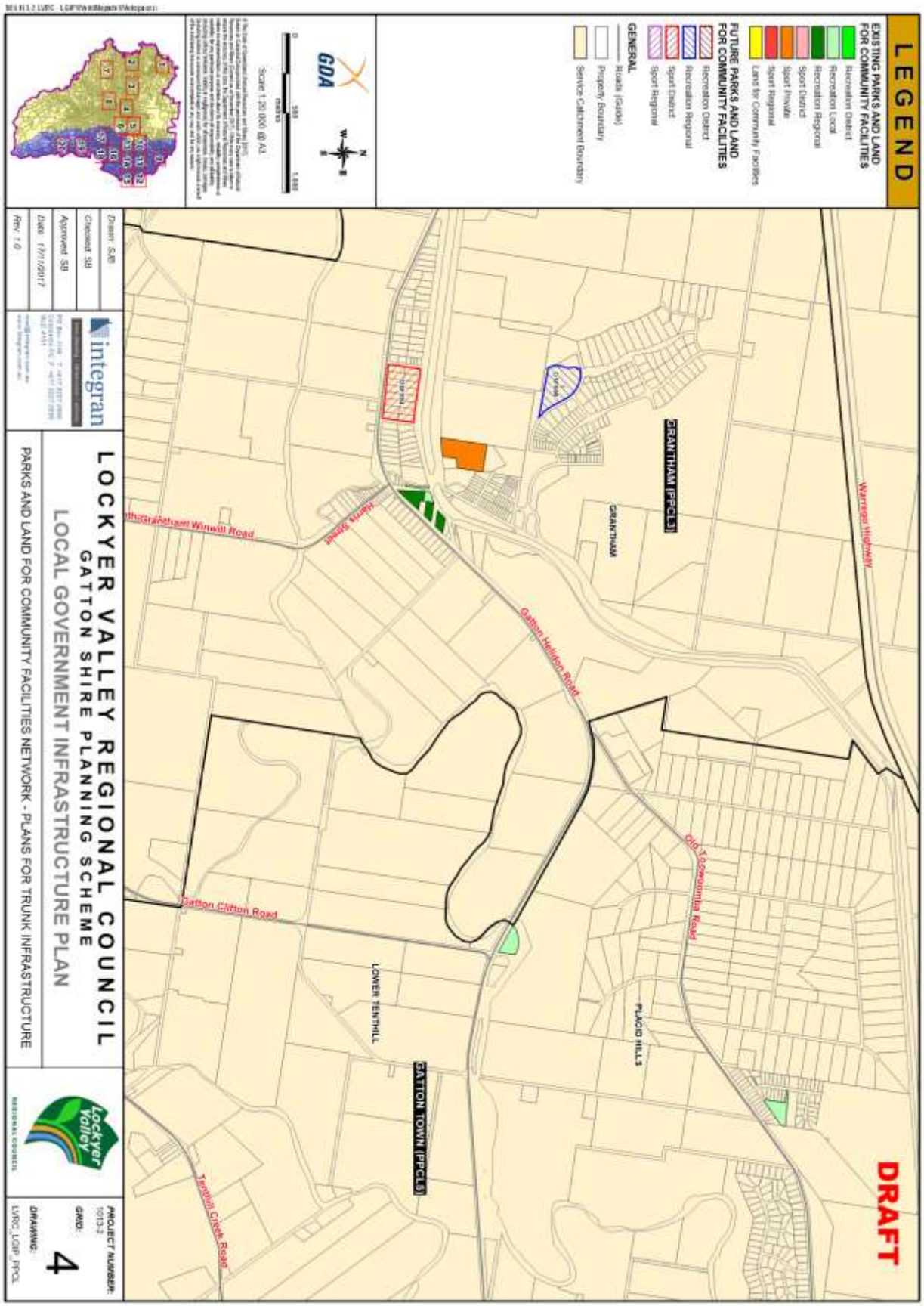
EXISTING PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Local
Recreation Regional
Sport District
Sport Private
Sport Regional
Land for Community Facilities
FUTURE PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Regional
Sport District
Sport Regional
GENERAL
Roads (Guide)
Property Boundary
Service Catchment Boundary
GDA
Scale 1:20,000 @ A1
Drawn: SJB
Checked: SB
Approved: SB
Date: 17/11/2017
Rev: 1.0
integran
LOCKYER VALLEY REGIONAL COUNCIL
GATTON SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
PARKS AND LAND FOR COMMUNITY FACILITIES NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER: 1013-2
GRID:
DRAWING: LVRC_LGIP_PPCL
3
HELIDON SPA
HELIDON (PPCL1)
IREDALE
HELIDON
RURAL WEST (PPCL4)
Airforce Road
Connors Road
Warrego Highway
Gatton Helidon Road
Flagstone Creek Road
DRAFT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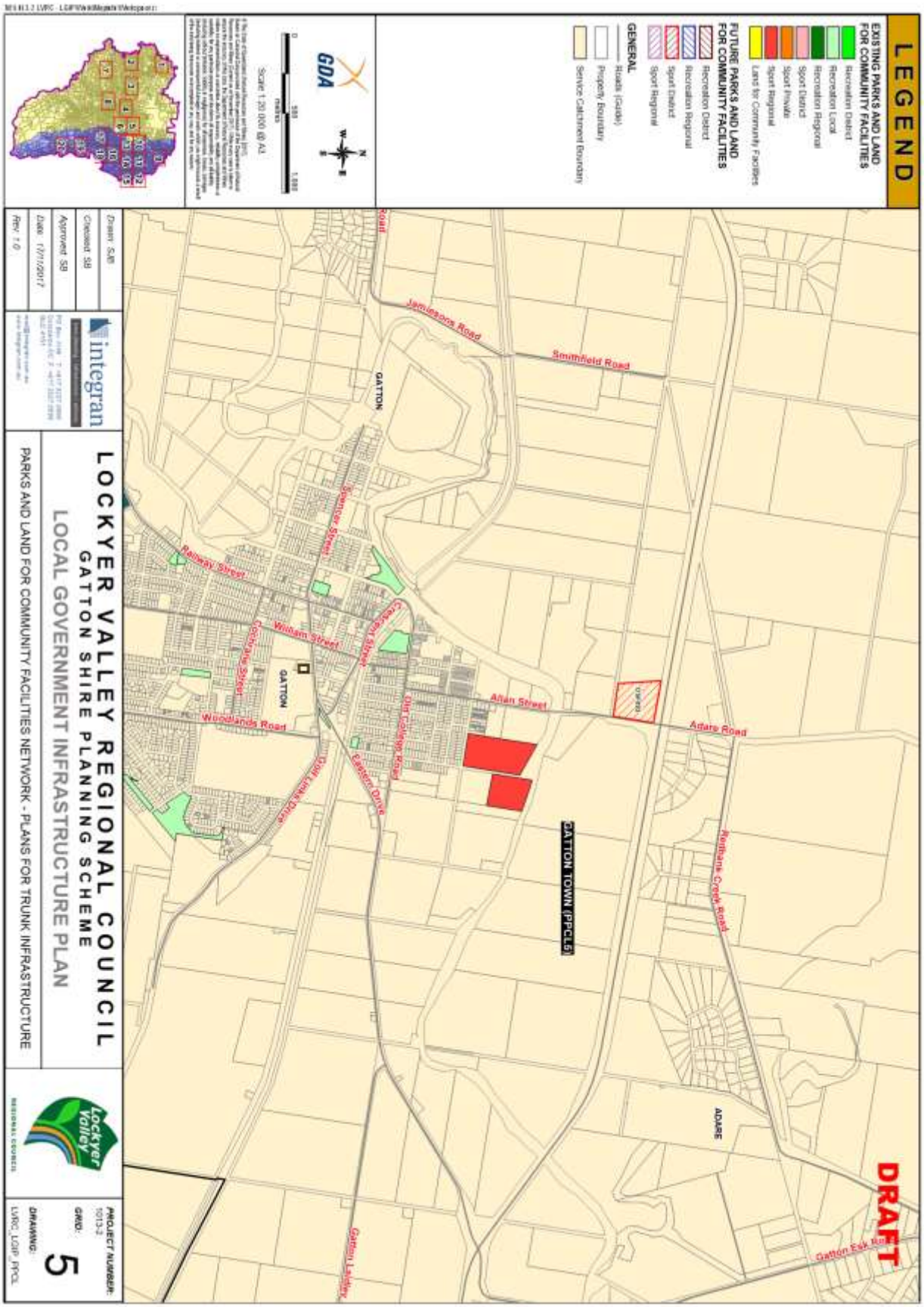
Recreation District
Recreation Local
Recreation Regional
Sport District
Sport Private
Sport Regional
Land for Community Facilities
FUTURE PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Regional
Sport District
Sport Regional
GENERAL
Roads (Guide)
Property Boundary
Service Catchment Boundary
GDA
Scale 1:20,000 @ A3
Drawn: SJB
Checked: SB
Approved: SB
Date: 17/11/2017
Rev: 1.0
integran
LOCKYER VALLEY REGIONAL COUNCIL
GATTON SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
PARKS AND LAND FOR COMMUNITY FACILITIES NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER: 1013-2
GRID: 4
DRAWING: LVRC_LGIP_PPCL
GRANTHAM [PPCL3]
GRANTHAM
Gatton Helidon Road
Warrego Highway
Old Toowoomba Road
Gatton Clifton Road
LOWER TENTHILL
PLACID HILLS
GATTON TOWN [PPCL5]
Tenthill Creek Road
DRAFT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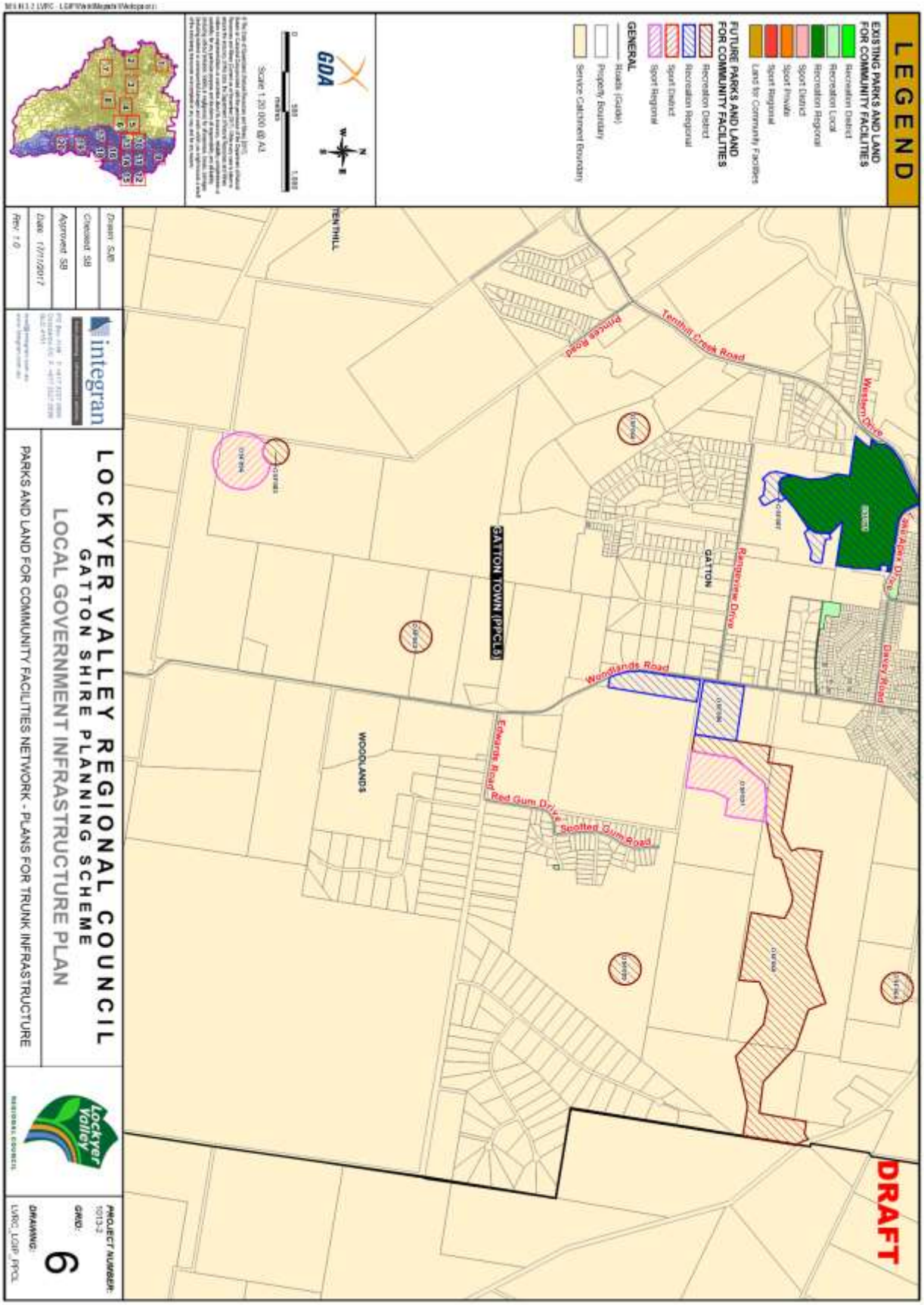
Recreation District
Recreation Local
Recreation Regional
Sport District
Sport Private
Sport Regional
Land for Community Facilities
FUTURE PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Regional
Sport District
Sport Regional
GENERAL
Roads (Guide)
Property Boundary
Service Catchment Boundary
GDA
Scale 1:20,000 @ A3
Drawn: SJB
Checked: SB
Approved: SB
Date: 17/11/2017
Rev: 1.0
integran
LOCKYER VALLEY REGIONAL COUNCIL
GATTON SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
PARKS AND LAND FOR COMMUNITY FACILITIES NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER: 1013-2
GRID: 5
DRAWING: LVRC_LGIP_PPCL
Jamiesons Road
Smithfield Road
GATTON
Spencer Street
Railway Street
William Street
Crescent Street
Cochrane Street
Woodlands Road
Allan Street
Adare Road
Old College Road
Eastern Drive
Gold Links Drive
GATTON TOWN (PPCL5)
Redbank Creek Road
ADARE
Gatton Laidley
Gatton Esk Road
DRAFT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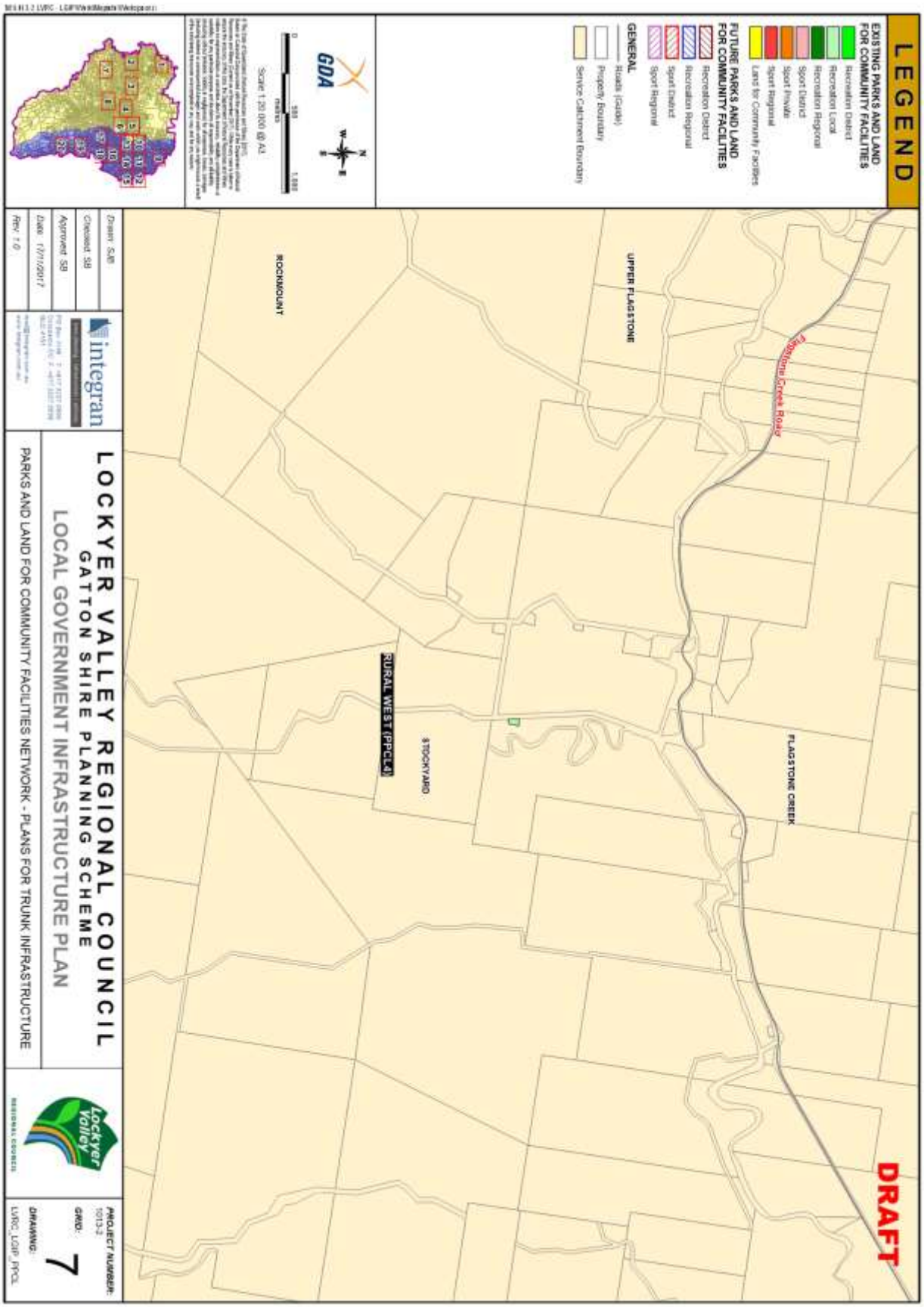
EXISTING PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Local
Recreation Regional
Sport District
Sport Private
Sport Regional
Land for Community Facilities
FUTURE PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Regional
Sport District
Sport Regional
GENERAL
Roads (Guide)
Property Boundary
Service Catchment Boundary
GDA
Scale 1:20,000 @ A3
Drawn: SJB
Checked: SB
Approved: SB
Date: 17/11/2017
Rev: 1.0
integran
LOCKYER VALLEY REGIONAL COUNCIL
GATTON SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
PARKS AND LAND FOR COMMUNITY FACILITIES NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER: 1013-2
GRID: 6
DRAWING: LVRC_LGIP_PPCL
DRAFT
Tenthill Creek Road
Princes Road
Western Drive
Lake Apex Drive
Davey Road
Rangeview Drive
GATTON
GATTON TOWN (PPCL5)
Woodlands Road
Edwards Road
Red Gum Drive
Spotted Gum Road
WOODLANDS
TENTHILL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EXISTING PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
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Sport District
Sport Private
Sport Regional
Land for Community Facilities
FUTURE PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Regional
Sport District
Sport Regional
GENERAL
Roads (Guide)
Property Boundary
Service Catchment Boundary
GDA
Scale: 1:20,000 @ A3
DRAFT
Flagstone Creek Road
UPPER FLAGSTONE
FLAGSTONE CREEK
ROCKMOUNT
RURAL WEST (PPCL4)
STOCKYARD
integran
Drawn: SJB
Checked: SB
Approved: SB
Date: 17/11/2017
Rev: 1.0
LOCKYER VALLEY REGIONAL COUNCIL
GATTON SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
PARKS AND LAND FOR COMMUNITY FACILITIES NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER: 1013-2
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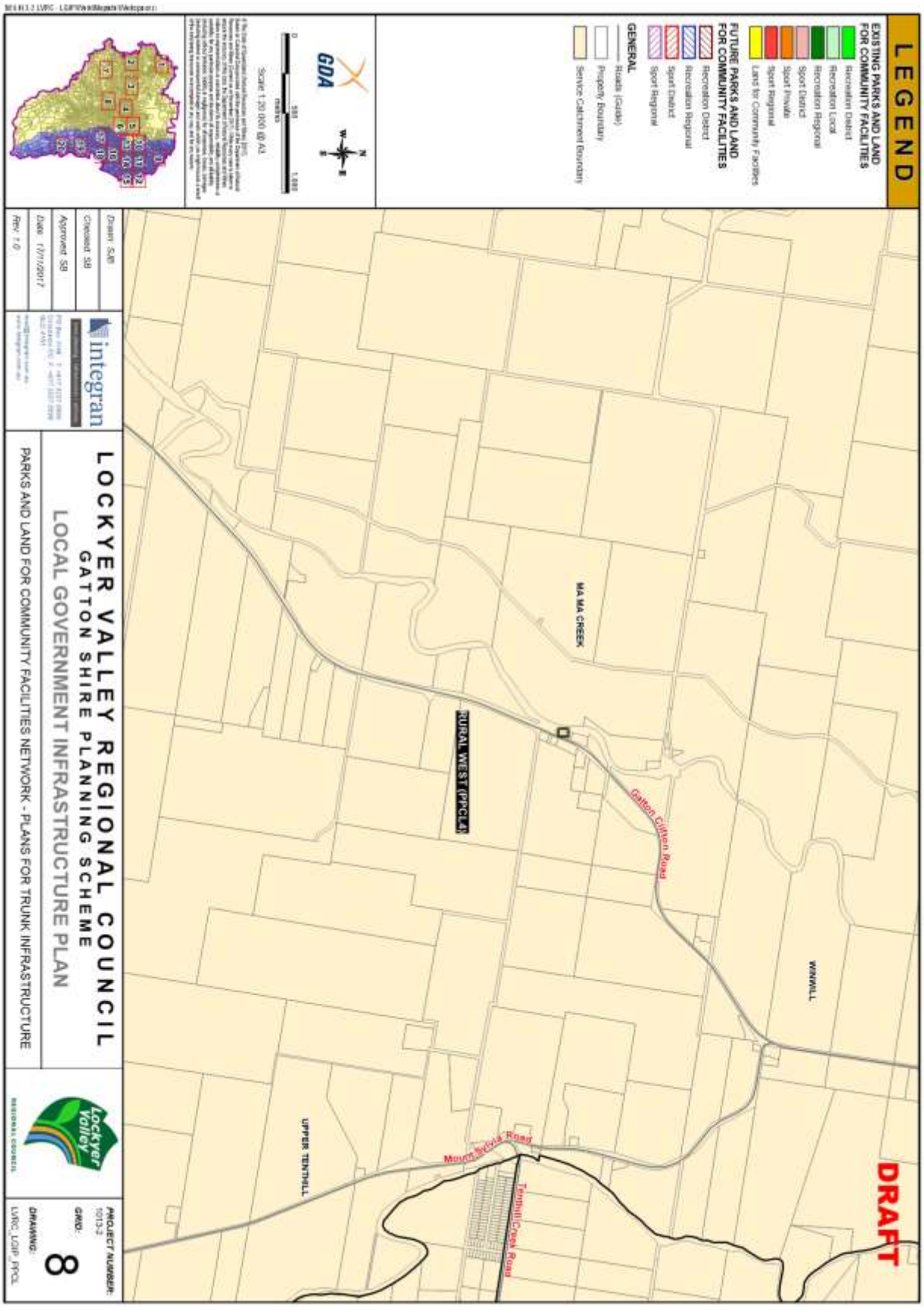
LEGEND
EXISTING PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Local
Recreation Regional
Sport District
Sport Private
Sport Regional
Land for Community Facilities
FUTURE PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Regional
Sport District
Sport Regional
GENERAL
Roads (Guide)
Property Boundary
Service Catchment Boundary
GDA
Scale: 1:20,000 @ A3
DRAFT
MA MA CREEK
RURAL WEST (PPCL4)
Gatton Clifton Road
WINWILL
UPPER TENTHILL
Mount Sylvia Road
Tenthill Creek Road
Drawn: SJB
Checked: SB
Approved: SB
Date: 1/11/2017
Rev: 1.0
integran
LOCKYER VALLEY REGIONAL COUNCIL
GATTON SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
PARKS AND LAND FOR COMMUNITY FACILITIES NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER: 1013-2
GRID:
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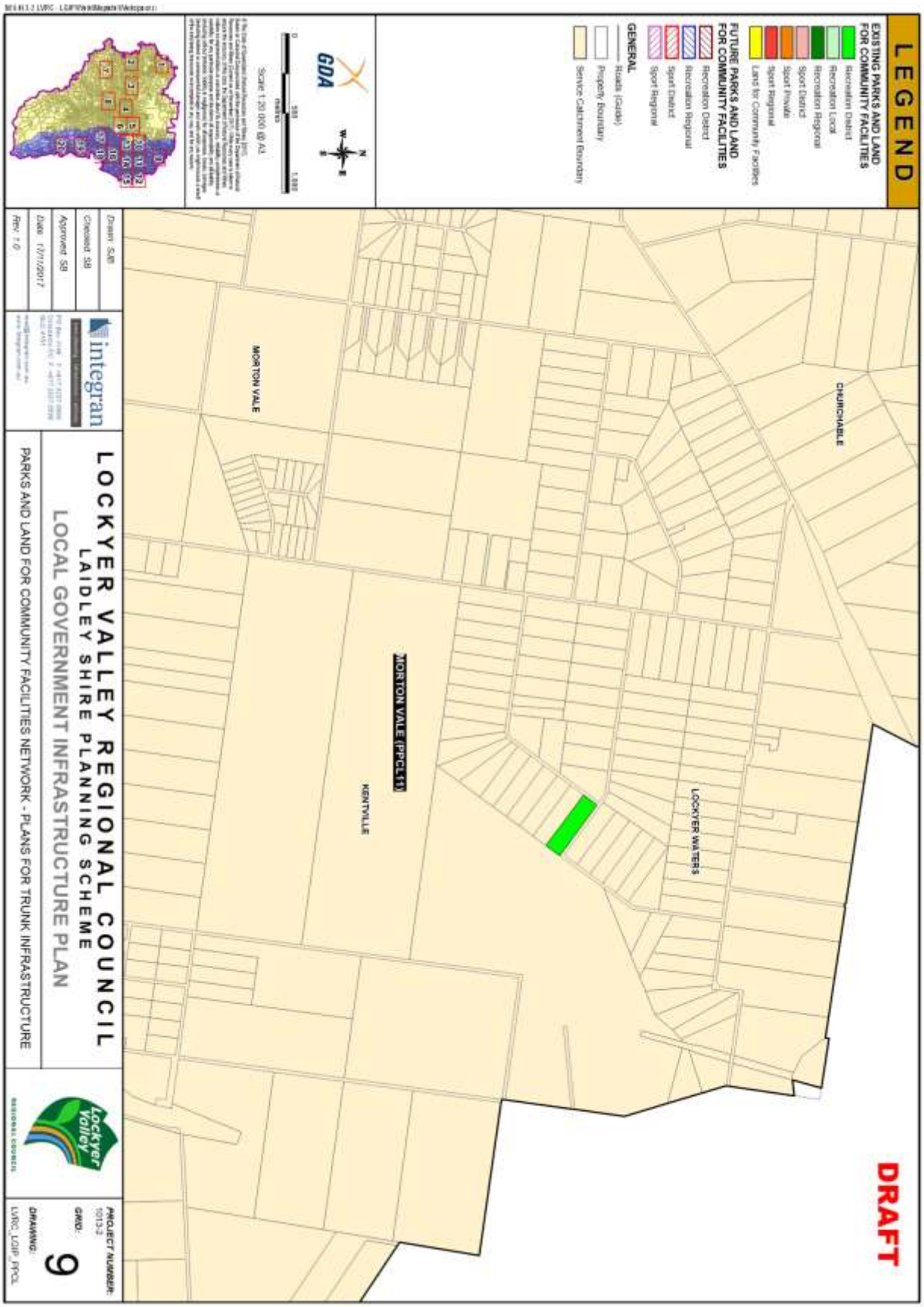
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EXISTING PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Local
Recreation Regional
Sport District
Sport Private
Sport Regional
Land for Community Facilities
FUTURE PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Regional
Sport District
Sport Regional
GENERAL
Roads (Guide)
Property Boundary
Service Catchment Boundary
GDA
Scale: 1:20,000 @ A3
CHURCHABLE
MORTON VALE
MORTON VALE (PPCL11)
KENTVILLE
LOCKYER WATERS
DRAFT
integran
Drawn: SJB
Checked: SB
Approved: SB
Date: 17/11/2017
Rev: 1.0
LOCKYER VALLEY REGIONAL COUNCIL
LAIDLEY SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
PARKS AND LAND FOR COMMUNITY FACILITIES NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER: 1013-2
GRID: 9
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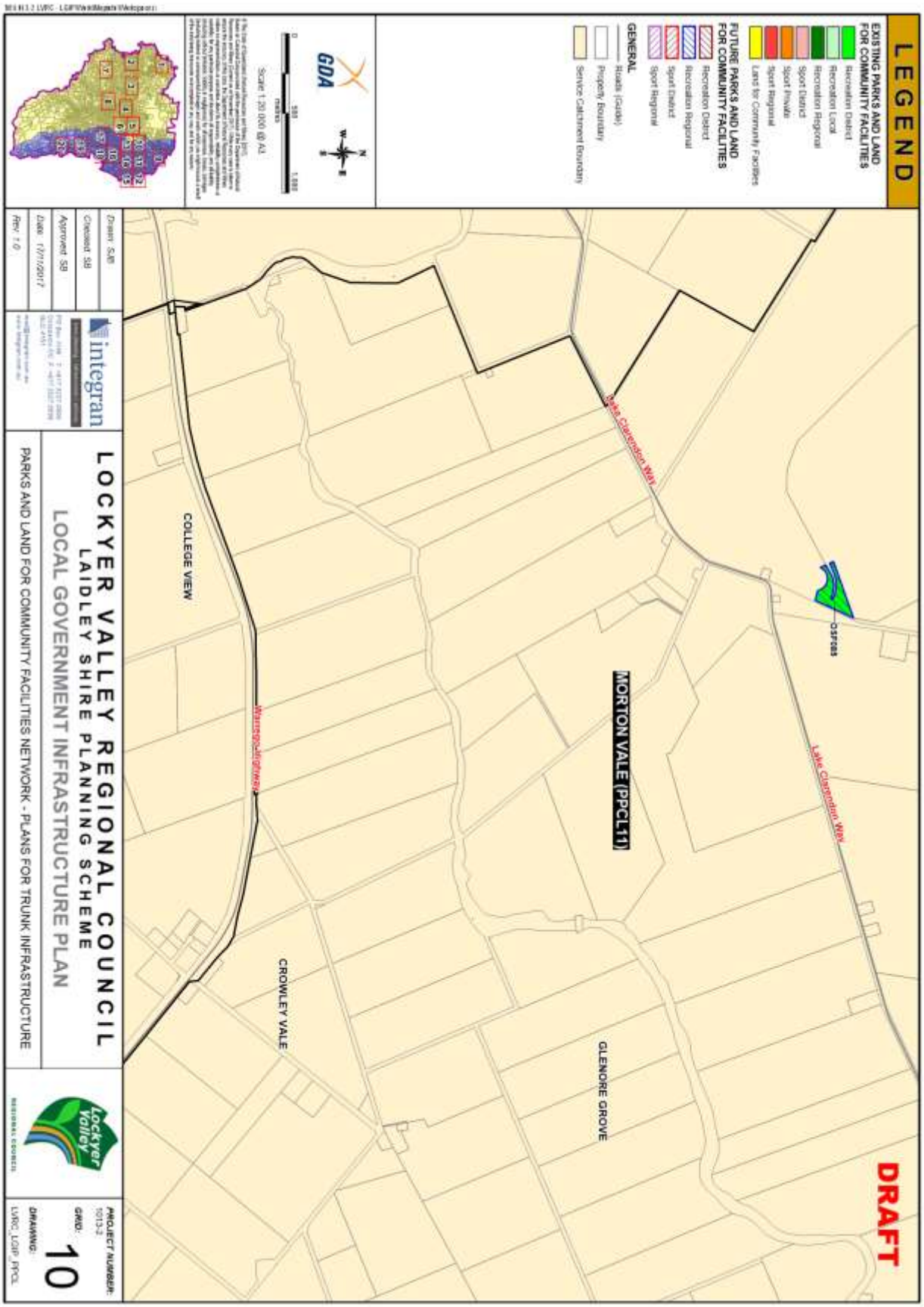
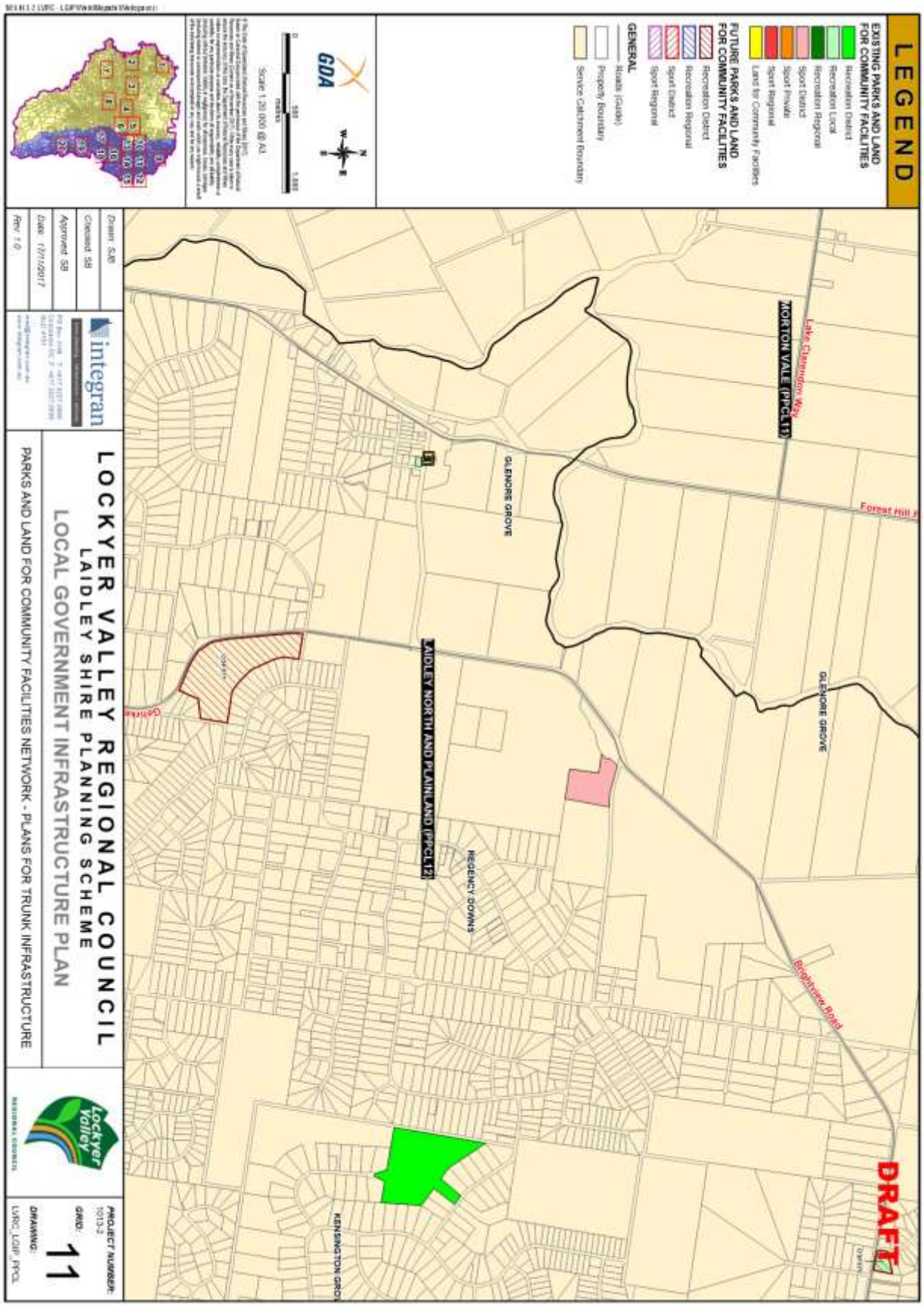

LEGEND
EXISTING PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Local
Recreation Regional
Sport District
Sport Private
Sport Regional
Land for Community Facilities
FUTURE PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Regional
Sport District
Sport Regional
GENERAL
Roads (Guide)
Property Boundary
Service Catchment Boundary
GDA
Scale 1:20,000 @ A1
Drawn: SJB
Checked: SB
Approved: SB
Date: 17/11/2017
Rev: 1.0
integran
LOCKYER VALLEY REGIONAL COUNCIL
LAIDLEY SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
PARKS AND LAND FOR COMMUNITY FACILITIES NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER: 1013-2
GRID: 10
DRAWING: LVRC_LGIP_PPCL
COLLEGE VIEW
CROWLEY VALE
GLENORE GROVE
MORTON VALE (PPCL11)
Lake Clarendon Way
Warrego Highway
OSP085
DRAFT


LEGEND
EXISTING PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Local
Recreation Regional
Sport District
Sport Private
Sport Regional
Land for Community Facilities
FUTURE PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Regional
Sport District
Sport Regional
GENERAL
Roads (Guide)
Property Boundary
Service Catchment Boundary
GDA
Scale 1:20,000 @ A3
MORTON VALE (PPCL11)
Lake Clarendon Way
Forest Hill
GLENORE GROVE
LAIDLEY NORTH AND PLAINLAND (PPCL12)
REGENCY DOWNS
Brightview Road
KENSINGTON GRO
DRAFT
integran
LOCKYER VALLEY REGIONAL COUNCIL
LAIDLEY SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
PARKS AND LAND FOR COMMUNITY FACILITIES NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER:
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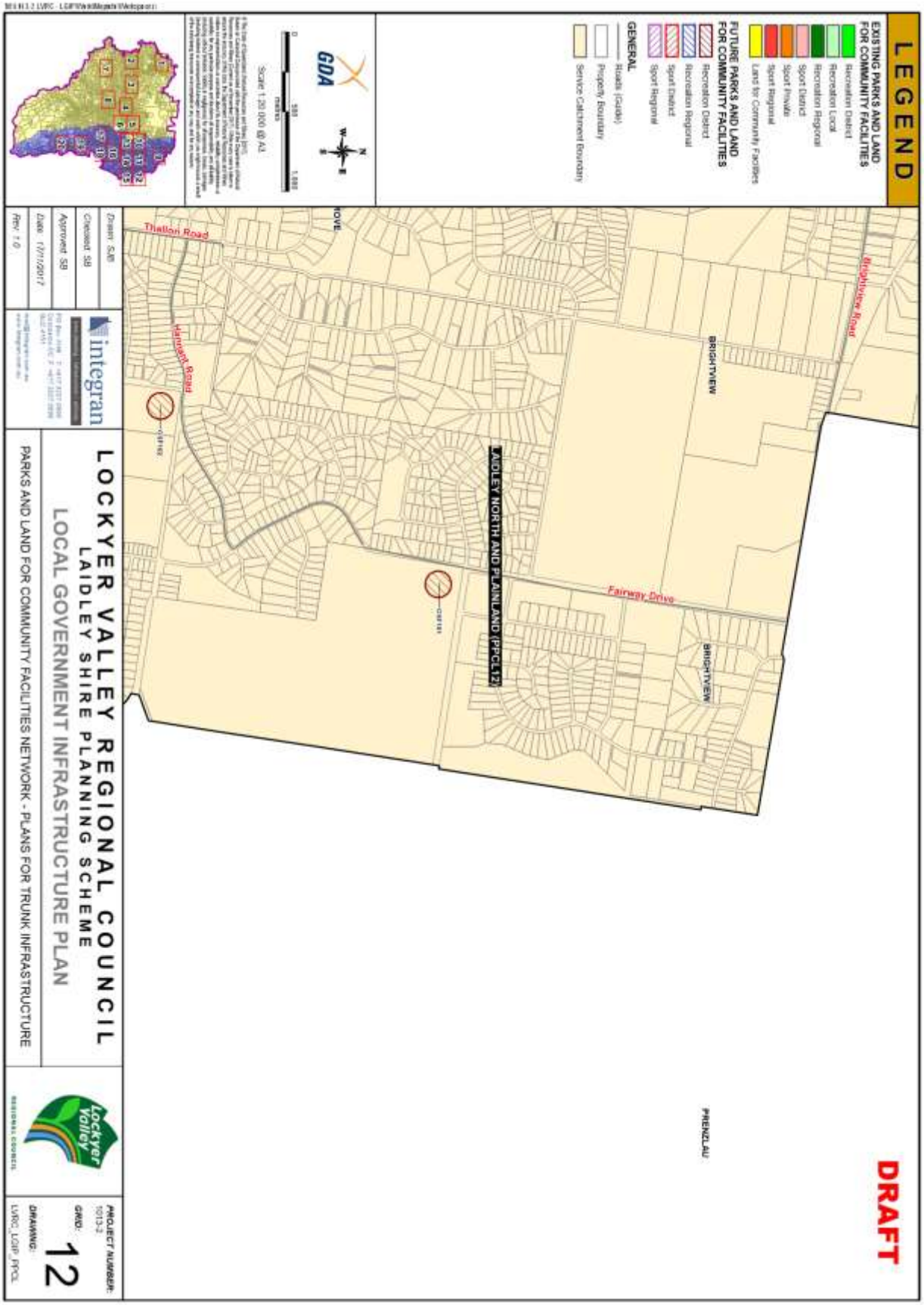
LEGEND
EXISTING PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Local
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Sport District
Sport Private
Sport Regional
Land for Community Facilities
FUTURE PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Regional
Sport District
Sport Regional
GENERAL
Roads (Guide)
Property Boundary
Service Catchment Boundary
GDA
Scale 1:20,000 @ A3
Thallon Road
Hannant Road
Brightview Road
BRIGHTVIEW
LAIDLEY NORTH AND PLAINLAND (PPCL12)
Fairway Drive
PRENZLAU
DRAFT
integran
LOCKYER VALLEY REGIONAL COUNCIL
LAIDLEY SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
PARKS AND LAND FOR COMMUNITY FACILITIES NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER:
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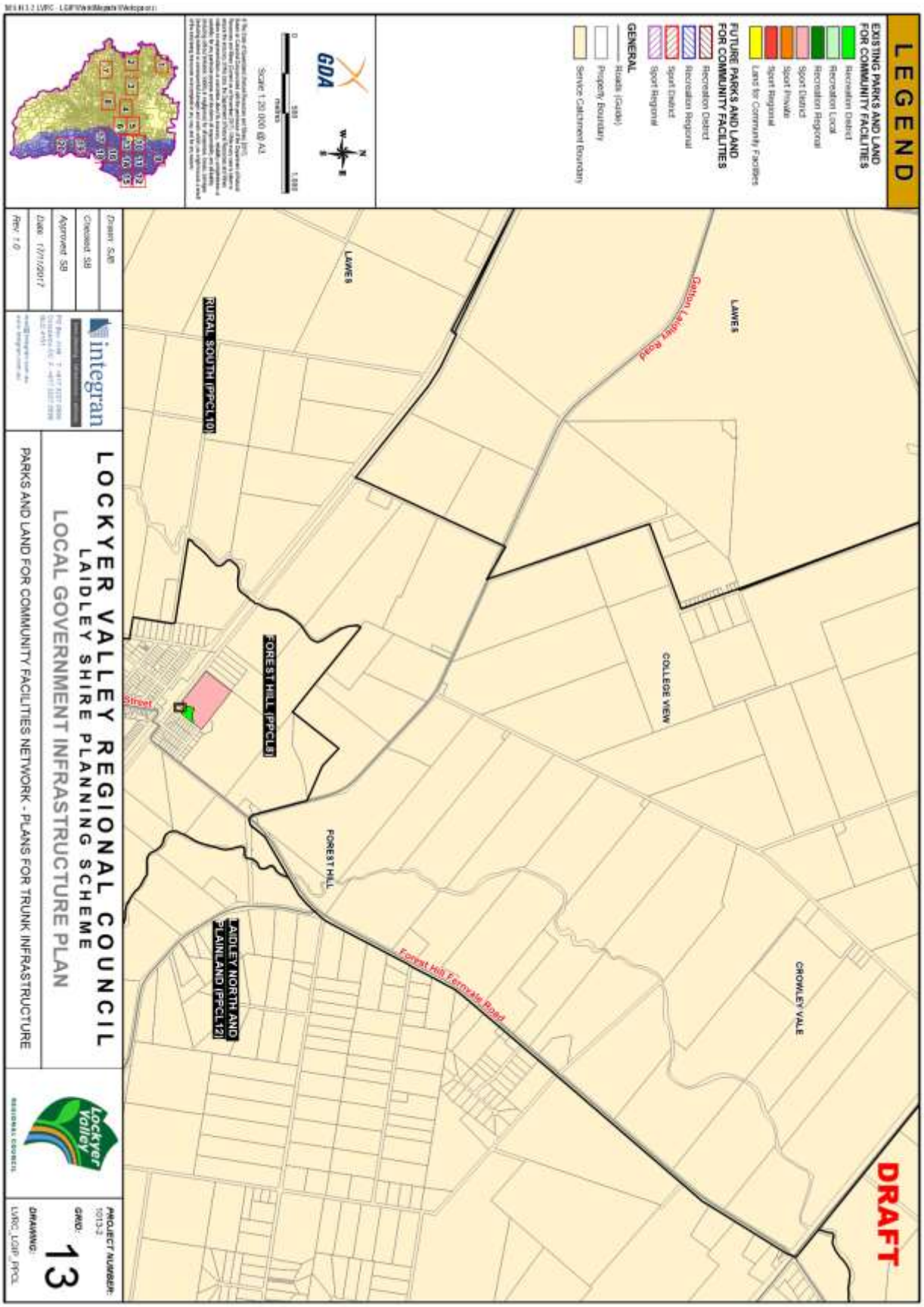
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EXISTING PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
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Recreation Regional
Sport District
Sport Private
Sport Regional
Land for Community Facilities
FUTURE PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Regional
Sport District
Sport Regional
GENERAL
Roads (Guide)
Property Boundary
Service Catchment Boundary
GDA
Scale: 1:20,000 @ A3
DRAFT
LAWES
Gatton Laidley Road
COLLEGE VIEW
CROWLEY VALE
FOREST HILL
Forest Hill Fernvale Road
LAIDLEY NORTH AND PLAINLAND (PPCL12)
FOREST HILL (PPCL8)
RURAL SOUTH (PPCL10)
Street
integran
Drawn: SJB
Checked: SB
Approved: SB
Date: 11/11/2017
Rev: 1.0
LOCKYER VALLEY REGIONAL COUNCIL
LAIDLEY SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
PARKS AND LAND FOR COMMUNITY FACILITIES NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER: 1013-2
GRID: 13
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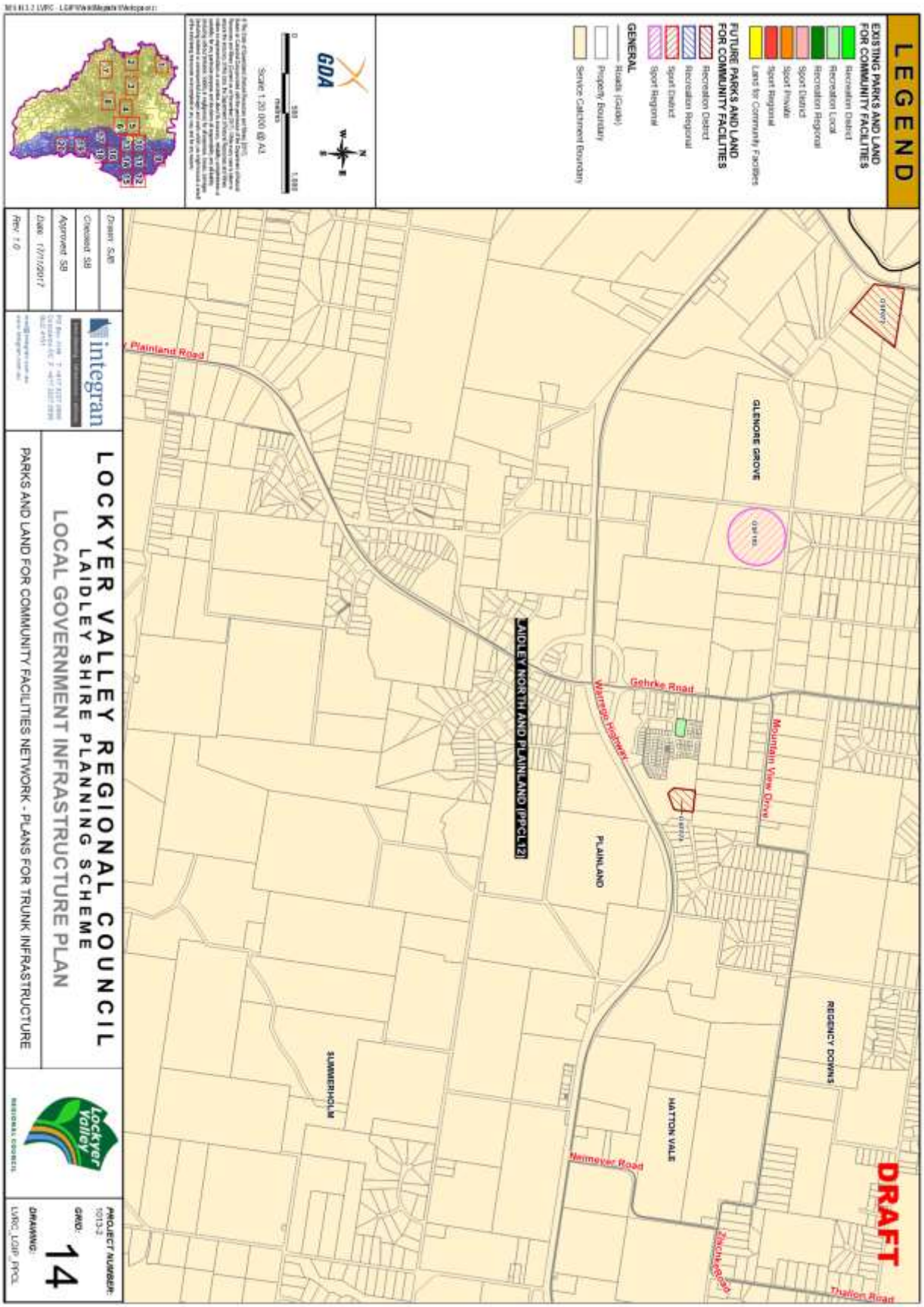
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Recreation District
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Recreation Regional
Sport District
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Land for Community Facilities
FUTURE PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Regional
Sport District
Sport Regional
GENERAL
Roads (Guide)
Property Boundary
Service Catchment Boundary
GDA
Scale 1:20,000 @ A3
DRAFT
GLENORE GROVE
REGENCY DOWNS
HATTON VALE
SUMMERHOLM
PLAINLAND
LAIDLEY NORTH AND PLAINLAND (PPCL12)
Mountain View Drive
Gehrke Road
Warrego Highway
Neimeyer Road
Thallon Road
Plainland Road
Drawn: SJB
Checked: SB
Approved: SB
Date: 1/11/2017
Rev: 1.0
integran
LOCKYER VALLEY REGIONAL COUNCIL
LAIDLEY SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
PARKS AND LAND FOR COMMUNITY FACILITIES NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER: 1013-2
GRID: 14
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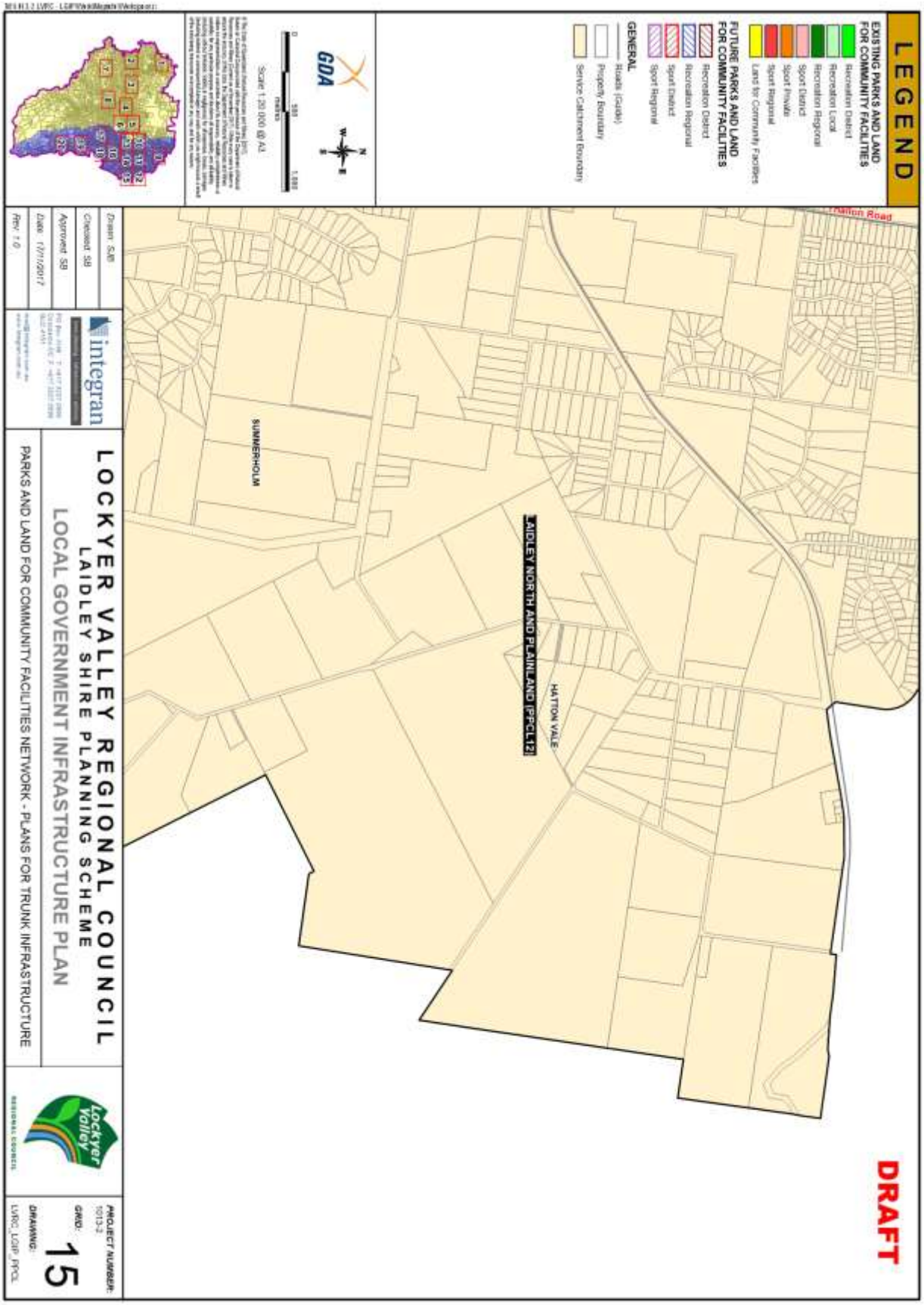
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Sport District
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Land for Community Facilities
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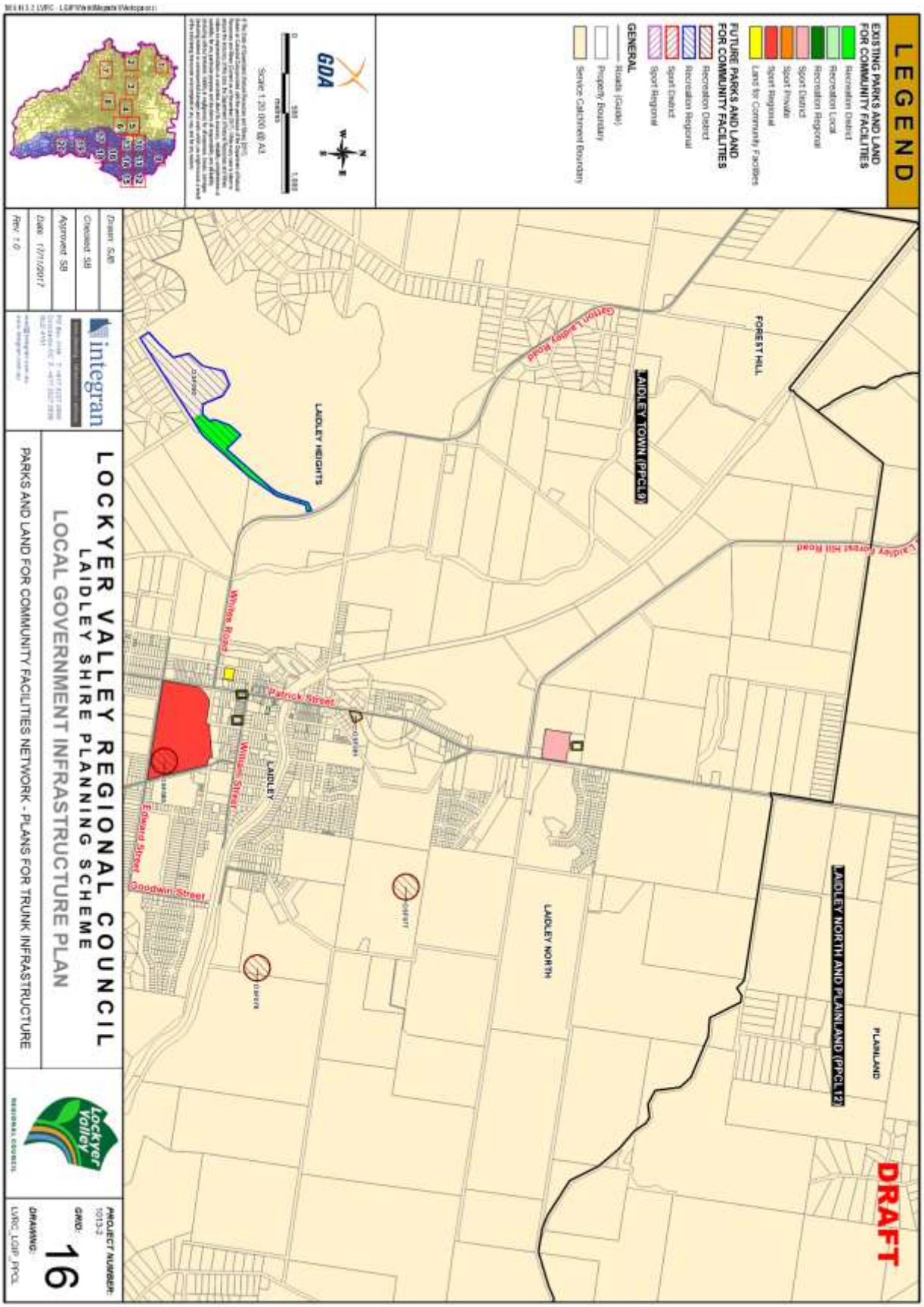
Recreation District
Recreation Regional
Sport District
Sport Regional
GENERAL
Roads (Guide)
Property Boundary
Service Catchment Boundary
GDA
Scale: 1:20,000 @ A3
Hatton Road
SUMMERHOLM
LAIDLEY NORTH AND PLAINLAND [PPCL12]
HATTON VALE
DRAFT
integran
LOCKYER VALLEY REGIONAL COUNCIL
LAIDLEY SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
PARKS AND LAND FOR COMMUNITY FACILITIES NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
15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EXISTING PARKS AND LAND FOR COMMUNITY FACILITIES
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Recreation Regional
Sport District
Sport Private
Sport Regional
Land for Community Facilities
FUTURE PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Regional
Sport District
Sport Regional
GENERAL
Roads (Guide)
Property Boundary
Service Catchment Boundary
GDA
Scale 1:20 000 @ A3
FOREST HILL
LAIDLEY TOWN (PPCL9)
LAIDLEY HEIGHTS
LAIDLEY
LAIDLEY NORTH
LAIDLEY NORTH AND PLAINLAND (PPCL12)
PLAINLAND
Gatton Laidley Road
Laidley Forest Hill Road
Whites Road
Patrick Street
Edward Street
Goodwin Street
DRAFT
integran
LOCKYER VALLEY REGIONAL COUNCIL
LAIDLEY SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
PARKS AND LAND FOR COMMUNITY FACILITIES NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER:
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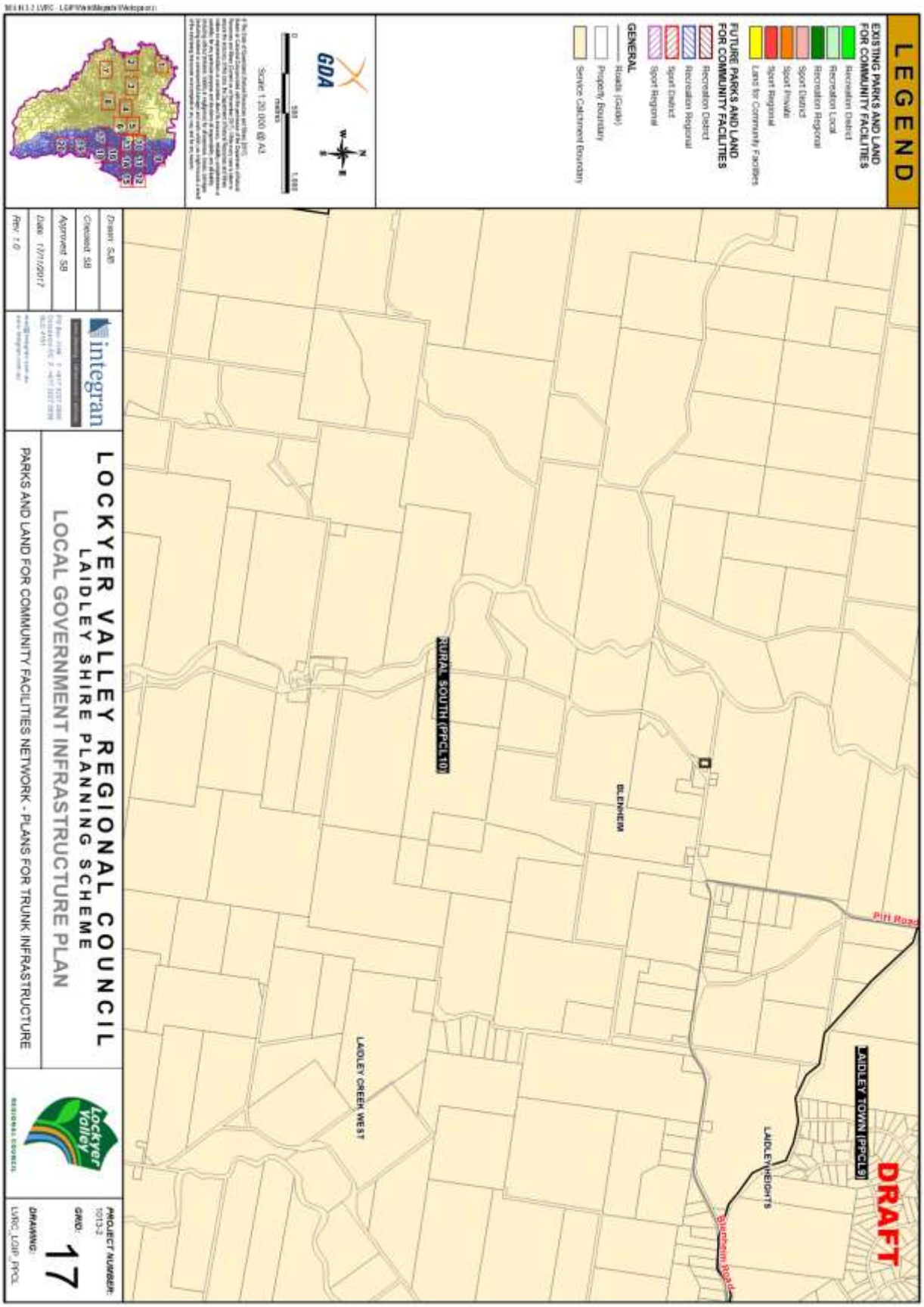
LEGEND
EXISTING PARKS AND LAND FOR COMMUNITY FACILITIES
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Recreation Local
Recreation Regional
Sport District
Sport Private
Sport Regional
Land for Community Facilities
FUTURE PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Regional
Sport District
Sport Regional
GENERAL
Roads (Guide)
Property Boundary
Service Catchment Boundary
GDA
Scale: 1:20,000 @ A3
DRAFT
LAIDLEY TOWN (PPCL9)
LAIDLEY HEIGHTS
Blackburn Road
Pitt Road
BLENHEIM
RURAL SOUTH (PPCL10)
LAIDLEY CREEK WEST
Drawn: SJB
Checked: SB
Approved: SB
Date: 1/11/2017
Rev: 1.0
integran
LOCKYER VALLEY REGIONAL COUNCIL
LAIDLEY SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
PARKS AND LAND FOR COMMUNITY FACILITIES NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER: 1013-2
GRID: 17
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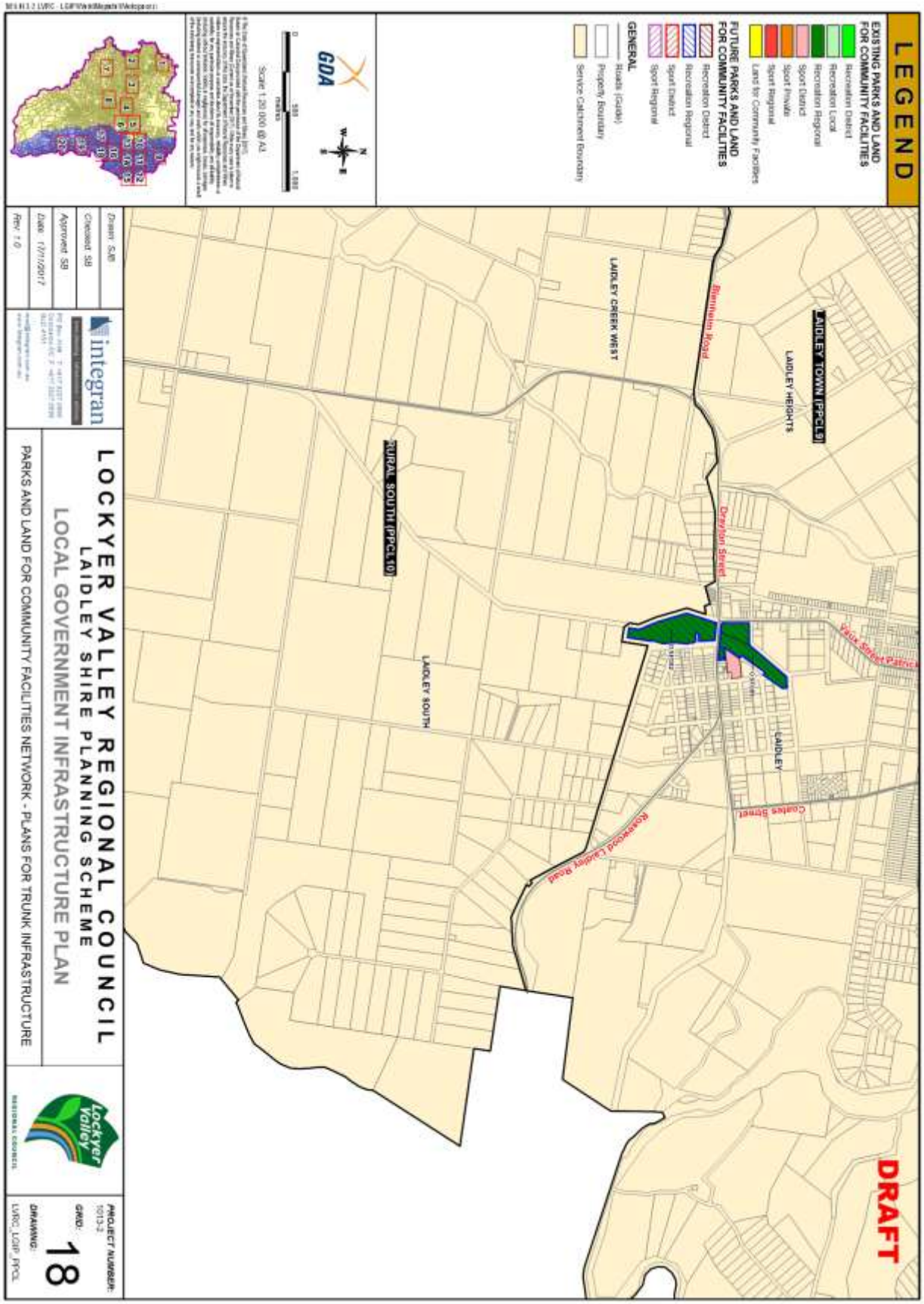
LEGEND
EXISTING PARKS AND LAND FOR COMMUNITY FACILITIES
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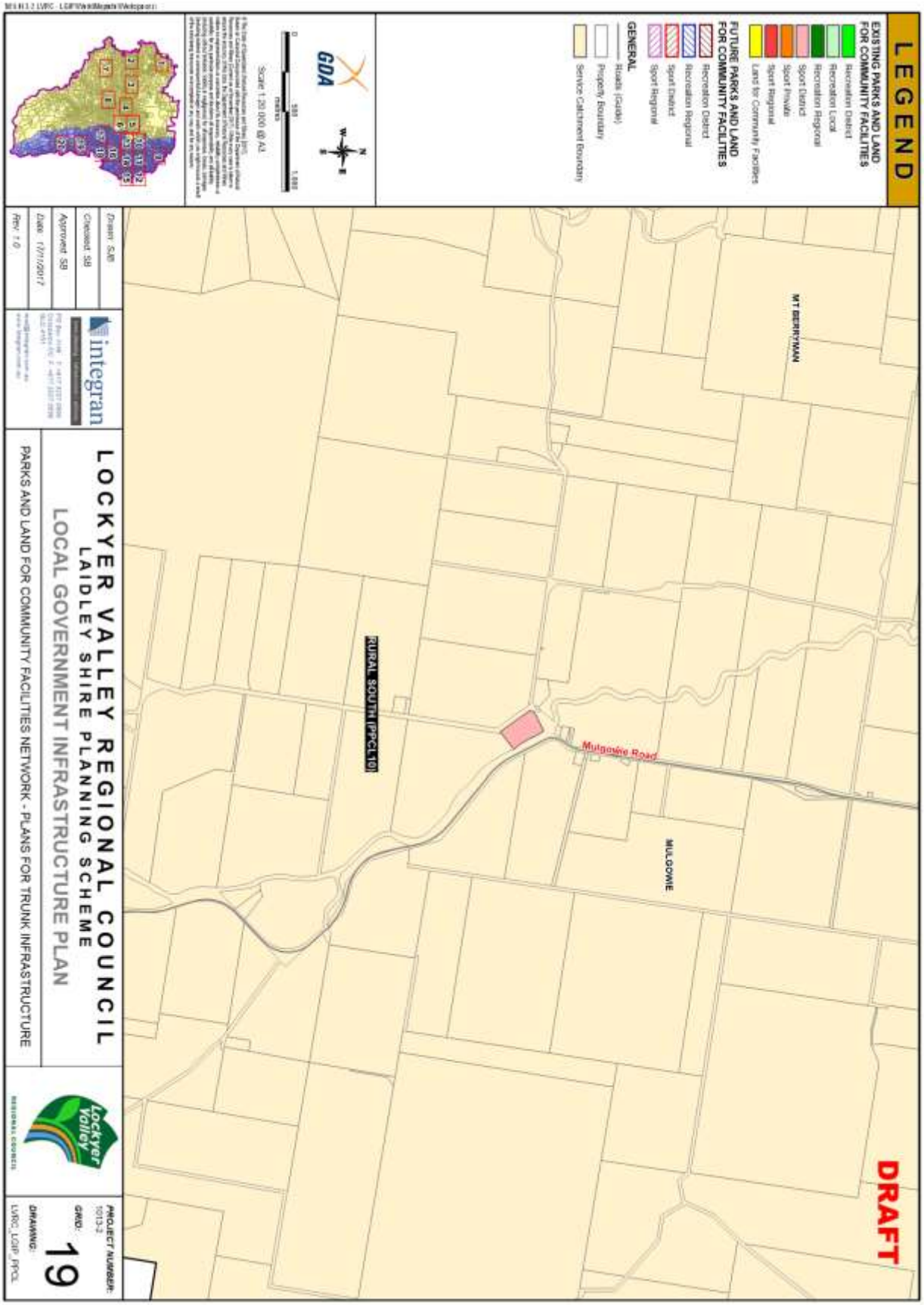
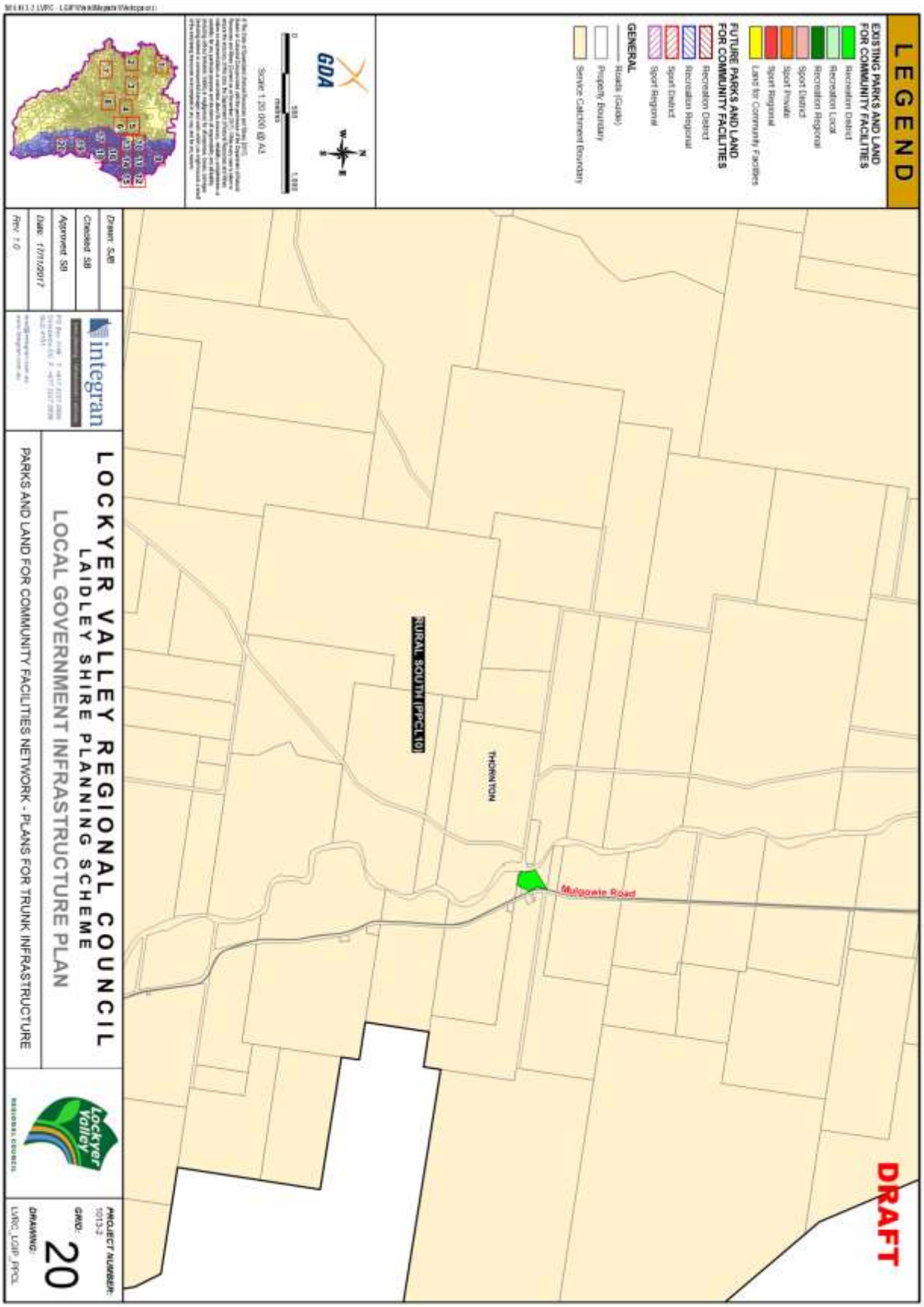
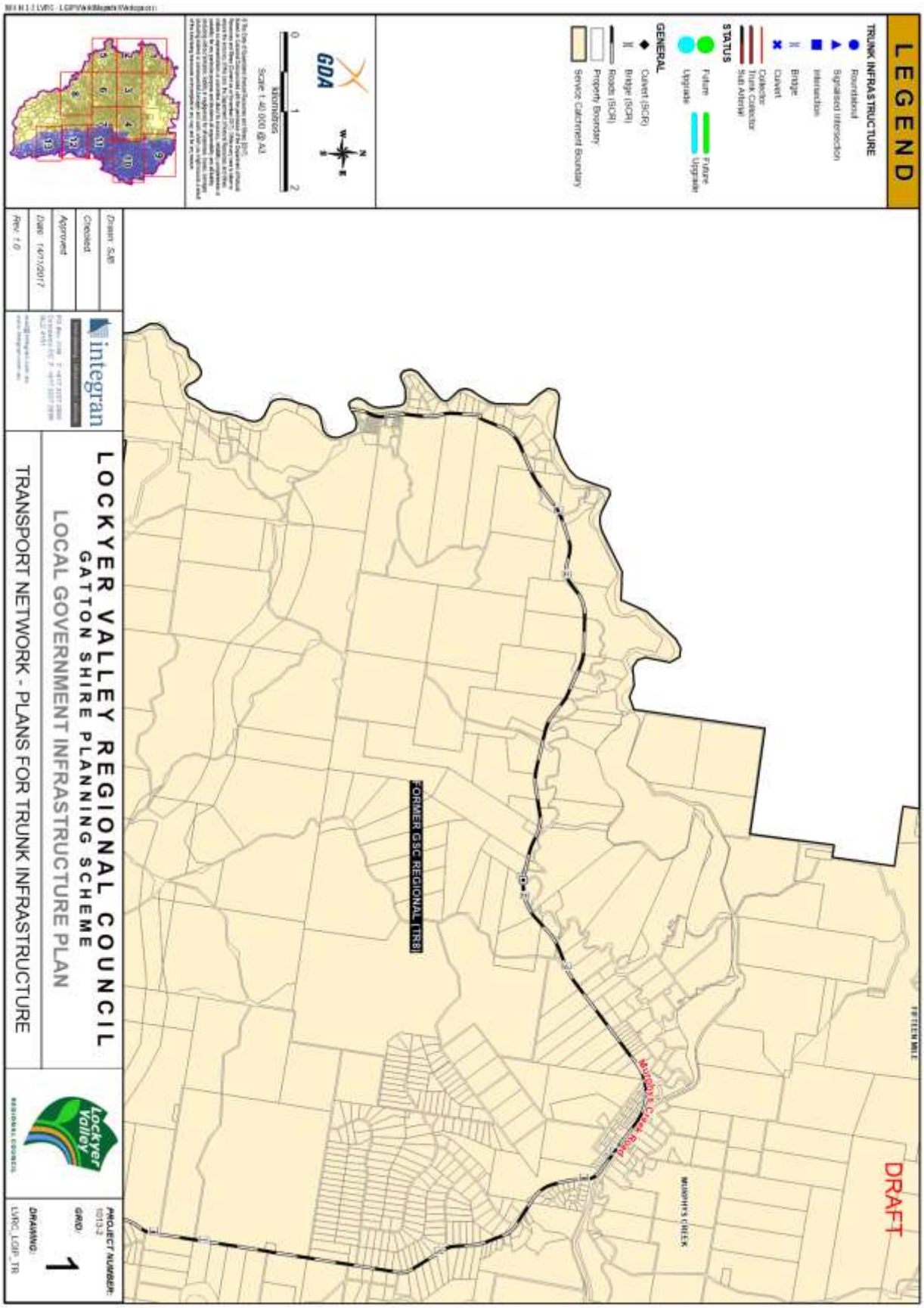
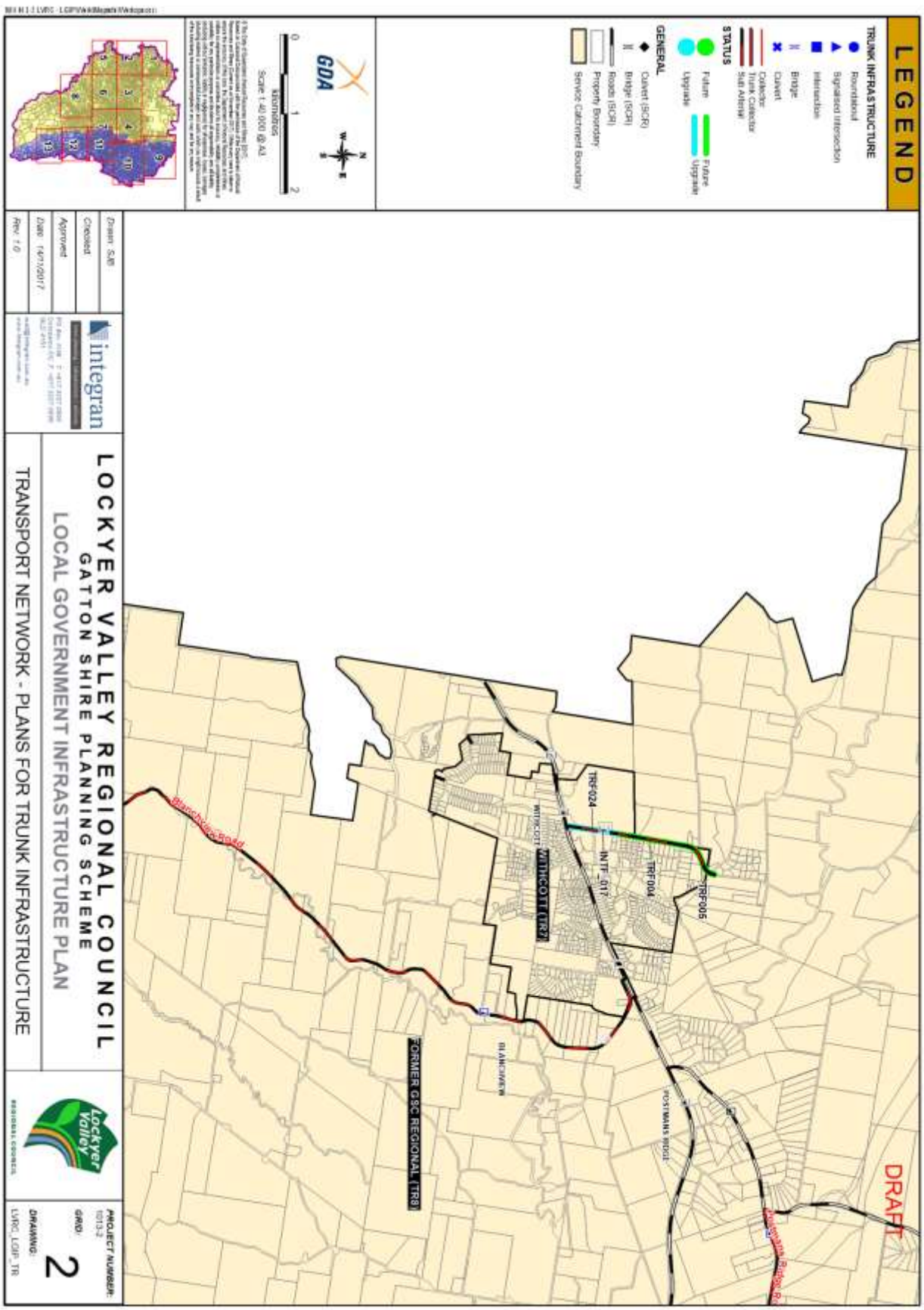
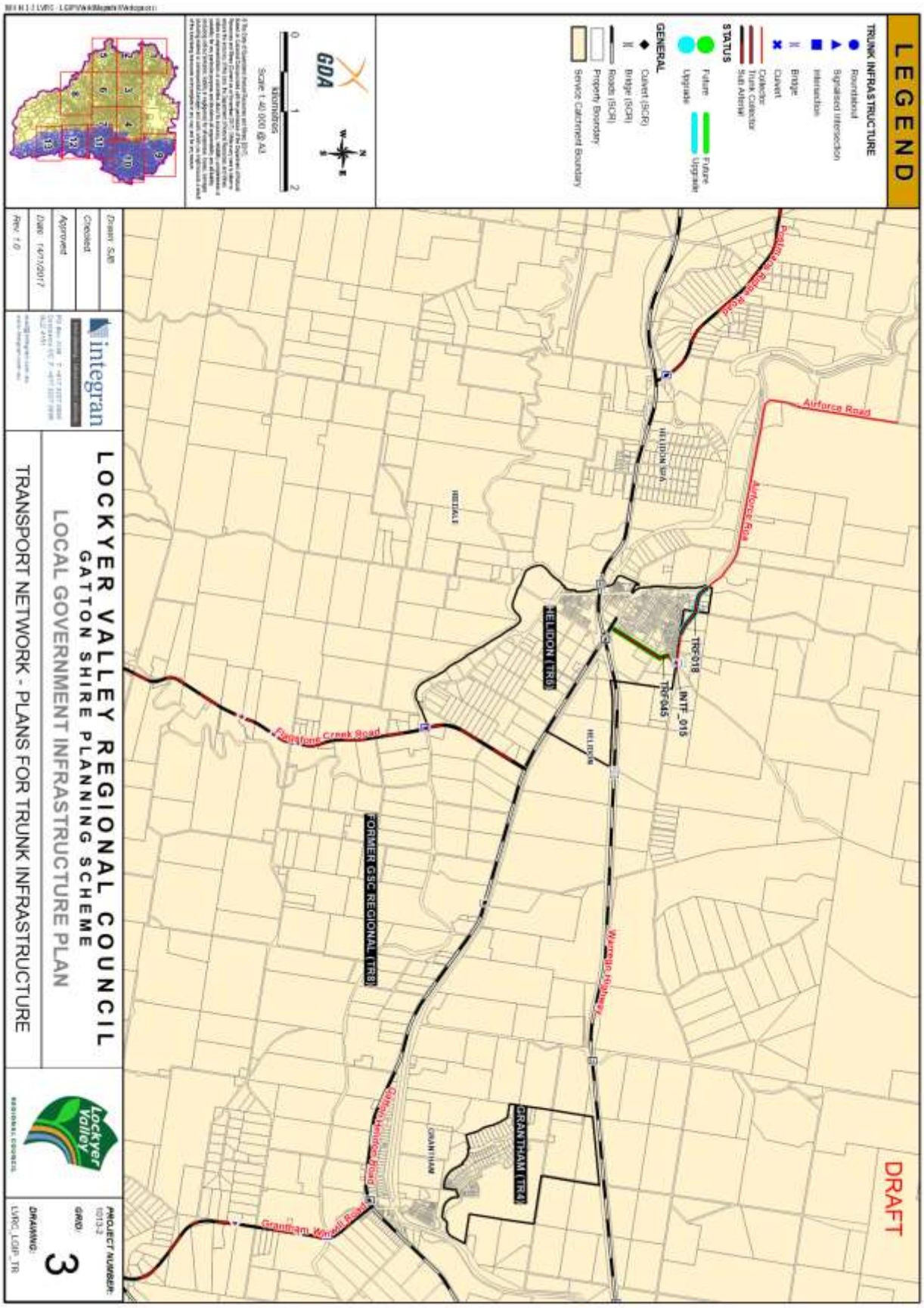
Recreation Local
Recreation Regional
Sport District
Sport Private
Sport Regional
Land for Community Facilities
FUTURE PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Regional
Sport District
Sport Regional
GENERAL
Roads (Guide)
Property Boundary
Service Catchment Boundary
GDA
Scale: 1:20,000 @ A3
LAIDLEY TOWN (PPCL 9)
LAIDLEY HEIGHTS
LAIDLEY CREEK WEST
RURAL SOUTH (PPCL 10)
LAIDLEY SOUTH
LAIDLEY
Blanchelin Road
Drayton Street
Park Street Patrick
Coates Street
Rosewood Laidley Road
DRAFT
integran
LOCKYER VALLEY REGIONAL COUNCIL
LAIDLEY SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
PARKS AND LAND FOR COMMUNITY FACILITIES NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER: 1013-2
GRID: 18
DRAWING: LVRC_LGIP_PCL

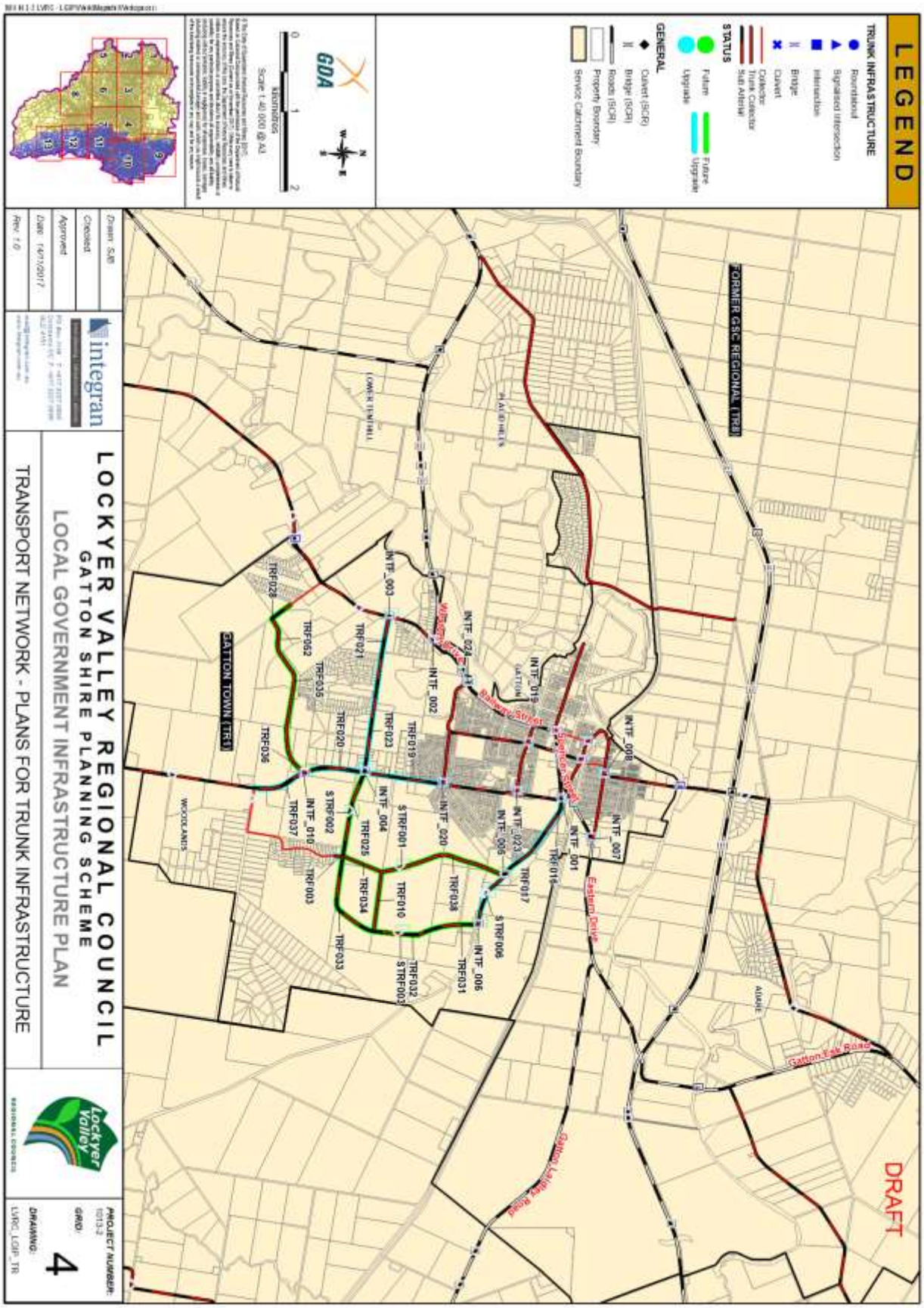

LEGEND
EXISTING PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Local
Recreation Regional
Sport District
Sport Private
Sport Regional
Land for Community Facilities
FUTURE PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Regional
Sport District
Sport Regional
GENERAL
Roads (Guide)
Property Boundary
Service Catchment Boundary
GDA
Scale: 1:20,000 @ A3
MT BERRYMAN
RURAL SOUTH (PPCL10)
Mulgowie Road
MULGOWIE
DRAFT
Drawn: SJB
Checked: SB
Approved: SB
Date: 1/11/2017
Rev: 1.0
integran
LOCKYER VALLEY REGIONAL COUNCIL
LAIDLEY SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
PARKS AND LAND FOR COMMUNITY FACILITIES NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER: 1013-2
GRID: 19
DRAWING: LVRC_LGIP_PCL

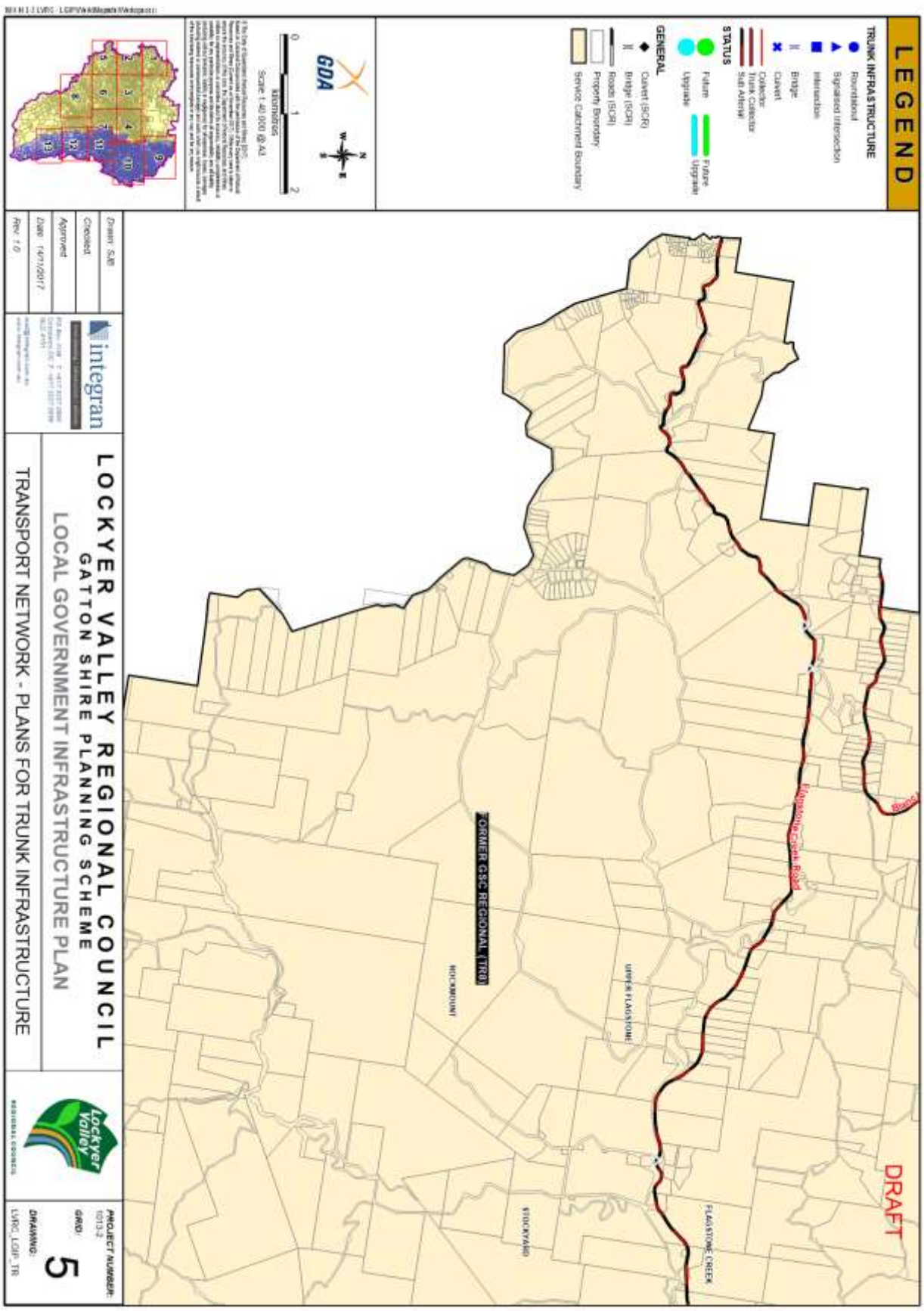

LEGEND
EXISTING PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Local
Recreation Regional
Sport District
Sport Private
Sport Regional
Land for Community Facilities
FUTURE PARKS AND LAND FOR COMMUNITY FACILITIES
Recreation District
Recreation Regional
Sport District
Sport Regional
GENERAL
Roads (Guide)
Property Boundary
Service Catchment Boundary
GDA
Scale: 1:20,000 @ A3
RURAL SOUTH (PPCL10)
THOMWTON
Mulgowie Road
DRAFT
Drawn: SB
Checked: SB
Approved: SB
Date: 17/11/2017
Rev: 1.0
integran
LOCKYER VALLEY REGIONAL COUNCIL
LAIDLEY SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
PARKS AND LAND FOR COMMUNITY FACILITIES NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER: 1013-2
GRID: 20
DRAWING: LVRC_LGIP_PPCL

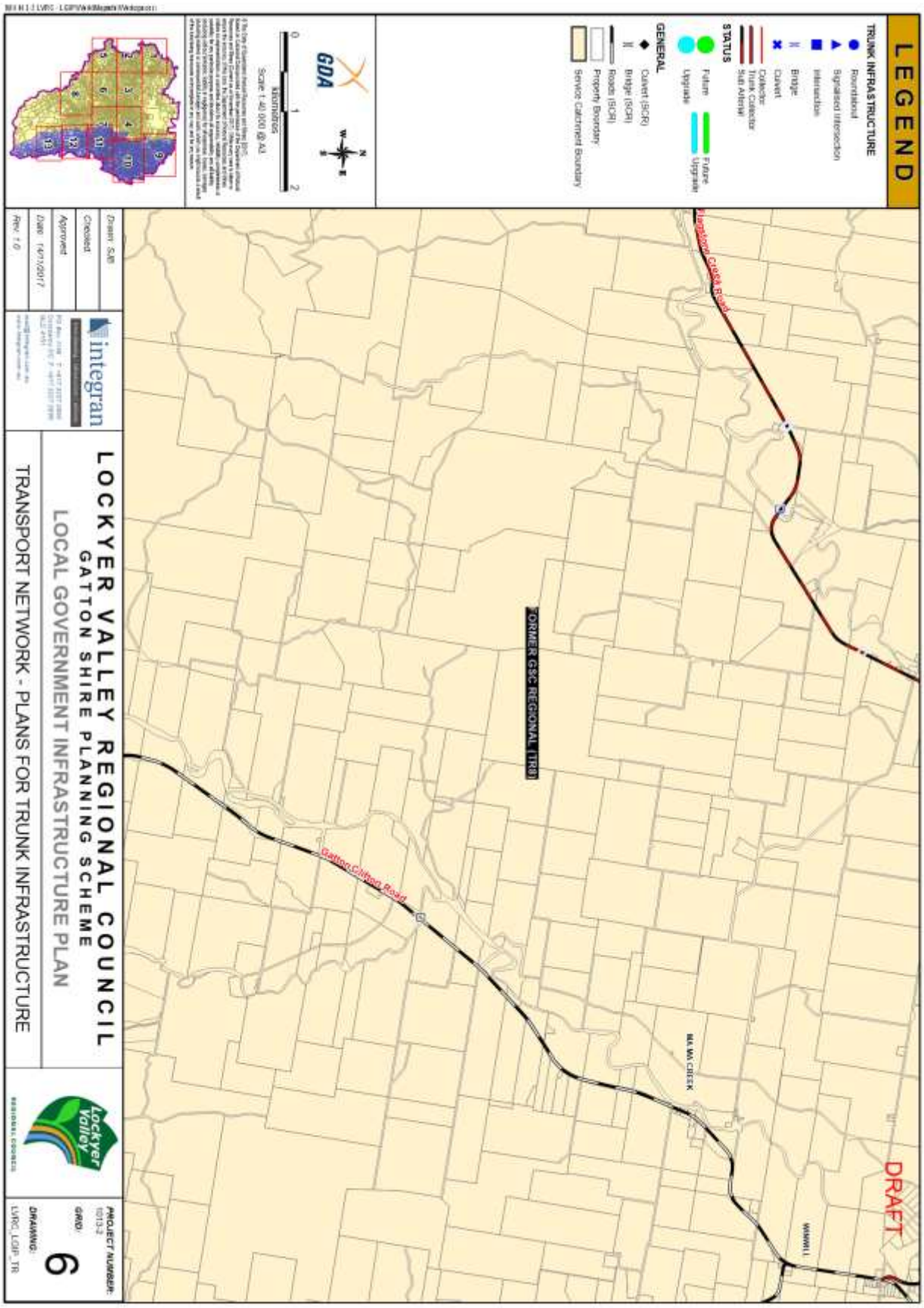

LEGEND
TRUNK INFRASTRUCTURE
Roundabout
Signalised Intersection
Intersection
Bridge
Culvert
Collector
Trunk Collector
Sub Arterial
STATUS
Future
Upgrade
GENERAL
Culvert (SCR)
Bridge (SCR)
Roads (SCR)
Property Boundary
Service Catchment Boundary
GDA
Kilometres
Scale 1:40 000 @ A3
Drawn: SJB
Checked:
Approved:
Date: 14/11/2017
Rev: 1.0
integran
LOCKYER VALLEY REGIONAL COUNCIL
GATTON SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
TRANSPORT NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER:
GRID:
1
DRAWING:
LVRC_LGIP_TR
FORMER GSC REGIONAL [TR8]
MURPHY'S CREEK
DRAFT

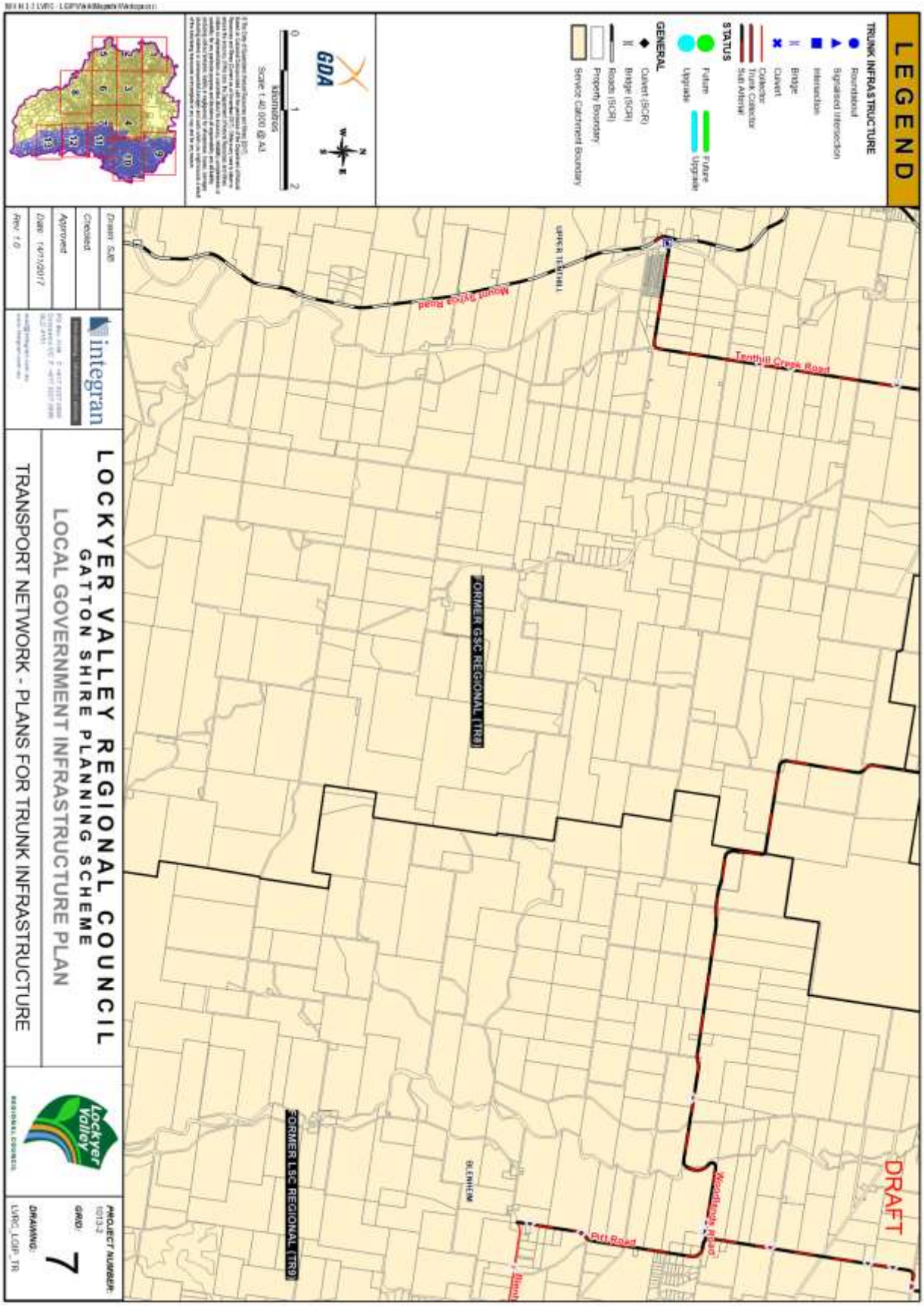

LEGEND
TRUNK INFRASTRUCTURE
Roundabout
Signalised Intersection
Intersection
Bridge
Culvert
Collector
Trunk Collector
Sub Arterial
STATUS
Future
Upgrade
Future
Upgrade
GENERAL
Culvert (SCR)
Bridge (SCR)
Roads (SCR)
Property Boundary
Service Catchment Boundary
GDA
N
W
E
S
0
1
2
Kilometres
Scale: 1:40,000 @ A3
DRAFT
TRF005
TRF004
TRF024
INTF_017
WITHCOTT (TR7)
WITHCOTT
POSTMANS RIDGE
BLANCHVIEW
FORMER GSC REGIONAL (TR8)
Blanchview Road
Drawn: SJB
Checked:
Approved:
Date: 14/11/2017
Rev: 1.0
integran
LOCKYER VALLEY REGIONAL COUNCIL
GATTON SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
TRANSPORT NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER:
GRID:
2
DRAWING:
LVRC_LGIP_TR

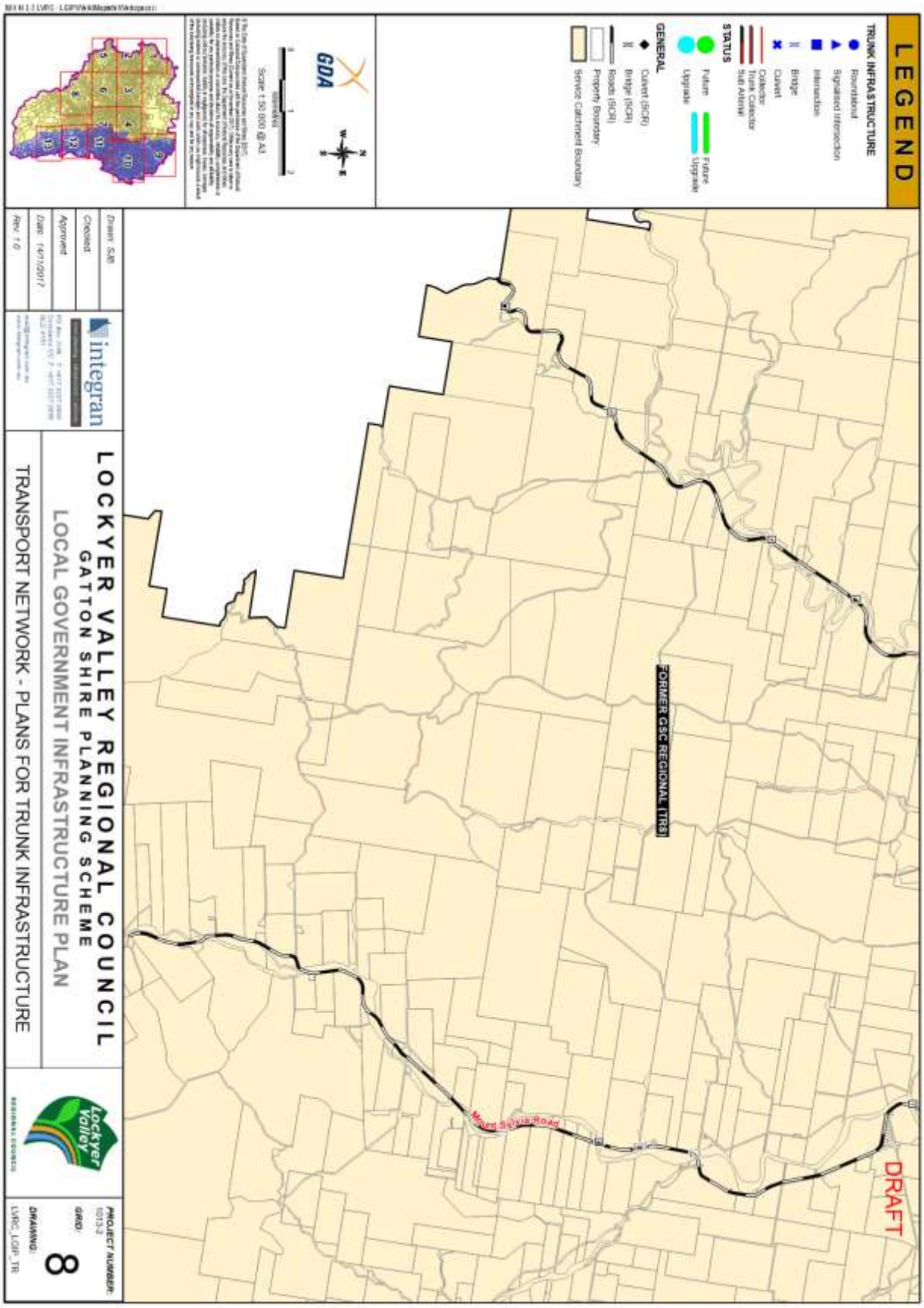

LEGEND
TRUNK INFRASTRUCTURE
Roundabout
Signalised Intersection
Intersection
Bridge
Culvert
Collector
Trunk Collector
Sub Arterial
STATUS
Future
Upgrade
GENERAL
Culvert (SCR)
Bridge (SCR)
Roads (SCR)
Property Boundary
Service Catchment Boundary
GDA
Kilometres
Scale 1:40 000 @ A3
Airforce Road
Airforce Road
Flagstone Creek Road
Warrego Highway
Gatton Helidon Road
Grantham Warrell Road
HELIDON (TR6)
FORMER GSC REGIONAL (TR8)
GRANTHAM (TR4)
TRF018
TRF045
INTF_015
DRAFT
integran
LOCKYER VALLEY REGIONAL COUNCIL
GATTON SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
TRANSPORT NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER:
GRID:
3
DRAWING:
LVRC_LGIP_TR

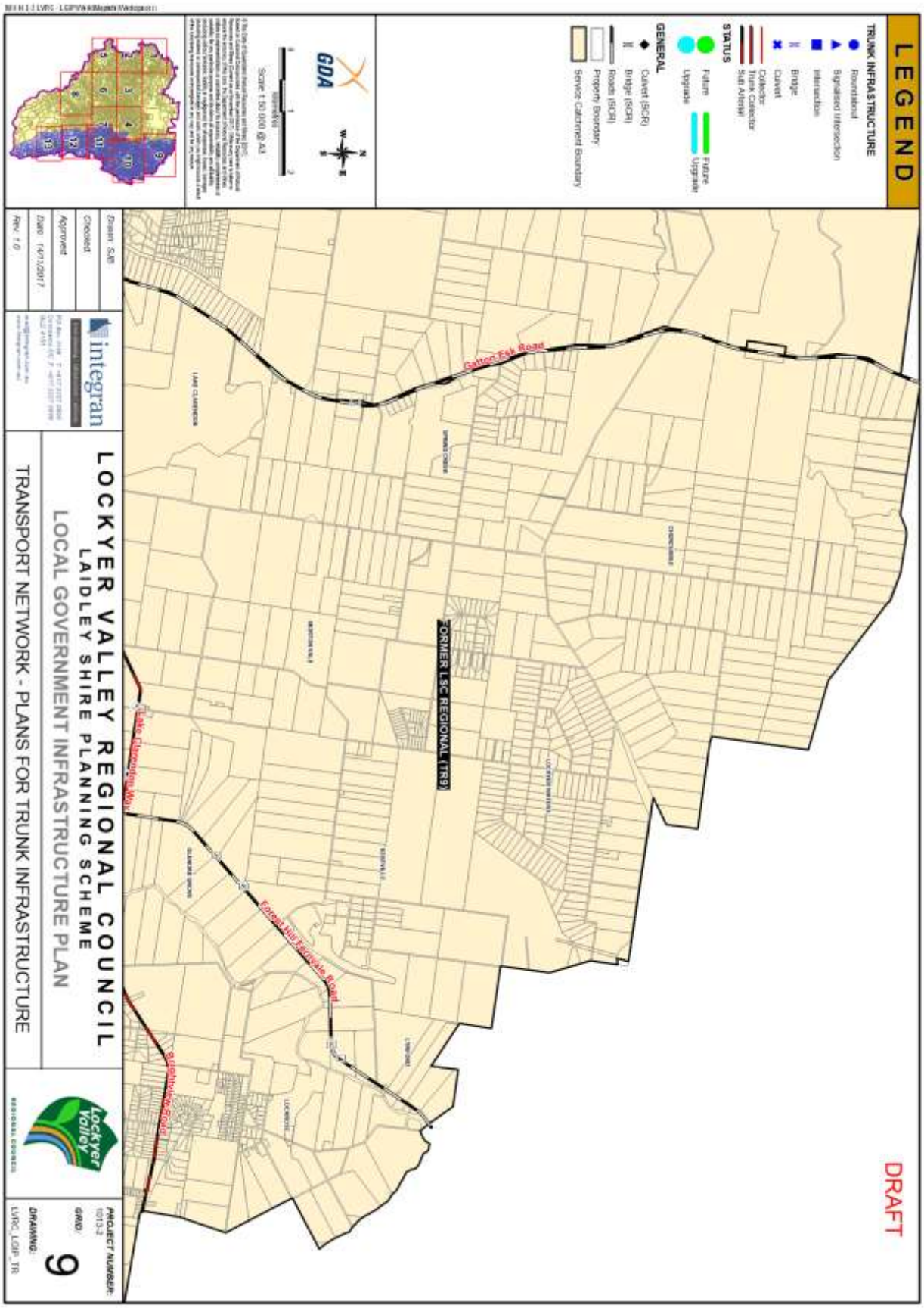

LEGEND
TRUNK INFRASTRUCTURE
Roundabout
Signalised Intersection
Intersection
Bridge
Culvert
Collector
Trunk Collector
Sub Arterial
STATUS
Future
Upgrade
GENERAL
Culvert (SCR)
Bridge (SCR)
Roads (SCR)
Property Boundary
Service Catchment Boundary
GDA
Kilometres
Scale 1:40 000 @ A3
FORMER GSC REGIONAL (TR1)
GATTON TOWN (TR1)
LOCKYER VALLEY REGIONAL COUNCIL
GATTON SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
TRANSPORT NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
integran
Lockyer Valley
PROJECT NUMBER:
GRID:
4
DRAWING:
LVRC_LGIP_TR
DRAFT

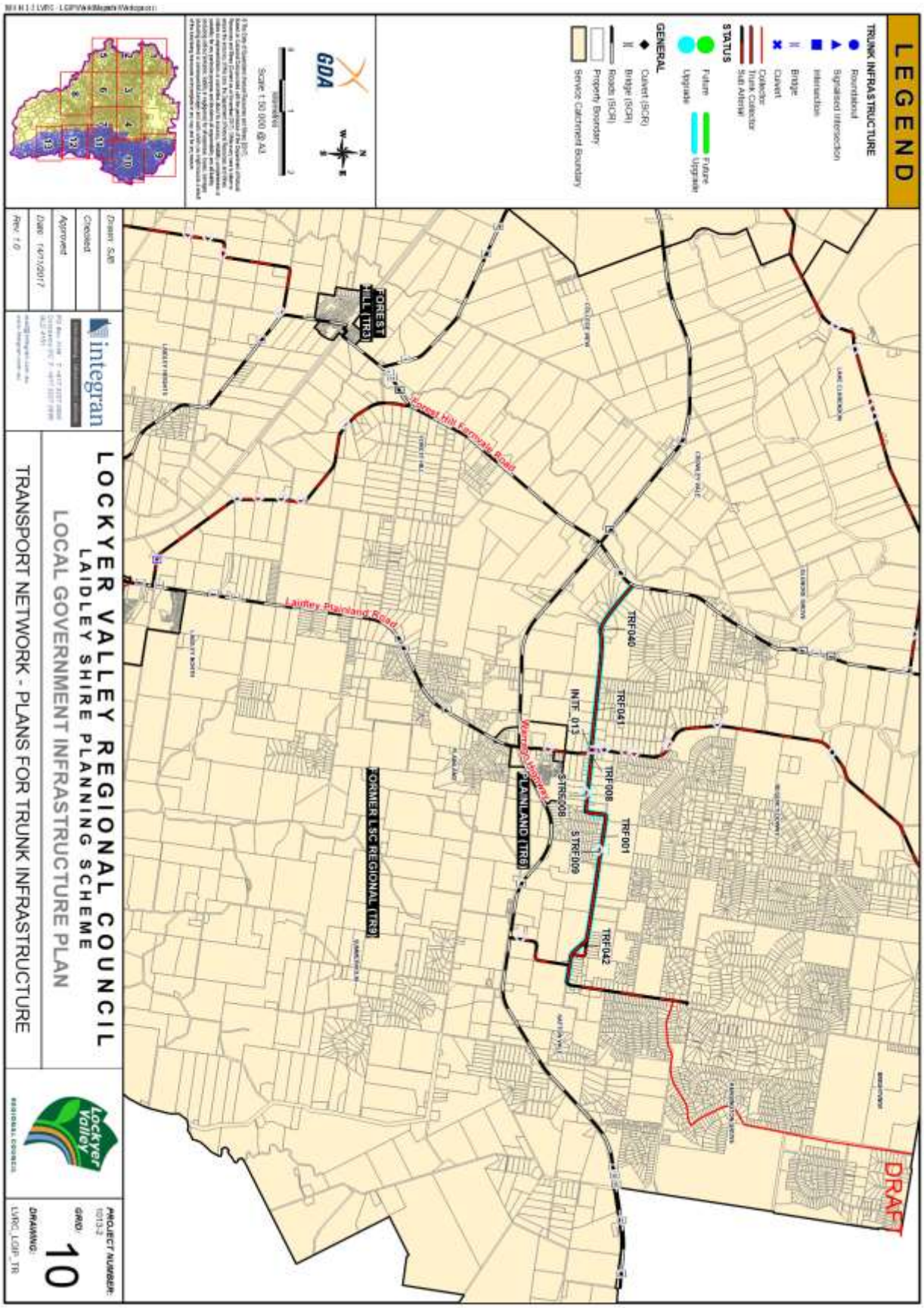

LEGEND
TRUNK INFRASTRUCTURE
Roundabout
Signalised Intersection
Intersection
Bridge
Culvert
Collector
Trunk Collector
Sub Arterial
STATUS
Future
Upgrade
Future
Upgrade
GENERAL
Culvert (SCR)
Bridge (SCR)
Roads (SCR)
Property Boundary
Service Catchment Boundary
GDA
Kilometres
Scale 1:40 000 @ A3
Drawn: SJB
Checked:
Approved:
Date: 14/11/2017
Rev: 1.0
integran
LOCKYER VALLEY REGIONAL COUNCIL
GATTON SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
TRANSPORT NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER:
GRID:
5
DRAWING:
LVRC_LGIP_TR
ORMER GSC REGIONAL (TR8)
ROCKMOUNT
UPPER FLAGSTONE
STOCKYARD
FLAGSTONE CREEK
Flagstone Creek Road
DRAFT

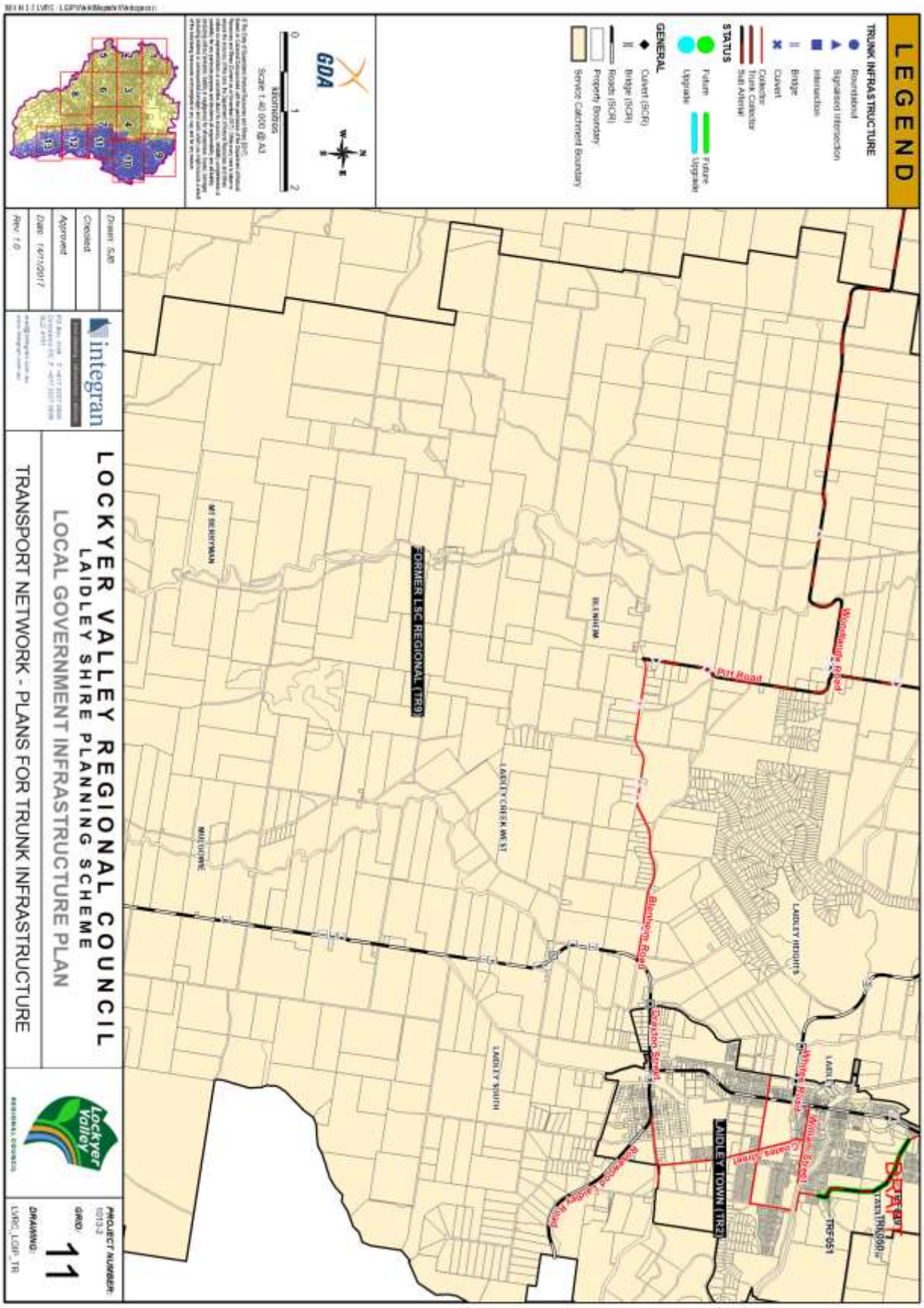

LEGEND
TRUNK INFRASTRUCTURE
Roundabout
Signalised Intersection
Intersection
Bridge
Culvert
Collector
Trunk Collector
Sub Arterial
STATUS
Future
Upgrade
Future
Upgrade
GENERAL
Culvert (SCR)
Bridge (SCR)
Roads (SCR)
Property Boundary
Service Catchment Boundary
GDA
kilometres
Scale 1:40 000 @ A3
Drawn: SJB
Checked:
Approved:
Date: 14/11/2017
Rev: 1.0
integran
LOCKYER VALLEY REGIONAL COUNCIL
GATTON SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
TRANSPORT NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER:
GRID:
6
DRAWING:
LVRC_LGIP_TR
Gatton Clifton Road
FORMER GSC REGIONAL (TR8)
MA MA CREEK
WINWILL
DRAFT

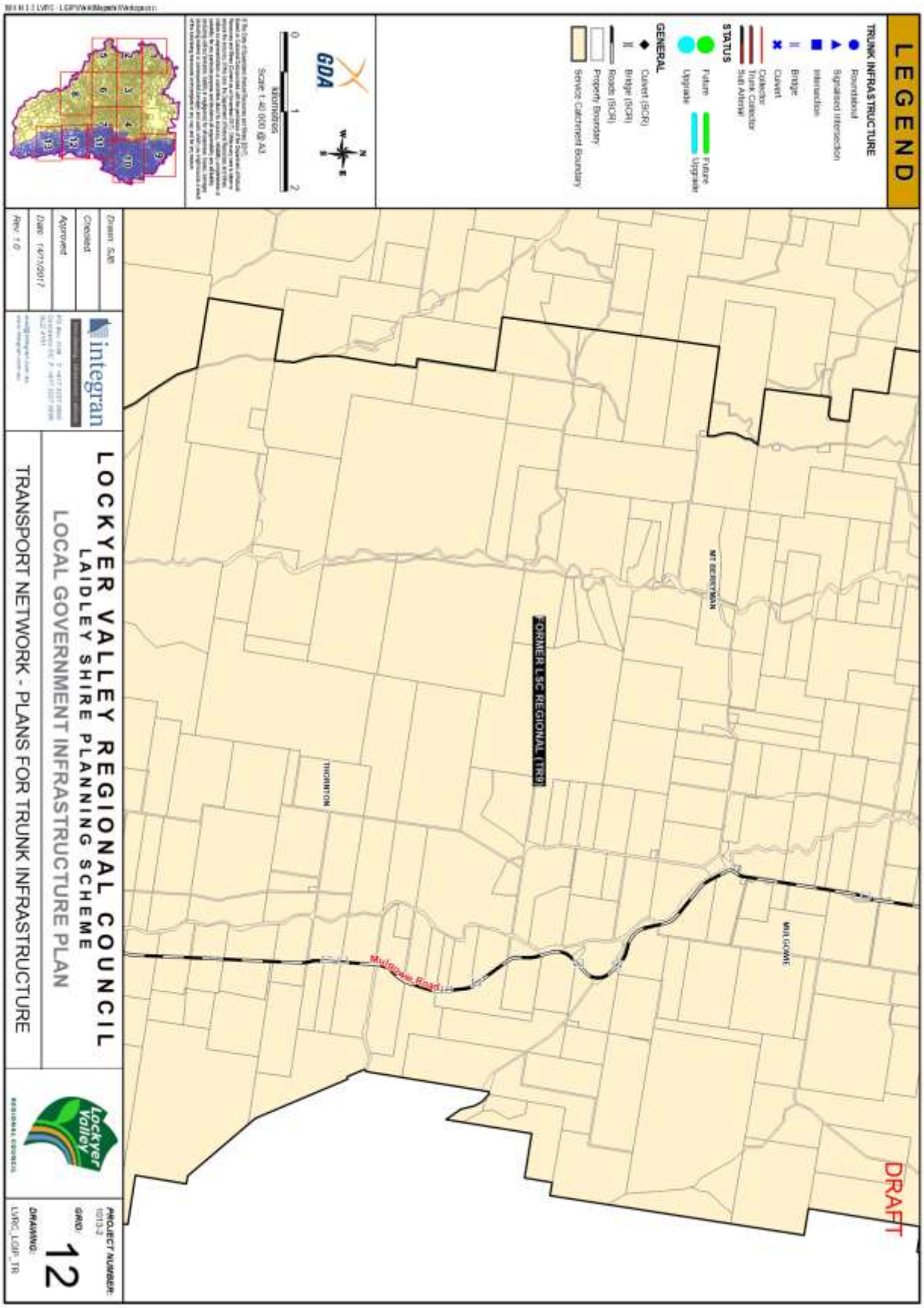

LEGEND
TRUNK INFRASTRUCTURE
Roundabout
Signalised Intersection
Intersection
Bridge
Culvert
Collector
Trunk Collector
Sub Arterial
STATUS
Future
Upgrade
Future Upgrade
GENERAL
Culvert (SCR)
Bridge (SCR)
Roads (SCR)
Property Boundary
Service Catchment Boundary
GDA
N
W
E
S
0
1
2
Kilometres
Scale: 1:40,000 @ A3
DRAFT
Tenthill Creek Road
Woodlands Road
Pitt Road
Mount Sylvia Road
FORMER GSC REGIONAL (TRB)
FORMER LSC REGIONAL (TRB)
BLENHEIM
Drawn: SJB
Checked:
Approved:
Date: 14/11/2017
Rev: 1.0
integran
LOCKYER VALLEY REGIONAL COUNCIL
GATTON SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
TRANSPORT NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER:
GRID:
7
DRAWING:
LVRC_LGIP_TR

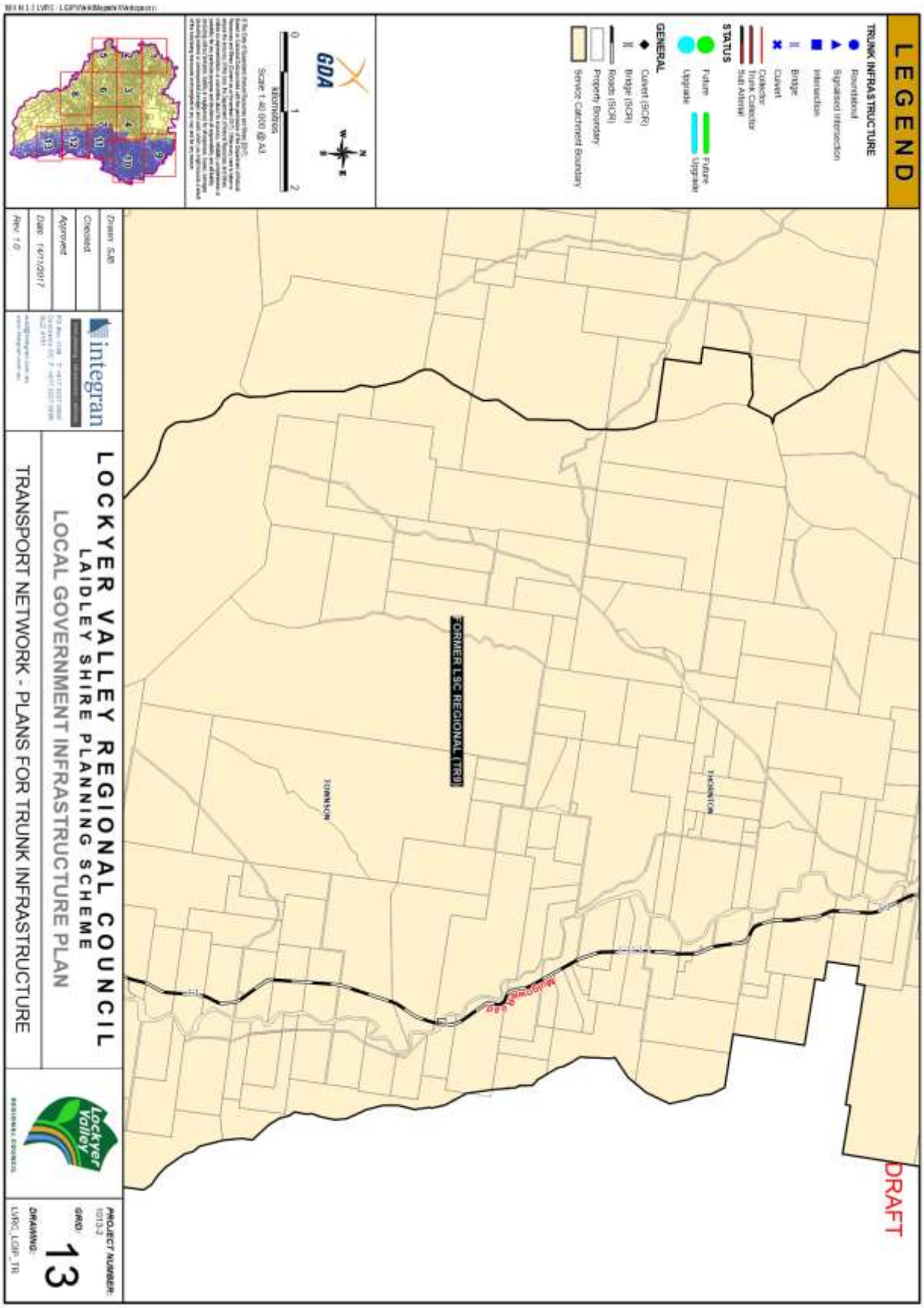

LEGEND
TRUNK INFRASTRUCTURE
Roundabout
Signalised Intersection
Intersection
Bridge
Culvert
Collector
Trunk Collector
Sub Arterial
STATUS
Future
Upgrade
Future Upgrade
GENERAL
Culvert (SCR)
Bridge (SCR)
Roads (SCR)
Property Boundary
Service Catchment Boundary
GDA
Scale: 1:50,000 @ A3
FORMER GSC REGIONAL ITRS
Mount Sylvia Road
DRAFT
integran
Drawn: SJB
Checked:
Approved:
Date: 14/11/2017
Rev: 1.0
LOCKYER VALLEY REGIONAL COUNCIL
GATTON SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
TRANSPORT NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER: 1013-2
GRID: 8
DRAWING: LVRC_LGIP_TR

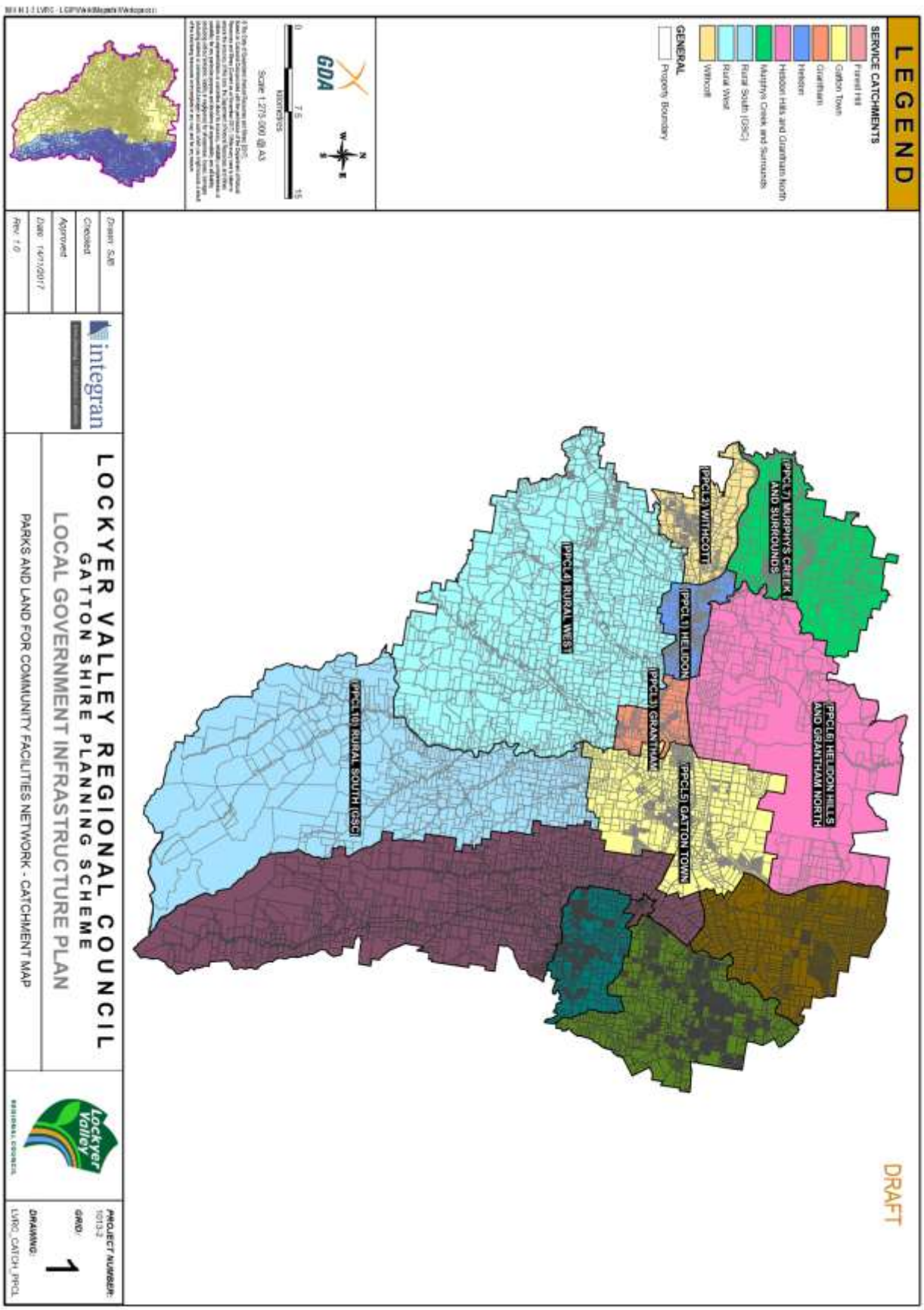

LEGEND
TRUNK INFRASTRUCTURE
Roundabout
Signalised Intersection
Intersection
Bridge
Culvert
Collector
Trunk Collector
Sub Arterial
STATUS
Future
Upgrade
GENERAL
Culvert (SCR)
Bridge (SCR)
Roads (SCR)
Property Boundary
Service Catchment Boundary
GDA
Scale 1:50 000 @ A3
Gatton Esk Road
FORMER LSC REGIONAL (TR9)
Lake Clarendon Way
Forest Hill Fairmeade Road
Brightview Road
DRAFT
integran
LOCKYER VALLEY REGIONAL COUNCIL
LAIDLEY SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
TRANSPORT NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER:
GRID:
9
DRAWING:

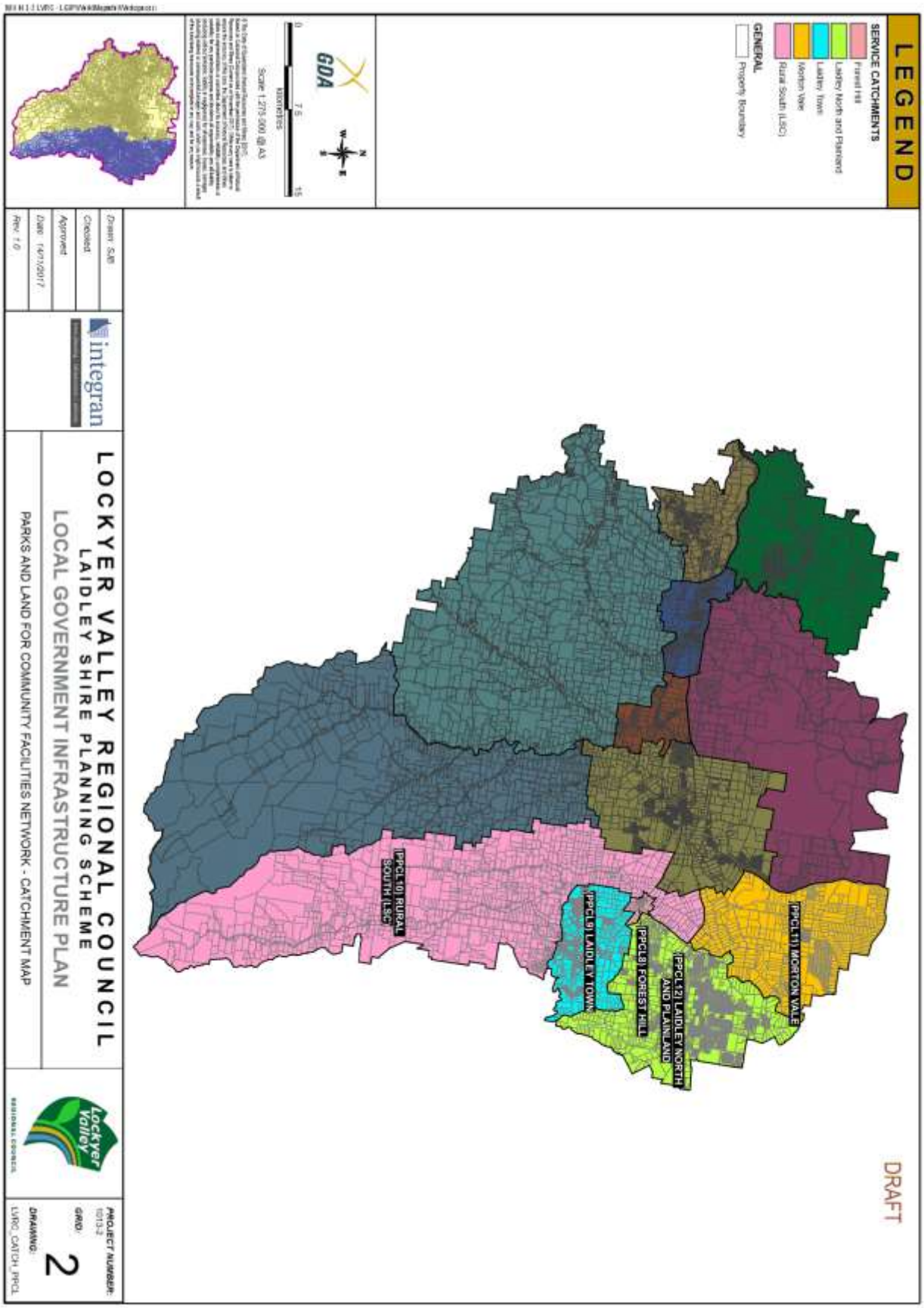

LEGEND
TRUNK INFRASTRUCTURE
Roundabout
Signalised Intersection
Intersection
Bridge
Culvert
Collector
Trunk Collector
Sub Arterial
STATUS
Future
Upgrade
Future Upgrade
GENERAL
Culvert (SCR)
Bridge (SCR)
Roads (SCR)
Property Boundary
Service Catchment Boundary
GDA
Scale: 1:50,000 @ A3
DRAFT
TRF040
TRF041
TRF008
TRF001
TRF042
INTF_015
STRF008
STRF009
FOREST HILL (TR3)
PLAINLAND (TR6)
FORMER LSC REGIONAL (TR9)
Forest Hill Fairdale Road
Laidley Plainland Road
Warrego Highway
Drawn: SJB
Checked:
Approved:
Date: 14/11/2017
Rev: 1.0
integran
LOCKYER VALLEY REGIONAL COUNCIL
LAIDLEY SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
TRANSPORT NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER: 1013-2
GRID: 10
DRAWING: LVRC_LGIP_TR

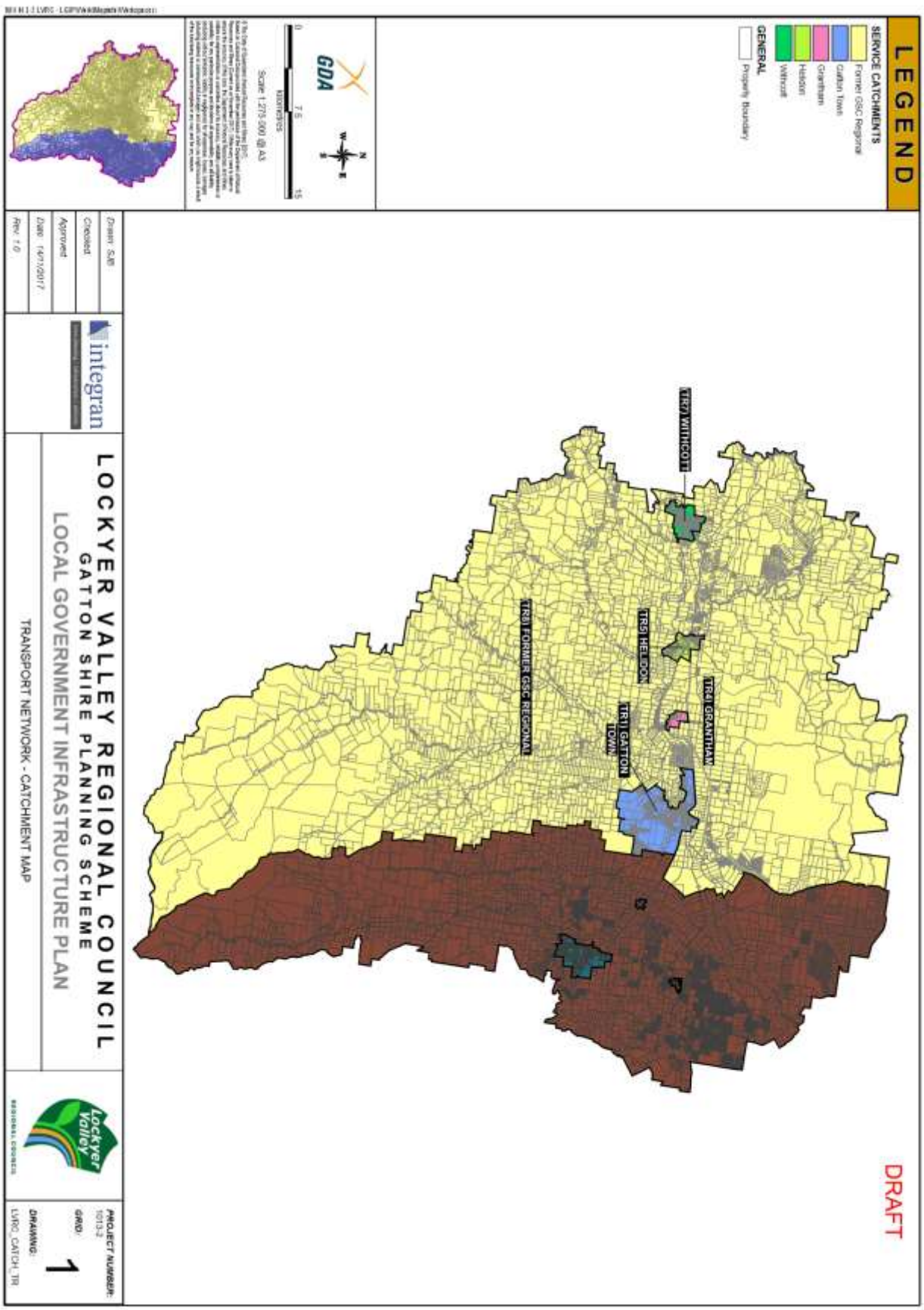

LEGEND
TRUNK INFRASTRUCTURE
Roundabout
Signalised Intersection
Intersection
Bridge
Culvert
Collector
Trunk Collector
Sub Arterial
STATUS
Future
Upgrade
GENERAL
Culvert (SCR)
Bridge (SCR)
Roads (SCR)
Property Boundary
Service Catchment Boundary
GDA
Kilometres
Scale 1:40 000 @ A3
Drawn: SJB
Checked:
Approved:
Date: 14/11/2017
Rev: 1.0
integran
LOCKYER VALLEY REGIONAL COUNCIL
LAIDLEY SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
TRANSPORT NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER:
GRID:
11
DRAWING:
LVRC_LGIP_TR
FORMER LSC REGIONAL (TR9)
LAIDLEY TOWN (TR2)
Pitt Road
Woodlands Road
Blenheim Road
Overton Street
Whites Road
Coates Street
Rockwood Laidley Road
MT BERRYMAN
BLENHEIM
LAIDLEY CREEK WEST
MUDGINE
LAIDLEY HEIGHTS
LAIDLEY SOUTH
TRF051
DRAFT


LEGEND
TRUNK INFRASTRUCTURE
Roundabout
Signalised Intersection
Intersection
Bridge
Culvert
Collector
Trunk Collector
Sub Arterial
STATUS
Future
Upgrade
GENERAL
Culvert (SCR)
Bridge (SCR)
Roads (SCR)
Property Boundary
Service Catchment Boundary
GDA
Kilometres
Scale 1:40 000 @ A3
Drawn: SJB
Checked:
Approved:
Date: 14/11/2017
Rev: 1.0
integran
LOCKYER VALLEY REGIONAL COUNCIL
LAIDLEY SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
TRANSPORT NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER:
GRID:
12
DRAWING:
LVRC_LGIP_TR
FORMER LSC REGIONAL (TR9)
THORNTON
MULGOWIE
Mulgowie Road
DRAFT


LEGEND
TRUNK INFRASTRUCTURE
Roundabout
Signalised Intersection
Intersection
Bridge
Culvert
Collector
Trunk Collector
Sub Arterial
STATUS
Future
Upgrade
Future
Upgrade
GENERAL
Culvert (SCR)
Bridge (SCR)
Roads (SCR)
Property Boundary
Service Catchment Boundary
GDA
N
W
E
S
0
1
2
Kilometres
Scale: 1:40,000 @ A3
DRAFT
FORMER LSC REGIONAL (TR9)
TOWNSON
Drawn: SJB
Checked:
Approved:
Date: 14/11/2017
Rev: 1.0
integran
LOCKYER VALLEY REGIONAL COUNCIL
LAIDLEY SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
TRANSPORT NETWORK - PLANS FOR TRUNK INFRASTRUCTURE
Lockyer Valley
PROJECT NUMBER:
1013-2
GRID:
13
DRAWING:
LVRC_LGIP_TR


LEGEND
SERVICE CATCHMENTS
Flagstone Hill
Gatton Town
Grantham
Helidon
Helidon Hills and Grantham North
Murphys Creek and Surrounds
Rural South (GSC)
Rural West
Withcott
GENERAL
Property Boundary
GDA
N
W
E
S
0
7.5
15
kilometres
Scale: 1:275,000 @ A3
(PPCL7) MURPHYS CREEK AND SURROUNDS
(PPCL6) HELIDON HILLS AND GRANTHAM NORTH
(PPCL2) WITHCOTT
(PPCL1) HELIDON
(PPCL5) GATTON TOWN
(PPCL3) GRANTHAM
(PPCL4) RURAL WEST
(PPCL10) RURAL SOUTH (GSC)
DRAFT
Drawn: SJB
Checked:
Approved:
Date: 14/11/2017
Rev: 1.0
integran
LOCKYER VALLEY REGIONAL COUNCIL
GATTON SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
PARKS AND LAND FOR COMMUNITY FACILITIES NETWORK - CATCHMENT MAP
Lockyer Valley
PROJECT NUMBER:
1013-2
GRID:
1
DRAWING:
LVRC_CATCH_PFCL


LEGEND
SERVICE CATCHMENTS
Forest Hill
Laidley North and Plainland
Laidley Town
Morton Vale
Rural South (LSC)
GENERAL
Property Boundary
GDA
0
7.5
15
kilometres
Scale: 1:270,000 @ A3
[PPCL11] MORTON VALE
[PPCL12] LAIDLEY NORTH AND PLAINLAND
[PPCL8] FOREST HILL
[PPCL9] LAIDLEY TOWN
[PPCL10] RURAL SOUTH (LSC)
DRAFT
Drawn: SJB
Checked:
Approved:
Date: 14/11/2017
Rev: 1.0
integran
LOCKYER VALLEY REGIONAL COUNCIL
LAIDLEY SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
PARKS AND LAND FOR COMMUNITY FACILITIES NETWORK - CATCHMENT MAP
Lockyer Valley
PROJECT NUMBER: 1013-2
GRID: 2
DRAWING: LVRC_CATCH_PFCL


LEGEND
SERVICE CATCHMENTS
Former GSC Regional
Gatton Town
Grantham
Helidon
Withcott
GENERAL
Property Boundary
GDA
N
W
E
S
0
7.5
15
kilometres
Scale: 1:270,000 @ A3
TR7 WITHCOTT
TR4 GRANTHAM
TR5 HELIDON
TR1 GATTON TOWN
TR3 FORMER GSC REGIONAL
DRAFT
Drawn: SJB
Checked:
Approved:
Date: 14/11/2017
Rev: 1.0
integran
LOCKYER VALLEY REGIONAL COUNCIL
GATTON SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
TRANSPORT NETWORK - CATCHMENT MAP
Lockyer Valley
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1013-2
GRID:
1
DRAWING:
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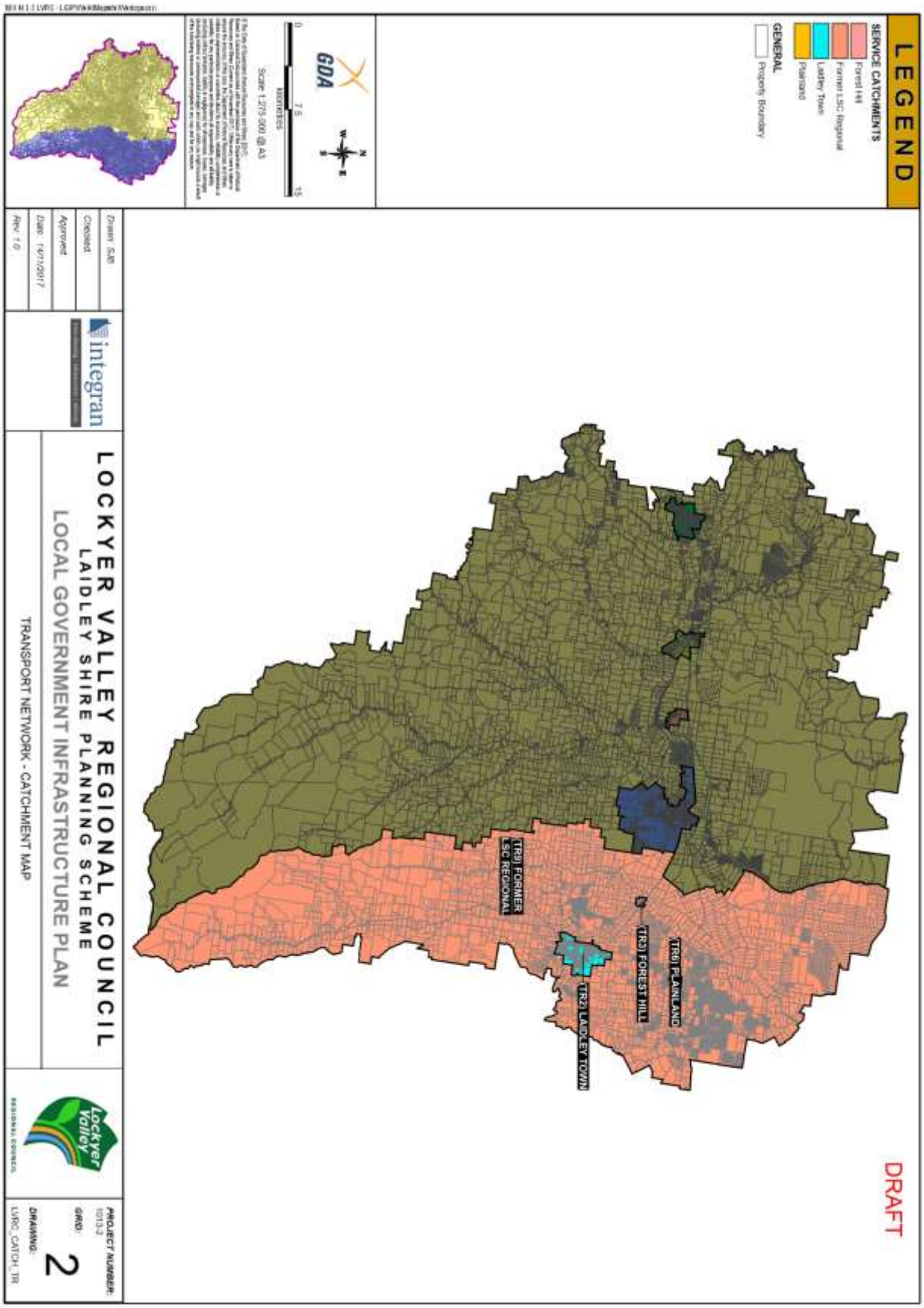
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SERVICE CATCHMENTS
Forest Hill
Former LSC Regional
Laidley Town
Plainland
GENERAL
Property Boundary
GDA
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15
kilometres
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(TR6) PLAINLAND
(TR3) FOREST HILL
(TR2) LAIDLEY TOWN
(TR9) FORMER LSC REGIONAL
DRAFT
Drawn: SJB
Checked:
Approved:
Date: 14/11/2017
Rev: 1.0
integran
LOCKYER VALLEY REGIONAL COUNCIL
LAIDLEY SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
TRANSPORT NETWORK - CATCHMENT MAP
Lockyer Valley
PROJECT NUMBER:
1013-2
GRID:
2
DRAWING:
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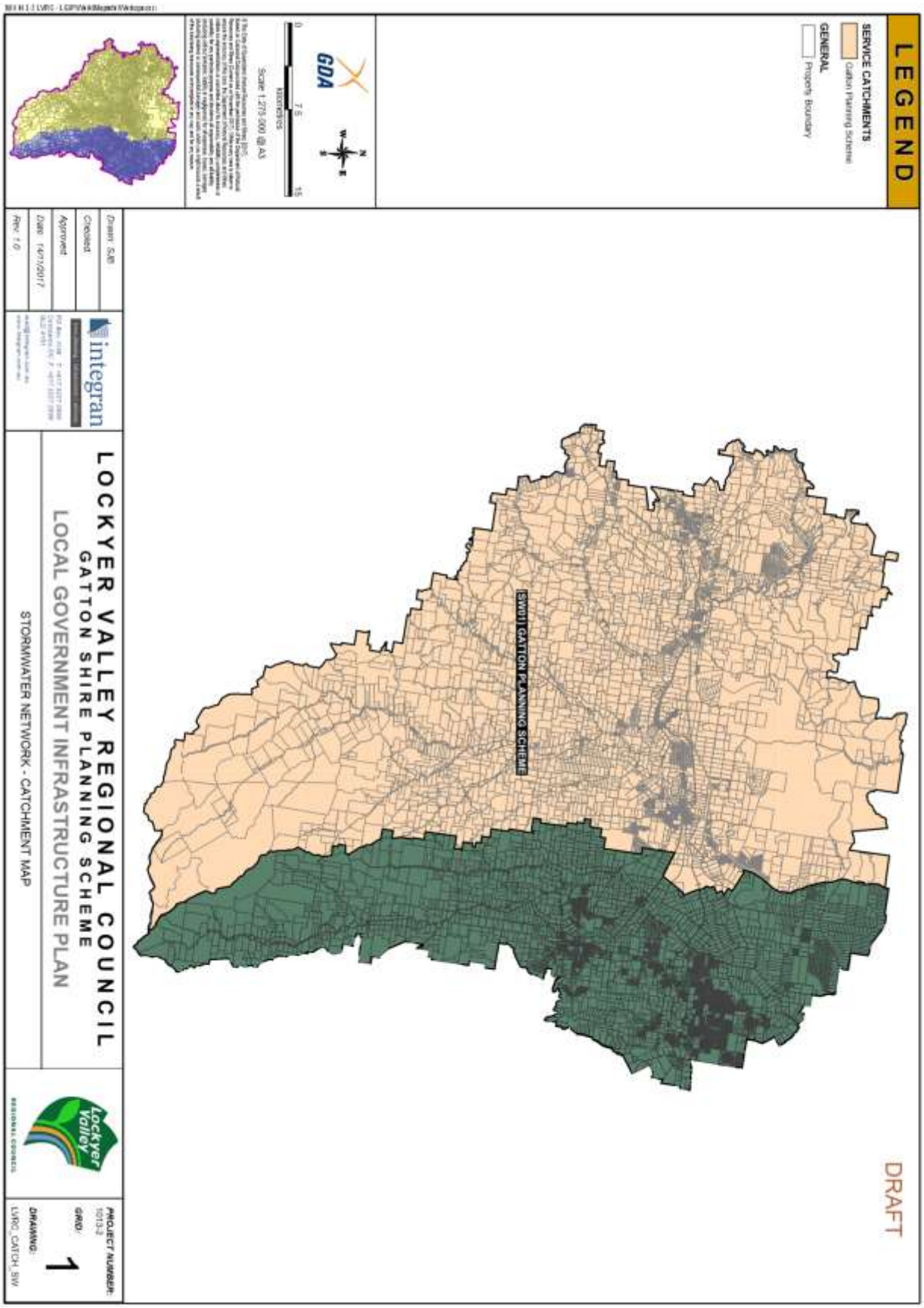
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Gatton Planning Scheme
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kilometres
Scale: 1:270,000 @ A3
Drawn: SJB
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Approved:
Date: 14/11/2017
Rev: 1.0
integran
LOCKYER VALLEY REGIONAL COUNCIL
GATTON SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
STORMWATER NETWORK - CATCHMENT MAP
Lockyer Valley
REGIONAL COUNCIL
PROJECT NUMBER:
1013-2
GRID:
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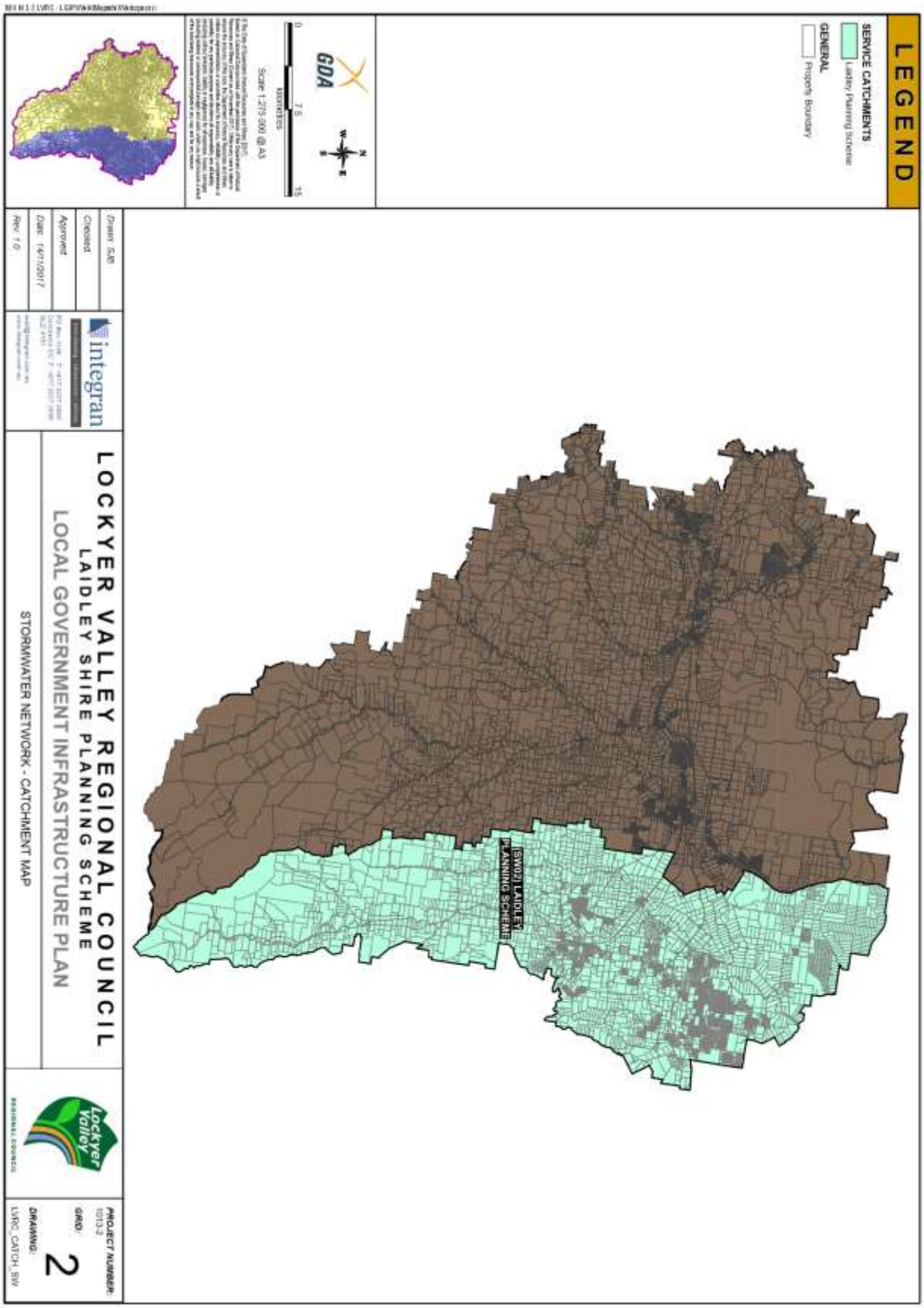
DRAWING:
LVRC_CATCH_SW
SW01 | GATTON PLANNING SCHEME
DRAFT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SERVICE CATCHMENTS
Laidley Planning Scheme
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Projects Boundary
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kilometres
Scale 1:270,000 @ A3
SW02 LAIDLEY PLANNING SCHEME
Drawn SJB
Checked
Approved
Date 14/11/2017
Rev 1.0
integran
LOCKYER VALLEY REGIONAL COUNCIL
LAIDLEY SHIRE PLANNING SCHEME
LOCAL GOVERNMENT INFRASTRUCTURE PLAN
STORMWATER NETWORK - CATCHMENT MAP
Lockyer Valley
REGIONAL COUNCIL
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GRID:
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DRAWING:
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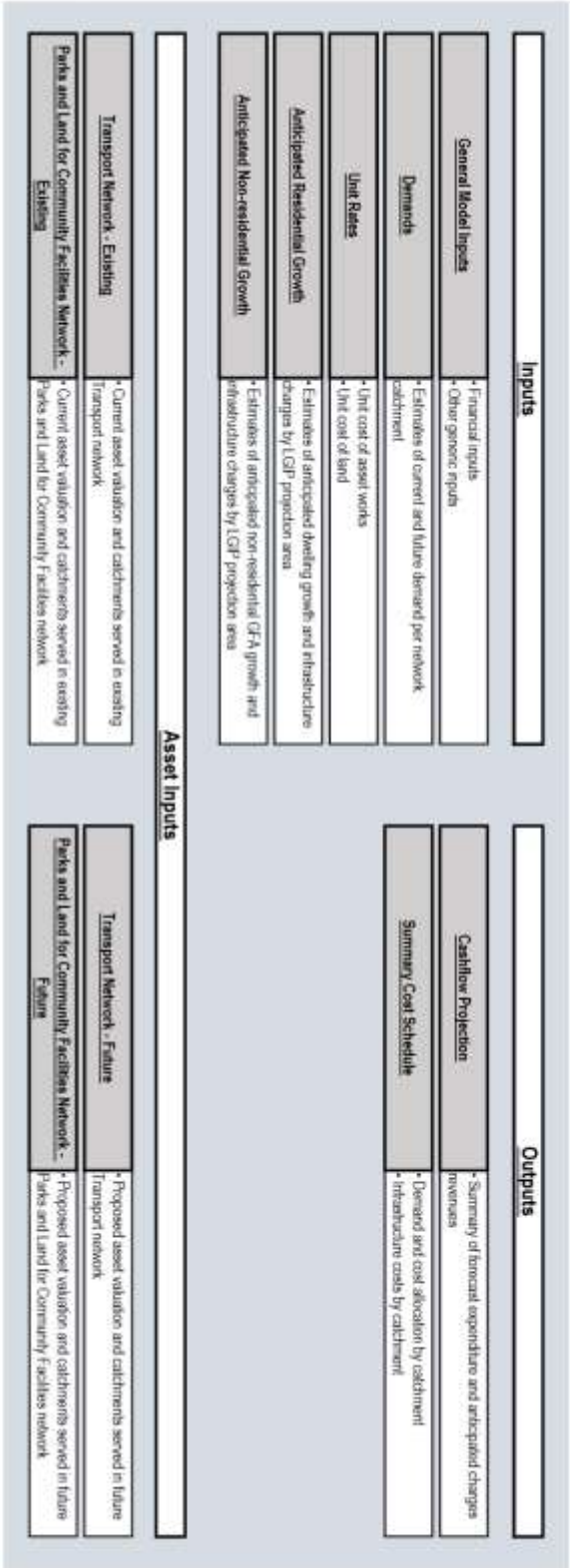


LGIP Schedule of Works Model - Created by Integrat Pty Ltd

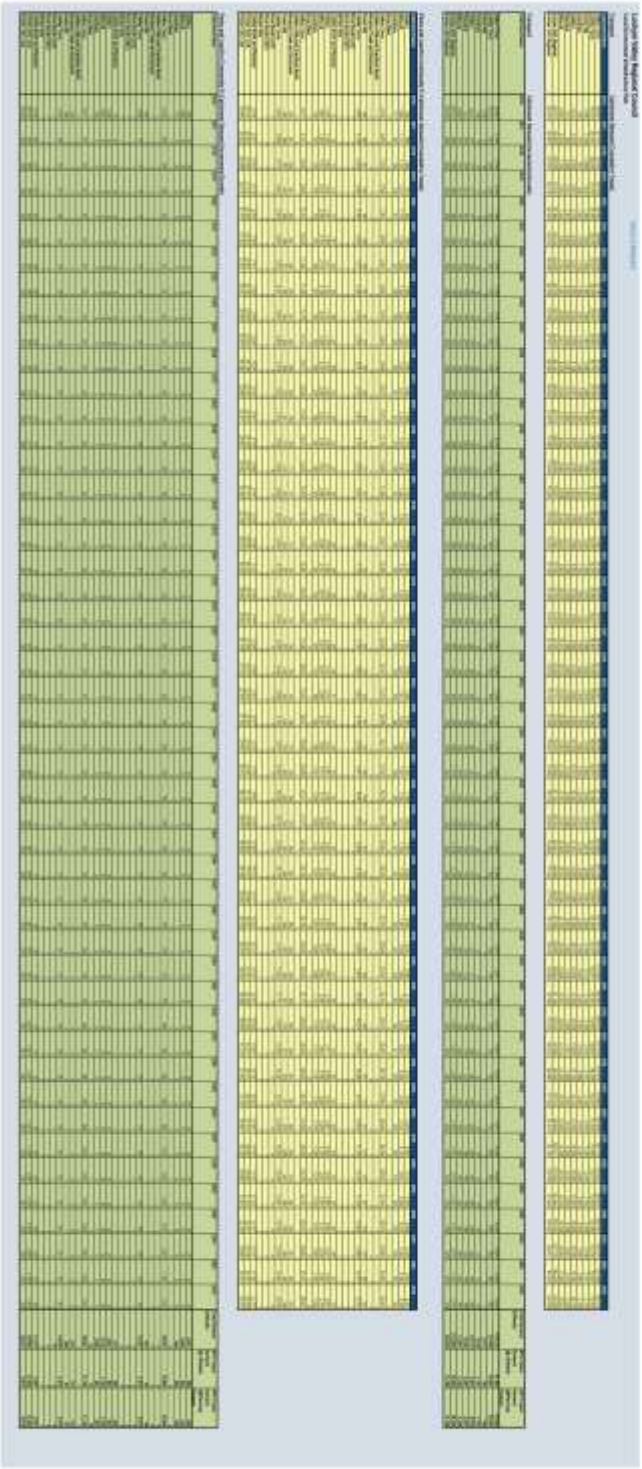
Lockyer Valley Regional Council
Local Government Infrastructure Plan

Return to Navigation

Financial Modelling Assumptions		Model-wide	Transport	Parks and Land for Community Facilities	Comments
Model Setup	Base Year of Model	2016	2016	2016	To align with the Infrastructure Planning and Demand Modelling that has been prepared for the LGIP project
	Infrastructure Planning Horizon		47	47	Based on the anticipated Ultimate development - Determined for the purpose of the fnacial modelling processes
	Demand Unit (Unit of Measure)		Trips	Persons	Refer to Extrinsic Material for further details on Demand Modelling
Financial Inputs	**Discount Rates**				
	Post-tax Nominal WACC to be applied to Expenses (WACC)		6.00%	6.00%	Comprised of: • 2.5% - Typical 10-year bond rate over the past 3 years; and • 3.5% - Margin
	Real Post-tax Nominal WACC to be applied to Revenues (RWACC)		3.99%	3.99%	The WACC Adjusted for inflation using the Fisher Equation
	Average WACC to be applied in Cashflow NPV Assessment	6.00%			
	Escalations				
	Works Escalation Rate (for discounting purposes)		2.05%	1.04%	The current annual 10-yearly moving average of the applicable QLD PPI indices (RBC - Transport, NRBC - Parks), calculated using the same methodology as the State's 3-year PPI averages
	Land Escalation Rate (for discounting purposes)		1.93%	1.93%	The current annual 10-yearly moving average of the Brisbane CPI index, calculated using the same methodology as the State's 3-year PPI averages
	Modelled Charge Inflation Rate		1.93%	1.93%	The current annual 10-yearly moving average of the Brisbane CPI index, calculated using the same methodology as the State's 3-year PPI averages
	Levied Charge Inflation Rate (3-Year Average Rolling PPI)	1.93%			

Note: Grey cells throughout the SoW model are formula driven and should only be over-ridden where the formula is not relevant - e.g. a specific/project cost needs to be entered rather than a unit rate lookup

LGIP Schedule of Works Model - Created by Integran Pty Ltd



Lockyer Valley Regional Council
Local Government Infrastructure Plan

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Charge Summary for Transport Network

Catchment Name	Demand (Trips)			Cost of Trunk Infrastructure			Cost per Unit Demand (Trips)
	Existing (A)	NPV Future (B)	TOTAL (A)+ (B)	Existing (C)	NPV Future (D)	TOTAL (C)+ (D)	
Gatton Town	39,967	51,862	91,829	$49,447,993	$11,042,574	$60,490,567	$659
Laidley Town	19,572	16,461	36,034	$19,403,329	$4,333,131	$23,736,460	$659
Forest Hill	1,788	190	1,978	$1,065,023	$237,840	$1,302,863	$659
Grantham	700	1,151	1,851	$996,812	$222,607	$1,219,419	$659
Helidon	4,441	4,974	9,415	$5,069,770	$1,132,176	$6,201,946	$659
Plainland	721	4,367	5,088	$2,739,948	$611,882	$3,351,830	$659
Withcott	6,827	4,160	10,987	$5,916,276	$1,321,276	$7,237,452	$659
Former GSC Regional	59,191	19,525	78,715	$42,386,357	$9,465,677	$51,852,033	$659
Former LSC Regional	60,023	13,188	73,210	$39,422,019	$8,803,684	$48,225,703	$659
	193,231	**115,878**	**309,108**	**$168,447,526**	**$37,170,888**	**$203,618,413**	

Charge Summary for Parks and Land for Community Facilities Network

Park Level	Catchment Name	Demand (Persons)			Cost of Trunk Infrastructure			Cost per Unit Demand (Persons)
		Existing (A)	NPV Future (B)	TOTAL (A)+ (B)	Existing (C)	NPV Future (D)	TOTAL (C)+ (D)	
Level 1	Helidon	840	680	1,520	$299,987	$0	$299,987	$197
	Withcott	1,096	534	1,630	$466,153	$0	$466,153	$286
	Grantham	151	209	360	$126,091	$0	$126,091	$350
	Rural West	0	0	0	$0	$0	$0	
	Gatton Town	6,532	10,644	17,176	$3,241,855	$0	$3,241,855	$189
	Helidon Hills and Grantham North	0	0	0	$0	$0	$0	
	Murphys Creek and Surrounds	0	0	0	$0	$0	$0	
	Forest Hill	486	45	531	$0	$0	$0	$0
	Laidley Town	4,099	3,514	7,614	$307,964	$0	$307,964	$40
	Rural South (LSC)	0	0	0	$0	$0	$0	
	Rural South (GSC)	0	0	0	$0	$0	$0	
	Morton Vale	0	0	0	$0	$0	$0	
	Laidley North and Plainland	55	284	338	$375,903	$0	$375,903	$1,113
Level 2	Helidon	1,230	803	2,034	$817,173	$380,412	$1,197,585	$589
	Withcott	1,887	1,126	3,013	$611,186	$613,283	$1,224,469	$406
	Grantham	708	267	975	$404,915	$0	$404,915	$415
	Rural West	0	12	12	$0	$0	$0	$0
	Gatton Town	8,777	11,156	19,933	$0	$3,058,663	$3,058,663	$153
	Helidon Hills and Grantham North	0	1	1	$0	$0	$0	$0
	Murphys Creek and Surrounds	635	133	768	$0	$0	$0	$0
	Forest Hill	486	47	533	$477,573	$0	$477,573	$895
	Laidley Town	5,504	3,674	9,178	$984,462	$1,300,336	$2,284,798	$249
	Rural South (LSC)	0	9	9	$127,477	$0	$127,477	$13,697
	Rural South (GSC)	0	0	0	$0	$0	$0	
	Morton Vale	1	1	2	$317,966	$0	$317,966	$149,313
	Laidley North and Plainland	6,036	3,097	9,133	$934,327	$3,283,861	$4,118,188	$451
Level 3	Former GSC LGA	20,162	13,402	33,564	$16,912,766	$5,682,677	$22,595,443	$673
	Former LSC LGA	19,094	6,915	26,009	$13,407,916	$4,505,890	$17,912,806	$673
		78,381	**56,551**	**134,932**	**$39,714,705**	**$18,824,283**	**$58,538,988**	

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Lockyer Valley Regional Council
Local Government Infrastructure Plan
Schedule of Works Unit Rates

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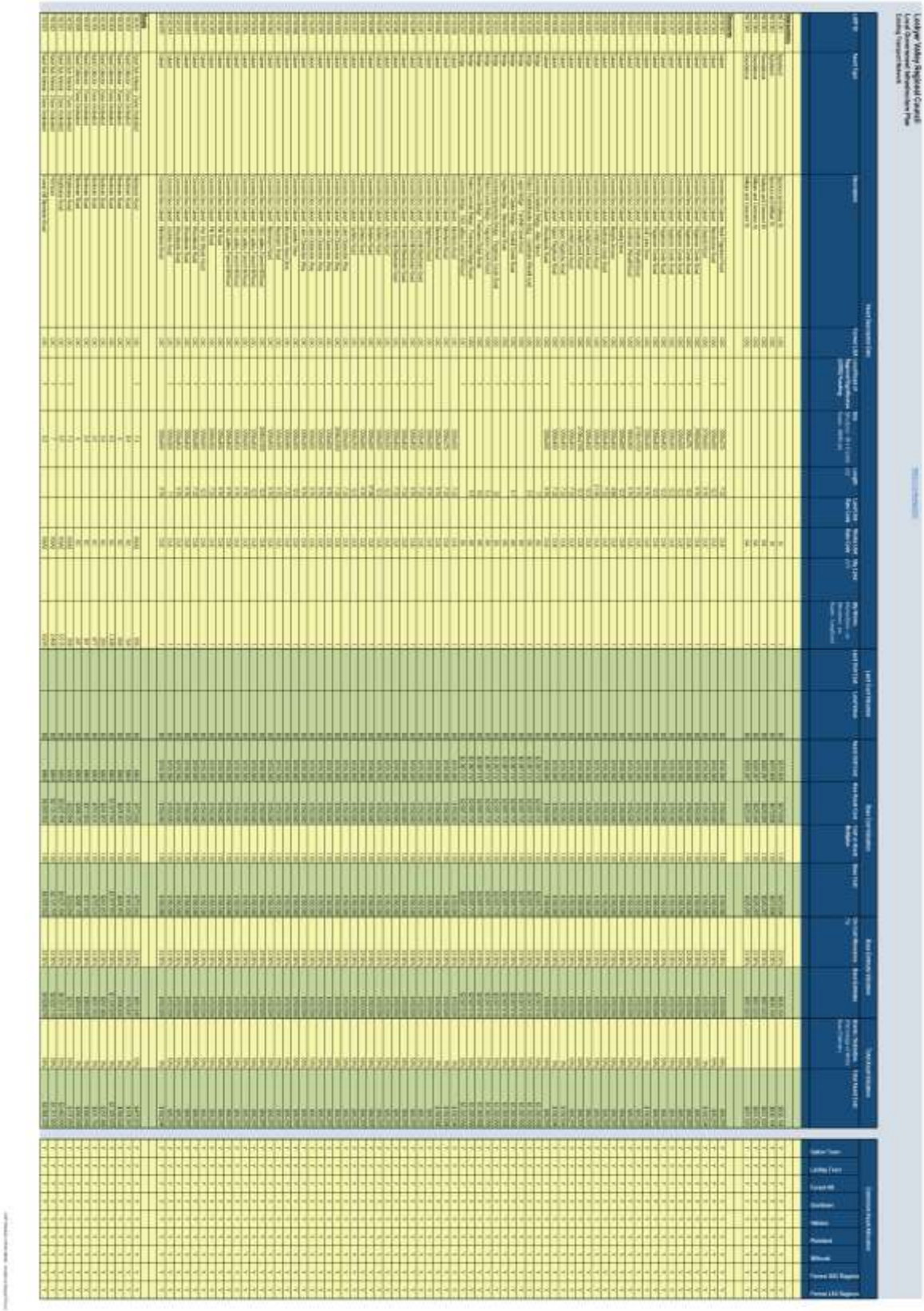
Transport Network

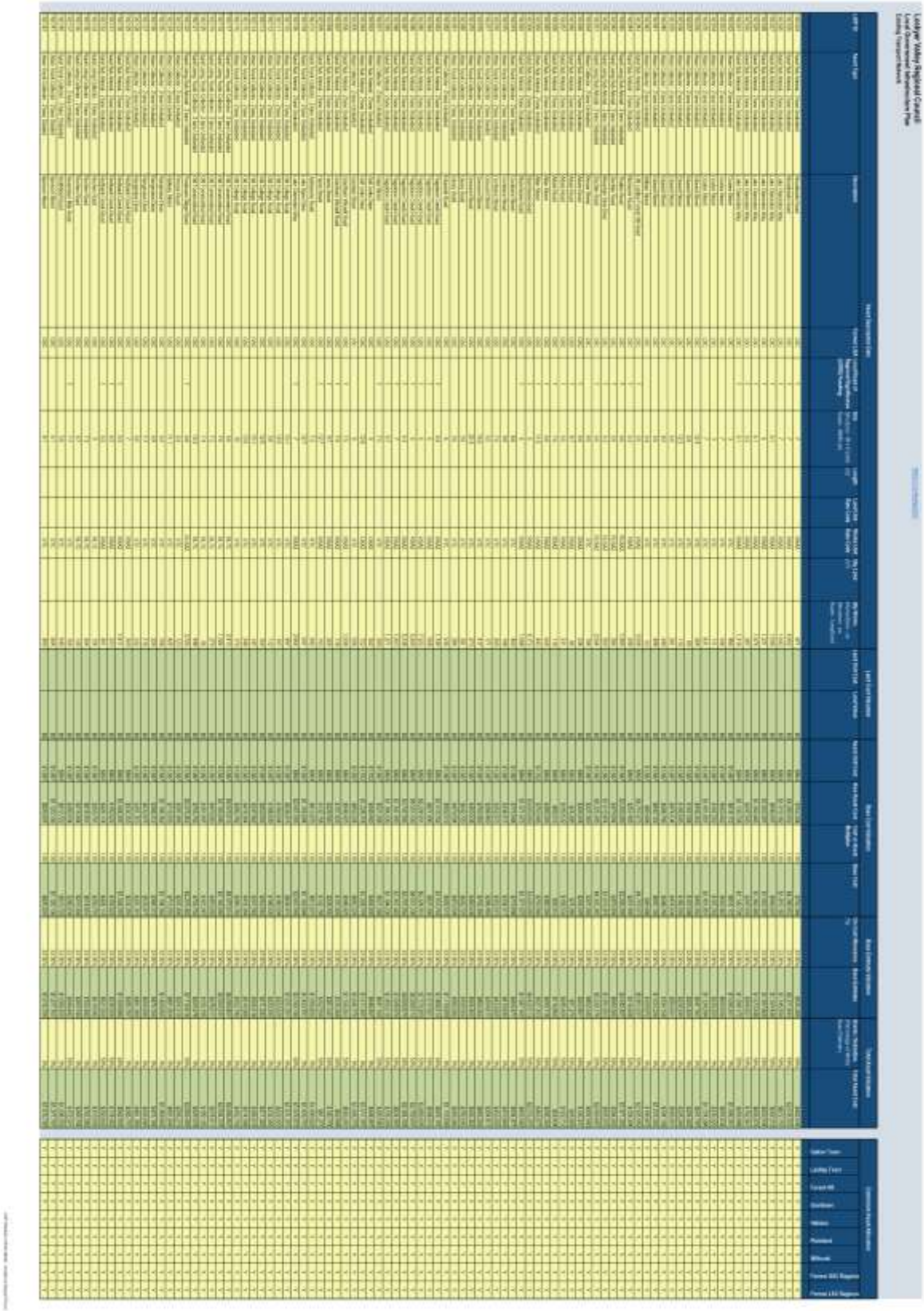
Scheduled Rate Cost - Works	Code	$CRC (2016)	Comments/Source
Land for Road Corridors	RL	$ 20	
Signalised Intersection	SI	$ 575,808	
Roundabout	RA	$ 520,267	
Future Intersection	FI	$ 684,548	
Culvert - Existing	CUE	$ 156,580	
Culvert - Future	CUF	$ 280,957	
Bridge	BR	$ 2,087,737	
Rural Collector	RC	$ 864	
Rural Living Collector	RLC	$ 1,657	
Rural Living Sub Arterial Undivided 2 Lane	RLSA2	$ 1,657	
Rural Living Trunk Collector	RLTC	$ 1,657	
Rural Sub Arterial Undivided 2 Lane	RSA2	$ 864	
Rural Trunk Collector	RTC	$ 864	
Urban Collector (Bus)	UCB	$ 1,851	
Urban Sub Arterial Divided 2 Lane	USAD2	$ 2,222	
Urban Sub Arterial Divided 4 Lane	USAD4	$ 2,808	
Urban Sub Arterial Undivided 2 Lane	USA2	$ 1,702	
Urban Sub Arterial Undivided 4 Lane	USA4	$ 2,257	
Urban Trunk Collector	UTC	$ 1,657	

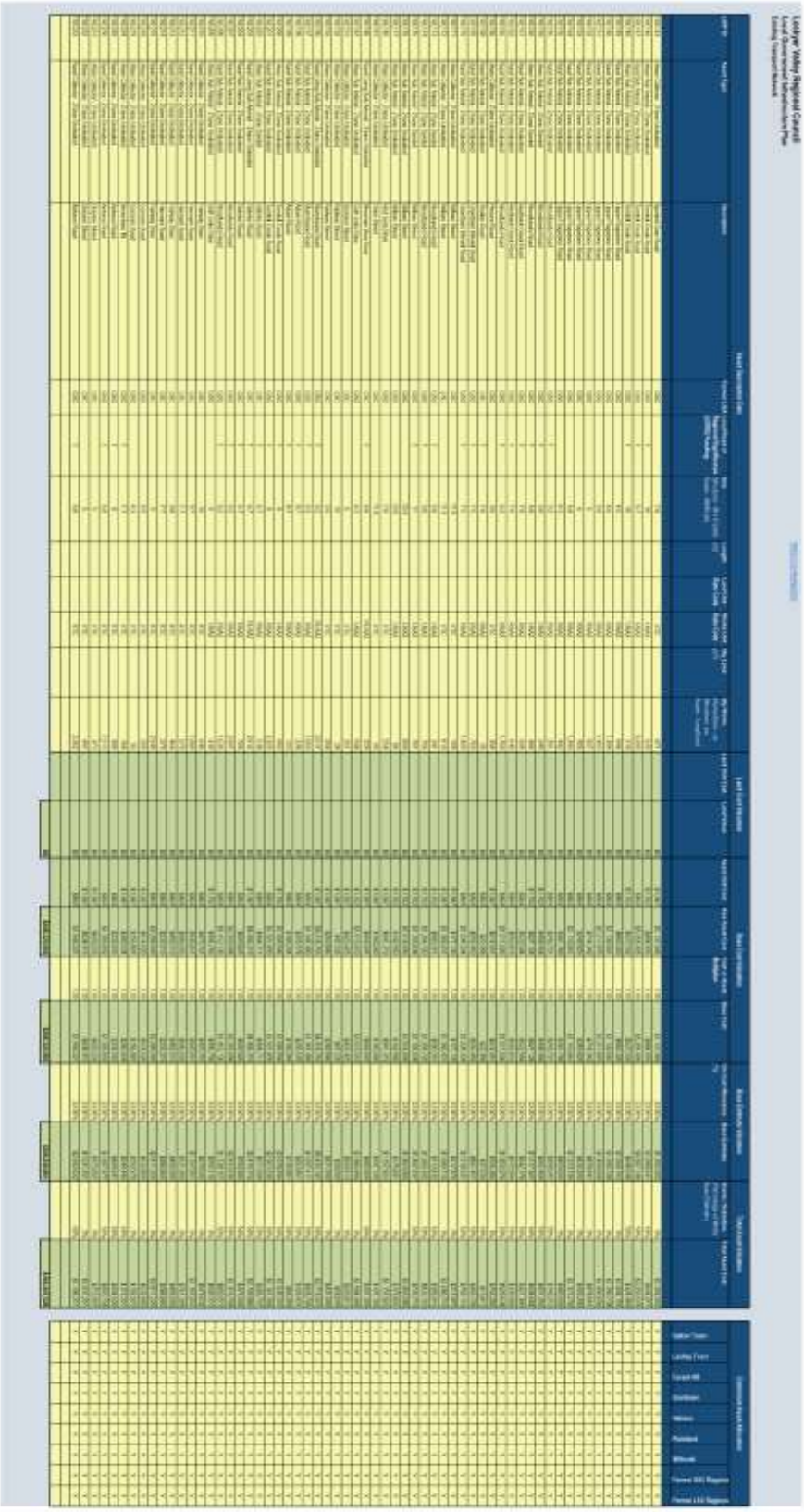
Parks and Land for Community Facilities Network

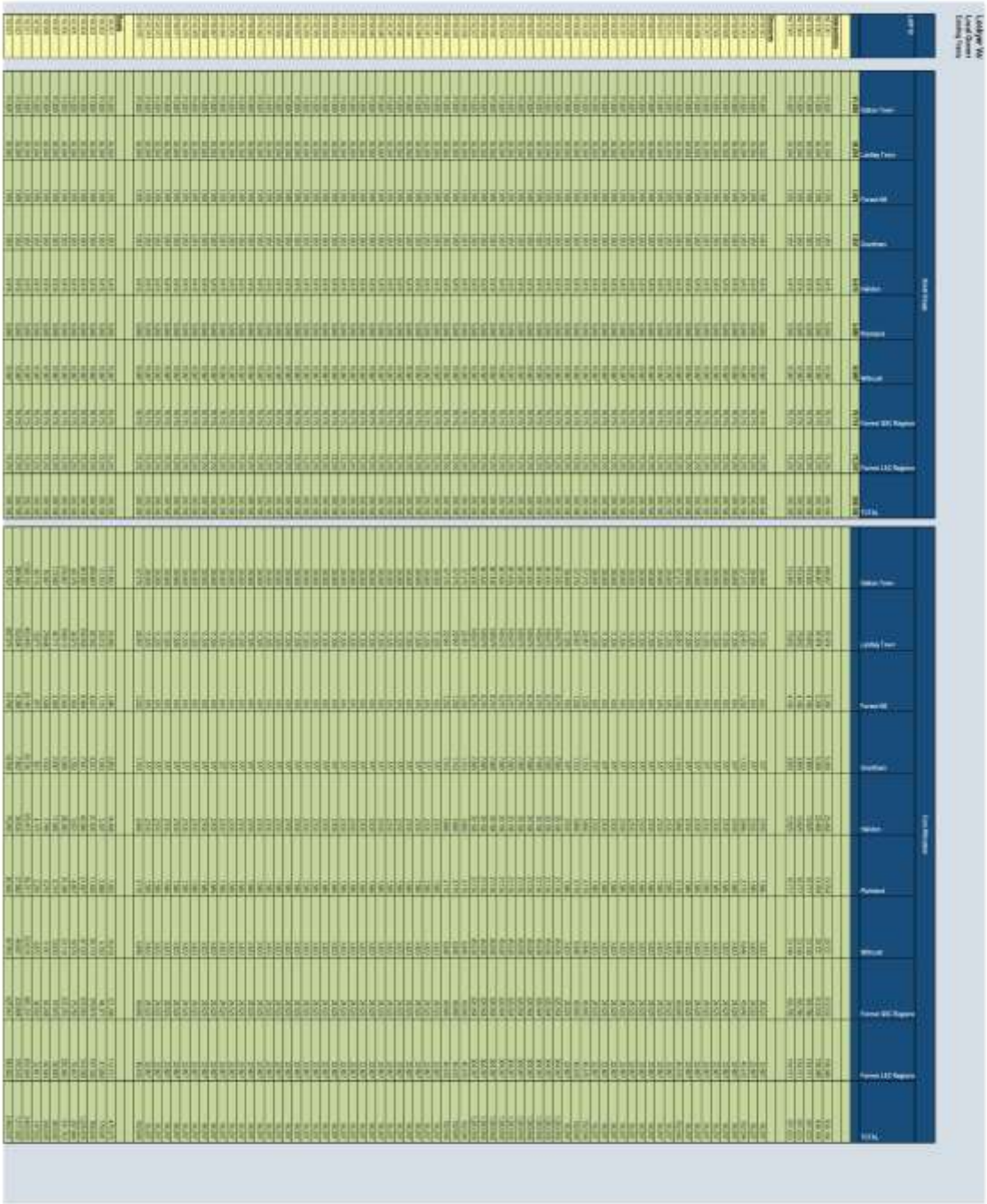
Scheduled Rate Cost - Works	Code	$CRC (2016)	Comments/Source
Urban Residential Land	URL	$ 20	
Urban Investigation Land	UIL	$ 20	
Rural Residential Land	RRL	$ 10	
Constrained Land	CL	$ 2.5	
Rural Land	RL	$ 2.5	
Open Space Land	OSL	$ 2.5	
Recreation Local	LR	$ 37,928	Rows Planning Report - Adjusted to 75% of the Value to reflect more recent Cost Analyses
Recreation District	DR	$ 685,128	Rows Planning Report - Adjusted to 75% of the Value to reflect more recent Cost Analyses
Recreation Regional	RR	$ 2,068,829	Rows Planning Report - Adjusted to 75% of the Value to reflect more recent Cost Analyses
Sport District	DS	$ 914,378	Rows Planning Report - Adjusted to 75% of the Value to reflect more recent Cost Analyses
Sport Regional	RS	$ 2,233,039	Rows Planning Report - Adjusted to 75% of the Value to reflect more recent Cost Analyses

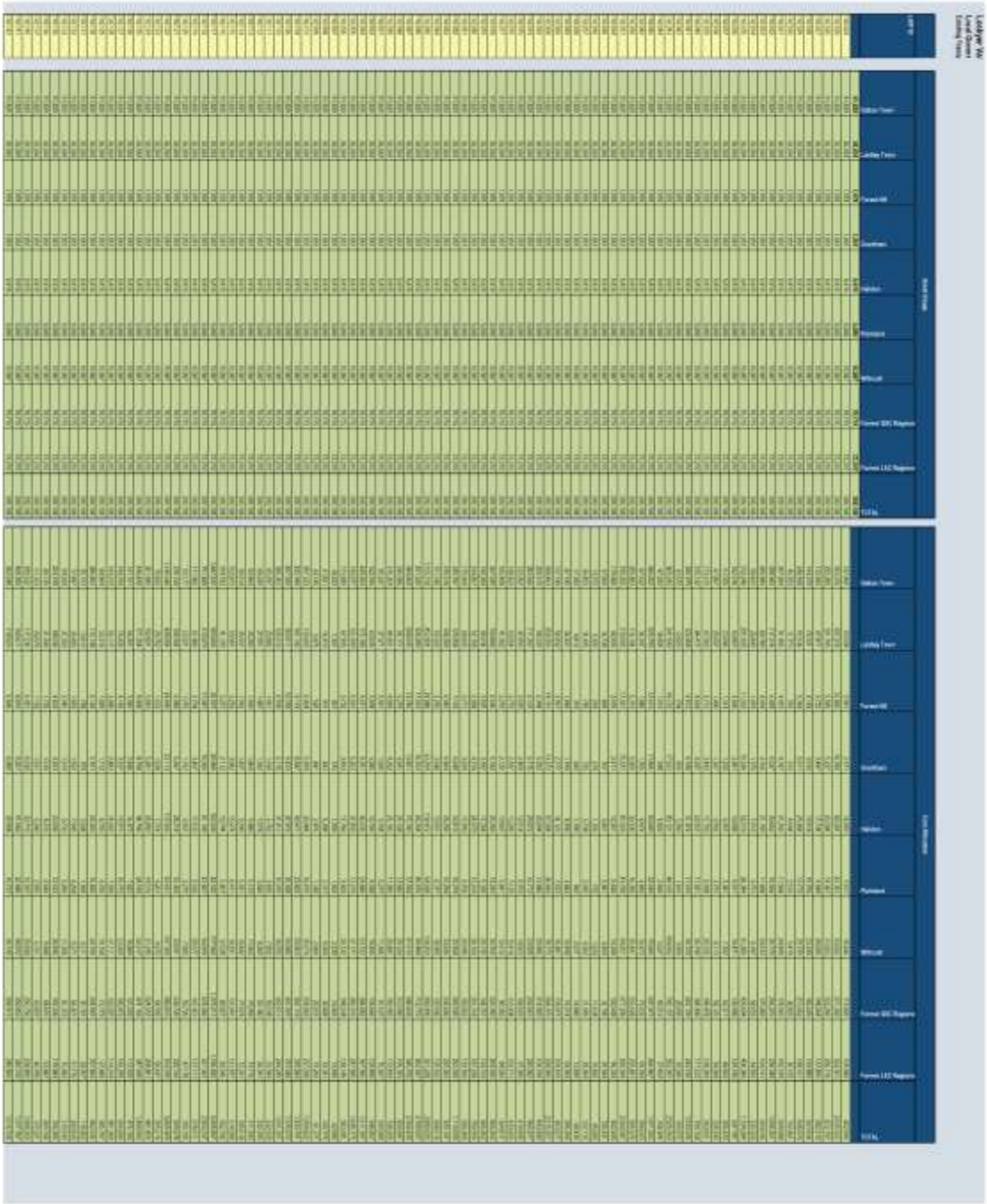
LGIP Schedule of Works Model - Created by Integrist Pty Ltd

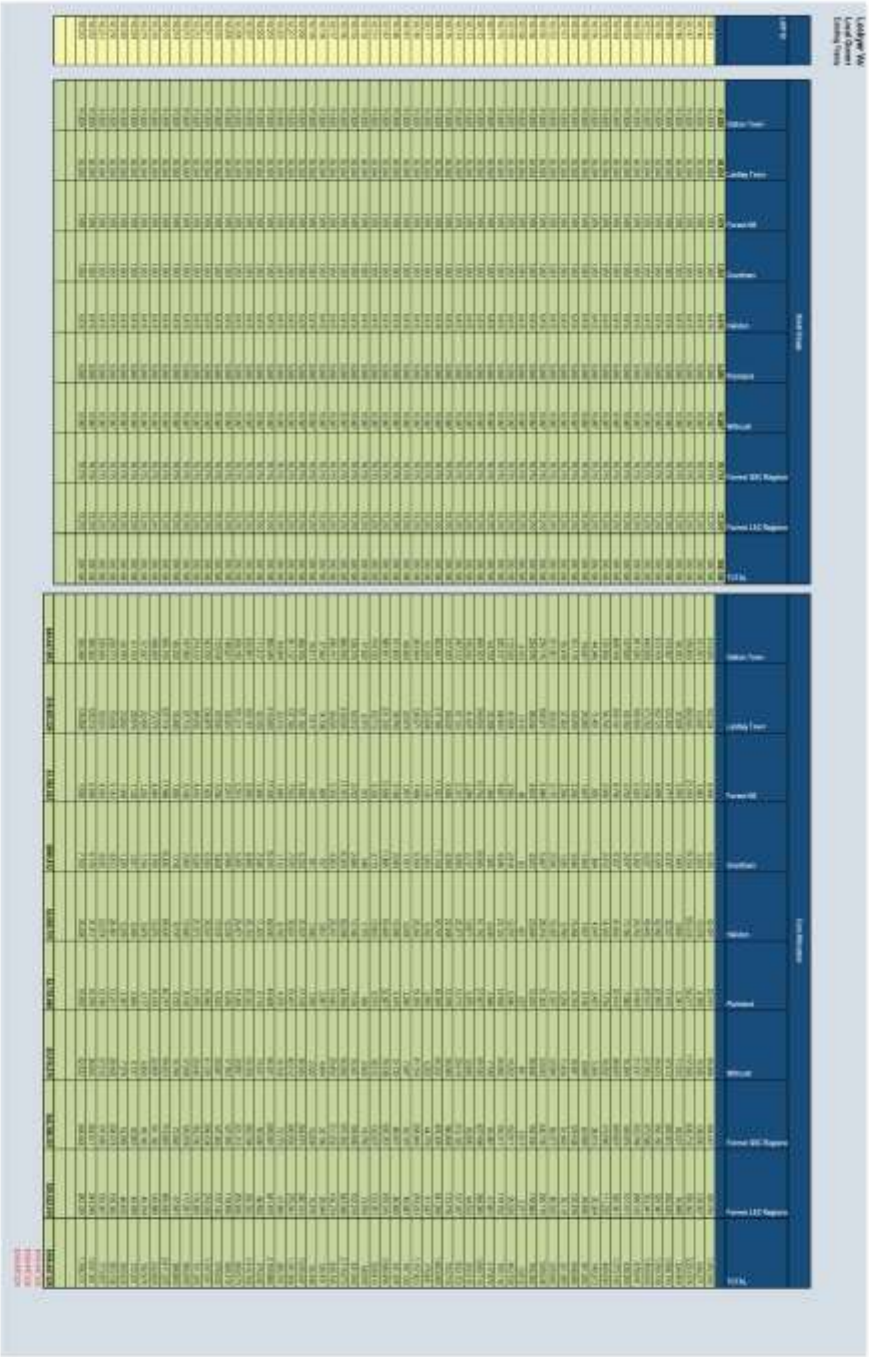


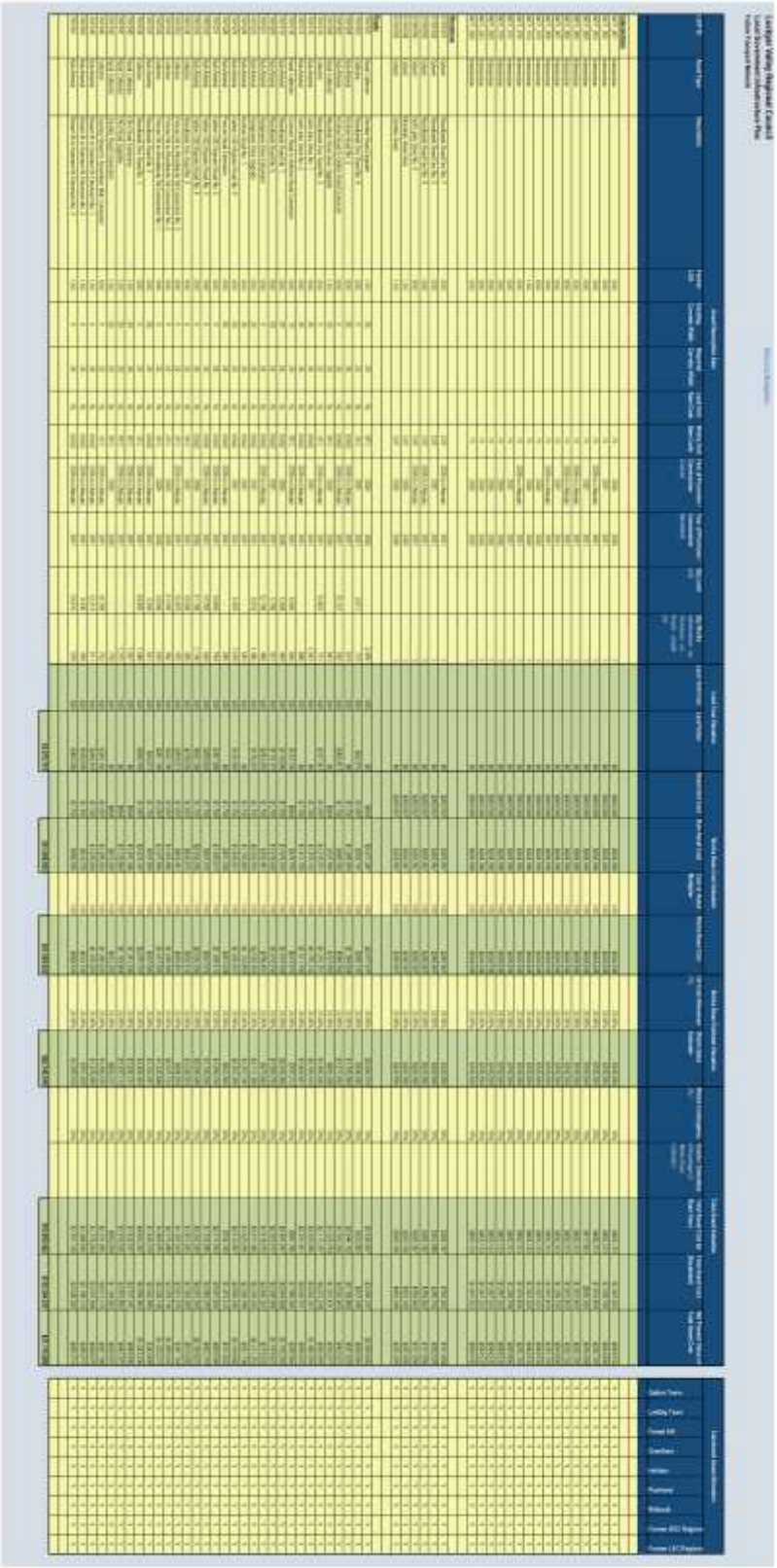


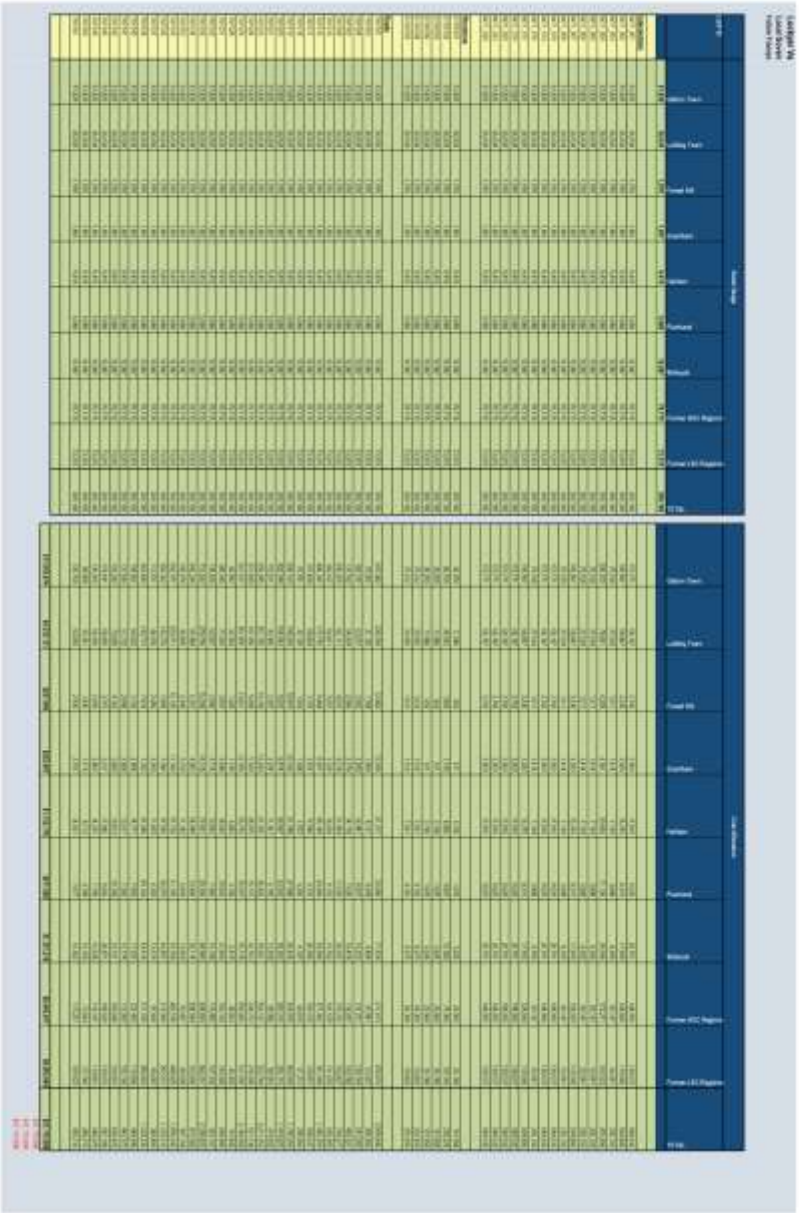












Transport network schedule of works

Column A Planning Scheme	Column 1 Map reference	Column 2 Trunk infrastructure	Column 3 Estimated timing	Column 4 Establishment cost*
	Intersections			
Gatton	INTF_001	Intersection	2026	$855,133
Gatton	INTF_002	Intersection	2031	$892,313
Gatton	INTF_003	Intersection	2036 to Ultimate	$892,313
Gatton	INTF_004	Intersection	2021	$817,953
Gatton	INTF_005	Intersection	2036 to Ultimate	$892,313
Gatton	INTF_006	Intersection	2036 to Ultimate	$892,313
Gatton	INTF_007	Intersection	2031	$892,313
Gatton	INTF_008	Intersection	2036 to Ultimate	$892,313
Gatton	INTF_010	Intersection	2026	$855,133
Laidley	INTF_013	Intersection	2026	$855,133
Gatton	INTF_015	Intersection	2036 to Ultimate	$892,313
Gatton	INTF_017	Intersection	2031	$892,313
Gatton	INTF_019	Intersection	2026	$855,133
Gatton	INTF_020	Intersection	2026	$855,133
Gatton	INTF_023	Intersection	2026	$855,133
Gatton	INTF_024	Intersection	2026	$855,133
	Structures			
Gatton	STRF001	Culvert - Woodlands Road Dev No. 7	2036 to Ultimate	$385,187
Gatton	STRF002	Culvert - Woodlands Road Dev No. 2	2021	$353,088
Gatton	STRF003	Culvert - Woodlands Road Dev No. 4	2036 to Ultimate	$385,187
Gatton	STRF006	Culvert - Golf Links Drive No. 4	2036 to Ultimate	$385,187
Laidley	STRF008	Culvert - Mountain View Drive	2026	$369,138
Laidley	STRF009	Culvert - Zischke Road	2026	$369,138
	Roads			
Laidley	TRF001	Rural Collector - Zischke Road Upgrade	2026	$2,938,267
Gatton	TRF003	Collector - Woodlands Dev Road No. 4	2021	$323,083
Gatton	TRF004	Sub-Arterial - Roches Road No. 2	2036 to Ultimate	$2,044,192
Gatton	TRF005	Sub-Arterial - Roches Road to Giffins Road Connector	2036 to Ultimate	$1,763,336
Laidley	TRF008	Rural Collector - Mountain View Drive Upgrade	2026	$1,029,754
Gatton	TRF010	Collector - Woodlands Dev Road No. 3	2036 to Ultimate	$2,113,197
Gatton	TRF016	Sub-Arterial - Golf Links Drive No. 1	2031	$2,620,095
Gatton	TRF017	Sub-Arterial - Golf Links Drive No. 2	2036 to Ultimate	$2,231,401
Gatton	TRF018	Rural Collector - Connors Road to Airforce Road Connector	2036 to Ultimate	$981,785
Gatton	TRF019	Sub-Arterial - Woodlands Road No. 1	2026	$2,487,047
Gatton	TRF020	Sub-Arterial - Woodlands Road No. 6	2031	$2,503,072
Gatton	TRF021	Sub-Arterial - Rangeview Drive Extension	2036 to Ultimate	$1,418,979
Gatton	TRF023	Sub-Arterial - Rangeview Drive Upgrade	2031	$3,911,986
Gatton	TRF024	Sub-Arterial - Roches Road No. 1	2031	$1,629,296
Gatton	TRF025	Sub-Arterial - Gatton CBD Bypass Road No. 5	2021	$2,612,497
Gatton	TRF028	Sub-Arterial - Princes Road Extension	2036 to Ultimate	$724,758
Gatton	TRF031	Sub-Arterial - Gatton CBD Bypass Road No. 2	2036 to Ultimate	$2,317,093
Gatton	TRF032	Sub-Arterial - Gatton CBD Bypass Road No. 3	2036 to Ultimate	$1,723,945
Gatton	TRF033	Sub-Arterial - Gatton CBD Bypass Road No. 4	2026	$3,502,509
Gatton	TRF034	Collector - Woodlands Dev Road No. 2	2031	$1,451,665
Gatton	TRF052	Collector - Princes Rd to Woodlands Rd Connection No. 3	2036 to Ultimate	$1,396,524
Gatton	TRF035	Collector - Princes Rd to Woodlands Rd Connection No. 2	2026	$2,775,488
Gatton	TRF036	Collector - Princes Rd to Woodlands Rd Connection No. 1	2026	$1,806,875
Gatton	TRF037	Sub-Arterial - Woodlands Road No. 2	2036 to Ultimate	$1,449,218
Gatton	TRF038	Collector - Woodlands Dev Road No. 1	2036 to Ultimate	$4,653,227
Laidley	TRF040	Rural Collector - Otto Road Extension	2036 to Ultimate	$1,832,077
Laidley	TRF041	Rural Collector - Otto Road Upgrade	2036 to Ultimate	$1,676,535
Laidley	TRF042	Rural Collector - Zischke Road Connection	2026	$950,964
Gatton	TRF045	Collector - Devney Street to Seventeen Mile Connector	2036 to Ultimate	$2,231,856
Laidley	TRF049	Sub-Arterial - Breuer St to Summer St Extension No. 1	2036 to Ultimate	$1,778,204
Laidley	TRF050	Sub-Arterial - Breuer St to Summer St Extension No. 2	2036 to Ultimate	$1,088,055
Laidley	TRF051	Sub-Arterial - Breuer St to Summer St Extension No. 3	2036 to Ultimate	$1,751,138
	TOTAL			**$79,905,422**

* Column 4 The establishment cost is expressed in current cost terms as at the base date

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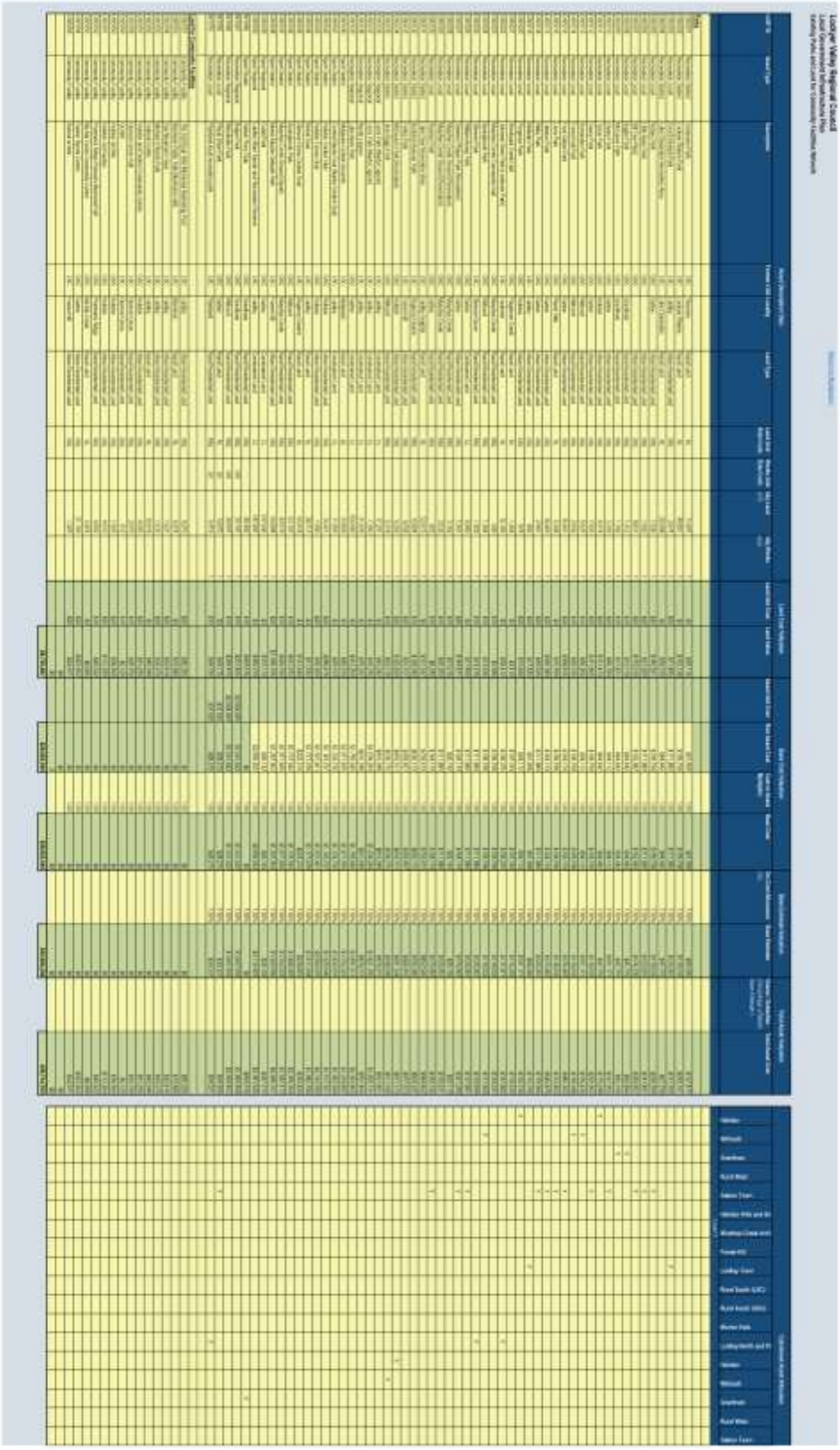
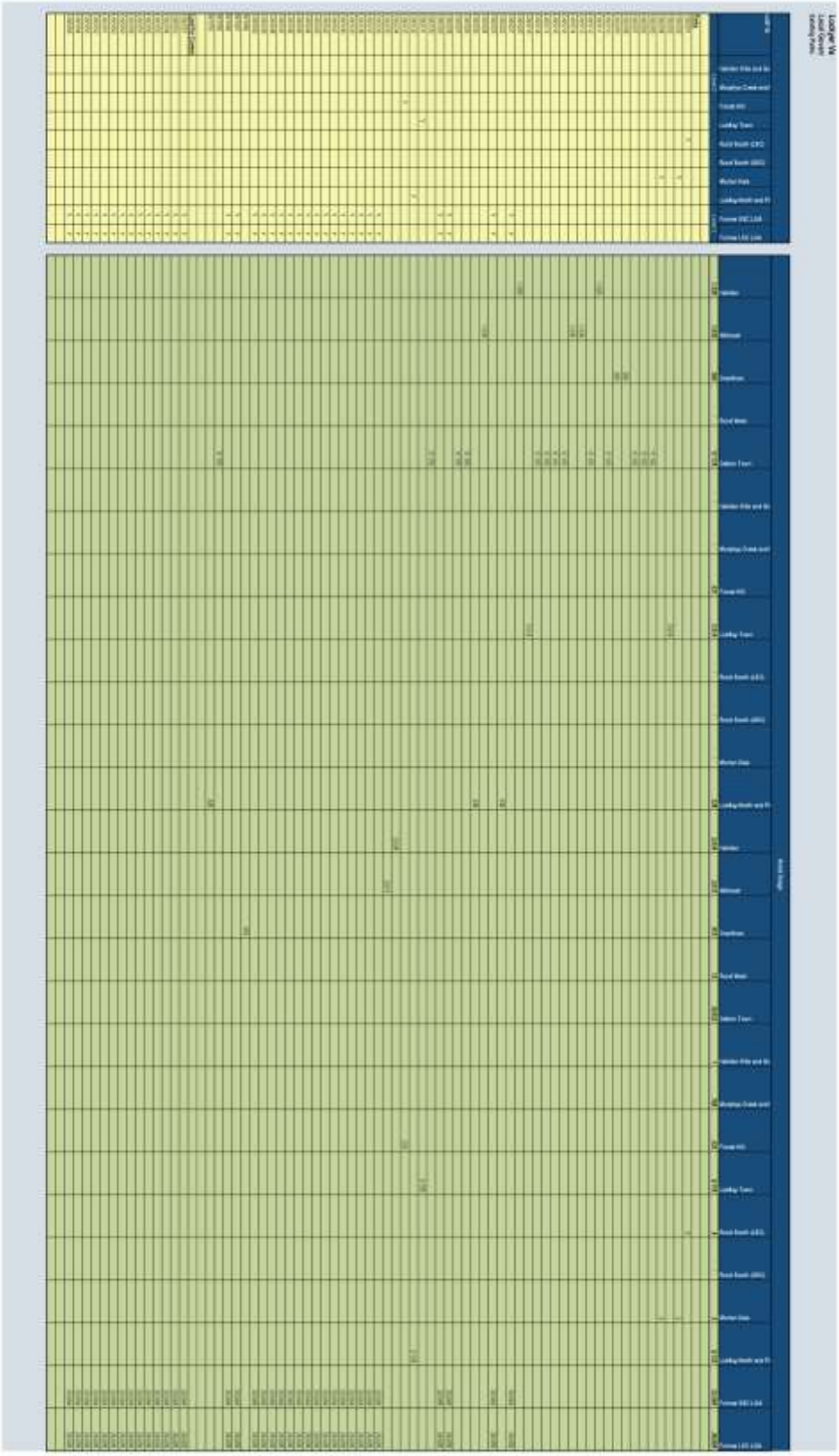
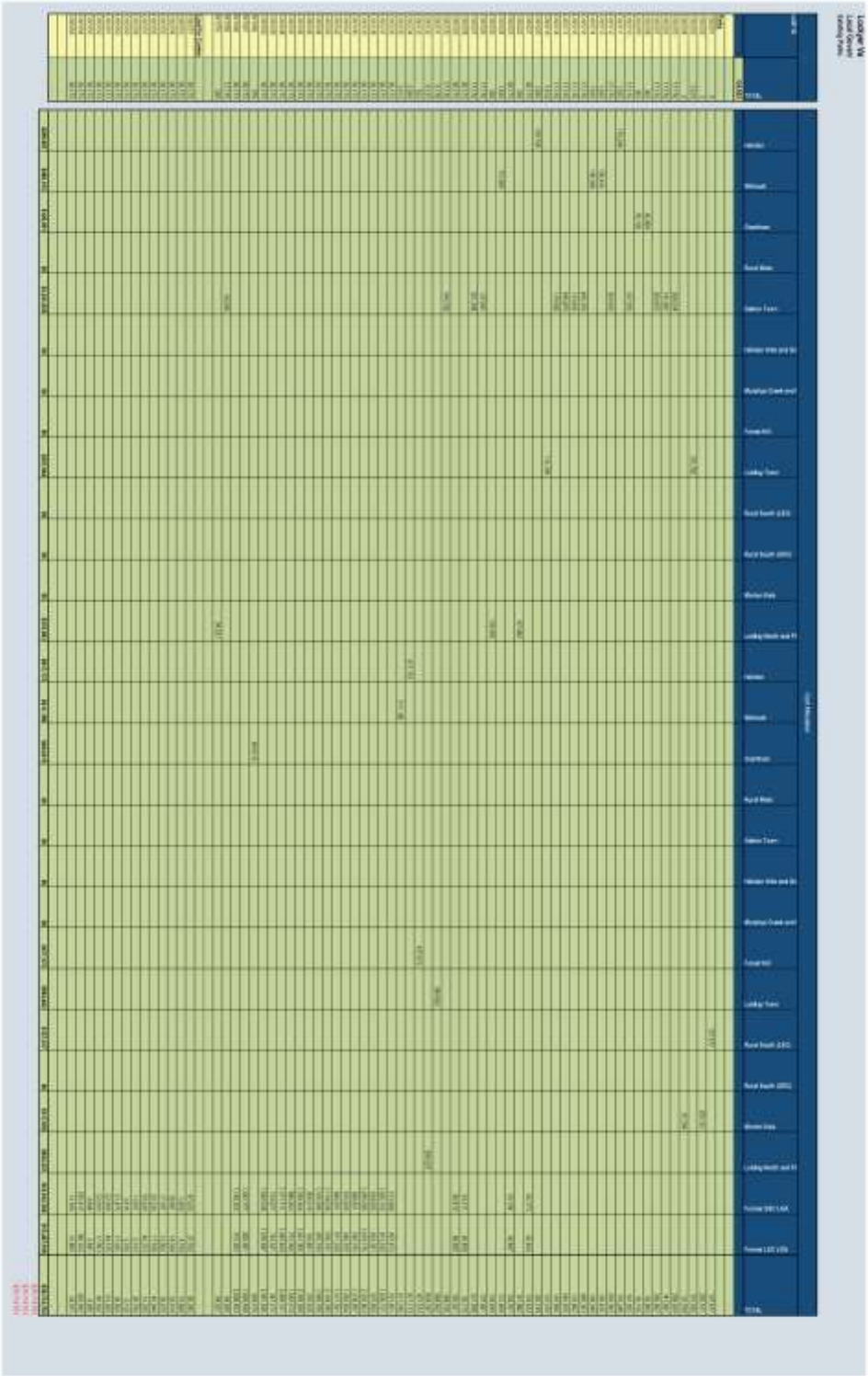
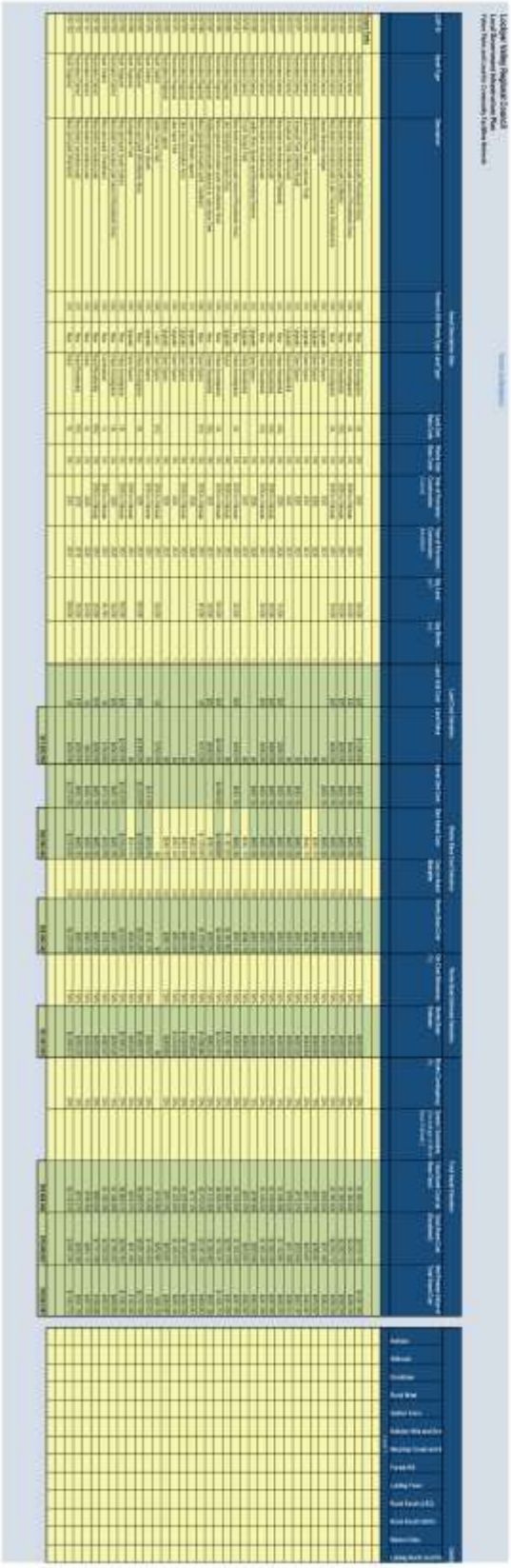
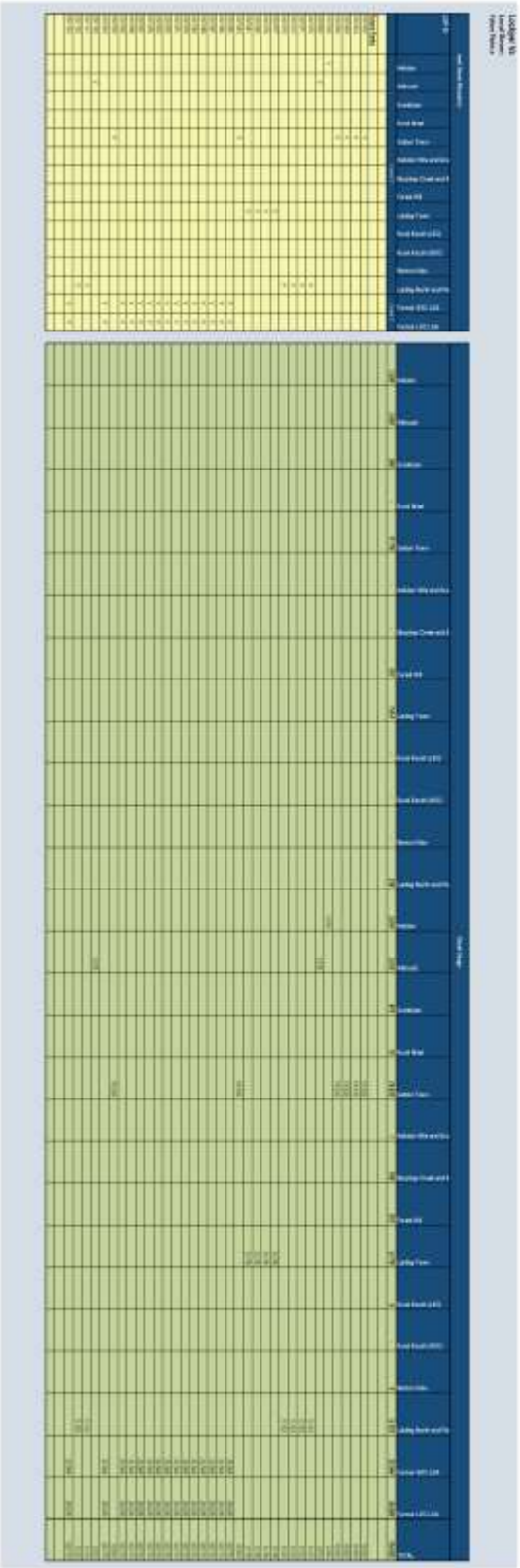
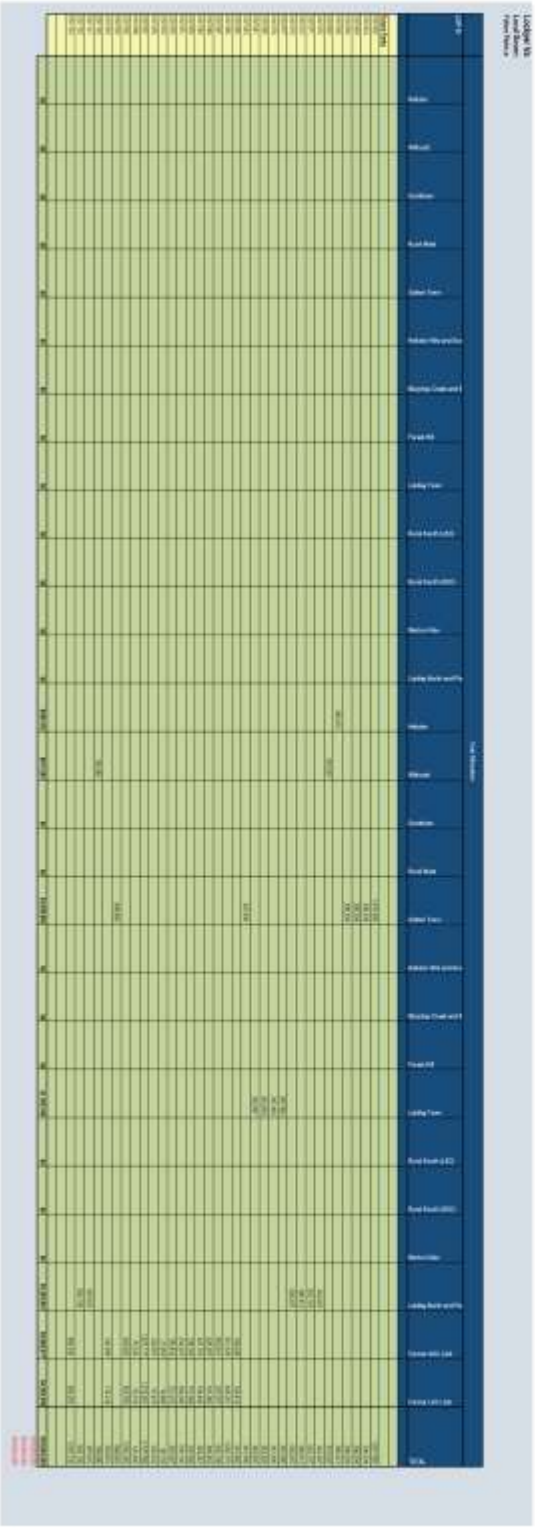










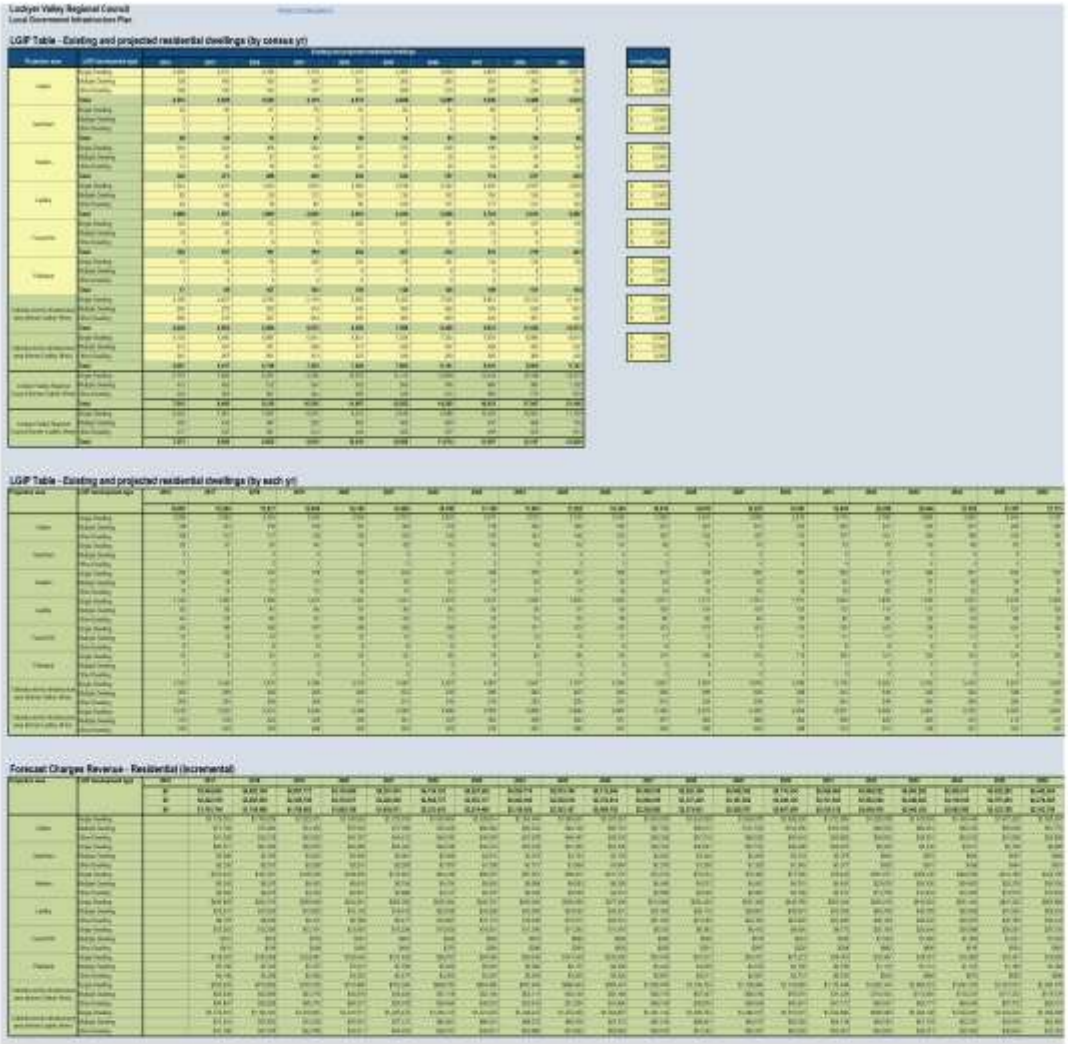


Parks and land for community facilities network schedule of works

Column A Planning Scheme	Column 1 Map reference	Column 2 Trunk infrastructure	Column 3 Estimated timing	Column 4 Establishment cost*
	Future Parks			
Gatton	OSF060	Recreation District - New district recreation park (Woodlands Rise)	2031	$1,980,624
Gatton	OSF063	Recreation District - New district recreation park (west of Woodlands Rise)	2036 to Ultimate	$1,380,624
Gatton	OSF064	Recreation District - New district recreation park (Golflinks)	2036 to Ultimate	$1,380,624
Gatton	OSF066	Recreation District - New district recreation park (Lake Freeman Development)	2036 to Ultimate	$1,380,624
Gatton	OSF068	Recreation District - James Norman Hedges	2031	$780,624
Gatton	OSF069	Recreation District - Burrambin Park	2026	$672,730
Laidley	OSF070	Recreation District - Johnson Drive Park (Lockrose Park)	2031	$701,979
Laidley	OSF071	Recreation District - Unnamed Park (Gehrke Road)	2021	$715,572
Laidley	OSF072	Recreation District - Unnamed Park (Otto Road)	2031	$780,624
Laidley	OSF074	Recreation District - New district recreation park (Plainland)	2026	$1,048,098
Laidley	OSF077	Recreation District - New district recreation park	2036 to Ultimate	$1,180,624
Laidley	OSF078	Recreation District - New district recreation park	2036 to Ultimate	$1,180,624
Laidley	OSF080	Recreation District - Laidley Shire Sports and Recreation Reserve	2026	$748,098
Laidley	OSF081	Recreation District - Enoch Semph Park	2031	$701,979
Gatton	OSF083	Recreation District - New district recreation park (west of Woodlands Rise)	2036 to Ultimate	$1,180,624
Laidley	OSF085	Recreation Regional - Lake Clarendon Recreation Area	2036 to Ultimate	$1,880,627
Gatton	OSF086	Recreation Regional - New regional recreation park (Woodlands Rise)	2036 to Ultimate	$4,668,789
Gatton	OSF087	Recreation Regional - Addtional regional park adjacent to Lake Apex Park	2031	$1,619,068
Gatton	OSF088	Recreation Regional - New regional recreation park, Grantham	2036 to Ultimate	$2,150,636
Laidley	OSF089	Recreation Regional - Lions Park (Narda Lagoon)	2026	$717,374
Laidley	OSF090	Recreation Regional - Lake Dyer Recreation Area	2036 to Ultimate	$1,229,499
Gatton	OSF091	Recreation Regional - Lake Apex Park	2031	$1,229,499
Laidley	OSF092	Recreation Regional - Narda Lagoon	2031	$701,979
Gatton	OSF093	Sport District - Gatton Soccer Club	2036 to Ultimate	$150,000
Gatton	OSF095	Sport District - McGovern Park (Sport)	2036 to Ultimate	$1,179,548
Gatton	OSF097	Sport Regional - New sport park (Woodlands Rise)	2031	$5,280,615
Gatton	OSF098	Sport Regional - Springbrook Park	2036 to Ultimate	$676,670
Gatton	OSF096	Sport Regional - New sport park (south Gatton)	2036 to Ultimate	$4,880,615
Gatton	OSF099	Recreation District - New district recreation park (west of Woodlands Rise)	2026	$1,348,098
Gatton	OSF094	Sport District - New sport park (Grantham)	2036 to Ultimate	$1,346,398
Gatton	OSF100	Recreation District - New district recreation park	2036 to Ultimate	$980,624
Laidley	OSF101	Recreation District - New district recreation park	2026	$798,098
Laidley	OSF102	Recreation District - New district recreation park	2018	$915,572
Laidley	OSF103	Sport Regional - New sport park (Plainland)	2031	$3,130,615
	TOTAL			**$50,698,404**

* Column 4 The establishment cost is expressed in current cost terms as at the base date

LGIP Schedule of Works Model - Created by Integran Pty Ltd



Lockyer Valley Regional Council
Local Government Infrastructure Plan

LGIP Table - Existing and projected residential dwellings (by census yr)

LGIP Table - Existing and projected residential dwellings (by each yr)

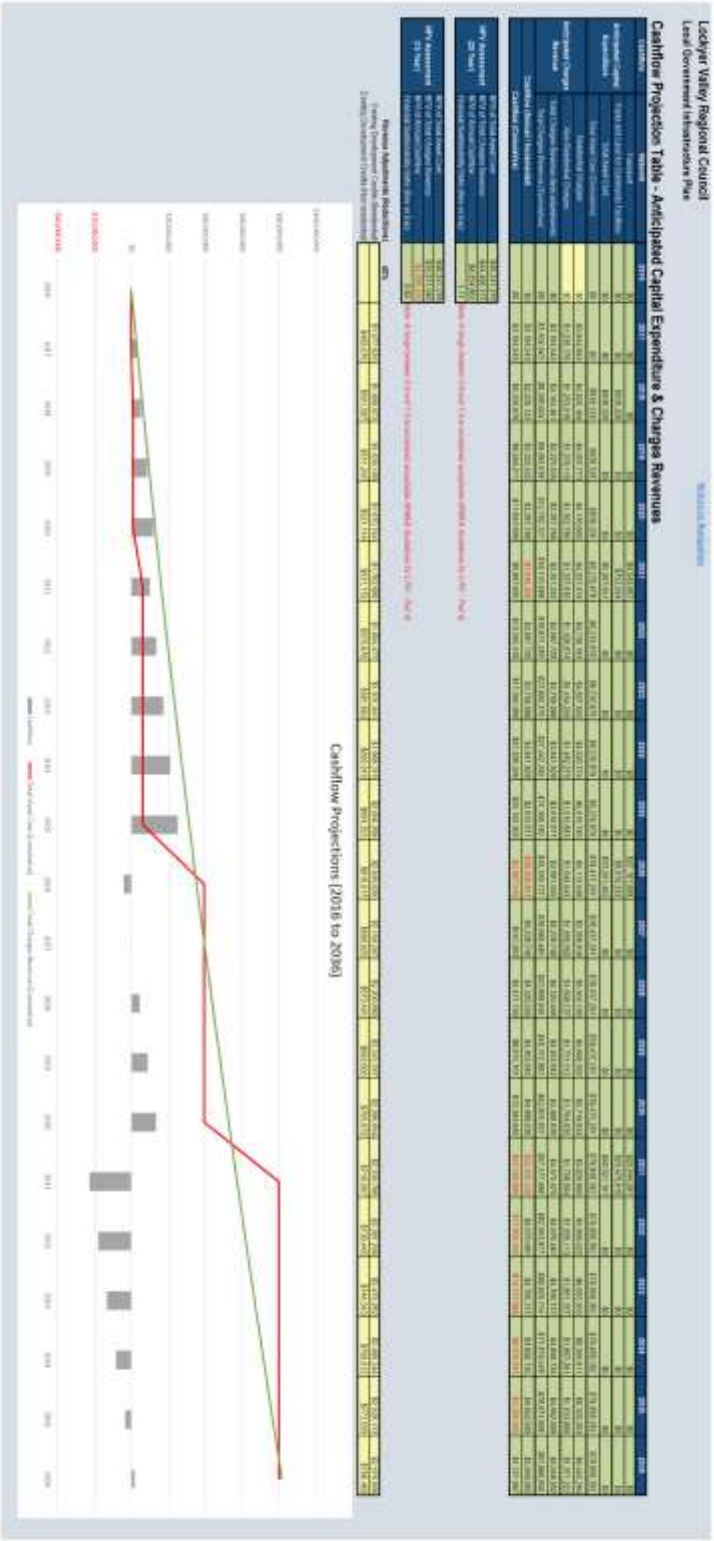
Forecast Charges Revenue - Residential (Incremental)

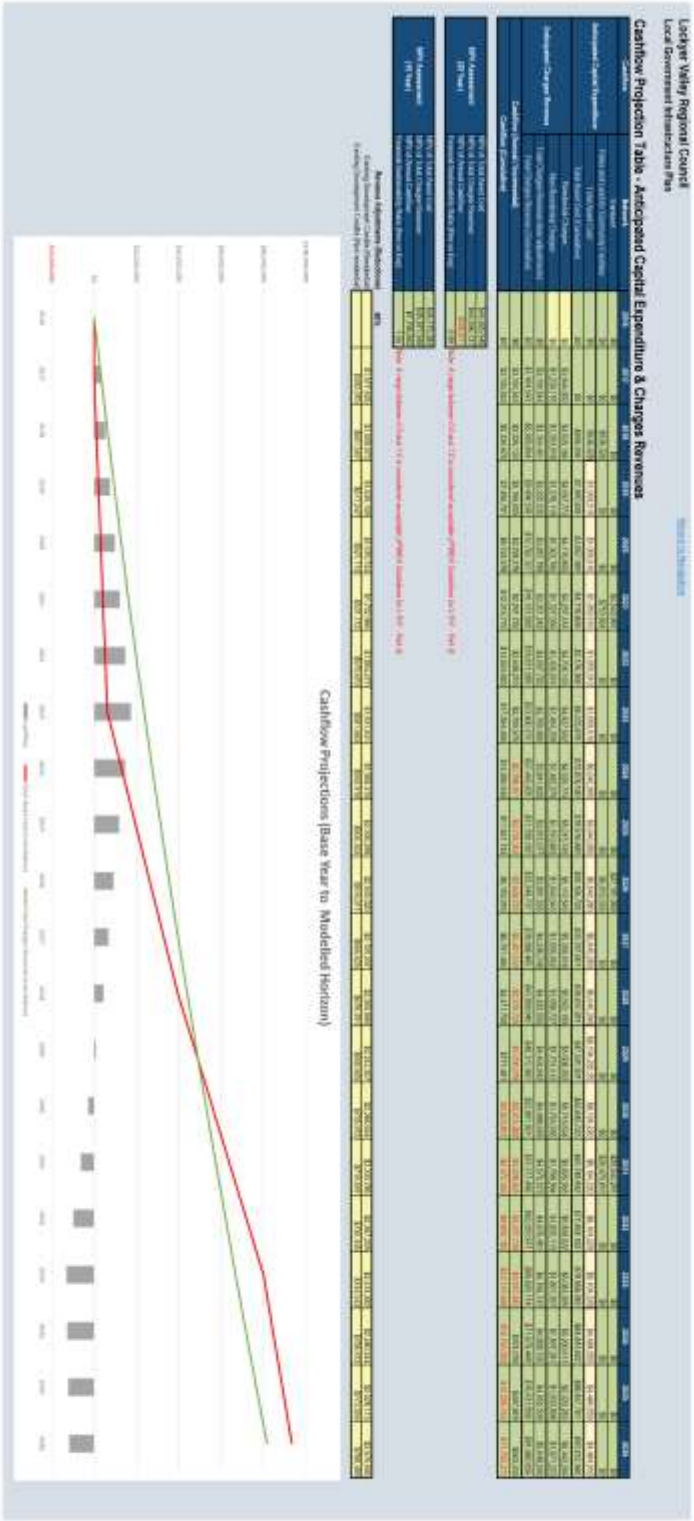
Lockyer Valley Regional Council
Local Government Infrastructure Plan

LGIP Table - Existing and projected non-residential floor space (by census yr)

LGIP Table - Existing and projected non-residential floor space (by each yr)

Forecast Charges Revenue - Non-Residential (Incremental)


Lockyer Valley Regional Council
Local Government Infrastructure Plan
Cashflow Projection Table - Anticipated Capital Expenditure & Charges Revenues
Cashflow Projections (2016 to 2036)


Lockyer Valley Regional Council
Local Government Infrastructure Plan
Cashflow Projection Table - Anticipated Capital Expenditure & Charges Revenues
Cashflow Projections (Base Year to Modelled Horizon)

November 2017

Lockyer Valley Regional Council

Extrinsic Material to the Local Government Infrastructure Plan

Revision 1.1

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town planning | infrastructure | advisory

Document Control

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1.0	*17/10/17*	*Final Report*	SJB	SAB
1.1	*12/03/18*	*SIC Amendments (minor)*	SJB	SAB

Preface

This Local Government Infrastructure Plan (LGIP) has been developed to address infrastructure planning for the Lockyer Valley Regional Council under its forthcoming Lockyer Valley Planning Scheme, while also addressing the region's two existing planning schemes:

- Gatton Shire Planning Scheme, 2007
- Laidley Shire Planning Scheme, 2003.

These planning schemes were all developed under the repealed *Integrated Planning Act 1997*, prior to the introduction of the Queensland Planning Provisions which provided uniform use and zoning definitions. The planning assumptions have been developed based on the assumptions prepared for the draft Lockyer Valley Planning Scheme and adapted for use under the existing schemes. This ensures the planning assumptions reflect development which has occurred since the current Planning Schemes were adopted.

The LGIP document provides more detail on the breakdown of planning assumptions between the planning schemes across the projection areas.

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1.0 Planning Assumptions

Underpinning the Planning Assumptions of the Local Government Infrastructure Plan (LGIP) is the Lockyer Valley Regional Council (LVRC) Population and Demand Model. These Geographic Information System (GIS) models have been developed using a "bottom up" approach, allowing for the spatial allocation of population and demands (residential & non-residential) across all land parcels within the Council area, from the base date of 2016 through to a realistic ultimate capacity determined for the draft Planning Scheme, being developed concurrently with the LGIP. The base assumptions and methodologies employed to develop these models and other key inputs into the Planning assumptions are detailed below.

1.1 *Population*

Lockyer Valley Regional Council has chosen to undertake population and demand modelling based on the most recent available projections published by the Queensland Government Statistician's Office (QGSO, 2015ed, medium series), which are available through to 2036. The totals for 2041 and beyond have been extrapolated from the totals provided in the previous periods.

For the purposes of the LGIP and AICR, the ultimate scenario of the Gatton and Laidley Shire Planning Schemes is considered to occur in around 2063. **Table 1** below identifies the Population and Tourist Figures used as a basis for creating the Population Spatial Model.

***Table 1:* Resident and Non-resident Projections (2016 to Ultimate)**

	2016	2021	2026	2031	2036	Ultimate
Former Gatton Shire	20,095	22,392	24,712	27,288	30,300	55,730
Former Laidley Shire	19,716	21,443	23,505	25,445	26,925	34,337
Total Population Projections	***39,811***	***43,835***	***48,218***	***52,732***	***57,225***	***90,068***

Sources: Queensland Government Statisticians Office (Population projections, 2015ed)
LVRC model 2017

1.1.1 Current Population

Existing population has been allocated on a lot by lot basis to all residential landuses (obtained from Council's rates database) based on dwelling types and expected household sizes. For example, a property identified as containing a house is assigned a 2016 population of 2.73. This allocation has been aligned with the 2015 QGSO Projections and refined through comparison with the ABS 2016 Census Data. Projected average household sizes are shown in **Table 2**.

Following initial allocation of population, adjustments were made as necessary within urban and regional reporting areas to align with population totals provided in the Economic and Population review, resulting in existing household sizes which vary regionally.

***Table 2*: Average Household Size**

Dwelling Type	2016	2021	2026	2031	2036	LVRC Model 2041 to Ultimate
Separate House	2.73	2.72	2.71	2.70	2.69	2.69
Semi, Detached, Flats	2.11	2.10	2.10	2.09	2.08	2.08
Other	2.14	2.14	2.13	2.12	2.11	2.11
All	**2.69**	**2.68**	**2.67**	**2.66**	**2.65**	**2.65**

Source: LVRC Model 2017 & ABS 2016 PEP
Note: Measured as persons/occupied dwelling

1.1.2 Ultimate Population

The ultimate development potential of the Lockyer Valley Regional Council Planning Scheme was determined through analysis of the Planning Scheme Intents (Constraints and Densities), consideration of approved development applications and understanding of the realistic development trends throughout the region. The constraints considered as part of this assessment included:

- Biodiversity and conservation;
- Bushfire hazards;
- Steep slopes;
- Key resource and mining areas;
- Flood hazards;
- Land use buffers.

These constraints have been applied as a mixture of absolute constraints (no development possible) and partial constraints (reduced development yields). Given this approach, attempting to visually depict the developable areas on a map may be misleading, and could not be used to reliably depict the actual development potential for any specific site. An accurate assessment of this can only be undertaken on a site-by-site basis as part of a development application, and therefore it is noted that the ***developable area***, as described within the MGR, is represented by the planning scheme zonings as depicted on the PIA Mapping.

Planning Scheme density assumptions have been developed for each zone, with consideration given to the following:

- Residential density provisions within the planning scheme for each zone type, including assumptions about dwelling composition (**Table 3**)
- Household size calculations and projections, changing over time in accordance with Table 2;
- Discussions with Council Officers and understanding the realistic development trends throughout the LGA;
- Assumptions about land requirements for roads, parks and other services, depending on the planning scheme provisions for different zones (i.e. considerations/requirements in urban vs rural zones); and
- Existing planning approvals.

Table 3: Ultimate Residential Density Assumptions

Planning Scheme Zone	Precinct/Area	Excluded Land - Services, Roads, etc.	Lot Size (m²) – Attached*	Lot Size (m²) – Detached*	Planned Density - Gross (Dwellings/Ha)*
Gatton Planning Scheme					
Homestead Residential	Water service	10%		8,000	2.67
Homestead Residential	No water service	10%		12,000	1.13
Investigation Area		*Varies depending on assumed underlying intent*			
Park Residential		20%		3,000	3.33
Rural Residential	Water service	10%		6,000	1.67
Rural Residential	No water service	10%		8,000	1.25
Rural Residential	Outside UF/RLA	10%		1,000,000	0.01
Rural Residential	1. Adare	10%		15,000	0.67
Rural Residential	2. Woodlands	10%		20,000	0.50
Rural Residential	3. Placid Hills	10%		20,000	0.50
Rural Residential	4. Winwill	10%		20,000	0.50
Rural Residential	5. Veradilla	10%		30,000	0.33
Rural Residential	6. Helidon	10%		20,000	0.50
Rural Residential	7. Helendale Drive	10%		10,000	1.00
Rural Residential	8. Postmans Ridge	10%		35,000	0.29
Rural Residential	9. Blanchview	10%		40,000	0.25
Rural Residential	10. Diana Crescent	10%		10,000	1.00
Rural Residential	11. Park Ridge Drive	10%		6,000	1.67
Rural Residential	12. Table Top	10%		5,000	2.00
Rural Residential	13. Withcott West	10%		25,000	0.40
Rural Residential	14. Murphys Creek	10%		20,000	0.50
Urban Residential		20% - 30%**	130	700	12.58
Urban Residential	Unsewered	20%		3,000	2.67
Village		20%		3,000	2.67
Rural		10%		1,000,000	0.01
Laidley Planning Scheme					
Rural Residential		10%		6,000	1.67
Urban Residential		20% - 30%**	130	700	12.58
Village		20%	130	3,000	2.67
Rural		10%		600,000	0.02

** Lot Size represents a realistic ultimate average size, based on an assessment of planning scheme provisions, market trends and preferences, and matters affecting propensity to develop.*
*** Varies depending on dwelling type*

1.1.3 Interim Population Allocation

Growth between 2016 (base year) and ultimate populations have been allocated to each 5-year cohort using a 'gravity model' approach, with populations within each projection area set to align with the QGSO projections. Within each projection area, consideration was given to factors affecting propensity to develop, including:

- The properties location with respect to the Priority Infrastructure Area (i.e. accommodates 10-15 years of growth);
  - Within the 10-15 year PIA period, 50% of population growth was assumed to be satisfied outside the PIA boundary. This was considered a reasonable assumption given the high volume of rural residential development currently being experienced. This assumption was reviewed against, and is consistent with, QGSO projections outside Lockyer Valley urban boundaries
- Availability and proximity to infrastructure services;
- The likely staging of development for particular areas based on direction from Council's planning department;
- Realistic assumptions around propensity of infill development within the PIA period:

- This was assumed to range from 20%-75% with varying values applied depending on zone type characteristics and individual areas within the LGA;
- Existence of Planning Approvals.

Table 4 below provides a summary of the population found in each Planning District for the periods 2016 to Ultimate. This information has been used in the development of the spatial model.

***Table 4:* Population Projections 2016 to Ultimate**

Planning District	Planning Scheme	2016	2021	2026	2031	2036	Ultimate
Gatton Town	Gatton	7,647	9,422	11,193	13,256	15,361	36,444
Helidon Hills and Grantham	Gatton	3,992	4,264	4,502	4,714	5,061	6,779
Helidon Village	Gatton	882	973	1,050	1,103	1,371	1,991
Lawes University	Gatton	349	347	347	345	343	343
Murphys Creek and Surrounds	Gatton	1,523	1,553	1,581	1,611	1,648	1,913
Rural South	Gatton	1,030	1,001	983	964	939	806
Rural West	Gatton	2,753	2,701	2,698	2,695	2,691	2,726
Withcott	Gatton	1,919	2,130	2,358	2,599	2,885	4,728
Forest Hill	Laidley	477	490	500	506	526	577
Laidley North	Laidley	2,826	3,159	3,512	3,901	4,169	5,743
Laidley Town	Laidley	5,741	6,253	7,188	8,078	8,978	12,723
Lawes University	Laidley	183	182	181	180	180	179
Morton Vale	Laidley	1,741	1,737	1,732	1,727	1,723	1,733
Plainland	Laidley	6,956	7,820	8,585	9,240	9,533	11,493
Rural South	Laidley	1,794	1,802	1,807	1,812	1,817	1,890
TOTAL		**39,811**	**43,835**	**48,218**	**52,732**	**57,225**	**90,068**

Source: LVRC Model 2017

1.2 *Infrastructure Demand*

LVRC's spatial demand models express residential and non-residential demand in varying demand units. These are:

- Water Supply network - Equivalent persons (EP)
- Sewerage network - Equivalent persons (EP)
- Transport network - Trips per day (Trips)
- Parks and land for community facilities network - Persons

These units of measure have been selected as they are commonly used and easily understood by a reader of the LGIP.

1.2.1 Residential Demand

The Residential Demands have been calculated for each network in the following manner:

- Transport network
  - Population at each cohort divided by applicable detached household size (Table 2) to determine equivalent detached dwellings
  - Demand generation of 10 trips per equivalent detached dwelling
- Parks and land for community facilities network
  - Population at each cohort

1.2.2 Non-Residential Demand

Non-Residential Demands for the Transport network has been calculated by applying equivalent dwelling rates per hectare respectively to the developable areas available for non-residential development, derived from the population modelling process. The number of Equivalent dwellings was converted to the relevant demand units using equivalent dwellings multiplied by the trip rate per detached dwelling identified in section 1.2.1 (10 trips per equivalent detached dwelling)

The process for determining the existing demand utilised the landuse information developed through the population modelling process and applied the generation rates presented in **Table 5** to the area of the parcel with existing demand.

***Table 5:* Non-Residential Demands by Zone - Transport (Roads) – Expressed as EDUs per Hectare**

PLANNING SCHEME ZONE	PLANNING SCHEME PRECINCT	TRANSPORT EDUs / HA
Commercial		25
Community Facility		15
Homestead Residential		0
Industrial		15
Local Centre		7.5
Low Impact Industry		7.5
Open Space		0
Park Residential		0
Rural		0
Rural Residential		0
Urban Residential		0
Village		5

To ensure the existing non-residential demand was not overestimated (i.e. the area of the parcel does not necessarily reflect the demand that the existing land use generates), the demand model takes into account the realistic existing demands based on the size of the parcel and whether or not the existing landuse is consistent with the underlying land use intent (e.g. where an industrial use is occurring on a Rural zoned land parcel, and is unlikely to be placing demand over the entire site).

Ultimate future demands are based on demand generation rates per hectare for all land in each non-residential zone presented in **Table 5**.

1.3 *Employment*

The Lockyer Valley Regional Council Employment Model has been developed to provide important inputs into the LGIP, most notably the existing and future employees and future floor space requirements. The methodology for the employment modelling is detailed below.

1.3.1 Current Employment

Australian Bureau of Statistics (ABS) Census data was used to determine an existing employment profile within the Council area by employment sector for the following regions:

- Lockyer Valley Regional Council; and
- Regions aligning with the LGIP Projection Areas.

The employment profile is based on:

- Total population;

- Total current workforce;
- Total potential workforce (residents aged 15 and older);
- Residents who both live and work locally;
- Industry of employment by occupation;
  - For the purposes of the LGIP employment modelling, ABS industry of occupation has been re-categorised into 'employment sectors' in order to align with categories in the LGIP tables. Assumptions made to assign ABS employment industry into LGIP Employment Sector are detailed in **Table 6** below.

Table 6: **Employment Industry Assumptions**

ABS Employment Industry Category	LGIP Employment Sector	ABS Employment Industry Category	LGIP Employment Sector
Agriculture, forestry & fishing	Other	Financial & insurance services	Commercial
Mining	Other	Rental, hiring & real estate services	Commercial
Manufacturing	Industry	Professional, scientific & technical services	Commercial
Electricity, gas, water & waste services	Industry	Administrative & support services	Commercial
Construction	Industry	Public administration & safety	Community Purposes
Wholesale trade	Industry	Education & training	Community Purposes
Retail trade	Retail	Health care & social assistance	Commercial
Accommodation & food services	Commercial	Arts & recreation services	Commercial
Transport, postal & warehousing	Industry	Other services	Other
Information media & telecommunications	Commercial	Inadequately described/Not stated	Other

The following key inputs into Employment Modelling have been produced for each modelled region, using the available ABS data:

- Labour retention rate (Residents working locally ÷ total work force); and
- Job containment rate (Residents working locally ÷ local jobs available)

These attributes are identified in order to assess the employment increase as a result of growth occurring within the LGA.

1.3.2 Future Employment

The employment model assumes that labour retention, job containment, and unemployment levels are maintained throughout all projection periods.

The ratio of work force to population is used to determine employment projections in each LGIP projection area for each cohort, in each employment sector. This is applied to the population projections derived from the LVRC population model. The outputs of the employment model used to inform the LGIP include:

- Total current jobs within each LGIP projection area for each employment sector; and
- Additional job requirements for growth within the LGA for each projection period, distributed amongst employment sectors in accordance with the current trends

1.3.3 Floor Space Requirements

Floor space requirements are calculated based on assumptions about floor space per employee for each employment sector. The assumed floor space requirements are detailed in **Table 7**, and have been identified based on industry knowledge and confirmed by LVRC officers as both reasonable and appropriate for use in the LGIP. As with the employment figures, floor space outputs used in the LGIP assumption tables include:

- Total existing floor space requirements within each LGIP projection area for each employment sector; and
- Additional floor space requirements for growth within the LGA for each cohort, distributed mathematically amongst employment sectors within LGIP projection areas.

Table 7: **Floor space assumptions by LGIP Employment Sector**

LGIP Employment Sector	Floorspace (m^2/employee)
Retail	30
Commercial	30
Industry	150
Community Services	25
Other (incl. Home based business)	20

1.4 *Priority Infrastructure Area Capacity*

LVRC's growth allocation model considers a range of factors for the distribution and take-up of available capacities across the Planning Scheme, in particular the propensity for areas to develop over time. Based on the assumptions, the modelling indicates that a population of approximately 26,000 people are realistically able to be accommodated within the PIA up until 2031 (the "PIA Period").

The PIA boundary is identified on Local Government Infrastructure Plan Map LGIP Priority Infrastructure Area PIA: 1 – 7. The extent of LGIP projection areas are represented by the mapped PIA boundary, with projection area names labelled consistent with the Planning Assumption Tables in the LGIP document.

The extent of urban population growth allocated within the PIA boundary (approx. 6,700) results in a total remaining capacity for approximately 950 dwellings identified at the end of the PIA period. In assessing the PIA capacity, it is important to note the following:

- The population residing in urban areas throughout the region is heavily dispersed, with varying growth profiles and outstanding capacities remaining for each locality at the end of the PIA Period;
- The available PIA capacity is predominantly comprised of infill development, which is considered unlikely to be realised within 10-15 years. These areas cannot be removed from the PIA on the basis that they are existing urban development.

On this basis, the remaining capacity at the end of the 15 year PIA period is considered appropriate.

2.0 Cost Assumptions

The LGIP has used a variety of costing methodologies where available to inform the development of costs to be used within the Schedule of Works (SoW) model, using the information deemed most accurate and appropriate, which was available at the time the LGIP was being prepared. For asset costing purposes within the SoW model, all unit rates for all assets and networks have been indexed to the base year of the model, 2016 using relevant Producer Price Indices (PPI) data from the ABS unless otherwise noted. The transport network uses the Road and Bridge Construction (RBC) PPI index for Queensland, while the Parks and Land for Community Facilities network uses the Non-residential Building and Construction (NRBC) PPI index for Queensland.

2.1 *Baseline Valuation*

Existing asset valuations within the SoW model provide an additional level of detail when compared to the standard SoW models 'baseline valuation'. The 'Base Estimate' within the LVRC SoW model provides the equivalent valuation figure, however this has been built using a raw unit rate cost in addition to project owners costs (on-costs).

On costs are considered to be an essential element of the 'current replacement cost' identified within Statutory Guideline 03/14, relating to design/redesign, environmental considerations, traffic management and project management among other things, all necessary components of the cost to replace an asset. The Evans and Peck report referenced within the SoW model user manual identifies that many Councils already include on costs within their unit rates. Lockyer Valley Regional Council has chosen to separate these costs in order to provide additional transparency and ease of understanding within their LGIP documentation.

2.2 *Transport Network*

2.2.1 Transport Asset Costs

Transport network unit rates for roads and intersections were determined by Council through application of typical contract rates to standard road hierarchy cross sections, and intersection designs. A nominal figure has been assumed for future structure requirements, with important design aspects (e.g. size) not yet known.

2.2.2 Cost Modifiers

In addition to the unit rates identified above, the cost modifiers in **Table 8** have also been applied as necessary, to assets across the transport network.

Table 8: **Asset Cost Adjustments**

Modifier	Valuation Component	Applies To	Adjustment Factor
On-Cost Allowance	Works	All existing & future assets	23%
Contingency	Works	All other future assets	10-20%

2.3 *Parks and Land for Community Facilities Network*

2.3.1 Parks Asset Costs

Existing park values have been sourced from Council's asset register.

Future park costs have been applied based on hierarchy, using standard costs identified in the public parks strategy prepared by ROSS planning (2012). The embellishments included in these costings are aligned with Council's desired standard of service.

Land values per m² of site area are shown in **Table 9**.

Table 9: **Parks land valuation**

Location	Land valuation ($/m²)
All areas	$22/m²

2.3.2 Cost Modifiers

In addition to the unit rates identified above, the cost modifiers in **Table 10** have also been applied as necessary to assets across the parks and land for community facilities network.

Table 10: **Asset Cost Adjustments**

Modifier	Valuation Component	Applies To	Adjustment Factor
On-Cost Allowance	Works	All existing & future assets	7.5%
Contingency	Works	All future assets	10-20%

3.0 Network Planning

Network planning has been undertaken over a 47 year planning horizon from the base date of the LGIP (2016). This horizon aligns with the projected 'ultimate' development, which is currently anticipated to be achieved at or around 2063.

Network planning has been prepared at a high level, based on the Desired Standards of Service, and ultimate land use under the Gatton and Laidley Planning Schemes. Due to time and resource limitations it was not possible to undertake new modelling for all trunk networks, however existing modelling and reports were utilised where available.

The network planning horizon has been selected on the basis that it provides the ultimate alignment between the infrastructure planning and landuse outcomes envisaged under the Gatton and Laidley Planning Schemes. The considerations given to the planning of each network within the LGIP are as follows.

3.1 *Network Planning in General*

An assessment of the future growth characteristics and trends over each network's planning horizon has been performed by Council engineers and planners together with a review into existing network servicing capacity / adequacy through application of the Desired Standards of Service (DSS) identified within the LGIP. The population and demand models completed as a part of the LGIP project have been considered against Council's previously completed network planning in order to reassess its appropriateness and assist in determining where planning 'gaps' may exist that need to be addressed, or where previous planning work is no longer appropriate.

3.2 *Transport Network*

The transport network planning was performed collaboratively through discussions between LVRC planners and engineers in order to determine a suitable road network for the LGIP that will support the existing and future needs of the region, and that will meet the community outcomes envisaged by the DSS prepared and agreed to by Council.

Transport network planning has been undertaken to a 47 year planning horizon at a level of service that aligns with the required DSS.

3.3 *Parks and Land for Community Facilities Network*

The Parks and Land for Community Facilities network planning was performed collaboratively through discussions between LVRC planners and engineers in order to determine a suitable parks and land for community facilities network for the LGIP, taking into account both land and embellishments. This will support the existing and future needs of the region and that will meet the community outcomes envisaged by the DSS prepared and agreed to by Council up to the 47 year network planning horizon.

4.0 Financial Modelling Assumptions

Financial modelling inputs for the LVRC LGIP SoW model are outlined in **Table 11** below, including brief comments and justifications around the appropriateness of the inputs used.

Table 11: **Financial Modelling Assumptions within the LVRC LGIP SoW model.**

Financial Modelling Assumptions		Inputs	Comments/Justification
Model Setup	Base Year of Model	2016	To align with the Infrastructure Planning and Demand Modelling that has been prepared for the LGIP project
	Infrastructure Planning Horizon	47	47 years for all infrastructure networks. This represents the extent to which each network has been planned and alignment of infrastructure and landuse outcomes is reached.
	Demand Unit (Unit of Measure)	Trips/ Persons	Trips - Transport network Persons - Parks and Land for Community Facilities network
Financial Inputs	**Discount Rates**		
	Post-tax Nominal WACC to be applied to Expenses (WACC)	6.00%	Comprised of: • 2.5% - Typical 10-year bond rate over the past 3 years; and • 3.5% - Margin
	Real Post-tax Nominal WACC to be applied to Revenues (RWACC)	3.99%	The WACC Adjusted for inflation using the Fisher Equation.
	Escalations		
	Works Escalation Rate (for discounting purposes)	2.05% 1.04%	The current annual 10-yearly moving average of the applicable QLD PPI indices (RBC - Transport, NRBC - Parks), calculated using the same methodology as the State's 3-year PPI averages.
	Land Escalation Rate (for discounting purposes)	1.93%	The current annual 10-yearly moving average of the Brisbane CPI index, calculated using the same methodology as the State's 3-year PPI averages.
	Modelled Charge Inflation Rate	1.93%	The current annual 10-yearly moving average of the Brisbane CPI index, calculated using the same methodology as the State's 3-year PPI averages.

The LGIP SoW model has adopted a "User Pays" approach for the apportionment of infrastructure costs between the users. In addition, this calculation method also employs a discounted cashflow methodology to appropriately model the time value of money over the modelling horizon and to understand the true cost of infrastructure delivery and funding. The SoW model therefore applies the following formula in order to determine a cost per demand unit.

$$\frac{\text{Existing Infrastructure Value (\$) + NPV (Nominal) of Future Infrastructure Expenditure (\$)}}{\text{Current Demand (D) + NPV (Real) of Future Demand (D)}}$$

The Net Present Value (NPV) of future infrastructure expenditure is determined using the *Nominal WACC* (6.00%) and *Escalation Rates* (1.04% & 2.05%), to take into account the escalation of the capital spend in the years forward of the base year. These rates are aligned with assumptions used in Council's Long Term Financial Forecast (LTFF).

The NPV of future demand is a proxy, used to represent future revenue from infrastructure charges. This is determined using a *Real WACC* (3.99%), which is adjusted to account for inflationary effects.

The use of these equations determines an escalating price path which is driven by the inflation rate. In this way, the contribution rate grows over time in line with other cost growth in works, land, sales and wages. The final cost schedules are presented in the LGIP SoW Model.

4.1 *SoW Model Cashflow Projections and Anticipated Revenue Assessment*

As part of the Schedule of Works Modelling requirements, Lockyer Valley Regional Council has performed an Assessment of the expected revenues to be received through Infrastructure Charges levied upon development. This assessment involved reviewing data relating to Council's Infrastructure Charges receipted over the previous 4 years and has identified a significant discrepancy (shortfall) between the historical data versus the revenues projected within the SoW model.

By simply applying the LGIP dwelling and floor space projections against the relevant charge rate (as required by the State Government's SoW model template) is overestimating the charge revenues by not accounting for the following:

- where charges have been pre-paid and are currently being held as credits by Council;
- where credits remain from previous development;
- where Council provides exemptions to infrastructure charges based on the proposed use (e.g. non-resident workers accommodation (farm harvesting);
- where commercial agreements and other subsidies are applicable; and
- where development does not attract an infrastructure charge – for example a dwelling is being constructed on existing vacant lot, or other minor uses that contribute to floor space but are not assessable development.

On this basis, a revenue adjustment factor (reduction) of 40% has been applied in order to reduce the projected revenues within the SoW model to appropriately reflect the matters described above.

Administrative amendments to the Gatton and Laidley planning schemes

Item No	Title	Description	Background and reason for change
1	**Administrative amendment to Table of Contents - Gatton Planning Scheme**	On page viii of Table of Contents, insert "Part 9 Local Government Infrastructure Plan" after last line.	Consequential amendment required due to adoption of LGIP updating the Table of contents.
2	**Administrative amendment to Table of Contents and page numbering -Laidley Planning Scheme**	On page 4 of Contents, Insert "*Part 7 Local Government Infrastructure Plan 129* " before "*Schedule 1 Dictionary*" and renumber pages as necessary.	Consequential amendment required due to adoption of LGIP updating the table of contents and page numbering.

Lockyer Valley Regional Council
Lockyer Valley Adopted Infrastructure Charges Resolution (No. 2) 2018

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Lockyer Valley Regional Council
Lockyer Valley Adopted Infrastructure Charges Resolution (No. 2) 2018

Part 1 Introduction

1. Short title

This resolution may be cited as *Lockyer Valley Adopted Infrastructure Charges Resolution (No. 2) 2018*.

2. Commencement

This resolution has effect on and from the day the making of this resolution by the local government is first notified in a newspaper circulating generally in the local government's area.

3. Planning Act 2016

(1) This resolution is made under the Planning Act 2016.

(2) This resolution is to be read in conjunction with the following:

(a) the Planning Regulation 2017;

(b) the Ministers Guidelines and Rules;

(c) the Gatton Shire planning scheme;

(d) the Laidley Shire planning scheme

(3) This resolution is attached to, but does not form part of the Gatton Shire planning scheme or the Laidley Shire planning scheme.

4. Purpose

The purpose of this resolution is to state the following:

(a) the adopted charges for providing the local government trunk infrastructure networks and distributor-retailer trunk infrastructure networks for development;

(b) the levied charges to be levied by the local government for development for the demand placed on the local government trunk infrastructure networks;

(c) matters relevant to the working out of an offset and refund for a trunk infrastructure contribution for the local government trunk infrastructure networks for development.

5. Interpretation

(1) The dictionary in schedule 1 defines words used in this resolution

(2) A word not defined in this resolution which is defined in the Planning Act has the meaning given in the Planning Act

(3) A word not defined in this resolution or the Planning Act has the meaning given to it by the edition of the Macquarie Dictionary that is current at the date this resolution takes effect, subject to section 14A (Interpretation best achieving Act's purpose) of the Acts Interpretation Act 1954 and section 14 (Applicable provisions) of the Statutory Instruments Act 1992.

Part 2 Adopted charges

6. Purpose of part 2

Part 2 states the following:

(a) the adopted infrastructure charges for providing trunk infrastructure networks for development (***adopted charge***);

(b) the ***trunk infrastructure networks***, which are the following:

(i) for the local government—the trunk infrastructure for the local government's transport, stormwater, and public parks and community facilities infrastructure networks (***local government trunk infrastructure networks***);

(ii) for the distributor-retailer—the trunk infrastructure for the distributor-retailer's water service and wastewater service (***distributor-retailer trunk infrastructure networks***).

(c) the date the adopted charges take effect (***applicable date***);

(d) the part of the local government area to which the adopted charges apply (***applicable area***);

(e) the uses to which the adopted charges apply (***applicable use***).

7. Adopted charges

(1) The local government has for the purpose of working out the adopted charges for the local government trunk infrastructure networks under this resolution determined the following:

(a) a charge for each trunk infrastructure network (including indexation) for development which is included in schedule 2 (***trunk infrastructure network charges***) that comprise the following:

(i) a charge for each local government trunk infrastructure network (***local government trunk infrastructure network charge or LNC***);

(ii) a charge for each distributor-retailer trunk infrastructure network (***distributor-retailer trunk infrastructure network charge or DNC***);

(b) a total charge for all trunk infrastructure networks worked out by adding the LNC and the DNC (***total trunk infrastructure network charges or Total NC***);

8. Trunk infrastructure networks for adopted charges

(1) The local government trunk infrastructure networks are specified in the Local Government Infrastructure Plan.

(2) The distributor-retailer trunk infrastructure networks are specified in the ***distributor-retailer infrastructure planning instrument*** which means the following:

(a) the distributor-retailer's water netserv plan under the SEQ Water Act;

(b) the interim connections policy and schedule of works under the SEQ Water Act adopted by the distributor-retailer if paragraph (a) is not applicable;

(c) the local government's Local Government Infrastructure Plan, if paragraphs (a) and (b) are not applicable.

9. Applicable date for the adopted charges

The applicable date for the adopted charges is the day this resolution has effect.

10. Applicable area for the adopted charges

The applicable area for the adopted charges is all of the local government area.

11. Applicable uses or activity for the adopted charges

(1) The applicable uses or activity under the Gatton Shire planning scheme and the Laidley Shire planning scheme to which the adopted charges apply are stated in schedule 3.

Part 3 Levied charges

12. Purpose of part 3

Part 3 states the following:

(a) the applicable development for which adopted charges may be levied by the local government for development for the demand placed upon the local government trunk infrastructure networks (***levied charge***);

(b) the method to be applied by the local government for working out the levied charge including the following:

(i) the adopted charge to be applied (***applied adopted charge***);

(ii) the additional demand placed upon the local government trunk infrastructure networks which will be generated by the development (***additional demand***);

(iii) the discount to be applied for a financial contribution (***prescribed financial contribution***):

(A) provided for in relation to a local government trunk infrastructure network under an infrastructure charging instrument for a previous development approval;

(B) which has been paid to the local government or otherwise satisfied under an infrastructure agreement between the applicant for the previous development approval and the local government for the provision of land, work or money for the local government trunk infrastructure networks; and

(C) which has not been reimbursed or otherwise previously applied against another financial contribution;

(c) the method to be applied by the local government for working out the increase in the levied charge from the day the levied charge is levied to the day the levied charge is paid (***automatic increase***).

13. Applicable development for the levied charge

(1) The levied charge may be levied for the following development:

(a) reconfiguring a lot;

(b) material change of use of premises;

(c) building works.

(2) The levied charge is not to be levied for the following:

(a) development in a priority development area under the Economic Development Act 2012;

(b) work or use of land authorised under the Mineral Resources Act 1989, the Petroleum Act 1923, the Petroleum and Gas (Production and Safety) Act 2004 or the Greenhouse Gas Storage Act 2009.

14. Working out the levied charge

The levied charge for the development is to be worked out by the local government as follows:

LC = ((AC x AD) - D

Where:

LC is the levied charge for the development, which cannot be less than zero.

AC is the applied adopted charge for the development.

AD is the additional demand for the development.

D is the discount for the prescribed financial contribution.

15. Working out the applied adopted charge

The applied adopted charge for the development is to be worked out by the local government by applying the following:

(a) the adopted charge worked out under section 7 (Adopted charges).

16. Working out the additional demand

(1) The additional demand for the development is to be worked out by the local government as follows:

AD = DD - DC

Where:

AD is the additional demand.

DD is the demand placed upon the local government trunk infrastructure networks which will be generated by the development (***development demand***).

DC is the demand placed upon the local government trunk infrastructure networks generated by existing or previous development if applicable (***demand credit***).

(2) The development demand is worked out using the relevant unit of calculation for an adopted charge for the development in schedule 2 (***demand unit***).

(3) The demand credit is to be worked out using the greater of the following:

(a) if the premises is subject to an existing use which is lawful and already taking place on the premises (***existing lawful use***) that places demand upon the local government trunk infrastructure networks, the demand generated for the existing lawful use using the applicable demand units for the use;

(b) if the premises is subject to a previous use which was lawful at the time it was carried out and is no longer taking place on the premises (***previous lawful use***) that placed demand upon the local government trunk infrastructure networks, the demand generated for the previous lawful use using the applicable demand units for the use;

(c) if the premises is a vacant lot, the demand for one dwelling house (3 bedroom dwelling) in schedule 2.

(4) The demand credit for an existing lawful use or previous lawful use under subsections 3(a) and 3(b) is to be worked out by the local government prior to the time for the giving of the relevant approval to which the levied charge applies as follows:

(a) an applicant which is seeking the demand credit for an existing lawful use or previous lawful use is to:

(i) give a notice in the prescribed form to the local government which provides evidence of the existing lawful use or the previous lawful use and the calculation of the demand credit; and

(ii) pay the prescribed fee;

(b) the local government is to:

(i) determine if a demand credit for the existing lawful use or the previous lawful use is applicable to the development;

(ii) work out the demand credit for the previous lawful use if applicable; and

(iii) give a notice to the applicant stating the outcome of the local government's determination.

(5) A demand credit is only to be provided to a maximum amount equal to the development demand.

17. Working out the discount for the prescribed financial contribution

(1) The amount of the discount for the prescribed financial contribution is to be worked out by the local government as follows:

$D = PFC - (AC - DC)$

Where:

D is the discount which cannot be less than zero.

PFC is the amount of the prescribed financial contribution.

AC is the applied adopted charge for the proposed development worked out under section 15 (Working out the applied adopted charge).

DC is the demand credit if applicable worked out under section 16 (Working out the additional demand).

(2) The discount for the prescribed financial contribution is to be worked out by the local government prior to the time for the giving of the relevant approval to which the levied charge applies as follows:

(a) an applicant which is seeking the discount for the prescribed financial contribution is to:

(i) give a notice in the prescribed form to the local government which provides evidence of the prescribed financial contribution and the calculation of the discount; and

(ii) pay the prescribed fee;

(b) The local government is to:

(i) determine if the discount for a prescribed financial contribution is

applicable to the development;

(ii) work out the discount for the prescribed financial contribution if applicable; and

(iii) give notice to the applicant stating the outcome of the local government's determination.

Editor's note—The notice may be given in an infrastructure charges notice.

18. Working out the automatic increase

(1) The automatic increase of the levied charge is to be worked out by the local government as the amount which is equal to the increase calculated by using the index stated in section 114 of the Planning Act.

(2) However, the amount of the automatic increase of the levied charge must not be more than the amount of the increase prescribed by section 114 the Planning Act.

Part 4 Offset and refund for trunk infrastructure

19. Purpose of part 4

Part 4 states the following matters relevant to the working out of an offset or refund for the provision of trunk infrastructure for the local government trunk infrastructure networks for development:

(a) the criteria for trunk infrastructure to be applied by the local government in deciding if development infrastructure is trunk infrastructure (***identified trunk infrastructure criteria***);

(b) the method to be applied by the local government for working out the establishment cost of trunk infrastructure for an offset or refund where an applicant is required under a condition of a relevant approval to provide land or work for the following trunk infrastructure for local government trunk infrastructure networks (***trunk infrastructure contribution***):

(i) ***identified trunk infrastructure***—development infrastructure which is identified in the Local Government Infrastructure Plan;

(ii) ***different trunk infrastructure***—development infrastructure which:

(A) is an alternative to the identified trunk infrastructure; and

(B) delivers the same desired standards of service for the network of development infrastructure stated in the Local Government Infrastructure Plan;

(iii) ***necessary trunk infrastructure***—development infrastructure which is not identified trunk infrastructure or different trunk infrastructure that satisfies the identified trunk infrastructure criteria and is necessary to service development;

(iv) ***prescribed trunk infrastructure***—development infrastructure which is not identified trunk infrastructure, different trunk infrastructure or necessary trunk infrastructure that becomes trunk infrastructure under the Planning Act;

(c) whether an offset or refund applies and if so the details of the offset and refund and the timing of the offset and refund.

20. Identified trunk infrastructure criteria (conversion criteria)

The identified trunk infrastructure criteria (conversion criteria) for deciding that development infrastructure is trunk infrastructure are the following:

(a) that the development infrastructure is necessary to service development:

(i) consistent with the assumptions about the type, scale, location or timing of future development stated in the Local Government Infrastructure Plan;

(ii) for premises completely inside the priority infrastructure area in the Local Government Infrastructure Plan;

(iii) facilitates development of other premises by enabling increased

development or overcoming deficiencies in service through its provision; and

(iv) reduces or eliminates unnecessary and interim staged infrastructure; and

(v) provides a critical shared link between multiple development sites and the defined and mapped trunk network; and

(vi) would have been identified as 'trunk' infrastructure had the ultimate demand and development pattern been known in more detail at the time of developing the Local Government Infrastructure Plan; and

(vii) the type, size and location of the infrastructure is the most cost effective option for servicing multiple users in the area. The most effective option means the least cost option based upon the life cycle cost of the infrastructure required to service existing and future development in the area at the desired standards of service.

(b) that the development infrastructure complies with the criteria in schedule 4

21. Working out the establishment cost

The establishment cost for a trunk infrastructure contribution is to be worked out by the local government using the following:

(a) for the calculation of the establishment cost—the method in section 22 (Calculation of the establishment cost);

(b) for the recalculation of the establishment cost for work calculated under paragraph (a)—the method in section 23 (Recalculation of the establishment cost for work);

(c) for the recalculation of the establishment cost for land calculated under paragraph (a)—the method in section 24 (Recalculation of the establishment cost for land).

22. Calculation of the establishment cost

(1) The establishment cost for a trunk infrastructure contribution is to be worked out by the local government using any of the following:

(a) the planned estimate of the trunk infrastructure contribution;

(b) a cost-based estimate of the establishment cost for the trunk infrastructure contribution determined by the local government using first principles estimating;

(c) an estimate of the establishment cost for the trunk infrastructure contribution reasonably determined by the local government.

(2) The ***planned estimate*** of the trunk infrastructure contribution if:

(a) the whole of an item of identified trunk infrastructure—is the ***planned cost*** being the amount of the value of the item stated in schedule 8;

(b) part of an item of identified trunk infrastructure—is the estimate of the proportion of the planned cost of the item of identified trunk infrastructure applicable to the trunk infrastructure contribution having

regard to the method used by the local government to work out the planned cost of the item of identified trunk infrastructure stated in the extrinsic material to the Local Government Infrastructure Plan; and

(c) different trunk infrastructure, necessary trunk infrastructure or prescribed trunk infrastructure—is the estimate of the planned cost of the infrastructure having regard to the method used by the local government to work out the planned cost of the identified trunk infrastructure for the network of development infrastructure stated in the extrinsic material to the Local Government Infrastructure Plan.

23. Recalculation of the establishment cost for work

Market cost

(1) The establishment cost for a trunk infrastructure contribution for work may be recalculated by the local government at the request of the applicant by using the market cost for the work.

(2) The market cost for the work is the estimate of the cost of the design and construction of the work:

(a) including the following:

(i) the construction cost for the work;

(ii) construction on costs for the work which do not exceed the maximum construction on costs stated in schedule 9 for the following:

(A) the cost of survey for the work;

(B) the cost of geotechnical investigations for the work;

(C) the cost of only detailed design for the work;

(D) the cost of project management and contract administration;

(E) the cost of environmental investigations for the work;

(F) a portable long service leave payment for a construction contract for the work;

(iii) risk and contingencies which do not exceed 10% for the cost of that part of the of the work in a construction contract which is subject to a contingency.

Example—

A construction contract for a trunk road infrastructure network item may state a contingency for pavement design and service relocation.

(b) excluding the following:

(i) the planning of the work;

(ii) a cost of carrying out temporary infrastructure;

(iii) a cost of carrying out other infrastructure which is not part of the trunk infrastructure contribution;

(iv) a cost of the decommissioning, removal and rehabilitation of infrastructure identified in paragraphs (ii) and (iii);

(v) a part of the trunk infrastructure contribution provided by:

(A) the local government; or

(B) a person, other than the applicant or a person engaged by the applicant;

(vi) a cost to the extent that GST is payable and an input tax credit can be claimed for the work;

(vii) a cost attributable directly or indirectly to the failure of an applicant or a person engaged by the applicant to perform and fulfil a relevant approval for the work;

(viii) a cost caused or contributed to by a negligent or wilful act or omission by the applicant or a person engaged by the applicant;

(ix) a cost of carrying out development infrastructure which is only made necessary by the development and does not contribute to the function of the trunk infrastructure item;

(x) a cost of carrying out trunk infrastructure which relates to another development infrastructure network;

(xi) a cost of carrying out development infrastructure which is replacing existing infrastructure with different infrastructure in another development infrastructure network;

(xii) a cost of existing development infrastructure which services or is planned to service existing or future demand that is replaced by the trunk infrastructure contribution.

Determining the market cost

(3) The local government is to, prior to the applicant starting the construction of the work, determine the market cost for the work as follows:

(a) the applicant is to undertake an open tender process for the work;

(b) the applicant is to:

(i) give to the local government a notice in the prescribed form which states the following:

(A) an open tender process has been conducted;

(B) the tenders received;

(C) the applicant's preferred tenderer;

(D) the applicant's reason for the preferred tenderer;

(E) the terms of the construction contract for the work;

(F) a plan for each development infrastructure network clearly showing the extent of the work for which an offset is sought;

(G) the applicant's calculation of the market cost for the work; and

(ii) pay the prescribed fee;

(c) the local government may, within 15 business days of the date the notice under paragraph (b) is received by the local government, give a notice to the applicant which states that the applicant is to provide to the local government a document to enable the local government to determine the market cost including without limitation the following:

(i) details in respect of a construction contract for the work;

(ii) a plan for each development infrastructure network clearly showing the scope of the work for which an offset is sought;

(d) the applicant is to comply with a notice given by the local government to the applicant under paragraph (c);

(e) the local government is to as soon as reasonably practicable determine the market cost acting reasonably having regard to the matters in paragraphs (a) to (d);

(f) the local government after determining the market cost is to as soon as reasonably practicable:

(i) give to the applicant a notice which states the following:

(A) the local government's calculation of the market cost for the work and the reason for any difference from the applicant's calculation;

(B) the establishment cost for the work; and

(ii) issue an amended infrastructure charges notice.

Adjustment of the establishment cost

(4) The local government is to, after the completion of the construction of the work and prior to the date for the payment of a levied charge, determine an adjustment to the establishment cost as follows:

(a) this subsection only applies to a cost of work (***prescribed cost***) if the cost:

(i) would have formed part of the market cost used to work out the establishment cost for the work; and

(ii) was not included in the market cost used to work out the establishment cost or was included in the market cost used to work out the establishment cost but was for an amount less than the prescribed cost; and

(iii) was included in the market cost used to work out the establishment cost but was subject to a contingency stated in subsection (2)(a)(iii);

(b) the applicant may, prior to 15 business days after the applicant has completed the work:

(i) give to the local government a single notice which is to state the following:

(A) that the applicant requests that the local government adjust the establishment cost to take account of the prescribed cost;

(B) all information reasonably necessary to establish the calculation of the prescribed cost and that the cost is a prescribed cost;

(C) the applicant's calculation of the prescribed cost; and

(ii) pay the prescribed fee if paragraph (i) applies.

(c) the local government may, within 15 business days of the date the

notice under paragraph (b) is received by the local government, give a notice to the applicant which states that the applicant is to provide to the local government a document to enable the local government to determine the value of an adjusted establishment cost;

(d) the applicant is to comply with a notice given by the local government to the applicant under paragraph (c);

(e) the local government is to as soon as reasonably practicable determine whether the establishment cost is to be adjusted acting reasonably having regard to the matters in paragraphs (a) to (d);

(f) the local government after determining whether the establishment cost is to be adjusted, is to as soon as reasonably practicable:

(i) give to the applicant a notice which states the following:

(A) the local government's calculation of the adjusted establishment cost for the work and the reason for any difference from the applicant's calculation;

(B) the establishment cost for the work; and

(ii) issue an amended infrastructure charges notice.

24. Recalculation of the establishment cost for land

(1) The establishment cost for a trunk infrastructure contribution for land may be recalculated by the local government at the request of the applicant using the current market value of the land.

(2) The ***current market value*** of the land is the difference, determined by using the before and after method of valuation of the whole of the subject premises, between the value of the subject premises including the land and the value of the subject premises excluding the land.

(3) The local government is to, prior to the date of payment of the levied charge, determine the market value of the land as follows:

(a) the applicant is to provide to the local government the following:

(i) a notice in the prescribed form requesting the recalculation of the establishment cost for the land;

(ii) a valuation of the land undertaken by a certified practicing valuer;

(iii) the prescribed fee;

(b) the local government may, if the matters in paragraph (a) are satisfied, refer the valuation to a registered valuer to assess whether the valuation is consistent with the current market value;

(c) the local government is to decide whether to:

(i) accept the valuation; or

(ii) reject the valuation;

(d) the local government is to, if it accepts the valuation:

(i) give to the applicant a notice stating the establishment cost for the land; and

(ii) index the establishment cost for the land using the CPI from the

date of the accepted valuation to the date stated in the amended infrastructure charges notice;

(e) the local government is to, if it rejects the valuation, refer the valuation to an independent certified practicing valuer to:

(i) assess whether the valuation is consistent with the current market value; and

(ii) undertake a valuation of the land if the valuation is assessed as not consistent with the current market value;

(f) the local government is to, upon the determination of the independent certified practicing valuer's valuation:

(i) give to the applicant a notice stating the establishment cost for the land;

(ii) index the establishment cost for the land using the CPI from the date of the independent certified practicing valuer's valuation to the date stated in the amended infrastructure charges notice; and

(iii) issue an amended infrastructure charges notice;

(g) the local government however is not required to refer the valuation to the registered valuer or the independent certified practising valuer if the applicant has not paid to the Council the prescribed fee including the costs of the registered valuer under paragraph (b) and the independent certified practicing valuer under paragraph (e).

25. Application of an offset and refund

The following apply if a trunk infrastructure contribution services or is planned to service premises other than premises the subject of the relevant approval and an adopted charge applies to the development the subject of the relevant approval:

(a) an ***offset***—where the establishment cost for the trunk infrastructure contribution is equal to or less than the levied charge; and

(b) a ***refund***—where the establishment cost for the trunk infrastructure contribution is more than the levied charge.

26. Details of an offset and refund

(1) If an offset applies, the establishment cost for the trunk infrastructure contribution is to be worked out by the local government in accordance with section 21 (Working out the establishment cost).

(2) If a refund applies, the proportion of the establishment cost for the trunk infrastructure contribution that may be apportioned reasonably to users of premises other than the premises the subject of the relevant approval (***prescribed proportion***) is to be worked out by the local government using an estimate of the prescribed proportion reasonably determined by the local government.

27. Timing of an offset and refund

(1) An applicant entitled to seek an offset or refund for the trunk infrastructure contribution is to:

(a) give to the local government a notice in the prescribed form which states the following:

(i) the date the trunk infrastructure contribution the subject of an offset or refund was lawfully completed;

(ii) that the trunk infrastructure contribution has been provided in accordance with the relevant approval for the trunk infrastructure contribution; and

(b) pay the prescribed fee.

(2) The local government is to as soon as reasonably practicable after receiving a notice under subsection (1):

(a) determine whether the trunk infrastructure contribution has satisfied the matters in subsection (1)(a); and

(b) give to the applicant a notice stating the outcome of the local government's determination.

(3) The local government if satisfied of the matters in subsection (1)(a) is to, unless otherwise provided for in an infrastructure agreement:

(a) for an offset—set off the establishment cost for the trunk infrastructure contribution against the levied charge when the levied charge stated in the infrastructure charges notice is payable under the Planning Act;

(b) for a refund—give the refund when stated in the infrastructure charges notice.

(4) The local government has adopted a policy position in relation to the determination in an infrastructure charges notice of when a refund is to be given by the local government to achieve the following policy objectives:

(a) to seek to integrate the local government's land use and infrastructure plans;

(b) to implement the Local Government Infrastructure Plan as the basis for the local government's trunk infrastructure funding;

(c) to implement infrastructure funding which is equitable, accountable and financially sustainable for the local government.

(5) The local government's policy position in relation to the determination in an infrastructure charges notice of when a refund is to be given by the local government and related matters is as follows:

(a) for a trunk infrastructure contribution for identified trunk infrastructure which is identified in the local government's capital works program at the date of the relevant approval with a planned date that is consistent with the Local Government Infrastructure Plan:

(i) the refund may be given in accordance with the payment triggers in paragraph (ii) until the planned date, at which time the balance of the refund is to be given by 31 December of the financial year following the planned date;

(ii) the following payment triggers achieve the local government's policy objectives:

(A) for a refund which is an amount that is less than $100,000—the refund may be given by 31 December of

the financial year following the completion of the trunk infrastructure contribution;

(B) for a refund which is an amount that is $100,000 or more but not more than $500,000—the refund may be given annually over 3 financial years in equal payments by 31 December in each financial year commencing in the financial year following the completion of the trunk infrastructure contribution;

(C) for a refund which is an amount that is $500,000 or more but not more than $1 million—the refund may be given annually over 5 financial years in equal payments by 31 December in each financial year commencing in the financial year following the completion of the trunk infrastructure contribution;

(D) for a refund which is an amount that is $1 million or more—the refund may be given annually in equal payments of $250,000 by 31 December in each financial year commencing in the financial year following the completion of the trunk infrastructure contribution until the amount is paid;

(iii) each amount to be paid under paragraph (ii) is to be increased by the CPI from the date of the infrastructure charges notice for the refund to the date that the amount is paid;

(b) for a trunk infrastructure contribution for identified trunk infrastructure (for which subsection 28(5)(a) does not apply) or different trunk infrastructure which is provided before or in the planned date or period for the trunk infrastructure contribution stated in the Local Government Infrastructure Plan:

(i) the following payment triggers achieve the local government's policy objectives:

(A) for a refund which is an amount that is less than $100,000—the refund may be given by 31 December of the financial year following the end of the relevant planned date or period for the trunk infrastructure contribution;

(B) for a refund which is an amount that is $100,000 or more but not more than $500,000—the refund may be given annually over 3 financial years in equal payments by 31 December in each financial year commencing in the financial year following the end of the relevant planned date or period for the trunk infrastructure contribution;

(C) for a refund which is an amount that is $500,000 or more but not more than $1 million—the refund may be given annually over 5 financial years in equal payments by 31 December in each financial year commencing in the financial year following the end of the relevant planned date or period for the trunk infrastructure contribution;

(D) for a refund which is an amount that is $1 million or more—the refund may be given annually in equal

payments of $250,000 by 31 December in each financial year commencing in the financial year following the end of the relevant planned date or period for the trunk infrastructure contribution until the amount is paid;

(ii) each amount to be paid under paragraph (i) is to be increased by the CPI from the date of the infrastructure charges notice for the refund to the date that the amount is paid;

(c) for a trunk infrastructure contribution for identified trunk infrastructure or different trunk infrastructure which is provided after the planned date or period for the trunk infrastructure contribution stated in the Local Government Infrastructure Plan:

(i) the following payment triggers achieve the local government's policy objectives:

(A) for a refund which is an amount that is less than $100,000—the refund may be given by 31 December of the financial year following the completion of the trunk infrastructure contribution;

(B) for a refund which is an amount that is $100,000 or more but not more than $500,000—the refund may be given annually over 3 financial years in equal payments by 31 December in each financial year commencing in the financial year following the completion of the trunk infrastructure contribution;

(C) for a refund which is an amount that is $500,000 or more but not more than $1 million—the refund may be given annually over 5 financial years in equal payments by 31 December in each financial year commencing in the financial year following the completion of the trunk infrastructure contribution;

(D) for a refund which is an amount that is $1 million or more—the refund may be given annually in equal payments of $250,000 by 31 December in each financial year commencing in the financial year following the completion of the trunk infrastructure contribution until the amount is paid;

(ii) each amount to be paid under paragraph (i) is to be increased by the CPI from the date of the infrastructure charges notice for the refund to the date that the amount is paid;

(d) for a trunk infrastructure contribution for necessary trunk infrastructure:

(i) the local government is to estimate the period in which the trunk infrastructure contribution would have been planned to be provided had it been included in the Local Government Infrastructure Plan having regard to the method used by the local government to work out the relevant planned date or period of items of identified trunk infrastructure for the network of development infrastructure stated in the extrinsic material to the Local Government Infrastructure Plan (specified date or period);

(ii) the local government is to upon the completion of the trunk infrastructure contribution include the trunk infrastructure as

existing trunk infrastructure in the Local Government Infrastructure Plan;

(iii) the following payment triggers achieve the local government's policy objectives:

(A) for a refund which is an amount that is less than $100,000—the refund may be given by 31 December of the financial year following the end of the specified date or period for the trunk infrastructure contribution;

(B) for a refund which is an amount that is $100,000 or more but not more than $500,000—the refund may be given annually over 3 financial years in equal payments by 31 December in each financial year commencing in the financial year following the end of the specified date or period for the trunk infrastructure contribution;

(C) for a refund which is an amount that is $500,000 or more but not more than $1 million—the refund may be given annually over 5 financial years in equal payments by 31 December in each financial year commencing in the financial year following the end of the specified date or period for the trunk infrastructure contribution;

(D) for a refund which is an amount that is $1 million or more—the refund may be given annually in equal payments of $250,000 by 31 December in each financial year commencing in the financial year following the end of the specified date or period for the trunk infrastructure contribution until the amount is paid;

(iv) each amount to be paid under paragraph (iii) is to be increased by the CPI from the date of the infrastructure charges notice for the refund to the date that the amount is paid;

(e) for a trunk infrastructure contribution for prescribed trunk infrastructure:

(i) the local government is to upon the completion of the trunk infrastructure contribution include the trunk infrastructure as existing trunk infrastructure in the Local Government Infrastructure Plan;

(ii) the following payment triggers achieve the local government's policy objectives:

(A) for a refund which is an amount that is less than $100,000—the refund may be given by 31 December 2036;

(B) for a refund which is an amount that is $100,000 or more but not more than $500,000—the refund may be given annually over 3 financial years in equal payments between 31 December 2036 and 31 December 2038;

(C) for a refund which is an amount that is $500,000 or more but not more than $1 million—the refund may be given annually over 5 financial years in equal payments between 31 December 2036 and 31 December 2040;

(D) for a refund which is an amount that is $1 million or more—the refund may be given annually in equal payments of $250,000 from 31 December 2036 until the amount is paid;

(iii) each amount to be paid under paragraph (ii) is to be increased by the CPI from the date of the infrastructure charges notice for the refund to the date that the amount is paid.

Schedule 1 Dictionary

additional demand see section 12(b)(ii) (Purpose of part 3).

adopted charge see section 6(a) (Purpose of part 2).

applicable area see section 6(d) (Purpose of part 2).

applicable date see section 6(c) (Purpose of part 2).

applicable use see section 6(e) (Purpose of part 2).

applied adopted charge see section 12(b)(i) (Purpose of part 3).

automatic increase see section 12(c) (Purpose of part 3).

bedroom means an area of a building or structure which:

(a) is used, designed or intended for use for sleeping but excludes a lounge room, dining room, living room, kitchen, water closet, bathroom, laundry, garage or plant room; or

(b) can be used for sleeping such as a den, study, loft, media or home entertainment room, library, family or rumpus room or other similar space.

completion means the stage in the provision of a trunk infrastructure contribution by an applicant when the local government is satisfied that the trunk infrastructure contribution is complete other than for a minor omission and a minor defect which:

(a) is not essential;

(b) does not prevent the matter from being reasonably capable of being used for its intended purpose;

(c) the local government determines the applicant has a reasonable basis for not promptly rectifying; and

(d) the rectification of which will not prejudice the convenient use of the matter.

CPI (an acronym for consumer price index) means the following:

the consumer price index 6401.0 All Groups Brisbane published by the Australian Bureau of Statistics;

(a) if an index described in paragraph (a) ceases to be published—another similar index prescribed by the local government.

Editor's note—Where the CPI has not been published for a calculation date the change in the CPI is to be determined by having regard to the index prior to the base date and the index prior to the calculation date.

current market value see section 24(2) (Recalculation of the establishment cost for land).

deemed demand see section 16(3)(d) (Working out the additional demand).

deemed demand area means the deemed demand area in schedule 12.

demand credit see section 16(1) (Working out the additional demand).

demand unit see section 16(2) (Working out the additional demand).

development demand see section 16(1) (Working out the additional demand).

different trunk infrastructure see section 19(b)(ii) (Purpose of part 4).

distributor-retailer means the Central SEQ Distributor-Retailer Authority (trading as Queensland Urban Utilities) under the SEQ Water Act.

distributor-retailer's adopted charge or DAC see section 7(2)(e) (Adopted charges).

distributor-retailer infrastructure planning instrument see section 8(2) (Trunk infrastructure networks for adopted charges).

distributor-retailer trunk infrastructure network charge or DNC see section 7(2)(a)(ii) (Adopted charges).

distributor-retailer trunk infrastructure networks see section 6(b)(ii) (Purpose of part 2).

dwelling has the meaning in the Planning Regulation 2017.

establishment cost see section 21 (Working out the establishment cost).

existing lawful use see section 16(3)(a) (Working out the additional demand).

financial year means a period of 1 year beginning on 1 July.

Gatton Shire planning scheme means the Gatton Shire Planning Scheme 2007.

GFA (an acronym for gross floor area) has the meaning in the Planning Regulation 2017.

identified trunk infrastructure criteria see section 19(a) (Purpose of part 4).

identified trunk infrastructure see section 19(b)(i) (Purpose of part 4).

infrastructure charging instrument means any of the following:

(a) a condition imposed under a planning scheme policy about infrastructure;

(b) an adopted infrastructure charge levied under an adopted infrastructure charges notice;

(c) a levied charge under an infrastructure charges notice.

Laidley Shire planning scheme means the Laidley Shire Planning Scheme 2003.

levied charge see section 12(a) (Purpose of part 3).

levied charge relief see section 12(b)(iii) (Purpose of part 3).

Local Government Infrastructure Plan means the Gatton Shire and the Lockyer Shire Local Government Infrastructure Plans.

local government trunk infrastructure networks see section 6(b)(i) (Purpose of part 2).

local government trunk infrastructure network charge or LNC see section 7(2)(a)(i) (Adopted charges).

market cost see section 23(2) (Recalculation of the establishment cost for work).

maximum adopted charge or MAC see section 7(2)(d) (Adopted charges).

necessary trunk infrastructure see section 19(b)(iii) (Purpose of part 4).

offset see section 25(a) (Application of an offset and refund).

planned cost see section 22(2)(a) (Calculation of the establishment cost).

planned estimate see section 22(2) (Calculation of the establishment cost).

Planning Act means the Planning Act 2016.

Planning Regulation means the Planning Regulation 2017

PPI (an acronym for producer price index) means the following:

(a) the producer price index for construction 6427.0 (ABS PPI) index number 3101—Road and Bridge construction index for Queensland published by the Australian Bureau of Statistics;

(b) if an index described in paragraph (a) ceases to be published—another similar index prescribed by the local government.

prescribed cost see section 23(4)(a) (Recalculation of the establishment cost for work).

prescribed financial contribution see section 12(b)(iv) (Purpose of part 3).

prescribed fee means a cost recovery fee prescribed by the local government.

prescribed form means a form prescribed by the local government.

prescribed proportion see section 26(2) (Details of an offset and refund).

prescribed trunk infrastructure see section 19(b)(iv) (Purpose of part 4).

previous lawful use see section 16(3)(b) (Working out the additional demand).

PSP 5 see section 7 (1)(a) (Adopted charges).

refund see section 25(b) (Application of an offset and refund).

relevant proportion or RP see section 7(2)(c) (Adopted charges).

SEQ Water Act means the South-East Queensland Water (Distribution and Retail Restructuring) Act 2009.

specified date or period see section 27(5)(c)(i) (Timing of an offset and refund).

total trunk infrastructure network charges or Total NC see section 7(2)(b) (Adopted

charges).

trunk infrastructure contribution see section 19(b) (Purpose of part 4).

trunk infrastructure networks see section 6(b) (Purpose of part 2).

trunk infrastructure network charges see section 7(2) (Adopted charges).

Schedule 2 Trunk infrastructure network charges

Table A Material Change of Use – Residential and Long-Term Non-Permanent Accommodation

DEMAND UNIT	LVRC	QUU	QUU	QUU
	All Networks	Water	Wastewater	All Networks
Dwelling or unit with 1 or 2 bedrooms	$9,200.00	$3,656.00	$7,144.00	$10,800.00
Dwelling or unit with 3 or more bedrooms	$12,500.00	$4,250.00	$8,250.00	$12,500.00

Table B Material Change of Use – Short-Term Non-Permanent Accommodation

DEMAND UNIT	LVRC	QUU	QUU	QUU
	All Networks	Water	Wastewater	All Networks
Suite or cabin with 1 or 2 bedrooms	$5,000.00	$1,693.00	$3,307.00	$5,000.00
Suite or cabin with 3 or more bedrooms	$6,250.00	$2,116.00	$4,134.00	$6,250.00
Each bedroom that is not part of a suite	$5,000.00	$1,693.00	$3,307.00	$5,000.00
Camping or caravan site/s – each group of 1 or 2 sites	$5,000.00	$1,693.00	$3,307.00	$5,000.00
Camping or caravan site/s – each group of 3 sites	$6,250.00	$2,116.00	$4,134.00	$6,250.00

Table C Reconfiguring a Lot – All Lots

DEMAND UNIT	LVRC	QUU	QUU	QUU
	All Networks	Water	Wastewater	All Networks
Lot	$12,500.00	$4,250.00	$8,250.00	$12,500.00

Table D Material Change of Use – Non-Residential

DEMAND UNIT	LVRC	LVRC	QUU	QUU	QUU
	Stormwater	Other	Water	Wastewater	All Networks
	Per m^2 Impervious	Per m^2 GFA	Per m^2 GFA	Per m^2 GFA	Per m^2 GFA
Places of assembly	$10.00	$41.00	$10.00	$19.00	$29.00
Commercial (bulk goods)	$10.00	$69.00	$24.00	$47.00	$71.00
Commercial (retail)	$10.00	$109.00	$24.00	$47.00	$71.00
Commercial (office)	$10.00	$69.00	$24.00	$47.00	$71.00
Educational facility	$10.00	$69.00	$24.00	$47.00	$71.00
Entertainment	$10.00	$100.00	$34.00	$66.00	$100.00
Indoor sport and recreation (excluding court areas)	$10.00	$100.00	$34.00	$66.00	$100.00
Indoor sport and recreation (court areas)	$10.00	$15.00	$2.00	$3.00	$5.00
High impact industry or special industry	$10.00	$27.00	$15.00	$28.00	$43.00
Other industry	$10.00	$21.00	$10.00	$19.00	$29.00
Low impact rural	$0.00	$0.00	$0.00	$0.00	$0.00
High impact rural	$0.00	$10.00	$3.00	$7.00	$10.00
Essential services	$10.00	$111.00	$10.00	$19.00	$29.00
Minor uses	$0.00	$0.00	$0.00	$0.00	$0.00
Other uses	Individual	Individual	Individual	Individual	Individual

Schedule 3 Applicable uses under the Gatton Shire planning scheme and the Laidley Shire planning scheme

Column 1 **Charge category under the Planning Regulations 2017** Refer to schedule 16, column 1 of the Planning Regulation 2017	**Column 2** **Use under the Gatton Shire Planning Scheme 2007** Refer to Gatton Shire Planning Scheme 2007.	**Column 3** **Use under the Laidley Shire Planning Scheme 2003** Refer to Laidley Shire Planning Scheme 2003.
Residential uses and Accommodation (long term)	Dwelling House, Accommodation Unit, Caretaker's Residence, Dual Occupancy	Accommodation Units, Caretaker Housing, Dwelling House, Multiple Dwelling, Secondary Rural Dwelling
Accommodation (short term)	Caravan Park, Motel	Caravan Park, Motel
Places of Assembly		Place of Assembly Place of Worship
Commercial (bulk goods)	Showroom	Bulk Retail
Commercial (retail)	Arts, Crafts and Antiques, Catering Shop, Service Station, Shop	Catering Room, General Store, Refreshment Service, Service Station, Shop
Commercial (office)	Commercial Premises, Health Care Premises	Commercial Premises, Funeral Parlour
Educational facility	Educational Establishment	Child Care Facility, Educational Establishment
Entertainment	Hotel,	Hotel
Indoor sport and recreation	Indoor Entertainment	Indoor Entertainment
High impact industry or special industry	Industry – High Impact Industry	Noxious, Offensive and Hazardous Industry
Other industry	Warehouse, Industry – Low Impact Industry, Industry – Medium Impact Industry, Service Trade, Transport Depot	Warehouse, Car Repair Station, Light Industry, Medium Industry, Junk Yard, Liquid Fuel Depot, Road Freight Depot, Transport Depot, Truck Stop
Low impact rural	Agriculture, Animal Husbandry, Natural Timber Harvesting, Roadside Stall	Agriculture, Animal Husbandry, Forestry, Roadside Stall
High impact rural	Animal Product Processing Industry, Intensive Animal Industries	Rural Processing, Feedlot, Kennels, Intensive Animal Industry
Essential services		Medical/Paramedical Centre, Hospital, Veterinary Hospital, Emergency Services Depot
Minor uses	Annexed Unit, Eco Tourism Facility, Bed and Breakfast Accommodation, Home Based Business	Home Based Business, Home Occupation, Estate Sales Office, Tourist Accommodation,
Other uses	Off-street Car Park, Transport Terminal, Extractive Industry, Outdoor Entertainment, Local Utility,	Aviation, Passenger Terminal, Sport and Recreation, Public Facility, Public Infrastructure

Schedule 4 Identified trunk infrastructure criteria

Column 1 **Local government trunk infrastructure networks**	**Column 2** **Identified trunk infrastructure criteria**
Transport trunk infrastructure network	Transport trunk infrastructure network comprises the following: (a) arterial roads; (b) sub-arterial roads; (c) within an arterial or a sub-arterial road land and works for, an associated interchange, intersection, road drainage, kerb and channel, culverts, bridges, pedestrian and cyclist pathways, lighting and landscaping. Transport trunk infrastructure network does not comprise the following: (a) major collector, collector and access streets linking a development area with an arterial or sub-arterial road; (b) land and works for an arterial road or a sub- arterial road that is primarily related to providing access to and from a development area such as an acceleration or deceleration lane, turn lanes, traffic signals and roundabouts. Trunk infrastructure for existing and future transport infrastructure is restricted to the standard as set out below.
Public parks trunk infrastructure network	Public parks trunk infrastructure network comprises the following: land, works and embellishments for recreation parks, linear parks and sport ground and courts; Trunk infrastructure for existing and future parks is restricted to the standard as set out below.
Community facilities trunk infrastructure network	Community facilities trunk infrastructure network comprises the following: land and basic works associated with the clearing of land and connection to services for community facilities. Trunk infrastructure for existing and future community facilities land is restricted to the standard as set out below.

Transport network desired standards of service

The desired standard of service for the Transport network is located within Councils Local Government Infrastructure Plan:

Stormwater network desired standards of service

The desired standard of service for the Stormwater network is located within Councils Local Government Infrastructure Plan:

Public parks and land for community facilities network desired standards of service

The desired standard of service for the Park and Community land network is located within Councils Local Government Infrastructure Plan:

12. CORPORATE AND COMMUNITY SERVICES REPORTS

12.1 Review of Council's Local Disaster Management Plan Sub-Plans

Date: 13 June 2018
Author: Peter Hillcoat, Manager Disaster Coordination
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

This purpose of this report is to seek Council endorsement of the Local Disaster Coordination Sub Plan Version 3.0, the Environmental Health Sub Plan Version 1.0 and the Animal Management Sub Plan Version 1.0.

Officer's Recommendation:

THAT Council adopt the reviewed versions of the Local Disaster Management Plan, Sub Plans for:
1. **Local Disaster Coordination Sub Plan Version 3.0;**
2. **Environmental Health Sub Plan Version 1.0; and**
3. **Animal Management Sub Plan Version 1.0.**

Report

1. Introduction

This report provides Council with information on the Local Disaster Management Plan (LDMP) and its sub-plans, the review process and the current status of these plans. As part of the review process it is mandatory for Council to endorse the LDMP and/or sub-plans once they have been endorsed by the Local Disaster Management Group (LDMG).

2. Background

Every Local Government in Queensland must have an effective LDMP as legislated in the *State Disaster Management Act 2003*. Further, these plans must be reviewed every twelve months and tested to ensure that they are relevant and effective. Once the plans have been reviewed, they must be tabled for endorsement by the LDMG and then tabled for ratification by Council.

3. Report

Three LDMP Sub Plans are discussed in this report. The Environmental Health Sub Plan and the Animal Management Sub Plan are newly written plans, while the Local Disaster Coordination Sub Plan has been reviewed and updated as a part of the plan review process.

At the Local Disaster Management Group Meeting held on 3 May 2018, the Local Disaster Coordination Sub Plan Version 3.0, the Environmental Health Sub Plan Version 1.0 and Animal Management Sub Plan Version 1.0 were endorsed by the group.

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

4. Policy and Legal Implications

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

5. Financial and Resource Implications

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

6. Delegations/Authorisations

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

7. Communication and Engagement

Queensland Fire and Emergency Services, Queensland Health, RSPCA Queensland, LDMG Members and Council Officers were engaged and provided input into the development and testing of the Local Disaster Coordination Sub Plan Version 3.0; Environmental Health Sub Plan Version 1.0; and Animal Management Sub Plan Version 1.0.

8. Conclusion

This report represents the conclusion of the Local Disaster Management Plan review process for the Local Disaster Coordination Sub Plan Version 3.0; Environmental Health Sub Plan Version 1.0; and Animal Management Sub Plan Version 1.0. As required under the State Disaster Management Act 2003 the sub-plans will be added to the previously endorsed Local Disaster Management Plans already available to stakeholders.

9. Action/s

Council write to The Executive Officer, Office of the District Disaster Coordinator, to notify Council's adoption of the Local Disaster Coordination Sub Plan Version 3.0; Environmental Health Sub Plan Version 1.0; and Animal Management Sub Plan Version 1.0.

Attachments

1 View	Local Disaster Coordination Centre Sub-Plan - DRAFT 3.0	150 Pages
2 View	Animal Management Sub Plan - DRAFT Version 1.0	31 Pages
3 View	Environmental Health Subplan - DRAFT Version 1.0	34 Pages

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Local Disaster Coordination Centre Sub Plan

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Authority

This Local Disaster Coordination Centre (LDCC) Sub Plan forms a sub-plan to the Lockyer Valley Regional Council (LVRC) Local Disaster Management Plan (LDMP) and is developed under the authority of Section 57(1) of the *Disaster Management Act 2003* (the Act).

This the Act, requires the LVRC Local Disaster Management Group (LDMG) to establish and maintain a LDCC to coordinate response functions in the event of a disaster affecting the LVRC area.

This Sub Plan will be managed in accordance with the administrative and governance processes outlined within the LDMP including approval, document control, distribution and review.

Approval

The preparation of the LDCC Sub-Plan has been undertaken in accordance with the Act, to provide for the coordination of operations in the LDCC.

The sub plan is endorsed for distribution by the LDMG.

Cr Tanya Milligan
Chair Local Disaster Management Group

Date: .....

Endorsement

The preparation of the LDCC Sub-Plan has been undertaken in accordance with the Act, to provide for effective disaster management in the Lockyer Valley local government area.

The plan is endorsed by the Lockyer Valley Regional Council.

Cr Tanya Milligan
Lockyer Valley Regional Council

Date: .....

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Version and Document Control

Amendments and Review

This LDCC Sub Plan will be reviewed, practised and updated. Contact details will be reviewed and updated regularly by the Local Disaster Coordinator (LDC).

It is to be reviewed as part of the rolling program of review for Council's disaster management arrangements.

The LDC of the LDMG may approve minor amendments to this plan.

Proposed amendments that affect the intent of this plan, roles and responsibilities or external agencies must be endorsed by the LDMG and approved by Council. This type of amendment is referred to as a major amendment.

Version Control & Record of Amendments

Approved amendments are to be listed in the following table. The LDC is to ensure that all copies of this plan are accurately amended.

Complete the amendment record when an amendment is made to the LDCC Sub Plan.

The following plan updates have been issued and recorded

Date	Version	Outline of Revisions	Made by	Approved by/Date
21/03/2012			D Mazzaferri	21/03/2012
28/08/2014	V2.1	Minor Update	D Mazzaferri	10/09/2014
15/03/2018	V3.0	Major Re-write of Plan	P Hillcoat	

Distribution

This LDCC Sub Plan is not publicly available, and is not for distribution and/or release to persons or agencies other than those identified in the Lockyer Valley LDMP without the authority of the LDC.

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Administration and Governance

Ownership

This LDCC Sub Plan is owned by LVRC on behalf of the LDMG. All significant amendments must be approved by the LDMG. All amendments are to be recorded on the register at page 7.

The 'Owner' will ensure that:

- The master document is retained together with relevant supporting documentation.
- It is reviewed on at least an annual basis, or after activation, whichever is the sooner in line with procedures documented in the LDMP.

Support Agencies

All members and advisor organisations of the LDMG are support agencies to this plan.

Links with Other Documents

This LDCC Sub Plan forms part of the LDMP and should be read in conjunction with that document. This Sub Plan links directly to all other operational Sub Plans that have been developed to respond to disaster events affecting the Lockyer Valley Region.

Context

Coordination is defined as 'the bringing together of organisations to ensure effective disaster management before, during and after an event. It is primarily concerned with the systematic acquisition and application of resources (people, material, equipment, etc.) in accordance with priorities set by disaster management groups. Coordination operates horizontally across organisations and agencies' (*2016 Queensland State Disaster Management Plan pg.65)*.

Purpose

This Sub Plan outlines how the LVRC LDMG will activate and function in operations and how the LDCC shall function.

While this document will provide concepts and guidelines for the LDMG, every activation is different and the LDMG must be prepared to adapt to the situation as dictated by the event/s.

Aim

The aim of this Sub Plan is to detail the arrangements that have been developed for the activation and conduct of the LDCC in response to a disaster event affecting the LVRC area. It describes the standard operating procedures for the activation and conduct of the Lockyer Valley LDCC which is located behind the LVRC office at Gatton.

Objectives of the Document

The key objectives of the LDCC plan are to:

1. Provide a pre-planned safe physical location where key decision makers can come together during a disaster event to coordinate resources in support of response and recovery operations.
2. Provide a coordination facility to act as the central focal point for the LDMG disaster response operations.
3. Detail the role and responsibilities of key personnel involved in the operation of the LDCC.
4. Formalise the standard operating processes and procedures involved in the establishment, management and operation of the LDCC.
5. Ensure effective coordination of action and decision making.

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6. Facilitate the collection, collation and dissemination of information between the LDMG, the District Disaster Management Group (DDMG), support agencies, non-government organisations (NGO), other partner agencies as required, and the communities of the Lockyer Valley.
7. Prioritise requests for personnel and resources and to coordinate the use of additional resources allocated by the DDMG.
8. Provide the framework for effective communications, reporting and information management within the LDCC.
9. Provide staff in the LDCC with a reference document for roles, tasks and management of a coordination centre.

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Functions of a LDMG/LDCC

Functions of the Local Disaster Management Group (LDMG)

- Ensure that disaster management and disaster operations in the area are consistent with the Emergency Management Assurance Framework (EMAF).
- Develop and regularly review and assess effective disaster management for the area.
- Assist the Local Government to prepare a LDMP.
- Identify, and provide advice to the Toowoomba DDMG about support services required by the LDMG to facilitate disaster management and disaster operations.
- Ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster.
- Manage disaster operations in the local area under policies and procedures decided by the Queensland Disaster Management Committee (QDMC)
- Identify, and coordinate the use of resources that may be used for operations.
- To establish and review communications processes in the group, and with and between Toowoomba DDMG and other Local Groups in the district, for use when a disaster happens.
- To ensure information about a disaster event in the area is promptly given to the District group.
- Once the group is Stood Up, the members become part of the Queensland Disaster Management system.

Function of the Local Disaster Coordination Centre (LDCC)

Within the Lockyer Valley LDCC, the Australasian Inter-service Incident Management System (AIIMS) has been adopted. AIIMS is based on six key functions – Incident Control, Operations, Planning, Intelligence, Logistics and Public Information.

Incident Control

Incident Control is responsible for the overall management of the LDCC and the overall direction of the local coordinated response in line with the strategic decisions made by the LDMG to achieve the necessary resolution of an incident.

Operations

The role of the Operations Officer is to maintain the LDCC operational response to the event by actively seeking and coordinating information about the event(s).

Liaison Officers from various agencies may be present in the LDCC and will sit with the Operations Unit. Agency Liaison Officers (LOs) contribute to problem solving, situation reports and share information in relation to tasking and requests for assistance between their functional agency and the LDCC to achieve resolution of an incident.

Planning

Planning is responsible for the development of plans for the resolution of an incident. They develop the Incident/Event Action Plan (IAP), undertake risk assessments and monitor and review the IAP on a regular basis to achieve resolution of an incident.

Intelligence

Information is the raw, unprocessed data sourced or provided to the LDCC. The data by itself is largely without meaning. Intelligence is the result of processing data in relation to other collected data to provide 'understanding' or 'knowledge' of a situation in order to support effective decision making. Intelligence

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provides decision makers with situational awareness. The process by which information is managed in order to develop intelligence is generally divided into 5 stages:

1. Planning and Direction
2. Collection and Collation
3. Processing and Investigation
4. Analysis and Production
5. Dissemination and Integration

Logistics

Effective disaster operations at the local level require resources to reduce the effects of an event on the community. Resources may be human, services or material and can be obtained from a variety of sources; government, private enterprise or the community.

If resources are not available locally, a request for assistance is submitted to the Toowoomba District Disaster Coordination Centre (DDCC). Once obtained, resources will be managed by the LDCC.

All resources are to be appropriately recorded, prioritised and tracked. Once the tasking of a resource is complete its needs to be replaced or restocked and returned to its normal business use.

Public Information

The Public Information function provides warnings and information to threatened and/or affected communities, liaises with broadcast media, manages media liaison, and manages the social media aspects of the event.

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Coordination Centres in the Queensland Disaster Management Arrangements

Disaster Coordination Centres can be established at Federal, State, Disaster District and / or Local Government level. Disaster Coordination Centres exist as centres of communication to ensure that disaster operations are coordinated in the most expedient and efficient manner. The structure in place in Queensland is depicted in the diagram below.

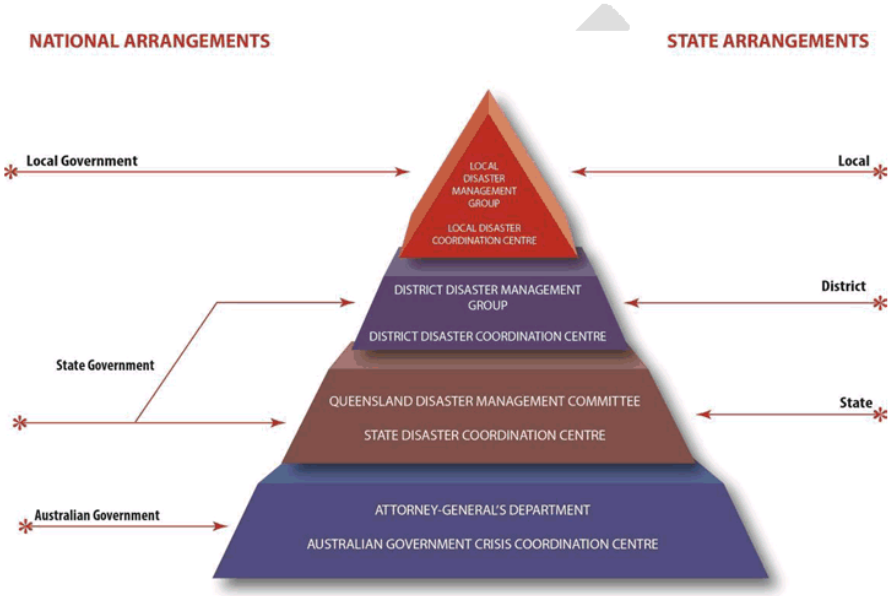

Figure 1 – Queensland Disaster Management Arrangements

Local Disaster Coordination Centre (LDCC)

The local level is the focus of the disaster management arrangements. The Lockyer Valley LDMG is responsible for setting the priorities and coordinating the response to the event in its community. A well designed and managed LDCC is vital to effective response and recovery operations. All other levels of the disaster management arrangements provide support to the local level.

The LDCC supports the LDMG by receiving information, requests for assistance and offers of assistance from the public; managing local resources; allocating tasks; and managing information at a local level. The LDCC will request support from the District level if local resources are not available or exhausted.

The LDCC is managed by local government and will normally be staffed by LVRC employees supported by Agency LOs from local emergency services and non-governmental organisations, as appropriate to the area to enhance efficient communications with other responding agencies. The LDCC acts as the central point for all incoming and outgoing communications in the event of a disaster situation requiring activation of the LDCC.

District Disaster Coordination Centre (DDCC)

The DDCC supports the DDMG in providing support to activated LDMG's and LDCC's.

The DDCC coordinates the provision of State Government assets to LDMG's, the provision of resources between LDMG's in the district and the provision of information to the State Disaster Coordination Centre (SDCC) and LDCC's.

The LVRC is within the Toowoomba Disaster District. The Chairperson of the Toowoomba DDMG is the Queensland Police Service (QPS) Superintendent of the Toowoomba Region.

State Disaster Coordination Centre (SDCC)

The SDCC supports the QDMC. The SDCC ensures that information is disseminated to all levels, including up to the Australian Government. The SDCC is a permanent facility located at Kedron, Brisbane. The facility is managed by Queensland Fire & Emergency Services (QFES) and when activated its staffing is supported by Agency LOs from State Government agencies, non-government agencies and some Australian Government agencies including the Bureau of Meteorology (BoM) and the Australian Defence Force (ADF).

Australian Government Crisis Coordination Centre

The Australian Government Crisis Coordination Centre (AGCCC) coordinates Australian Government support to disaster events throughout the nation. The AGCCC also coordinates support to other countries, when required.

The AGCCC consists of Australian Government agencies and is managed by the Attorney-General's (AG) Department.

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Activation and Notification Procedures

Decision for Activation of LDCC

The decision to open the LDCC will be dependent upon the urgency of the situation, given the lead time to the impact of the hazard. It is anticipated that the LDCC will be established prior to a disaster occurring where evidence or intelligence suggests that a disaster is likely to occur or where an event has the potential to escalate.

For urgent matters, the LDMG Executive (LDMG Chair and LDC or their nominated Deputies) may authorise the activation of the LDCC immediately. In some circumstances, it may not be appropriate for the LDCC to be activated e.g. sudden impact events where the designated lead agency is coordinating the response as business as usual.

Once the decision has been made to activate the LDCC, the Chief Executive Officer, (CEO) District Disaster Coordinator (DDC) and the relevant QFES Emergency Management Coordinator (EMC) should be advised. All staff and agencies should be notified that the LDCC is operational and regular updates to relevant stakeholders should be maintained for the duration of the event. Relevant agencies may be required to nominate an Agency LO to be present in the LDCC on a 24/7 basis as required.

Criteria for Activation of LDCC

The LDCC may be activated for any number of reasons. The following decision criteria should be employed (if yes is answered to any of the following the LDCC should be activated):

- Is there a perceived need relative to an impending hazard impact?
- Is there a requirement for coordinated multi-agency liaison and communication with a range of stakeholders?
- Has the responsible Lead Agency requested the activation of the LDCC or are they requesting additional support with the coordination of resources?
- Has there has been a request from the Toowoomba DDC?

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Levels of Activation of LDCC

There are four levels of Activation - "ALERT" "LEAN FORWARD", "STAND UP" and "STAND DOWN".

The movement of the LDMG (and therefor the LDCC) through this escalation phase is not necessarily sequential, rather it is based on flexibility and adaptability to the location and scale of event and takes into account the changing characteristics.

The LDC in consultation with the Chair of the LDMG will maintain situational awareness at all times and will determine the activation level of the LDCC to coordinate the response to the event.

STAGE 1: ALERT

ALERT requires a heightened level of vigilance due to the possibility of an event in the area of responsibility. The situation will be monitored by Disaster Management officers or someone capable of assessing the potential of the threat.

In order to ensure appropriate action can be taken at the stage of ALERT, the LDCC is permanently established and maintained on a 24/7/365 basis. Systems are in place to allow the LDCC to be activated both during and outside of office hours and these will be checked at high-risk times of year e.g. immediately prior to storm season.

	Triggers	Actions	Communications
Alert	▪ Awareness of a hazard that has the potential to affect the local government area ▪ LDMG should be activated to the "Alert" Stage regardless of the event or the identification of a lead agency.	▪ Manager Disaster Coordination (MDC) will maintain a watching brief and monitor situation for all events and ▪ ensure the LDCC is in a basic state of readiness ▪ establish contact with the Executive Officer District Disaster Management Group (XO),and SES; ▪ inform nominated LDCC staff, LDMG members and Chairpersons of Sub Committees of the implementation of the "Alert" Stage.	▪ Chair and LDC informed in person or by phone ▪ LDCC staff, LDMG members and Chairpersons of Sub Committees will receive emails stating "LDMG/LDCC@ Alert Stage". The email will contain non sensitive information about the event.

Figure 2: Activation Triggers - Alert Level

STAGE 2: LEAN FORWARD

LEAN FORWARD is an operational state prior to Stand Up characterised by a heightened level of situational awareness of a disaster event (either current or impending) and a state of operational readiness. If required, the LDCC will be prepared but not activated.

- The LDC places the LDCC personnel on standby.
- The LDC places Agency LOs on standby.
- The Chairperson of the LDMG is responsible for placing LDMG members and advisors on standby.
- The Chairperson of the LDMG is responsible for ensuring the CEO and Mayor have been informed of the current situation.
- The LDC is responsible for ensuring the DDC is aware of the situation.
- If necessary, a minimum staffing of 2 personnel will staff the LDCC whilst in the LEAN FORWARD phase. Rosters will be developed / confirmed for 48hrs and key contact details distributed. Hotel rooms will be reserved for staff accommodation (where possible).
- The Chairperson and LDC will maintain regular contact to assess the need for future action.

	Triggers	Actions	Communications
Lean Forward	▪ There is a likelihood that threat may affect local government area ▪ Threat is quantified but may not yet be imminent ▪ As the threat or the effects of an emergency/disaster becomes imminent, members of the relevant organisations or sections are placed on "Lean Forward" being ready to respond immediately ▪ The Chairperson LDMG will, in consultation with the LDC, make the decision to activate to the "Lean Forward" Stage.	▪ Inform LDMG members of "Lean Forward" Stage ▪ LDC advises DDC of lean forward & establishes regular contact ▪ Ensure the LDCC is fully established & set up ready for operation ▪ Maintain minimum staffing level within the LDCC. This can be done by Disaster Management team ▪ Monitor, record and if necessary establish communications with lead agency to ensure appropriate information flow ▪ Establish contact with the Sub Committee Chairpersons ▪ Issue public telephone number (1300 005 872); for the purpose of information provision only in relation to event (this will ensure enquiries are directed to one location) ▪ Advise all relevant agencies of activation of LDCC and that all enquiries are to be directed to same ▪ Notify nominated liaison officers of "Lean Forward" stage ▪ Continue to monitor the situation ▪ Consult with the Chairperson LDMG, QFES Emergency Management Coordinator (EMC) & SES regarding future action and implementation of the LDMP ▪ Call a meeting of the LDMG to brief members if required ▪ LDC and delegates conduct analysis of predictions ▪ Chair and LDC on watching brief ▪ Confirm level & potential of threat ▪ Check all contact details ▪ Commence cost capturing ▪ Council staff prepare for operations ▪ Determine trigger point to stand up ▪ Establish Operation in Guardian ▪ Establish regular communications with warning agency ▪ First briefing members of LDMG if required ▪ Public information & warning initiated	▪ Chair, LDC and LDMG members on mobile and monitoring email remotely ▪ Ad-hoc reporting

Figure 3: Activation Triggers – Lean Forward

STAGE 3: STAND UP

STAND Up is the operational state following 'Lean Forward' whereby resources are mobilised, personnel are activated and operational activities commenced. The LDCC is activated.

The Chair of the LDMG in consultation with the LDC will determine the move to STAND UP. If lead time is not available, the LDCC may immediately proceed to STAND UP once it is established.

- The LDC opens the LDCC and brings it to operational status with the appropriate staffing levels.
- The LDC is responsible for ensuring LOs from the various agencies are present in the LDCC or communications are established as required.
- The LDMP will be invoked and relevant Sub Plans activated as required.
- The LDC establishes communications with the DDCC and confirms SITREP reporting times with the DDC or Executive Officer DDC (XODDC).
- The LDC is responsible for establishing communications with all operational facilities e.g. Evacuation Centres.
- The LDCC will remain operational until all requests for assistance have been addressed or until the workload can be effectively managed within normal agency resources and / or affected area(s) are well into the recovery phase.
- All incoming calls will be logged, tasked and forwarded to the appropriate agency for action using the Guardian system.

	Triggers	Actions	Communications
Stand Up	▪ Threat is imminent ▪ Community will be or has been impacted ▪ Need for coordination in LDCC ▪ Requests for support received by LDMG agencies or to the LDCC ▪ The response requires coordination	▪ Meeting of LDMG ▪ LDCC activated – operation name communicated to DDMG ▪ Recovery Coordinator and Chair of Recovery Committee (RC) informed and updated on a regular basis ▪ Develop State Update ▪ Rosters for LDCC planned & implemented ▪ Commence operational plans ▪ Local government shifts to disaster operations ▪ LDMG takes full control ▪ Commence SITREPs to DDMG ▪ Distribute contact details ▪ DDMG advised of potential requests for support	▪ LDCC contact through established land lines and generic email addresses ▪ Chair, LDC and LDMG members on established land lines and/or mobiles, monitoring emails

Figure 4: Activation Triggers – Stand UP

STAGE 4: STAND DOWN

STAND DOWN will be declared when there is no longer a requirement to respond to the event and the threat is no longer present or when transitioning from responding to an event back to normal core business and / or recovery operations.

The Chairperson in consultation with the LDC suspends operation of the LDCC and the stand down order is given - stand down of the LDCC may be a gradual phasing down over a period of time or it may be an immediate cessation of the operation.

- The LDC advises the DDC of the stand down and the final SITREP is forwarded to the DDC prior to the centre closing.
- All stakeholders are to be notified that the LDCC is closed.
- All records are to be secured and a back-up of the Guardian system taken.
- An immediate hot debrief will be conducted for all personnel in the LDCC to identify good practice and lessons to be learnt.
- The LDCC needs to be cleaned and restocked. An audit of documentation available must be undertaken to ensure readiness for the next activation.
- A full operational debrief covering all aspects of the disaster will be conducted as soon as possible following stand down and will cover all aspects of the LDCC operation.
- Plans will be reviewed and lessons identified during the response phase will be incorporated.

	Triggers	Actions	Communications
Stand Down	▪ No requirement for coordinated response ▪ Community has returned to normal function ▪ Recovery taking place	▪ Final checks for outstanding requests ▪ Implement plan to transition to recovery ▪ Debrief of staff in LDCC ▪ Debrief with LDMG members ▪ Consolidate financial records ▪ Hand over to Recovery Coordinator for reporting ▪ Return to local government core business ▪ Final situation report sent to DDMG	▪ LDMG members not involved in recovery operations resume standard business and after hours contact arrangements

Figure 5: Activation Triggers – Stand DOWN

A flowchart depicting the activation process can be found at page 19.

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Activation of Functional Agencies

Alert	▪ Functional agencies will receive initial information from the LDMG that an event or potential event is being monitored. ▪ Agencies should now make initial investigations into staff and asset availability in the event that the situation escalates. ▪ Contact lists should be checked at this stage.
Lean Forward	▪ Functional agencies are attending meetings as required and preparing to provide support to the local groups through the LDCC. ▪ Pre-positioning of staff (if required) is undertaken during this phase. ▪ Business continuity plans should be initiated in preparation for staff being required for the LDCC. ▪ LOs provide information to their respective organisations on the event and the LDCC actions.
Stand Up	▪ Functional agencies may be working in the LDCC as required. If not required physically at the LDCC, LOs remain contactable and maintain their situational awareness. ▪ LOs may be working in the LDCC responding to requests for assistance from local groups. ▪ Liaison officers may be providing information to their respective organisations on the event and the LDCC actions.
Stand Down	▪ LOs are scaling down their participation in the LDCC. ▪ Information is collated and financial expenditure recovery is commenced. ▪ All requests for assistance are checked and outstanding actions completed. ▪ A final report is provided.
Debrief	▪ Functional agencies participate in the post activation debriefs. ▪ LOs may wish to conduct internal debriefs centralised on their particular organisation, *this information is passed to the LDC.* ▪ LOs return to their normal operations and monitor the welfare of staff involved.

Figure 6: Activation of Functional Agencies

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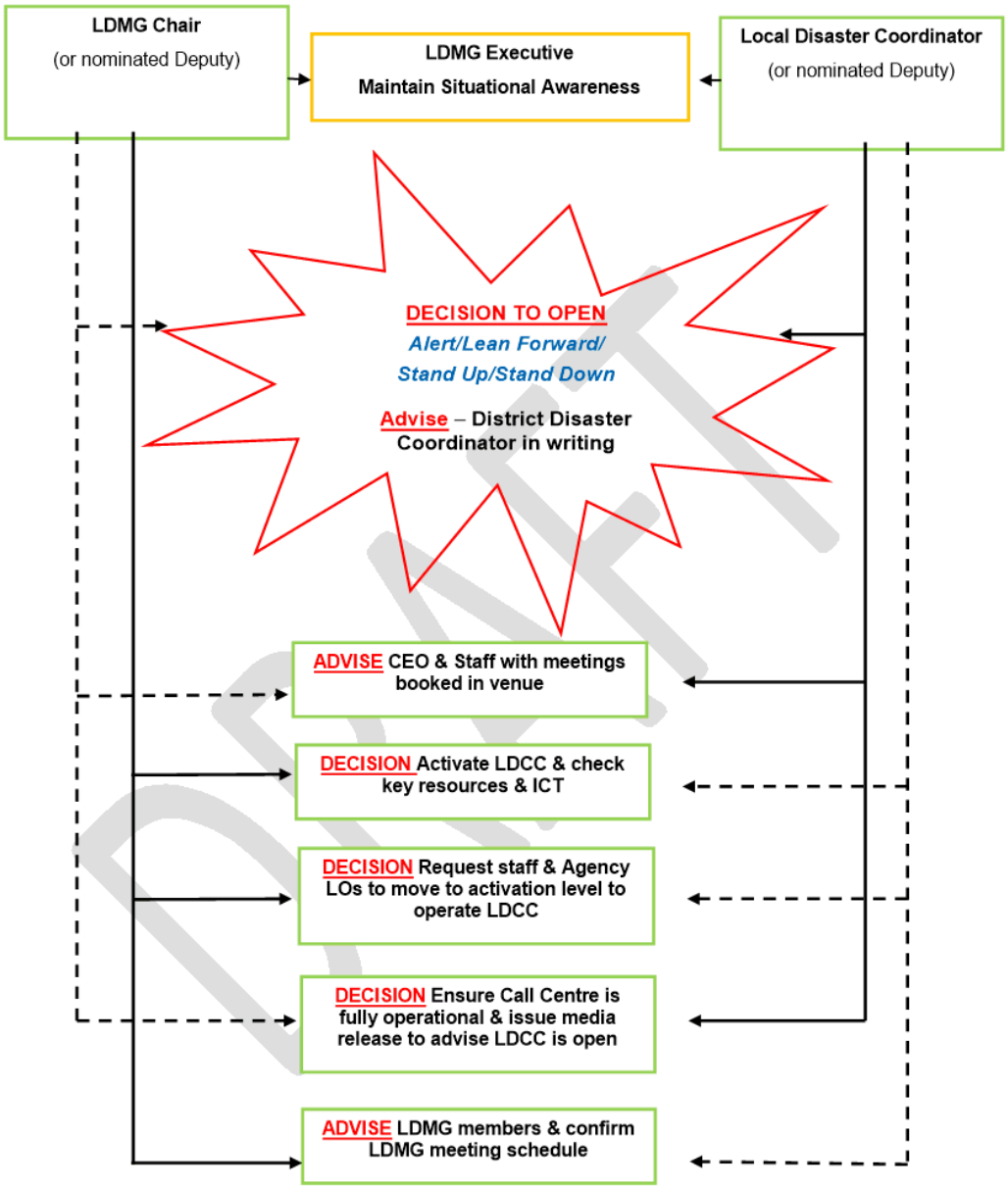
Activating the LDCC - Flowchart



Key

- LDMG Members / LVRC Staff
- Standby – Maintain watch brief / ready to deploy
- ACTION REQUIRED
- Responsible for
- Backup for responsible officer and Deputy

Figure 7: Activating the LDCC flowchart

Establishment & Set Up of the LDCC

Location of the Primary LDCC

The location of LDCCs should be pre-determined. It is important that suitable facilities are identified, documented and communicated.

The Lockyer Valley primary LDCC has been identified and is set up and maintained in a state of readiness located at:

- Demountable 2, behind LVRC Council office, 26 Railway Street, Gatton QLD 4343.

The location of the LDCC should not be vulnerable to the effects of hazards.

Figure 8: Map showing location of LDCC

Alternative Local Disaster Coordination Centre

There always remains an element of risk that the primary LDCC may not be available or be impacted in some way by the event. It is important to note that if the primary LDCC is unavailable (because it has been adversely affected by a hazard) then the LDCC could theoretically be located at any location where there is back up power supply because it is unlikely the IT network will be available and a paper based system will need to be implemented.

An alternative site for the LDCC is the Lockyer Valley Cultural Centre, 34 Lake Apex Drive, Gatton. This site has network connectivity and a backup generator. All equipment required in the LDCC will be needed to be taken to the site.

Hard copies of all disaster management plans are stored in the LDCC and are available in Guardian References.

LDCC Contact Details

The telephone number to be utilised in a disaster event by the public is **1300 005 872.**

The fax number for the Lockyer Valley LDCC is **07 5462 0692**.

Other telephone numbers for the LDCC are ex-directory and NOT for public release. A list of these contact numbers can be found below in *Appendix 7*

To avoid single-point sensitivity of data, the use of generic accounts ensures continuity of access to information and intelligence for the LDCC.

Generic email accounts have been established for use by the LDCC staff and Liaison Officers during operations. *See Appendix 7*.

Full details of Logins and Passwords for accounts will be issued when staff present to the LDCC.

Emails being sent to the LDMG, Disaster Management and Disaster Management staff email accounts will be forwarded to the Administrator for filtering. Emails relevant to the operation will be forwarded to the Logger for logging and Intelligence for analysis.

In event of failure of Council's ICT network but internet service is not impacted, a mobile data modem is available from Council's Manager Disaster Coordination. A backup gmail account has been established for emergency use. *See Appendix 6 – LDCC Equipment & Resources*.

A satellite phone and satellite data are available to the LDCC *See Appendix 10*.

Access Arrangements

The location of the LDCC is easily accessible by road and suitable car parking for staff exists at the site.

Systems are in place to allow the LDCC to be activated and established both during and outside of office hours.

The building is accessible to staff 24 hours a day using a swipe card access system. In the event of failure of the system Council's Manager Disaster Coordination and the Facilities Unit have a key to access the LDCC.

Whilst in operation, the LDCC is a restricted area. Only those persons engaged in response duties are permitted access without the prior consent of the LDC. A person should be allocated the task of ensuring that no unauthorised person enters the LDCC and that all staff and visitors sign in and out of the centre.

Visitors are to be signed in, escorted whilst within the LDCC, and signed out.

Representatives from media outlets are not permitted in the LDCC without the express approval of the LDC and/or Chair LDMG.

All approved media visits are to be coordinated and escorted by the Public Information Officer.

Security of staff should be taken in to consideration where necessary.

All personnel should ensure they have appropriate identification tags/cards and wear tabards for their LDCC position for easy identification.

LDCC Set Up Arrangements & Floor Plan

Appropriate facilities for a LDCC include a large open room, offices, rooms for briefings and meetings, toilets, kitchen, parking, air-conditioning, etc. The LVRC LDCC has a large open room, meeting room, kitchenette and air conditioning. The LDCC does not have plumbing. Toilets and running water are available in Council's main building.

In determining the structure of the LDCC, it is important to ensure the centre is scalable and flexible in accordance with the severity and nature of the disaster event. The Lockyer Valley LDCC is a permanently dedicated venue. It is a used during normal Council business for Disaster Management training, exercises and meetings. Demountable 1 beside the LDCC is available during LDCC activation if more space is required.

The impact of LDCC operations on business continuity needs to be considered but should not be used as a reason to delay the establishment of the LDCC as required.

It is important that management and staff understand the potential disruption to their work areas during disaster operations.

The dominant principle for the layout and design of a LDCC is effective information flow and management. A LDCC needs plenty of space, light and ventilation with a minimum of noise. It is important to ensure the appropriate configuration of functional areas with equipment and resources to support the role and responsibilities of staff. The Lockyer Valley LDCC has been set up according to the floor plan below. All resources should be checked e.g. telephones, computers, radios, plans, etc. The LDC is responsible for checking the set-up of the LDCC and signing off the action as completed.

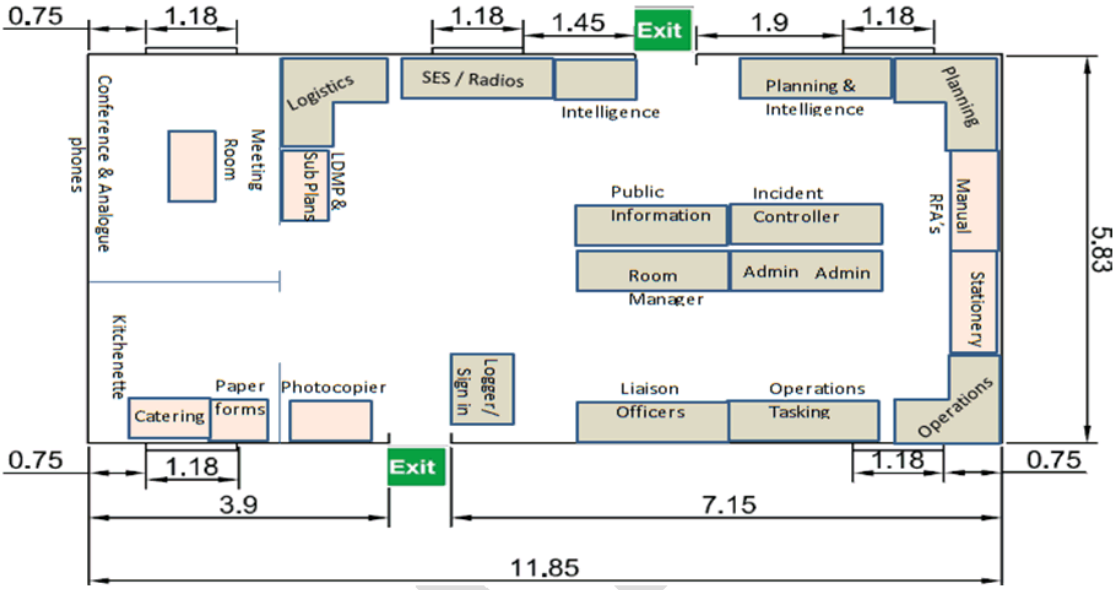


Figure 9: Lockyer Valley Local Disaster Coordination Centre layout

Secondary Power – Generator

The LDCC must have an existing secondary power source to ensure uninterrupted power supply to the areas of the building to be utilised. The LVRC office is equipped with a 330kva generator for alternative power. It powers the LDCC, demountable building beside the LDCC along with 100% of the remainder of the Council building, including the computer servers.

The generator is load tested the beginning of the storm season, and diesel is available from the Council Works Depot to enable continuous operation for a period of 24 hours. The generator fuel capacity is 700 litres of diesel. The Gatton Works Depot has an alternative power source in case of power failure. The Gatton Depot Workshop is responsible for ensuring the generator remains operational.

Accessibility of Communications & Data

The building is equipped with suitable telecommunications, data and radio coverage and is fitted out to ensure it can meet the communication requirements of the LDCC. A list of LDCC equipment & resources is at *Appendix 6*.

Manage information collection, consideration and dissemination

The LDCC will receive information from various sources. Such as:

- Members of the public, requests for assistance and informal communications.
- Government departments that form part of the group through situation reports, meetings or informal communications.
- Official sources of information
- Other levels of the Queensland Disaster Management System. (DDMG, DDCC, SDCC, QDMC, AGCCC)

The role of the LDCC is to ensure this information is accurate and timely. That it is considered by the LDMG and disseminated in an appropriate form to the relevant agencies.

Information must be:

- Collected
  - Recorded
- Evaluated
- Actioned
  - Recorded
- Disseminated
- Stored

Incident Management Software – Guardian

An information management system is required in the LDCC to coordinate the use of systems and processes to manage information. There are a number of systems available to manage information, ranging from manual systems to purposely designed software programs.

A system is a necessity as the LDCC is entrusted with the responsibility of coordination. The responsibilities include:

- Implement strategic decisions of the LDMG
- Coordinate disaster operations for the LDMG
- Information management
- Reporting requirements of the Queensland Disaster Management System.

The Guardian system has been adopted for use by the majority of Councils in Queensland and is the software in use in the Lockyer Valley LDCC. Guardian is cloud based and is an electronic workflow for the LDCC that provides operational control and is continuous, scalable and, with training is intuitive and easy to use. The spatially integrated solution holds plans and preparation documents, creates a chronological record of events and a fully auditable trail of actions as well as details on the allocation and management of tasks, bulletins, evacuation centres, road closures and reports using MS Word templates. Typical reports include SITREPS, jobs completed and outstanding by type, location, etc.

All staff involved in LDCC operations have a responsibility for examining the information they receive, assessing its accuracy and completeness, assessing the impact the information has on their area of responsibility and clarifying inconsistencies.

Back-ups onto a USB are required on a regular basis. The purpose of the back-up is to secure the data in case of failure of the system. If the Guardian program is not operable, for whatever reason, the LDCC will revert to a paper- based information management system – Forms and Display Board templates are available in *Appendix 2*.

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Guardian Information Flow

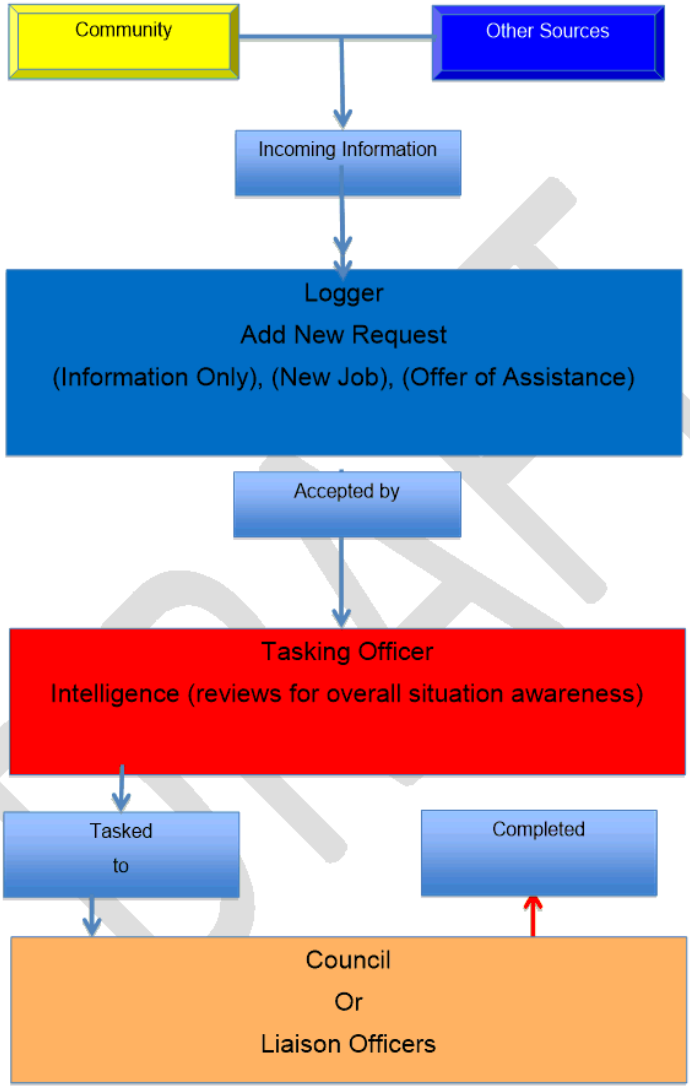

Figure 10: Guardian system information flow

Paper Based Incident Management System

Copies of all forms used in the paper based back up system are available as hard copies. Forms should be completed electronically wherever possible. In a worst case scenario, the entire LDCC operation could be managed using a paper based system for a short period of time. In these circumstances, staff will need to be accurate, concise and ensure their handwriting is legible.

Copies of forms are available from the filing cabinet in the LDCC kitchenette.

Quadruplicate Request for Assistance Books are stored in the credenza below the large main screen. These books should be issued in numerical order. A record is to be kept of who each book is allocated to.

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Paper Based Information Flow

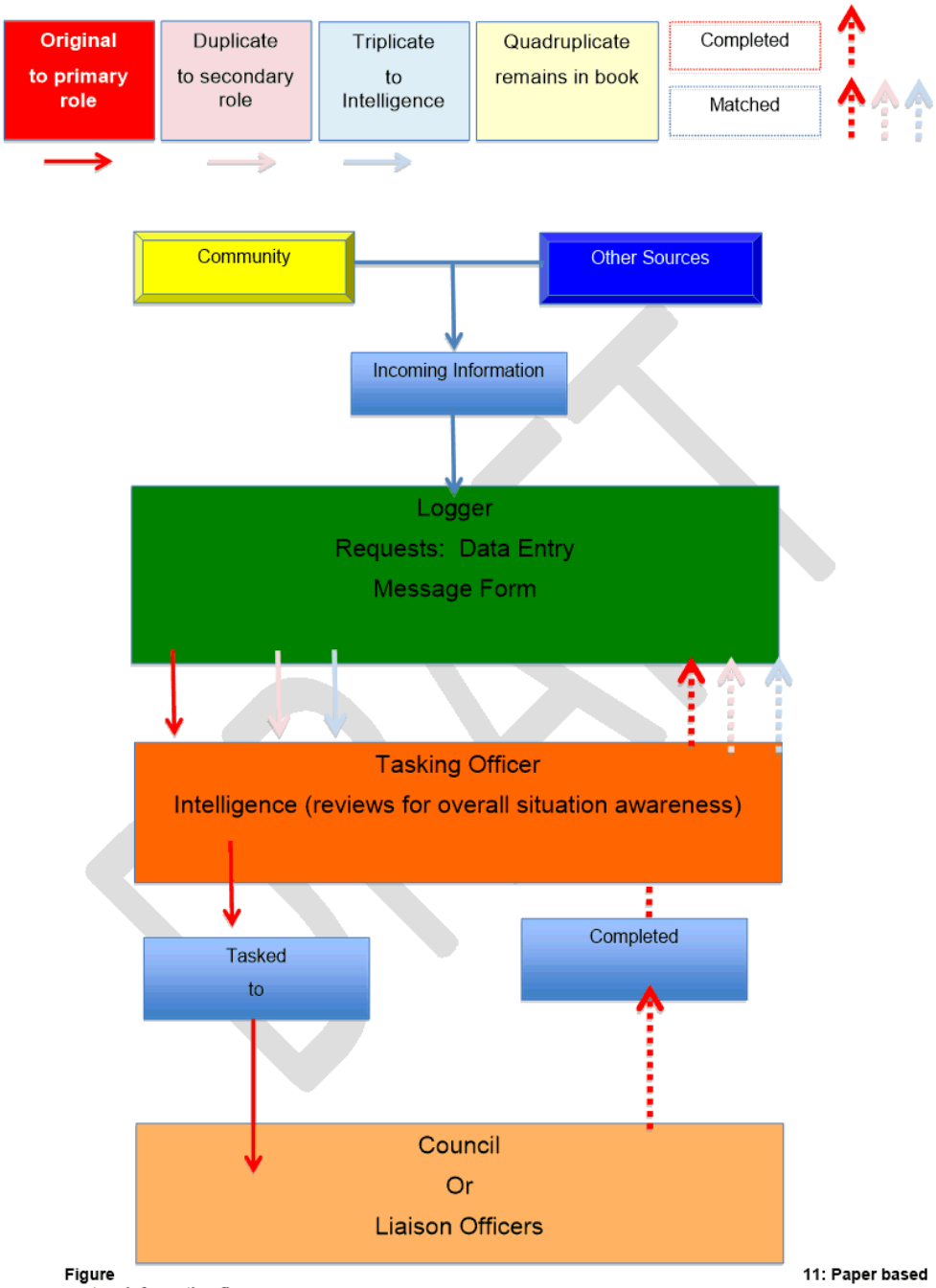

Figure 11: Paper based system information flow

LDCC Confidentiality

The LDC is responsible for ensuring confidentiality of the LDCC. Staff working within the LDCC need to be aware that there may be considerable interest in their operations particularly in relation to the overall coordination of response to the event. LDCC staff are not to discuss matters pertaining to the LDCC, outside of the LDCC.

Staff must not discuss LDCC operations with the media, politicians or members of the public unless expressly approved to do so by the LDC.

Care should be exercised at all times in communicating sensitive matters via email, telephone or radio networks.

Cameras and other recording devices are not to be used within the LDCC unless approved by the LDC.

Information Privacy

One of the most difficult issues within the disaster management sector revolves around the ability to safely share information, ensuring its accuracy during emergencies.

All agencies participating in disaster management activities should, as far as legally possible, share data sets whether or not the relevance is immediately obvious.

The privacy principles in the *Information Privacy Act 2009* (IP Act) provide generous flexibility for disaster event managers and other Queensland public sector entities to deal with personal information in a range of circumstances as indicated below.

Key points to note include:

- privacy obligations only apply where there is Personal Information (information about a living person who can be identified directly, or reasonably indirectly, from the information)
- personal information can be used or disclosed where it is reasonably necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an individual, or to public health, safety or welfare
- aggregated or de-identified data does not raise privacy issues and could be used where the identity of individuals is not needed (e.g. "two people with diabetes, four pregnant women, two elderly people and five children are currently in the evacuation centre")
- the IP Act applies to Queensland public sector agencies including the, Queensland Police Service (QPS), local governments, and State, district and local disaster management groups
- Consent is a strong privacy 'permission' – always ask where practicable;
- Other legislated restrictions about confidentiality may apply and will override privacy obligations.

Sharing information scenarios

Scenario 1: The Queensland Government wants to release geo-coded information about damage to a large number of individual properties to ensure the community better understands the danger to the community in accessing the area.

Released as the agency could reasonably be satisfied it was necessary to prevent or lessen a serious threat to public safety.

Scenario 2: Managers of evacuation centres may wish to release specific information about registered occupants to recovery agencies so that their individual needs can be serviced better.

Consent should be obtained where possible, particularly if sensitive information such as health information is involved. In some cases it will be appropriate to rely on implied consent where it is impracticable to obtain consent and had consent been obtained, the individual would have consented. For example, an agency could usually assume that it could imply consent where the individual would benefit from the use of the information. However, if a person does not give or subsequently retracts their consent the agency will need to factor this into their management of the individual.

Scenario 3: Managers of evacuation centres may want agencies with a knowledge of those who pose a risk to other members of the community to share that information about people on the registered list of occupants so that mitigation strategies can be put in place.

Other Queensland public sector agencies such as QPS and the Department of Communities, Disability Services and Seniors (DCDSS) also have obligations under the IP Act. The IP Act permits an agency to share personal information where it is to lessen or prevent a serious threat to the life, health, safety or welfare of an individual, or to public health, safety or welfare. However

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often agencies also have strict confidentiality requirements they must comply with under other specific legislation about certain information and may therefore be restricted from sharing information. Information obtained must be stored securely.

Scenario 4: A disaster management group need to use a range of media, including social media such as Twitter and Facebook, to communicate critical information for the community.

Where possible use de-identified information, aggregated information or information that is about property rather than identifying individuals when publishing online. Alternatively, obtain the person's agreement to use the personal information where practicable. In some cases legislation authorises certain information to be posted on an agency's web-site (only). Where there is a serious threat to health or safety the IP Act permits agencies to publish information online, however once the threat passes the information must be removed from the internet.

Scenario 5: Information collected during post-disaster interviews may be useful to a variety of organisations to assist with response and recovery activities, but may have been collected without the necessary privacy release declaration.

De-identified and aggregated data may be provided without revealing personal information. If more specific information that would identify an individual is required, consider whether consent can be obtained or whether consent would be implied in the circumstances. The information can also be shared where it is to *prevent or lessen* a serious threat to the life, health, safety or welfare of an individual, or to public health, safety or welfare.

Accessing information from Australian Government agencies

Entities responsible for disaster management at State, District and Local level may require personal information from Australian Government agencies to assist in providing appropriate services. Australian Government agencies are required to comply with similar Commonwealth privacy legislation when disclosing information. Such legislation has equivalent flexibility for sharing personal information for health and safety and law enforcement purposes.

For example, local governments may want to know information about individuals who may be vulnerable during a disaster, such as people with disabilities living independently, who may receive assistance from the Australian Government. When requesting information it will be important to explain the purpose for collecting the information and how it will be used. It is important that the information is kept up to date and accurate, and stored securely.

Refer to https://www.igem.qld.gov.au/innovation/Documents/Privacy-flexibilities-in-the-management-of-disaster-events.pdf and https://www.igem.qld.gov.au/innovation/Documents/Privacy-flexibilities-in-the-management-of-disaster-events.pdf

Records Management

All staff should ensure that they keep a record of key decisions and actions for use in any subsequent debrief or inquiry. A running log should be kept by all LDCC staff either electronically in the Guardian system or paper based. Paper based logs must be scanned and entered into the Guardian system by each staff member at shift handover.

File storage - The central repository for all event related information is Guardian. A permanent back up of Guardian is made regularly throughout the operation and will be taken and stored securely when the LDCC stands down.

In the event of using the paper based system, hard copy documents should be stored in folders available in the LDCC.

Under no circumstances should any documentation be removed from the LDCC. Document shredding should also be suspended whilst the LDCC is in operation. All documentation must be electronically stored at the end of the operation.

Document Protection

The LDC is to ensure that all documentation, books, plans, wall boards and papers produced within the LDCC or held within the LDCC are adequately protected from loss or theft. All staff are to be advised of correct information release procedures and security policy concerning document protection.

Files and records not required for current operations are to be stored in lockable facilities. Once the LDCC is stood down, the files are to be archived under the direction of the LDC, for a period in accordance with Council policy. The LDC is to take into account that these are potentially "discoverable" documents. Consequently, their maintenance and protection is essential. A disc of back up data from Guardian is to be included in the records of the event.

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Extended Operations

Duty rosters and catering arrangements will be implemented in the event of protracted operations.

Information Display

In the LDCC it is necessary to have a variety of information displayed and / or easily accessible to ensure overall situation awareness. This will be achieved via the use of projectors, screens, whiteboards, map boards, file links, document storage and electronic displays of key data from the Guardian system.

All information display boards are to be updated as regularly as practical, as current information/intelligence is critical for effective and timely actions to be taken.

The date and time must be recorded on display boards when information is changed, updated or adjusted. Also a copy (i.e. photograph) must be made of displays when information is changed. Photographs must be stored in the Guardian system.

Where Guardian is not available, a paper-based system will operate. See Appendix 2.

Maintenance of Information Communications Technology (ICT) in the LDCC

Lockyer Valley Regional Council's ICT Staff maintain the telecommunications systems and the computer systems. They are required to assist with the set-up of the LDCC by ensuring the ICT systems are functioning efficiently, deal with requests for additional ICT resources and be available to deal with any issues that arise with the ICT systems. ICT staff will form part of the Logistics Unit within the LDCC. All requests from the LDCC to ICT Services are to be responded to as an urgent and immediate priority.

Media and Public Information & Messaging

Media & public messaging will be managed in line with the Public Information & Warnings Sub Plan by the Public Information team.

Generally, the media are not granted access to the LDCC without the consent of the LDC and/or LDMG Chair. The LDCC Public Information Officer will manage any sanctioned visits.

The Public Information Officer is responsible for ensuring key messages are distributed as required to the public, Councillors, all LVRC employees, special needs groups and other stakeholders.

Expenditure / Financial Accounting

All costs from activation need to be captured for any future claim under Queensland's Disaster Relief and Recovery Arrangements.

The Queensland Government operates two programs of assistance pertaining to disasters. Firstly, the Natural Disaster Relief and Recovery Arrangements (NDRRA) is a joint Commonwealth/State program that is able to provide grant and loan assistance to disaster-affected community members, small businesses, non-profit organisations, primary producers and local and State governments for the impact of defined disasters.

Secondly, the State Disaster Relief Arrangements (SDRA) is a wholly state funded program that is able to be activated for all hazards, and provides assistance where personal hardship and distress follows the impact of a disaster event. Refer to the *Queensland Disaster Relief and Recovery Arrangements Guidelines* for more information.

To be eligible to for funding the applying applicant must demonstrate that expenditure is an eligible undertaking.

Note: not all activities that a state or local government agency is requested to do or chooses to undertake as part of its disaster response will be eligible under the NDRRA/SDRA. **The eligibility of expenditure should not be a consideration when determining whether to undertake disaster response activities.**

Operational expenditure needs to be tracked using job numbers established specifically for the event. At the time of activation Council's Finance team should be requested to set up a costing structure and be distributed to all staff.

Staff are to keep a record of expenditure and ensure it is recorded in the Guardian system with details of type of activity undertaken, details and justification of the expenditure incurred and a copy of the invoice to assist with a claim for reimbursement.

At the conclusion of the disaster, all expenditure needs to be finalised. Invoices need to be collated; payments made and NDRRA claims need to be completed. Staff hours are to be captured on timesheets for payment through payroll.

Managing Photographic Images

Photographs and video may be received from staff or community members during disaster operations. Photos and videos may be received via different means e.g. email, SMS, Facebook, etc. In these circumstances, the images and videos should be uploaded into Guardian either as a Request for Information and or directly attached to the relevant Request for Assistance.

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Operational Reporting

For the Queensland Disaster Management system to function effectively, reporting lines must be strictly adhered to.

The demand for information increases substantially during times of activation, and this can be driven by political or media demands. Whilst the LDMG accepts these demands and will facilitate requests for information it must not allow the reporting system to be circumvented.

The LDMG is required to report to the District Disaster Group. In turn the District Group will report to the State Group. **The LDMG should not report directly to the State group and all requests for information must go through the District Group**.

Individual agencies have two reporting obligations:

1. Each agency must report all activities to the LDMG Chair and LDC. Without this information full situational awareness cannot be achieved. Reporting must be in writing summarising the activities of the agency. This can be provided by two methods
   a. Oral presentation at LDMG Meeting
   b. Member Status Report - *Appendix 2*
2. Each supporting agency has a responsibility to keep their normal command structure informed of their actions and activities. The structure and nature of this reporting is by individual arrangement.

In turn the LDCC has a responsibility to keep all the members of the LDMG informed of the situation. It is unusual that all agencies will be required to support activation. The LDC is responsible to ensure that all members of the LDMG receive situation reports and up to date information via briefs or via the State Update.

Queensland Disaster Management Structure – Information Flow

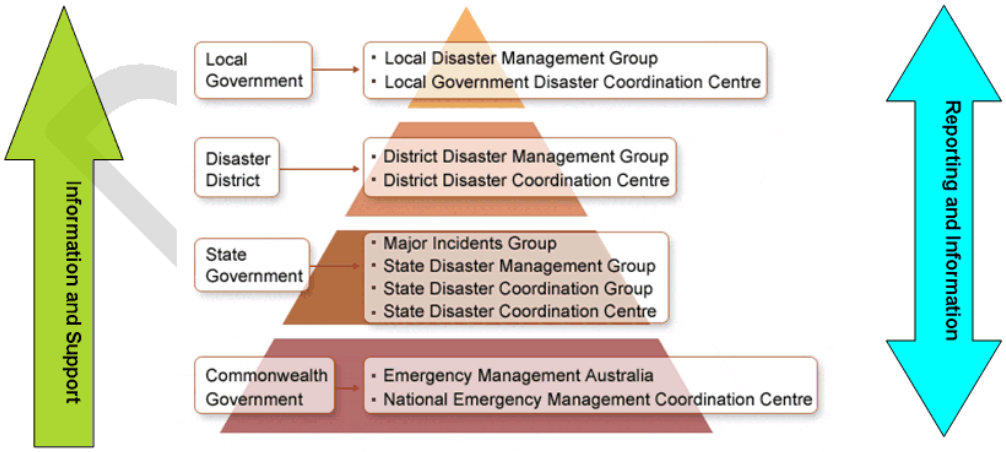

Figure 12: Queensland Disaster Management Structure Information Flow

Situation Reports & State Updates

There are two types of information utilised in the Queensland Disaster Management System;

1. Situation Report (SITREP)
2. State Situation Update

These two reports are based on a reporting cycle to synchronize key disaster management activities across the state in order to enhance interoperability, improve passage of information and enable more effective decision making.

Key cycles are based on the following;

- Decision
- Information
- Media
- Staffing

SITREPs and State Updates are aimed to capture accurate information from the day's operations. The timings detailed below allow for Coordination Centres to correlate their data at the end of the day and pass it on to the next level. These timings will also ensure there is accurate information for the morning news cycle which commences around 0500hrs daily.

Production of information reports takes time and effort and Coordination Centres will need to consider the allocation of appropriate staff who can compile the information. Generally formal reports in operations are aimed at meeting the timings detailed below.

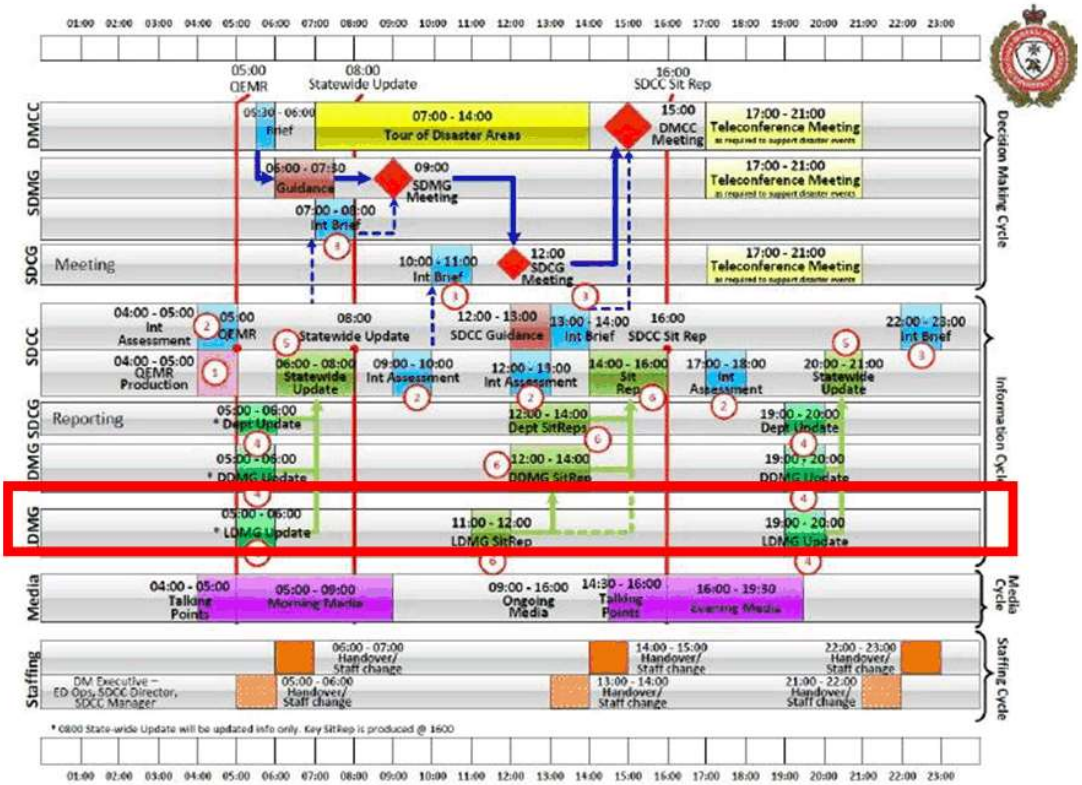

Figure 13: Queensland State Disaster Operations Reporting Schedule

Situation Reports (SITREPS) will need to be prepared on a regular basis in accordance with the State Operating Schedule. All SITREPS and STATE UPDATES are to be authorised by the LDC and submitted to:

- DDC (Toowoomba DDMG)
- Executive Officer (XO) DDC
- LDMG members
- Councillors and Council's Executive Leadership Team

TIME	SITREP	NOTE
0500hrs-0600hrs	LDMG State Update.	▪ This update will be only required by exception and will complement the Situation report. Provided to the DDMG for the 0500hrs – 0600hrs DDMG update
1100hrs–1200hrs	Situation Report (Current format)	▪ Provided to the DDMG for inclusion in its 1200hrs – 1400hrs Situation Report.
1900hrs–2000hrs	LDMG State Update	▪ This update will provide information for the 2000hrs – 2100hrs State update.

Figure 14: Standard State reporting times

SITREPS and State Updates will be created using information available within Guardian where it is available and stored within the system so they are accessible by all staff working in the LDCC. Where Guardian is not available, SITREPS will still need to be created and once approved will be circulated to staff and displayed on the information boards.

The LDC and the LDMG Chair are responsible for liaising with, advising and briefing the Mayor, the CEO, members of the Lockyer Valley LDMG and the Toowoomba DDMG on disaster related matters during disaster events.

The DDMG will advise if there is to be any change to the reporting schedule. For large scale events the LDMG may be required to report to the DDMG twice daily.

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Guide to Writing SITREPs

Aim

The aim of the SITREP is to provide the District Coordination Centre with an accurate and timely overview of the situation since the last SITREP so that the effects of a disaster can be minimised.

SITREPs should not repeat information in previous SITREPs – they are a report on the current situation.

Reference to information on utilising Guardian SITREP Builder is located in the *Guardian Lite User Manual* available in Manuals in the Guardian system.

Objectives

- To ensure that the next level of Coordination Centre understands the objectives and strategies implemented to effectively manage the emergency situation;
- To provide accurate information and data to effectively brief senior executives and ministers;
- To provide word pictures to supplement the following reports:
- Daily Queensland Emergency Management Report (QEMR),
- Queensland Disaster Management Committee (QDMC) Briefs, and
- Ministerial briefings;
- To accurately capture information for senior executives to be able to prioritise state and national assistance; and
- Provide accurate timelines of events and accurate information for the after action reporting process.

SITREP Header

Provide information of who the SITREP is from and who is to receive it, cc any coordination centres or personnel that would benefit from the information.

Situation Overview

- **Weather:** Outline local weather observations different to the forecast from the Bureau of Meteorology (BOM). Eg: River height calculations from Local Government engineers. Do not repeat BOM information.
- **Damage Assessment Overview**: An overview or snapshot of the damage that has occurred and/or is likely to occur in the reporting area.
- **Media Issues**: An overview on any media related issues. Or issues that may be liable for media comment.
- **Summary of past 24 hrs**: Include the following recommended info;
    - What is the current situation,
    - What activities are you currently undertaking in response to the current situation,
    - What key issues/problems/resolutions have arisen since last report was sent,
    - Has the size/scale of the operation changed, and
    - For districts or regions a breakdown of affected local government areas.
    - If Local Governments have no issues indicate that in this section.
- **Projected operations**: Include the following recommended info:
    - What are the projected activities over the next 24-48 hrs,
    - What tasks are planned to be undertaken in the next 24-48 hrs, and
    - Anticipated resource requirements such as food resupply, extra personnel etc.

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Facts & Statistics

The aim of this section is to provide data for planning purposes and effective courses of action if required. This section is also critical in providing accurate statistics for senior executives and ministerial and media briefings.

Accuracy is critical in preventing confusion at the strategic level. *If the data provided is an estimate articulate that in the SITREP.*

- **Response**: Personnel data is critical for ministerial and media reporting. Ensure local SES and SES deployed figures are reported separately. NB: Deployed SES figures should consist of SES members that have been called in from outside the affected area to assist with operations.

Also detail resources (tarps, sandbags, SES volunteers) available and any logistical problems that have been encountered to date.

Social

- **Population**: Cover any reports of deceased, injured or missing persons. Ensure these numbers are as accurate as possible. Clearly identify if numbers provided in this section are estimations. Example, It is estimated that 15 people are missing.
- **Evacuations:** Advise of the activated evacuation centres and their locations, numbers registered and numbers that are expected to stay overnight in the centres.
- **Community Recovery Centres**: Provide information on the location of centres, hours of operation and the number of members from the community utilising the centres.
- **Health**: Provide information on current and projected impacts on public health, this may include the impact to patients in hospitals or old age care facilities. Include any impacts on the communities' mental health.

Infrastructure

- **Transport**: Cover information on the impact to transport infrastructure (including aviation, rail, road, marine and other). Only major roads to and from townships are required and indicate how these closures will impact the community. (Include when they will be expected to close or reopen).
- **Structures:** As for population sections, accuracy of reporting of these figures is important, as close scrutiny is applied at the senior executive and ministerial level as well as when reported in the media. If figures are estimates clearly indicate that in the SITREP. The type of building and the nature of the flooding (internal or external) and the levels reached should be indicated. If information is known, be as specific as possible, for example:
    - Internal flooding of 1 house in Jones street, two story house with .5m through bottom story of house.
    - Internal flooding of low set house on Smith Street, .5m through house.
    - 4 rural properties in Gills Creek area with external flooding to grazing areas, no threat to houses at this stage.
- **Services:** This section of the SITREP is aimed at providing information on critical infrastructure and services. It is important to indicate the time and nature of loss or interruption, as well as an estimated time of repair. Indicate in this section if state assets are required to support the repair to services.

Economic

- **Industry**: Indicate by sector (Eg. mining, sugar cane, small business etc) the impact to industry. This is important for future assignment of assets for economic recovery.

Environment

- **Environmental Impact:** Provide information on any environmental impact.

Local Arrangements

- **Updates to Distract/ Local Contacts:** Update contact details of key staff.

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Management & Staffing of the LDCC

Management of the LDCC using the Australasian Inter-Service Incident Management System (AIIMS)

AIIMS is an Incident Management System that enables the seamless integration of activities and resources from multiple agencies for the resolution of any emergency situation. It operates effectively for any type of incident, imminent or actual, natural, industrial or civil, and many other situations in which emergency management organisations are involved.

AIIMS is the Incident Management System in operation within the Lockyer Valley LDCC.

AIIMS is based on four key principles:

- Management by Objectives
- Functional Management
- Span of Control
- Scalability / Flexibility

Management by Objectives

An IAP will be developed outlining the objectives or outcomes that are to be achieved. Objectives should include the intent (what), a time setting (when) and a location setting (where). Objectives should be developed utilising the SMART methodology. Good objectives are:

- **S**pecific
- **M**easurable
- **A**chievable
- **R**elevant
- **T**ime framed

The LDMG determines the objective. The LDC retains overall responsibility for the achievement of the objective on behalf of the LDMG. Given the changing and varying nature of disaster events, the operational objective may need to change with the circumstances of the event or as a result of a new strategic direction being determined by the LDMG.

The objective must be communicated to all involved with the incident and each agency/section must convert the objective to specific actions (strategies and tactics).

- *Strategies* - outline the approach to be taken in working towards the achievement of an objective. Strategies are implemented in the LDCC.
- *Tactics* - detailed activities describing how a strategy is to be achieved. Tactics are undertaken by agencies on the ground.

Functional Management

The control system of AIIMS is based on a structure of delegation with six functional areas:

- **Control:** The management of all activities necessary for the resolution of an incident
- **Operations**: The tasking and application of resources to achieve resolution of an incident.
- **Planning:** The development of plans for the resolution of an incident.
- **Intelligence:** The collection and analysis of information to develop intelligence and create a common operating picture.
- **Public Information:** Provision of warnings, information and advice to the public and liaison with the media and affected communities.
- **Logistics:** The acquisition and provision of human and physical resources, facilities, services and materials to support achievement of incident objectives.

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A flexible operational structure for the LDCC based on AIIMS will ensure that all vital management and information functions are performed – see LDCC Structure below depicting key units in each unit on page 40.

Span of Control

Span of control is a concept that relates to the number of groups or individuals that can be successfully supervised by one person. During disaster operations, the environment in which supervision is required can rapidly change and become dangerous if not managed effectively. Up to five reporting groups or individuals is considered to be desirable, as this maintains a supervisor's ability to effectively task, monitor and evaluate performance.

Where span of control is exceeded, the supervising officer should consider delegating responsibility to others. Conversely, where the span of control is lower or the tasks are fewer (for example in a de-escalating incident), the supervisor may reassume responsibility or reorganise delegation to contract the structure to fit the tasks required.

Scalability / Flexibility

In the LDCC, scalability and flexibility relate to the ability to scale up (or down) as required e.g. the number of staff required to perform the functions commensurate with the scale of the event. In small events LDCC staff may multi-task e.g. a single officer may undertake several functions concurrently. In larger events or as event escalates, more staff are deployed to provide more specialist focus e.g. functions split and more staff allocated to undertake individual functions.

Management & Supervisory Issues

All staff should have a reporting line within the LDCC through their functional unit Team Leader. It is vital that staff use these networks to ensure that the Incident Management Team (IMT) performs effectively.

Team Leaders report directly to the Incident Controller (IC).

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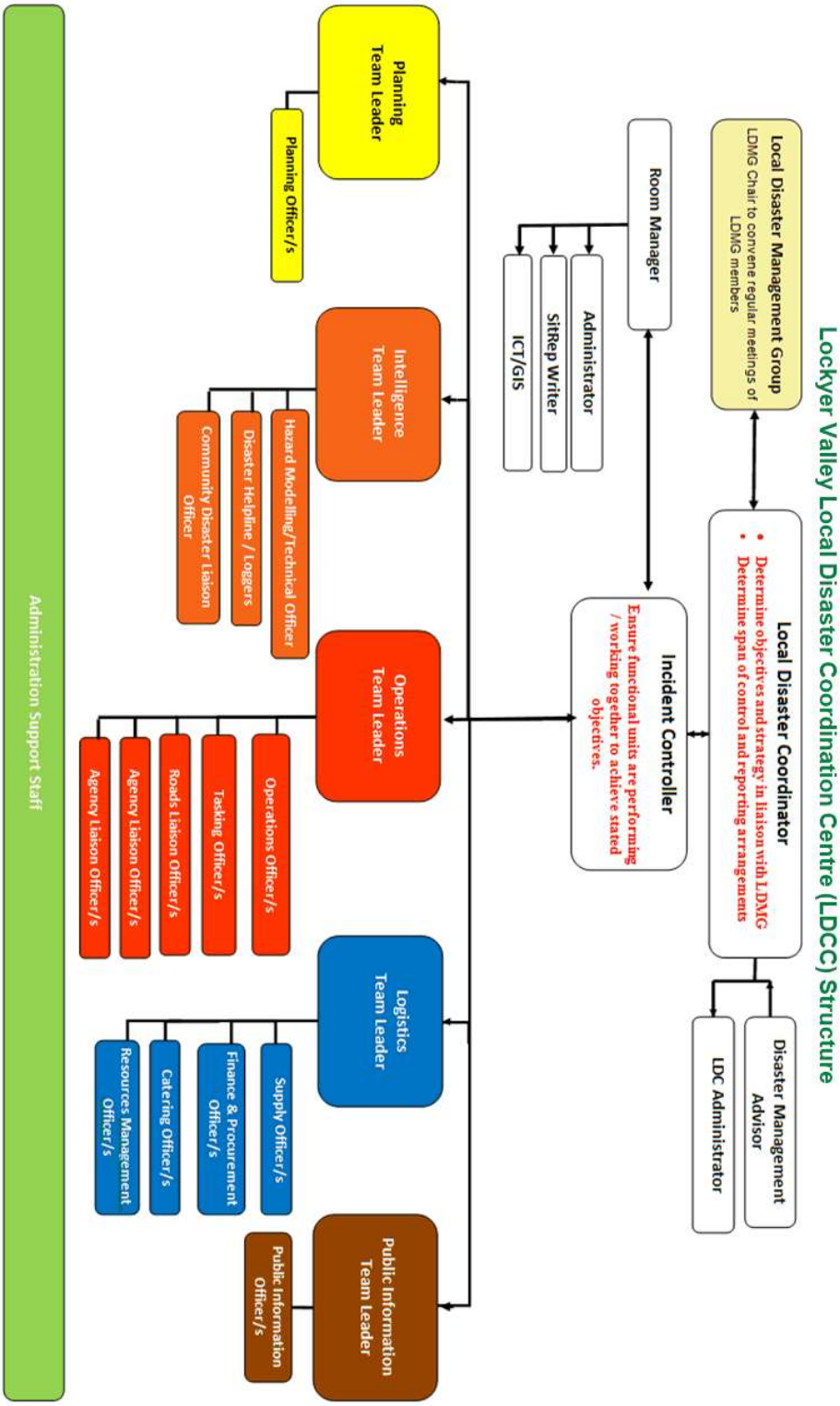

Figure15: Lockyer Valley Local Disaster Coordination Centre Structure

Activation of Staff

In the event of an impending threat during work hours, staff identified to work in the LDCC may be advised to return to their homes to collect necessary items and make arrangements for their properties to be secure and return to work at a specified time. Staff should contact their manager before leaving work and liaise with the LDC to confirm availability.

An attendance register will be maintained in the LDCC for staff to sign in and out when arriving and departing the centre for safety purposes. Attendance sheets will be used with rosters to confirm staff attendance and to support payment of wages, where appropriate.

Rosters

Appropriately trained and skilled staff should be identified in advance to fulfil roles in the LDCC. A roster should be developed during the early stage of any activation to ensure adequate staffing levels for a number of days (at least 2) in advance with due consideration to the requirements for scaling up and down of the facility and the correct skill sets for each shift to cover functional roles. Rostered shifts should be no longer than 12 hours which includes a 1 hour handover period between shifts. *See Shift Changes and Handovers below.*

Rosters should be designed to ensure adequate days off and rest periods between shifts wherever possible.

Rosters should be developed by Planning in consultation with the LDCC Room Manager and Logistics.

Briefings & Debriefings

All staff can expect to receive regular briefings from their Team Leader whilst working within the LDCC.

At the end of each shift, all members in the LDCC are to be involved in a 'hot' debrief. The aim of the debrief is to highlight which parts of the system operated effectively and which did not so that alternatives can be implemented where appropriate for the next shift and to ensure personnel are ok to drive home.

A further debrief will be held once the LDCC has moved to STAND DOWN. This debrief will aim to capture any good practice as well as any lessons identified.

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Briefing Schedule

Local Disaster Coordination Centre – Briefing Schedule	
Time	**Reason**
0800 hrs or Shift commencement/changeover	Update all LDCC personnel on situation: ▪ strategic decisions of LDMG; ▪ major operations being conducted; ▪ operational priorities; ▪ strategic forward planning requirements; ▪ agency activities; and general overview of event. ▪ emerging situations
Immediately after LDMG meeting	Update all LDCC personnel on: ▪ strategic decisions of LDMG; ▪ major changes in situation/event; and general overview of operations/event. ▪ emerging situations
1400 hrs	Update all LDCC personnel: ▪ general overview of event/operations; ▪ operational priorities; ▪ major operations being conducted; ▪ any changes to operations or strategic forward planning issues; ▪ sharing of agency information in relation to agency activities and requirements. ▪ emerging issues
Shift change over	Update all LDCC incoming personnel: ▪ general overview of event and operations; ▪ major issues or difficulties encountered; ▪ operational priorities; ▪ strategic forward planning requirements or decisions; ▪ sharing of agency information in relation to agency activities and requirements. ▪ emerging issues
As required when critical information is to shared	Update all LDCC incoming personnel: ▪ general overview of event and operations; ▪ major issues or difficulties encountered; ▪ operational priorities; ▪ strategic forward planning requirements or decisions; sharing of agency information in relation to agency activities and requirements. ▪ emerging issues

Figure 16: Local Disaster Coordination Centre Briefing Schedule

Shift Changes & Handover

The effective and efficient operation of the LDCC will depend heavily on the staff working in the centre and effectively performing their role and responsibilities. It is vitally important that the welfare of all staff is considered a high priority and that staff are properly managed. Roster shifts should be no more than 12 hour shifts and this should be reduced where possible / necessary. 1 hour shift handover periods should be factored into shifts. *Refer to Fatigue Management below.*

The LDCC IC should also ensure they conduct regular briefings with all staff and Agency LOs during the course of a shift. This may involve a short statement from each functional unit and each liaison officer to ensure that all staff in the LDCC have a reasonable level of situation awareness of the event and the status of disaster operations.

Rosters should take into account shift overlaps to enable handover to be undertaken between staff. The entire LDCC staff should not change over at the same time i.e. shift change should be staggered to minimise risks in relation to loss of situational awareness.

Following a shift handover, both incoming and outgoing key personnel attend an update brief within the LDCC, to ensure situational awareness is provided to the incoming personnel

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The outgoing LDCC IC and Team Leaders are to prepare a shift handover brief for their incoming counterparts. The brief is to commence at least 15 minutes prior to the intended shift handover. Shift handover briefs are to be scanned and saved in the Guardian system.

The outgoing person remains responsible for their duties until the shift handover is completed and the oncoming member has accepted the handover. The oncoming member accepts the responsibility by signing the handover brief.

All other LDCC appointments only require an informal brief from the incumbent they are replacing. This brief should cover current and outstanding activities. The oncoming staff are to attend a central brief by the LDCC IC to update their situational awareness of the event.

At the completion of each shift, the departing member of staff should conduct a detailed handover briefing using the Shift Handover form (See *Appendix 2*) as a guide with the member of staff commencing their duties. Details of the brief should include:

- Introduction to key personnel
- Relevant messages
- SITREP's
- Current warnings
- Sources of information
- Actions outstanding
- Future intentions
- Difficulties encountered
- Emerging issues

Fatigue Management

Fatigue is physical or mental weariness resulting from exertion or the decreased capacity or complete inability to function normally because of excessive stimulation or prolonged exertion. The primary cause of fatigue is lack of sleep and / or being awake for too long.

A critical component in managing fatigue is ensuring that rosters are well planned, provide adequate rest and down time between shifts and ensuring that during shifts, staff are provided with regular rest and meal breaks.

The LDCC Executive is responsible for

- Monitor how effective the emergency plan and roster is at managing fatigue levels
- maintaining awareness of all LDCC staff on duty
- ensuring that staff sign on and off before and after shifts
- ensuring staff log out of Guardian at the end of shift
- monitoring fatigue management requirements, as per standard workplace health and safety policy
- instruct workers to take rest breaks during periods where critical work is not required.

3 Day Fatigue Management Cycle: For extended hazardous events fatigue management must be established. Fatigue management of Council personnel may be implemented on a three-day fatigue management cycle.

The three-day cycle commences at either the start of the shift or at the end of the minimum ten-hour break (after overtime has been worked).

During the first phase of the cycle, a person may work for a period that does not exceed 17 hours awake time.

Once 14 hours has been worked and work is required to continue, then it is considered that the 17-hour fatigue management policy has commenced.

After 14-17 hours of continuous or cumulative work, a minimum ten-hour break must be taken. If the worker is requested to return to work after working 17 hours and having a minimum break of ten hours, then a maximum of 12 hours work is permitted.

An employee is not to exceed the continuous three-day cycle work/rest routine of:

- Shift 1 - 17 hours awake, followed by 10 hours rest

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- Shift 2 - 12 hours work, 10 hours rest
- Shift 3 - 12 hours work, 14 hours rest including period from 11:00pm to 5:00am

At the completion of the second 12 hour work period (Day 3), the employee shall be rested for a minimum of 14 hours which shall include the period from 11:00pm to 5:00am before returning to work. This resets the three-day fatigue management cycle and an employee can again work a maximum of 17 hours. It is not expected there would be a need to work 18 hours at this stage of the operation.

After completing overtime the rest break commences when the employee arrives at their place of rest (usually their home).

The ten-hour rest period is time spent resting and excludes any time spent driving to or from work.

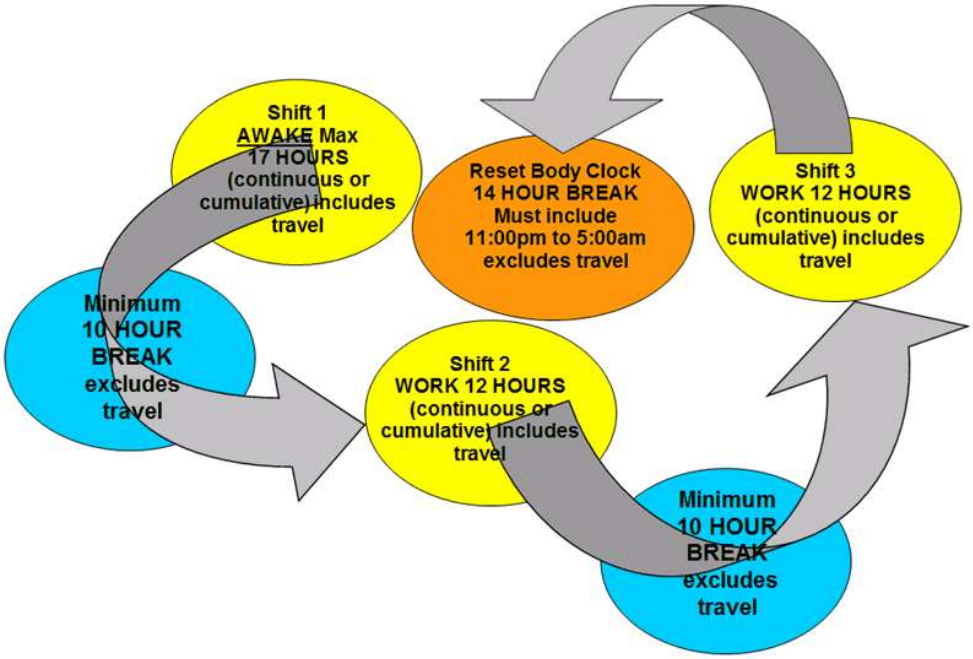

Figure 17: Fatigue Management 3 Day Cycle For Individuals

Fatigue management detail: Regular breaks are to be taken this includes, but is not limited to, 15 minute morning and afternoon tea breaks and minimum 30 minute meal breaks.

Prior to the commencement of any return journey to the LDCC, a depot, office, home or place of rest, assurance must be sought that intended vehicle operators are able to safely undertake the journey.

After a 17 hour awake period including travel, staff must not operate vehicles. Alternate travel arrangements must be made.

Where there is any doubt, suitable arrangements must be made for the provision of fresh relief operators / drivers or employees must be issued with cab charge vouchers and vehicles must be stored on-site or at a safe location.

Consideration must also be given to situations where employees who live some distance away from their normal workplace may have to return home after working extended periods.

Fatigue management responsibilities: Managers, team leaders, and supervisors are required to;

- implement systems to monitor the hours of work undertaken by staff;
- withdrawal of staff either identified by the monitoring process or who advise Council that they are approaching their working limit;
- immediately withdraw staff who advise that they are feeling fatigued or tired regardless of time they have worked; and
- within 3 hours of the commencement of an emergency response, ensure that a work force management plan to cover the likely duration of the work is developed and documented.

In emergency response situations, a work force management plan shall;

- cover all employees reporting to the managers, team leaders, and supervisors (including resources on loan from other stakeholders);
- include travel time in working hours
- identify employees who have worked any significant overtime in the 4 days prior to the emergency response and any specific measures such as early stand down requirements; and
- Review the management plan and update every 3 hours for the duration of the event.

When assigning work, managers, team leaders, and supervisors shall check with staff that accepting this job will not cause the officer to exceed the maximum permitted hours.

Fatigue management responsibilities of officers and support staff. Officers and support staff are required to;

- monitor the number of hours worked;
- advise their manager, team leader, or supervisor at least 2 hours prior to the maximum permitted hours to enable Council to make alternative arrangements;
- advise if accepting a task may cause them to exceed the maximum permitted hours;
- evaluate the progress of current tasks to determine an expected completion time and advise the manager, team leader, or supervisor of any anticipated relief requirements;
- report the onset of fatigue or related symptoms at any time (e.g. physical or mental strain) and
- assess fatigue levels after work and make sensible commuting and accommodation decisions

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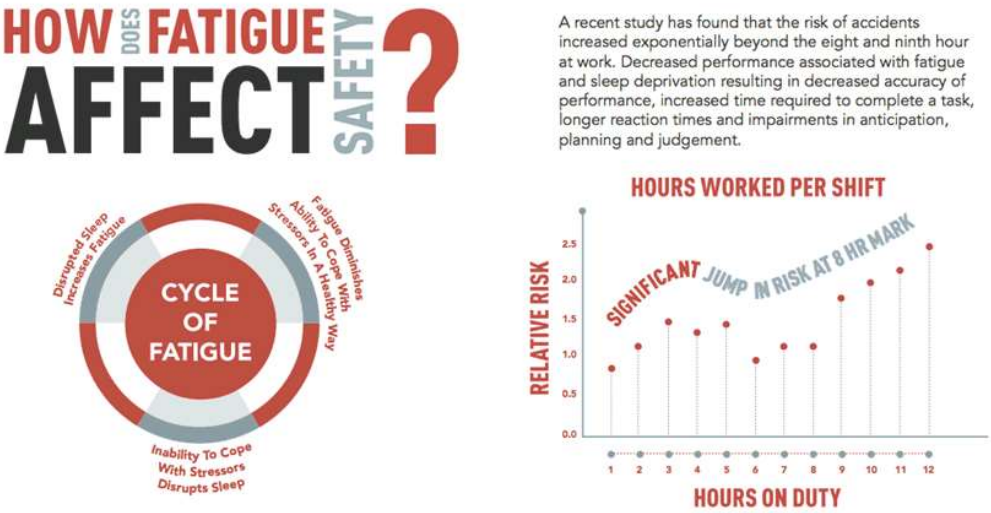

Figure 18: How fatigue affects safety

Sleeping Arrangements

It is recommended that staff prepare an overnight bag when attending the LDCC, in case they are unable to return home (for operational or safety reasons). The following items are recommended:

- Sleeping equipment e.g. sleeping mat, sleeping bag / doona, pillow.
- Change of clothing
- Toiletries and towel
- Medication and any special dietary items
- Hand held battery operated torch
- Reading material / small games for periods of time off.

Specific areas will be allocated for sleeping purposes.

Assistance will be sought from accommodation providers where appropriate.

Catering

Catering is a key consideration for the effective management of staff welfare. The Logistics Team (Catering Unit) is responsible for ensuring adequate food is available in the LDCC and for appointing caterers where required. Breakfast, lunch and dinner are to be catered for as well as morning and afternoon tea. Catering will be provided to all personnel, including the Call Centre and Agency Liaison Officers. Meals will be served in the staff room or in exceptional circumstances (where an Officer is unable to take a break) in the LDCC. The following are key considerations:

- Wholesome, varied and regular meals and nutritious snacks
- Determine meal times and advise staff.
- Cater for special dietary requirements where possible
- Appropriate food storage and handling
- Continuous planning for ordering and supply
- Accountability of expenditure

If staff have special dietary requirements, food allergies or issues then they should ensure they supply their own meals whilst on shift. Staff with dietary requirements should advise the Logistics team upon

arrival at the LDCC. Best efforts will be made by the Logistics team to cater for special dietary requirements however this may not always be possible.

Contact with Family & Friends

Depending upon the nature and scale of the disaster, regular contact with loved ones may be deemed essential. Phone calls to loved ones are encouraged especially when staff are residing at the LDCC. Personal visitors are not permitted in the LDCC.

Health, Safety & Welfare Considerations

All staff working in the LDCC have a responsibility to ensure the health, safety and welfare of themselves and others during operations. All personnel operating within the centre are obliged to adhere to workplace health and safety guidelines and policies.

Normal fire evacuation procedures for the Lockyer Valley Regional Council building will apply whilst the facility is being used as a LDCC. In the event an evacuation is required from the LDCC during severe weather, staff will be required to move in an orderly fashion to a safer area where they will remain until the threat is over.

Council's existing workplace health & safety and risk management policies and procedures are to be complied with during operations of the LDCC.

Medical / First Aid

Three (3) first aid kits are available in the kitchenette. Assistance will be provided by personnel with first aid experience.

In life threatening emergencies that affect LDCC staff, emergency services should be contacted on 000.

The larger two (2) first aid kits may be deployed to evacuation centres during the initial set up.

Staff Support

The personal safety and welfare of staff members and their families must take priority. It is recognised that stressful and demanding situations, without the appropriate interventions to deal with the stress can quickly lead to burn out. As a result, the psychological health of valuable staff within the disaster management system can be temporarily and in some cases permanently affected.

Peer support programs provide staff and volunteers with the opportunity to confidentially discuss any issues with personnel who have been trained to provide psychological support and reassurance in times of stress. Any staff member who feels that he or she or another member of staff would benefit from additional support (e.g. counselling) after operations should seek guidance from Council's Organisational Development team and / or the LDC.

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Appendix 1- Lockyer Valley LDCC Position Descriptions

Based on the principles of the Australasian Inter-service Incident Management System (AIIMS)

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Chairperson Local Disaster Management Group	
Position Summary:	The functions of the LDMG Chair are specified in Section 34A of the Disaster Management Act as follows; • To manage and coordinate the business of the LDMG; • To ensure, as far as practicable, that the group performs its functions; • To report regularly to the relevant district group, and the chief executive of Council, about the performance by the local group of its functions. Focus on the consequences of the event as well as maintaining awareness of the operational aspects (i.e. how does the event impact the local economy, standard of living, tourism etc.)
Reports To:	LDMG
Responsibilities:	In consultation with the LDC: • Keep a log of actions with full justification for decision making • Issue public information and warnings • Authorise the opening of the LDCC in consultation with the Local Disaster Coordinator • Authorise / approve prepared media releases • Participate in media interviews / information releases (become the face of the event / operations in conjunction with relevant agency heads) • Promote key public information messages • Provide updates and interviews with relevant media outlets • Maintain a long range focus on strategic and tactical requirements • Ensure supporting resource requirements of response agencies are appropriately met • Chair meetings of the Lockyer Valley LDMG in preparation for and during events / disasters. Ensure members are kept regularly updated • Attend all meetings of the DDMG (or Delegate) • Participate in DDMG and QDMC teleconferences (on request) • Provide political leadership as required

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Local Disaster Coordinator	
Position Summary	The functions of the LDC are specified in Section 36 of the Disaster Management Act as; • To coordinate disaster operations for the local group; • To report regularly to the local group about disaster operations; • To ensure, as far as practicable, that any strategic decisions of the LDMG are implemented The LDC must be able to devote time and energies solely to disaster management operations during activations. It will therefore be necessary to ensure appropriate delegation for normal day to day duties is in place.
Reports To	LDMG
Responsibilities	The LDC is an appointed position under section 36 of the Disaster Management Act 2003. The LDC is responsible for the overall management of the LDCC and the overall direction of the local coordinated response. The LDC is responsible for the incident activities including the development and implementation of strategic decisions and for approving the ordering and releasing of resources. • Activate the LDCC in liaison with the Chairperson of the LDMG • Obtain incident briefing from IC • Maintain a log of actions and decisions and ensure data captured is being backed up on a regular basis • Assess incident situation • Maintain an overview of the entire event through the intelligence supplied • Implement the strategic decisions provided by the LDMG and ensure they are kept regularly updated. • Provide regular briefings to the LDMG Chair • Approve and authorise implementation of the IAP • Co-ordinate activity and manage incident operations according to the plans and procedures approved by the LDMG • Authorise all SITREPS prior to distribution to the DDC and attend DDMG meetings on request • Approve requests for additional resources and requests for release of resources • Authorise release of information to the news media in liaison with the LDMG Chair • Approve plan for demobilisation and preparations for recovery phase • Ensure safety and welfare of all personnel • Debriefing of key personnel • Ensure all paper based documents are scanned and entered into the Guardian system at end of shifts • Complete the post-disaster report

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Incident Controller (IC)	
Position Summary	The IC is appointed by the LDC, has the necessary expertise or experience to be the Incident Controller, is responsible for the operations of the LDCC and develops strategies to implement the strategic decisions of the LDMG
Reports To	Local Disaster Coordinator
Responsibilities	The IC is responsible for implementing incident activities. • Commence LDCC operations • Assume control and obtain incident briefing from any prior Incident Controller • Maintain a log of actions and decisions and ensure data captured is being backed up on a regular basis • Assess incident situation • Conduct initial and ongoing briefings • Report any emerging issues • Commence an operation in Guardian and regularly peruse jobs, bulletins, gauges and so on to ensure system is up to date and accurately portrays current situation. A computer should be available for the IC's use • Implement the strategic decisions provided by the LDMG and ensure they are kept regularly updated. • Provide regular briefings to the LDC • Activate elements of AIIMS functions and oversee the operational capability of the LDCC Ensure the IMT is appropriately staffed by trained personnel. • Ensure regular IMT meetings are held and approve and authorise implementation of the Incident Action Plan • Give advice and regularly update the LDC and LDMG Chair on disaster situation status. • Maintain an overview of the entire event through the intelligence supplied • Manage activities to meet disaster management objectives • Manage LDCC operations • Manage the allocation of Council employees, resources and materials • Responsible for the supervision of subordinate employees • Ensure all required reports are prepared for authorisation by the LDC • Coordinate briefing reports prior to shift changes • Coordinate debriefing reports following the cessation of the disaster • Any other duties as required by the LDC • Ensure adherence to Council's Policies, standards and strategies • Co-ordinate activity and manage incident operations according to the plans and procedures approved by the LDMG • Ensure safety and welfare of all personnel • Debriefing of key personnel • Complete the post-disaster report • Ensure all paper based documents are scanned and entered into the Guardian system at end of shifts

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LDCC Room Manager	
Position Summary	The function of the LDCC Room Manager is to ensure the efficient operation of the Local Disaster Coordination Centre (LDCC).
Reports To	LDC & IC
Responsibilities	• Ensure the LDCC is set up correctly and that equipment is fully functional • Keep a log of actions with full justification for decision making • General management and supervision of the LDCC to ensure efficient and effective functioning during operations • Report any emerging issues • Organise IMT meetings on behalf of the LDC/IC as regularly as required (Operations, Planning, Logistics, Public Information, Intelligence, and Helpline) • Proactively work to ensure units are working together and that a high level of situational awareness and communication is maintained across the LDCC • Ensure key tasks are being progressed by the relevant units e.g. preparation of SITREPS / rosters / catering, etc • Ensure the timing of the SITREP is enforced on a regular basis to all agencies / units to ensure timely provision of information to the DDC. Note the SITREP will need to be finalised from the builder once approved • Provide support to staff in the use of Guardian or other LDCC operational arrangements as required • Regularly review Guardian for recorded tasks, (in particular look for outstanding tasks or tasks that are taking some time to complete), bulletins, road closures, public information, to maintain situational awareness etc • Ensure that all LDCC staff that utilise the Guardian System log out and sign out before leaving the LDCC at change of shifts • Ensure there is appropriate physical and human resources for ongoing operation of the LDCC • Monitor workload of all staff and suggest increases of staff where appropriate • Work with Planning Unit to ensure rosters are developed and implemented • Ensure changeover of staff is expedient as possible and that all staff are briefed and debriefed as required • Organise administrative tasks to be undertaken for the LDC/IC as required • Refer complicated, significant, contentious or difficult issues to the LDC/IC and ensure they are immediately informed of life threatening / urgent situations or issues that may attract media attention (i.e. fatalities, missing children, etc.) • Monitor the well-being of LDCC staff and report any concerts to IC/LDC • Participate in post-event debriefs as required • Ensure all paper based documents are scanned and entered into the Guardian system at end of shifts

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Administrator for Local Disaster Coordinator (LDC)	
Position Summary	Provision of high quality administrative support to support the Incident Control Team (Local Disaster Coordinator, Incident Controller and Room Manager)
Reports To	Local Disaster Coordinator
Responsibilities	• Maintain the incident decision log on behalf of the Incident Control Unit ensuring justification for decision making is fully documented • Report any emerging issues • Any other administrative task as required by the LDC / IC • Continually remind / follow up with LDC / IC key tasks / actions that are being progressed • Ensure all paper based documents are scanned and entered into the Guardian system at end of shifts This position requires access to a laptop and / or iPad.

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Administrator for Local Disaster Coordination Centre (LDCC)	
Position Summary	Provision of high quality administrative support to support the Incident Control Team (Room Manager)
Reports To	Local Disaster Coordinator
Responsibilities	• Ensure LDMG, Disaster Management and Disaster Management staff emails are forwarded to the LDCC_Admin email account • Continually monitor and filter emails • Forward emails relevant to the operation to the Logger for logging and Intelligence for analysis • Ensure Councillors have a contact number to liaise with and provide information to the LDCC • Report any emerging issues • Ensure that regular back-ups are being taken in case of unexpected failure of the Guardian software • Record minutes / key points of LDMG & IMT meetings using MS Word for distribution immediately following the meeting. Upload to Guardian as required • The immediate priority following an LDMG meeting is to finalise and distribute minutes approved by the LDMG Chair • Constantly review Guardian for tasks for the LDC / IC and ensure action is taken promptly • Monitor Information Request in Guardian to ensure that enquiries require no further action • Jobs requiring further action will be converted to Requests for Assistance and tasked • Assist with the preparation of SITREPS for approval by the LDC • Ensure the Guardian system remains up to date with all relevant information e.g. road closures, bulletins, evacuation centres, wallboards, etc • Record keeping • Any other administrative task as required by the LDC / IC • Continually remind / follow up with LDC / IC key tasks / actions that are being progressed • Ensure all paper based documents are scanned and entered into the Guardian system at end of shifts This position requires access to a laptop and / or iPad.

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Situation Report Writer	
Position Summary	The role of the SITREP writer is to ensure the SITREP is produced on time and reporting timelines are met by the LDCC to provide an accurate and timely overview of the situation since the last SITREP so that the effects of a disaster can be minimised.
Reports To	Room Manager
Responsibilities	• Overall responsibility for producing situation reports (SITREPs) and State Updates in liaison with other units • Ensure SITREPs/State Updates • Report any emerging issues • Any other administrative task as required by the Room Manager/ IC • Continually remind / follow up with Room Manager / IC key tasks / actions that are being progressed • Ensure all paper based documents are scanned and entered into the Guardian system at end of shifts This position requires access to a laptop and / or iPad.

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Information & Communications Technology (ICT) Support Unit	
Position Summary	The Information & Communications Support Unit has responsibility for providing input in the areas of acquisition, installation and maintenance of ICT equipment. The ICT Support Unit provides technical advice and equipment placement for communications (radios, telephones and information technology). The ICT Support Unit provides assistance to the Planning Section to produce the Communications Plan.
Reports To	Logistics Officer
Responsibilities	• Establish and activate LDCC telephone communications including DISPLAN lines where required • Report any emerging issues • Establish appropriate ICT requirements including computers with access to Guardian, MapInfo and the Internet • Ensure LDCC has plans for sufficient ICT to meet operational requirements • Plan for communications network in operational centres as requested by LDC e.g. Evacuation Centres • Provide ICT support as required during operations • Provide advice on communication issues • Ensure establishment and operation of suitable photocopying and fax machines • Provision of back up communications facilities within LDCC as required; i.e. mobile phones, two way radios, satellite phones etc • Provision of suitable telecommunications capabilities between LDCC and evacuation and recovery centres as required • Monitor communications systems for functionality and operational efficiency and effectiveness • Liaise with external providers as needed for provision of additional communications resources and facilities • Ensure all paper based documents are scanned and entered into the Guardian system at end of shifts

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GIS Unit	
Position Summary	The GIS unit organises and displays intelligence so it is relevant and accessible to all in the form of a common operating picture. *Mapping Information*, with relevant supporting documentation is important for summarising and describing the incident situation in order to facilitate briefings and provide a valuable record of the event. Provision of appropriate reference maps and GIS data within the LDCC is vital to inform decision making as is the continual plotting and updating of confirmed information on maps to create situational awareness in the LDCC.
Reports To	Room Manager
Responsibilities	• Keep a log of actions with full justification for decision making • Liaise regularly with the Intelligence Officer in order to assist with maintaining situational awareness and an accurate, timely and concise picture of the event • Report any emerging issues • Access already existing information relating to the event • Collect information on the current and forecast situation • Process that information into accurate, timely and useful intelligence • Organising and displaying intelligence so it is relevant and accessible in the form of a common operating picture • Provide mapping and access to GIS data to the LDCC as required • Ensure all paper based documents are scanned and entered into the Guardian system at end of shifts

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Recovery Coordinator	
Position Summary	The role with responsibility for enabling and providing support for the work of the RG in the identification and delivery of recovery actions is the Local Recovery Coordinator.
Reports To	Local Disaster Management Group
Responsibilities	• Lead preparatory planning work of the recovery group • Coordinate activation and establishment of the recovery group • Maintain situational awareness of response operations • Report any emerging issues • Facilitate and oversee operation of the recovery group • Coordinate the whole-of-government and community recovery actions via the recovery group • Coordinate short to medium term recovery actions to address the immediate effects of the disaster and develop longer term action plans as appropriate • Ensure that recovery actions address all functional areas of recovery including human-social, infrastructure, economic and environmental • Provide effective advice and leadership, to focus all necessary resources, and to achieve the most efficient and effective recovery of affected communities • Coordinate liaison and communication between the community and the government • Develop and implement effective strategies for community participation and partnership in the recovery process • Ensure that organisational arrangements are adaptable and able to respond to the changing priorities throughout the ongoing recovery process • Facilitate and coordinate the local operation of agencies and organisations involved in the recovery operations • Coordinate the ongoing government services aspects of community recovery • Coordinate the actions of peak community, business and non-government organisations in their contribution to recovery to ensure the most effective use of skills and resources • Provide advice to government of the needs and responses of the affected individuals, communities and other sectors • Identify areas where the LDMG needs to make decisions beyond existing policies and procedures, and advise on recommended options • Provide regular reports on recovery operations to the LDMG, as well as regular community and media information on recovery progress • Provide final report at the conclusion of recovery operations • Ensure all paper based documents are scanned and entered into the Guardian system at end of shifts

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Operations Officer	
Position Summary	The role of the Operations Officer is to maintain situational awareness and oversee the functions of the Operations Unit which includes: • Management and supervision of all activities that are undertaken in the Operations Unit to resolve the incident • Management and supervision of all resources (people and equipment) assigned to the Operations Unit. The Operations Officer is responsible for implementing approved strategies to resolve the incident. In fulfilling these responsibilities, the Operations Officer needs to interact with Planning, Logistics, Intelligence & Public Information Units on a regular basis.
Reports To	Incident Controller
Responsibilities	• Liaise regularly with the IMT in order to assist with maintaining situational awareness and an accurate, timely and concise picture of the event • Keep a log of actions with full justification for decision making • Report any emerging issues • Establish an appropriate structure within the Operations Unit. • Brief and allocate all Operations personnel • Coordinate operational activities in the implementation of incident objectives and strategies and regularly monitor and report on progress • Assist Planning Unit with the development of any operational plans • Determine the need for and request additional resources • Monitor welfare arrangements for Operations personnel • Refer complicated, significant, contentious or difficult issues to the LDCC Room Manager. Ensure they are immediately informed of life threatening situations or issues that may attract media attention (i.e. fatalities, missing children etc.) • Constantly review Guardian for recorded tasks, (in particular look for outstanding tasks or tasks that are taking some time to complete), • Use Guardian to maintain situational awareness • Assist Intelligence Unit to develop SITREPS and Requests for Assistance (RFA) • Create bulletins on behalf of operations personnel • Ensure road closures are effectively managed and reported • Ensure all paper based documents are scanned and entered into the Guardian system at end of shifts Conclusion of Operations • Ensure that all tasks, forms and reports are completed, collated and filed. Where necessary advise the LDC of any outstanding issues • Debrief of all operations unit staff
Key Questions for Operations	At all times the Operations Officer should be able to answer the following questions: • What is the current incident situation? • What activities are being undertaken to resolve the situation? How are we travelling with implementing the current incident objective and strategies? • What roads are closed / buildings open / water / sewerage / communications / etc. • Are the current incident displays / Guardian up to date? • Do you have sufficient resources? • Are records being maintained? • How well are the Operations Unit staff performing?

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Tasking Officer

Position Summary	The role of the Tasking Officer is to act as the nexus between the message received and the message being actioned. The key function of the Tasking Officer is to determine the priority of the message and the most appropriate position/agency to action the request. To assist in this decision making process a list of the roles and responsibilities of relevant agencies should be obtained from the LDMP.	
Reports To	Operations Officer	
Responsibilities	• Liaise regularly with the Operations Officer and other personnel in the Operations Unit to ensure a high level of communication and situational awareness is maintained • Report any emerging issues • Interpretation and dissemination of all operational requests within Guardian or on paper message forms (if offline) • Evaluate and prioritise requests ensuring urgent requests / messages are adequately and appropriately identified as such • Maintain the relevant tasking section within the Guardian Control Centre system or in the operations log (if offline) • Assign a control/lead person within the LDCC for each task and ensure relevant tasks are relayed to the appropriate agency LO and other relevant units e.g. Planning, Logistics, Intelligence, Media, etc • Report emerging issues to the Operations Officer and ensure that complicated, significant, contentious or difficult issues are escalated immediately e.g. life threatening situations or issues that may attract media attention (i.e. fatalities, missing children etc.) • Undertake shift handover with incoming staff as required • Attend post-event debriefs as required • Ensure all paper based documents are scanned and entered into the Guardian system at end of shifts	
Guide to Role Tasking Note: In large events there may be a Council Liaison Officer and a Roads Liaison Officer	**Role**	**Type of Tasks**
	Council Liaison Officer	• Animal Management • Environmental health • Waste • Trees down on Council buildings / land (no power lines) • Evacuation Centres
	Roads Liaison Officer	• LVRC roads and bridges (including closures and signage) • State controlled roads. • Traffic lights. • Trees down on Council / State roads. • Closures to State Roads and Bridges.
	Queensland Police Service (QPS) Liaison Officer	• Search and rescue. • Public order / public safety. • Evacuations. • Traffic control. • Crowd control.
	Queensland Fire & Emergency Services (QFES) Note: There may be more than one QFES officer available (Urban, Rural and / or SES).	• Structural Fires • Transport vehicle fires • Transport vehicle accidents • Hazardous materials incidents • Entrapped persons

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		• Building collapse • High angle rescue • Swift water rescue • Confined space rescue • Trench Rescue • Wildfires (Rural Operations) • Trees down on private property structures (no power lines) - SES. • SES Requests for assistance • Emergency Management advice • Rapid Damage Assessment
	Queensland Ambulance Service (QAS) Liaison Officer	• Medical assistance. • Medical evacuations. • Mass casualty incidents
	Agency Liaison Officer – Remote to LDCC	• Jobs for any agency that is not physically present in the LDCC.
	Community Liaison Officer	• Community Disaster Teams • Red Cross – Evacuee Registrations • Salvation Army – Emergency catering • Lifeline – Counselling • Qld Health – Public information / Counselling • Meals on Wheels – Food
	Energex Liaison Officer	• Trees down anywhere involving power lines. • Damaged or fallen power lines. • Power supply issues
	Telstra Liaison Officer	• Landlines and mobiles.
	Australian Defence Force (ADF) Liaison Officer	• On request (via Local Disaster Coordinator – last resort option)

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Roads Liaison Officer	
Position Summary	The role of the Roads Liaison Officer is to ensure impacted roads are effectively managed and reported
Reports To	Operations Officer
Responsibilities	• LVRC roads and bridges (including closures and signage) • Traffic lights. • Trees down on Council / State roads. • Closures of State Roads and Bridges reported and recorded. • Keep a log of actions with full justification. • Determine the need for and request additional resources via Operations Officer • Report any emerging issues • Refer complicated, significant, contentious or difficult issues to the IC/ LDCC Room Manager. Ensure they are immediately informed of life threatening situations or issues that may attract media attention (i.e. fatalities, missing children etc.). • Constantly review Road Closures and Guardian systems for recorded tasks, (in particular look for outstanding tasks or tasks that are taking some time to complete), • Use Guardian to maintain situational awareness. • Assist Intelligence Unit to develop SITREPS and Requests for Assistance (RFA) • Ensure all paper based documents are scanned and entered into the Guardian system at end of shifts Conclusion of Operations • Ensure all road status entries in the Road Closures system are reviewed and finalised • Ensure that all tasks, forms and reports are completed, collated and filed. Where necessary advise the LDC of any outstanding issues.
Key Questions for Roads Liaison Officer	At all times the Roads Liaison Officer should be able to answer the following questions: • What is the current situation with Roads and Bridges in the region? • What roads are closed? • What activities are being undertaken to resolve the situation? • Is the current roads status in the Roads Closure & Guardian systems/ QLD Traffic website up to date? • Do you have sufficient resources? • Are records being maintained?

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Evacuation Centre Facilities Officer	
Position Summary	The role of the Evacuation Centre Facilities Officer is to ensure evacuation centre facilities are identified, established, maintained and handed back over to the property owner on operation completion. The Facilities unit obtains and manages the necessary facilities and accommodation to support Operations and maintain them in working order. In many incidents, existing buildings are adapted for emergency service functions. Ovals and recreation grounds may be used for incident staging areas, base camps or for other purposes. The Facilities unit obtains and manages the permanent or temporary locations where personnel work, rest (breakout) and sleep. This includes the maintenance, security and restoration of facilities during and after operations.
Reports To	Operations Officer
Responsibilities	• Action requests by the LDMG through the LDCC to establish an evacuation centre. • Identify suitable facility (refer to Evacuation Centre Management Sub Plan) • Ensure a suitability inspection of the facility is undertaken and report completed by the Facilities Manager (or their delegate) and the Environmental Health Officer. Take photographs wherever possible. • Coordinate additional EHO resources as required • Liaise with Red Cross to manage evacuation centre operation and Register, Find, Reunite as required • Ensure any relevant agreements are utilised e.g. DETE & Council agreement to utilise Laidley High School as Evacuation Centres • Deploy Evacuation Centre Trailer to evacuation centre • Ensure a record of all equipment and resources deployed (including numbers of) are logged • Maintain financial records of all purchases for the evacuation centre • Ensure 1st aid is available (liaise with LDCC) • Ensure fire evacuation plans are in place • Provide cleaning services by engaging appropriate contractors to clean, maintain and / or service facilities as required • Provide waste removal services • Organise security services for temporary facilities (as required) • Provide traffic control services (as required) • Ensure electrical supply and the safety of equipment used is maintained • Provide safe shelter for animals and pets with support from University of Qld Gatton & other suitable locations • Monitor evacuation centre on regular basis • Ensure that fire safety standards, food hygiene, sanitary facilities, drinking water and other maintenance issues within the facility are rectified • Keep a log of actions with full justification. • Determine the need for and request additional resources via Operations Officer • Use Guardian to request assistance and maintain situational awareness. • Report any emerging issues • Refer all media requests to the Public Information/Media Officer • Refer complicated, significant, contentious or difficult issues to the IC/ LDCC Room Manager. Ensure they are immediately informed of life threatening situations or issues that may attract media attention • Ensure all paper based documents are scanned and entered into the Guardian system at end of shifts

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	At Conclusion of Operations • Implement an evacuation centre closure strategy in consultation with partner agencies • Ensure all equipment and resources are packed up, logged, cleaned (where appropriate) and returned to storage. • Provide the LDCC with a list equipment and resources used for restocking and for supporting evidence for NDRRA claim. • Ensure that all tasks, forms and reports are completed, collated and filed. • Where necessary advise the LDC of any outstanding issues. • Make all necessary arrangements for the facility to be handed over its rightful custodian, so it may revert back to its core business functions
Key Questions for Evacuation Centre Management Officer	At all times the Evacuation Centre Management Officer should be able to answer the following questions: • What is the current status of the evacuation centre facility? • Does the evacuation centre require any additional resources? • Is 1st aid available within the evacuation centre? • Are fire evacuation plans in place? • Is there a safe supply of water? • Are waste removal services in place? • Are security services required? • Are traffic control services required? • Is there an electrical supply to the evacuation centre? • Is equipment being maintained? • What arrangements are in place for the safe shelter of animals and pets of residents within the evacuation centre? • Is the condition of the facility being monitored on regular basis • Are there any issues in relation to fire safety standards, food hygiene, sanitary facilities, drinking water or other maintenance issues within the facility?

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Agency Liaison Officers	
Position Summary	LOs represent an agency that has a disaster management function within the LDCC and provide specialist advice to the LDCC. LOs act as the conduit through which requests for assistance from the LDCC are distributed to their agency and information on agency activities are passed back to the LDCC. The role of an Agency LO is to contribute to problem solving and arrange tasking as required to meet the needs of the LDCC. Their role is twofold: • to pass information / requests for assistance from the LDCC to their functional agency and • to feed requests for assistance or information from their functional agency into the LDCC. Liaison Officers are experts in relation to their agency and may include Emergency Service Agencies, Government Agencies including local government, non-government agencies and volunteer organisations. LOs must have a comprehensive understanding of their agency's capability, capacity and functions and must be able to make decisions or access relevant authority so they are in a position to commit the resources of their organisation. Agency LOs are to be empowered by their parent agency to act as an expert advisor to the LDCC. LOs also require a good understanding of the QLD disaster management arrangements and the ability to use Guardian IT software. LOs are coordinated by the LDCC Operations Officer. Whilst there will always be a requirement to report to their parent organisation, the Operations Officer must be aware of all decisions and actions undertaken by the LO and their agency. In the event that normal communications facilities are out of action, they are to be supported by radio communications from their parent organisation. LOs should deploy to the LDCC with their own agency's ICT equipment including ear pieces to minimise noise and disruption.
Reports To	Operations Officer
Responsibilities	• Keep a log of actions with full justification for decision making. • Report any emerging issues • Responsible for coordinating requests for assistance applicable to their agency. • Providing advice and assistance on their agency's tasks, capacities, capabilities and resources. • Communicating situational awareness to their agency and contributing to enhancing situational awareness in the LDCC. • Ensuring their agency is aware of the objectives of the Incident/Event Action Plan. • Responsible for maintaining accurate records within Guardian (where utilised) or other system as determined by the Operations Officer. • Receive tasks and process them ensuring that the LDCC is aware once tasks have been actioned / completed. • Report emerging issues to the Operations Officer and ensure that complicated, significant, contentious or difficult issues are escalated immediately e.g. life threatening situations or issues that may attract media attention. • Continue to advise / communicate with their parent agency in relation to developing plans and their likely effect on agency resource commitments ensuring up to date information on availability of agency resources for tasking. • Provide situation reports and updates at the times directed by Operations Officer; • Participate in post-event debriefs as required. • Ensure all paper based documents are scanned and entered into the Guardian system at end of shifts

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Planning Officer	
Position Summary	Planning is an important function of AIIMS. The Planning Officer is delegated the role and responsibility for Planning at an incident by the Local Disaster Coordinator. The role of the Planning Officer is to oversee the functions and responsibilities of the Planning Unit and to actively seek and assess information about the event(s) for the purpose of forward planning. The Planning Officer may have short term decisions to recommend but above all, there is the need to look ahead and beyond immediate activities i.e. 12hrs, next day and so to enable effective and timely planning decisions to be made.
Reports To	Incident Controller
Responsibilities	• Collection and maintenance of information about the resources that are allocated to the incident • Provision of administration support services. • Keep a log of actions with full justification for decision making. • Identify, report to LDC/IC and plan for emerging issues • Liaise regularly with the Incident Management Team in order to assist with maintaining situational awareness and an accurate, timely and concise picture of the event. • Establish an appropriate structure within the Planning Unit. Brief and allocate all Planning personnel and conduct team meetings on a regular basis. • Develop the Incident/Event Action Plan for approval by the IMT. Identify preferred objectives and strategies (with full justification) and consider alternatives in liaison with the Intelligence Unit and identify the risk exposures associated with each. Continually monitor and report progress to IMT. • Develop any operational plans required to effectively manage the incident and ensure that staff working in the LDCC are using relevant plans. • Monitor welfare arrangements for Planning personnel. • Refer complicated, significant, contentious or difficult issues to the IC/LDCC Room Manager. Ensure they are immediately informed of life threatening situations or issues that may attract media attention. • Constantly review Guardian for tasks. Regularly update information within the system and interrogate for the purposes of forward planning. • Develop and review as necessary, an appropriate Communications Plan. • Provide administrative support services as required. • Create bulletins on behalf of planning personnel. • Collect, collate and store incident records. • Ensure all paper based documents are scanned and entered into the Guardian system at the end of shifts Conclusion of Operations • Ensure that all tasks, forms and reports are completed, collated and filed. • Where necessary advise the LDC of any outstanding issues. • Debrief all planning unit staff.
Potential Units in Planning Unit	The complexity of an incident may dictate that the Planning Section comprises individuals or units dedicated to particular tasks and functions such as: **Administration Support Unit** – Provision of high quality administrative support to any unit within the LDCC.

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Key Questions for Planning	At all times the Planning Officer should be able to answer the following questions: • What plans are being developed for the next 6-12 hours? • What are the key risk exposures caused by the incident? • Is the existing Incident/Event Action Plan appropriate, up-to-date and relevant given the current and forecast situation information? • If the current incident objectives and strategies cannot be achieved, what are the alternatives and the associated risks? • Do you have sufficient resources? If not, have these been requested from Logistics? • Is adequate administrative support being provided to manage the incident? • Are records being maintained? • How well are the Planning Unit staff performing?

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Administration Support Unit	
Position Summary	Provision of high quality administrative support to ensure the effective operation of the LDCC. Administrative Support is vital to the success of the LDCC and may be requested to support any unit within the LDCC.
Reports To	Unit Team Leaders
Responsibilities	• Reception duties and ensuring a register is maintained and that all staff and visitors within the LDCC sign in upon commencing duties and sign out upon completion of duties. • Report any emerging issues • Be ready (at short notice) to support any unit that requires administrative support. • Assist with the preparation of SITREPS • Ensure Guardian system remains up to date with all relevant information e.g. bulletins, evacuation centres, wallboards, etc • Document management and record keeping • Act as runners between units where necessary • Administrative services such as photocopying, typing, minute taking and reception • Any other administrative task as required • Ensure all paper based documents are scanned and entered into the Guardian system at end of shifts **Note:** When Admin staff are assigned to a unit (e.g. public info) it is the team leader of that unit's responsibility to ensure this resource is briefed. Once the team leader releases the admin support, they then return to being part of the Planning Unit.

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Intelligence Officer	
Position Summary	The Intelligence Unit is engaged in the collection, analysis, authentication and interpretation of information from a variety of sources in order to develop accurate, current and timely intelligence. The unit organises and displays intelligence so it is relevant and accessible to all in the form of a common operating picture. The unit summarises information, conducts modelling, develops forecasts and projections and prepares maps and intelligence information to assist with decision making by the Incident Management Team. The Intelligence Unit should also consider the "what if" implications of the event (i.e. what if residents need to be evacuated? etc.) and prepares a range of alternative options and strategies as well as identifying the associated risks and likely outcomes associated with each. The Intelligence Unit may require the expertise of technical advisors in the evaluation of situation material and scenario planning.
Reports To	Local Disaster Coordinator
Responsibilities	• Keep a log of actions with full justification for decision making. • Report any emerging issues • Liaise regularly with the Incident Management Team in order to assist with maintaining situational awareness and an accurate, timely and concise picture of the event. • Establish an appropriate structure within the Intelligence Unit. Brief and allocate all Intelligence personnel and conduct team meetings on a regular basis. • Access existing information relating to the event. • Collect information on the current and forecast situation from all sources. • Process information into accurate, timely and useful intelligence. • Use knowledge of the current situation and existing modelling tools and mapping to predict incident behaviour and to develop alternative strategies for discussion with the Incident Management Team. • Organise and display intelligence so it is relevant and accessible in the form of a common operating picture. • Create bulletins on behalf of intelligence personnel. • Focus these activities so that critical intelligence needs are met and a common situational picture is shared to support decision making. • Ensure all paper based documents are scanned and entered into the Guardian system at end of shifts
Potential Units in Intelligence Unit	• Intelligence • Disaster Helpline (Call Centre & Loggers) • Hazard Modelling/Technical Advisors
Intelligence Products	• Maps for LDCC • Maps for Community Members
Key Questions for Intelligence	At all times the Intelligence Officer should be able to answer the following questions: • What is the predicted incident situation? (Rainfall, river, dam heights, rainfall gauges, weather radar, etc.) • What is the impact on critical infrastructure – hospitals, emergency services, dams, etc.? • What are the forecasts and projections? Have we conducted any modelling? • Do you have any maps or intelligence information to assist with decision making by the Incident Management Team? • Have you considered the what ifs of the event? • What information are we receiving from the community? Are we liaising with Community Disaster Liaison Groups? • Are the current incident displays up to date? • Is the situation report being considered? • Are records being maintained? • How well are the Intelligence Unit staff performing?

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Handy Hints

Handy Hints	
Handy Hints	**Weather and Rainfall** • **MetEye- - 3 hourly forecasts** http://www.bom.gov.au/australia/meteye/ • **Weather Observations** (temperature, dew point, relative humidity, wind speed and direction, atmospheric pressure (hPa), etc.) http://www.bom.gov.au/qld/observations/qldall.shtml - look for the table headed: *SouthEast Coast and Gatton* • **River Levels & Rainfall** data: http://www.bom.gov.au/qld/flood/seast.shtmll and look for *Lockyer/Bremer/Brisbane* • **Weather Radar:** http://www.bom.gov.au/products/IDR663.loop.shtml Use Mt Stapylton Radar • **QLD Weather Warnings Summary**: http://www.bom.gov.au/qld/warnings/ • **Rain Forecast Map Images** http://www.bom.gov.au/jsp/watl/rainfall/pme.jsp?ref=ftr **Council Systems** • **Enviromon** - system provides real time rainfall and river heights across the region • **RMCam –** flood monitoring camera dashboard with pan, tilt, zoom capability • **Disaster Dashboard** at www.lvrc.qld.gov.au and click on Disaster Dashboard – quick links to disaster information • **Guardian** • **TAMS** – SES tasking and management system • **Liaison Officers** • **Field Staff** • **Social Media** Facebook, Twitter, Instagram • **Elected Officials** • **Local Disaster Community Liaison Groups** *See Appendix 5* **Infrastructure Data Sources** • **Transport & Main Roads Road Conditions:** www.qldtraffic.qld.gov.au • **RACQ Road Conditions**:https://roadconditions.racq.com.au/ • **Energex Power Outages** (planned and Emergency outages https://www.energex.com.au/home/power-outages • **TELSTRA Service Status:** http://servicestatus.telstra.com/servicestatus/goc.do?q=summary.html **Demographic and Statistical data** • **Census 2016 data** http://www.abs.gov.au/websitedbs/D3310114.nsf/Home/Census?opendocument&navpos=200%20 • **2016 Census LVRC Community Profile** http://www.censusdata.abs.gov.au/census_services/getproduct/census/2016/communityprofile/LGA34580?opendocument • **Queensland Globe**: Interactive mapping using State data sets: https://qldglobe.information.qld.gov.au/ **Bushfire Resources** • **Current Bushfires** https://www.ruralfire.qld.gov.au/map/Pages/default.aspx • **Permitted Burns** https://www.ruralfire.qld.gov.au/map/Pages/permit-to-burn.aspx • **Fire Watch** http://myfirewatch.landgate.wa.gov.au/alerts.html# **Other** DDMG, SDCC, Media **General Data:** Regularly update confirmed details and any reports e.g. casualties, displaced persons, evacuation centres, damage sustained to hospitals, schools, aerodromes, power, sewerage, water supply, roads, etc. Variety of sources including Community Disaster Teams, emergency services, agencies, etc. Note: Any other information required by the Local Disaster Coordinator, Operations Officer, Planning Officer and / or Logistics Officer. Liaise with Local Disaster Coordinator in regards to who to ***contact*** and how often

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Disaster Helpline / Loggers	
Position Summary	Disaster Helpline Loggers are at the frontline of operations and provide the initial contact for members of the public and relevant agencies and departments involved with the disaster / emergency response. It is therefore crucial to the overall success of the LDCC that this role is carried out effectively. Disaster Helpline Loggers receive all incoming calls from the public and any agencies requesting assistance, providing or requesting information and making offers of help. Loggers need to be proficient in the use of computers for data entry, possess skills in calming irate and distressed people and politely handling rude and / or aggressive clients. Importantly, they must have the ability to recognise a call that is urgent - these calls are usually 'life threatening' or require 'medical assistance'. Should an urgent call arise, it must be flagged as urgent on and immediately passed to the Supervisor. It is vital that Loggers are kept up to date with the latest information and are advised of all information to be released to the public. All Loggers require access to a computer and the Guardian system
Reports To	Room Manager
Responsibilities	• The Customer Service Coordinator (CSC) will be the conduit between the Call Centre / Loggers and the LDCC (if after hours and the CSC is unavailable team members will report to the Room Manager) • Receive and read bulletins with the latest situation information in Guardian system e.g. road closures, bulletins, etc. • Report any emerging issues • Accurately log all information / requests / offers within the Guardian system or hard copy forms (if off-line) and ensure an appropriate level of detail is recorded. • Exercise compassion when dealing with affected residents / victims whilst promoting the concept of self-help and resilience. Use the FAQ documents and Knowledgebase to assist with answering any queries. • In the case of life threatening emergencies take callers name, address and contact details (only if time permits) and advise caller to hang up and dial 000. Process the message as an urgent enquiry and pass the information to the Supervisor/Room Manager. • Ensure that messages deemed to be urgent are appropriately marked as such. Discretion and common sense should be exercised in marking an issue as urgent because in a disaster / emergency event, most callers will identify their issue as an urgent one; • Use all available resources to provide relevant authorised information to callers. Do not speculate and ensure factual information is released. • Seek clarification of issues / responsibilities if unsure from the Supervisor/Room Manager. • Information or details on casualties must NOT be released externally as this is the role of QPS. • Do not make promises to callers in relation to time frames or call backs and advise callers to tune into local radio, social media and/or Council's Disaster Dashboard for the latest information in order to reduce the pressure on the helpline. • Encourage community members to check on neighbours and help one another where appropriate to encourage self-help and resiliency. • Ensure all paper based documents are scanned and entered into the Guardian system at end of shifts

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Hazard Modelling / Technical Officers	
Position Summary	The Hazard Modelling / Technical Officers organise and display intelligence so it is relevant and accessible to all in the form of a common operating picture. The Hazard Modelling / Technical Officers summarises information, conducts modelling, develops forecasts and projections and prepares maps and intelligence information to assist with decision making by the Incident Management Team.
Reports To	Intelligence Officer
Responsibilities	• Keep a log of actions with full justification for decision making. • Liaise regularly with the Intelligence Officer in order to assist with maintaining situational awareness and an accurate, timely and concise picture of the event. • Report any emerging issues • Access already existing information relating to the event. • Collect information on the current and forecast situation. • Process that information into accurate, timely and useful intelligence. • Organising and displaying intelligence so it is relevant and accessible in the form of a common operating picture. • Provide mapping and access to modelling data to the IMT as required. • Ensure all paper based documents are scanned and entered into the Guardian system at end of shifts *Mapping Information*, with relevant supporting documentation is important for summarising and describing the incident situation in order to facilitate briefings and provide a valuable record of the event. Provision of appropriate reference maps and GIS data within the LDCC is vital to inform decision making as is the continual plotting and updating of confirmed information on maps to create situational awareness in the LDCC. *Incident Prediction / Option Analysis*: Use knowledge of the current situation and existing modelling tools and mapping to predict incident behaviour and to develop alternative strategies for discussion with the Incident Management Team.

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Community Disaster Liaison Officer	
Position Summary	The Community Disaster Liaison Officer acts as the conduit of information between the LDCC, the Community Disaster Liaison Teams and other community service organisations (e.g. Red Cross, Lions, CWA, etc.) involved in the operation.
Reports To	Intelligence Officer
Responsibilities	• Keep a log of actions with full justification for decision making. • Liaise regularly with the radio operator to pass messages to and from community disaster teams. • Report any emerging issues • Liaise regularly with other units in relation to information coming from Community Disaster Teams. • Advise LDC of any communities where contact cannot be made. • Regularly update ALL Community Disaster Liaison Teams with relevant information from the LDCC. • Use all available communication methods to liaise with Community Disaster Liaison Teams including landlines, mobiles, email, social media, radio, EWN message system, fax (back up only). • Liaise with Community Disaster Liaison Teams to ensure SITREP's, Rapid Damage Assessments and other information required by the LDCC is received in a timely manner – advise LDC re issues. • Ensure all paper based documents are scanned and entered into the Guardian system at end of shifts

Handy Hints	• See Community Disaster Liaison Committee Plans and Private Contact Lists.
	  • Forest Hill
	  • Grantham
	  • Murphys Creek
	  • Mt Sylvia (3 Valleys)

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Public Information Unit	
Position Summary	The accurate and regular flow of information both within the incident and to parties external to the incident is a critical part of effective incident management. The sharing of information reduces second guessing and leads to better decision making for all those directly involved or otherwise supporting incident management. There are four generic information flows which underpin effective communication in relation to an incident: • Up - Reporting upwards within agencies / government. • Out - Community and general public • Across - Reporting to other organisations involved • Within - Regular exchange of information within the incident management structure In order to facilitate appropriate communication flows, the Public Information unit should only use information supplied through the Intelligence unit to compile accurate information regarding the incidents cause, size, current situation, resources and other matters of interest and must be authorised by the LDMG Chair/LDC. The Public Information unit is also the first point of contact for the media for general information about the incident. Requests from the LDMG Chair to release information updates may also be received by the Public Information unit. Information collection and dissemination to the news media is vital as they provide a useful conduit for the broad dissemination of information. Proactively working with the media is advantageous and can assist in delivering timely and accurate information to the community. The media liaison officer is responsible for liaising with media outlets in regards to LDCC disaster response and recovery operations. The media officer will be required to furnish up to date information for dissemination to the affected public and external media sources. All information is to be approved by the LDMG Chair/LDC prior to release. No external media personnel are to be allowed access to the LDCC without the prior approval of the LDMG Chair/LDC.
Reports To	Local Disaster Coordinator
Responsibilities	• Keep a log of actions with full justification for decision making • Report any emerging issues • Provision of timely, accurate and relevant information to a range of stakeholders, including government, other agencies and the community - the release of incident information should be approved by the LDMG Chair/LDC • Be cognisant of the deadlines for media outlets, local media capabilities and relevant media contacts • Ensure impartiality when dealing with media • Any media releases/public information updates must comply with the *Information Privacy Act 2009* • Maintain situational awareness in relation to the event • Issue of media release advising of activation of LDCC and public telephone numbers for the public to seek assistance • Preparation and release of accurate and regular media releases and public updates and warnings in regards to LDCC disaster response and recovery operations • Dealing with all media enquiries in regards to LDMG/LDCC response and recovery operations • Ensure all media releases are uploaded to Guardian, LVRC website, Social Media and distributed appropriately e.g. Councillors, Staff, etc. • Regularly update the LDC and LDMG Chair in regards to media enquiries and associated issues • Monitor all media coverage of the event and immediately advise the LDMG Chair and/or LDC of any contentious media issues • Be aware of media looking for a different angle on the event (i.e. they may choose to focus on the negative feelings of small groups in the community)

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	• Ensure that the LDC and LDMG Chair are immediately informed of significant or contentious issues that may attract media attention (i.e. fatalities, missing children etc.) • Ensure the LDMG Chair & LDC are supported by the Manager Marketing, Communications and Engagement whilst participating in media interviews • Ensure the website and LVRC Disaster Management Facebook site, Twitter site and other social media (e.g. trending hash tags) are maintained and monitored throughout the event (passwords / access rights may need to be established and trending hashtags identified) • Ensure all paper based documents are scanned and entered into the Guardian system at end of shifts •
Key Questions for Public Information	At all times the Public Information Officer should be able to answer the following questions: • Is adequate information being disseminated to the public? • What are the key media issues / messages? • What interviews does the LDMG Chair have scheduled? • Is the website and social media being updated and continually monitored? • Are staff and Councillors being kept updated? • Are other agencies being kept updated? • Are copies of media releases available in Guardian? Are the bulletins up to date? • Are records being maintained? • How well are the Public Information unit staff performing?

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Logistics Officer	
Position Summary	The Logistics function provides support for control of the incident through the obtaining and maintaining of: • Human and physical resources • Facilities • Services • Materials The role of the Logistics Officer is to oversee the functions and responsibilities of the Logistics unit to support the achievement of incident objectives. The Logistics Officer is delegated responsibility by the Local Disaster Coordinator and takes responsibility for managing those resources allocated to the Logistics unit and managing the activities necessary to provide logistical support during operations.
Reports To	Local Disaster Coordinator
Responsibilities	• Keep a log of actions with full justification for decision making. • Obtain regular briefings from LDC and ensure all personnel in Logistics are adequately briefed • Report any emerging issues • Provide a safe working environment for all Logistics personnel • Plan organisation of Logistics unit • Develop and maintain a system to track all resources requested by operations as en-route, allocated to and released from the incident • Identify the need for and request additional resources via Logistics • Implement the Resupply and Donated Goods Sub Plans and allocate tasks to Logistics unit personnel as required • Develop the Logistics section of the Incident/Event Action Plan in liaison with the Planning Officer • Support the control of the incident through the procurement and maintenance of human and physical resources, facilities, services and materials. All purchases must be made in accordance with Council's Procurement Policy • Ensure pre-determined cost capturing structure is established and distributed for use • Maintain record of costs associated with LDCC logistics issues • Provide progress reports on logistical support for the incident to the LDCC Room Manager • Estimate future service and support requirements. • Arrange for centres (Evacuation, Recovery Hub) opened to be resourced and ready for Operations unit to utilise • Action logistics requests received by the LDCC • Create bulletins on behalf of logistics unit • Provide logistics advice to LDCC staff as required • Upon completion of operations, ensure all LDCC logistics records are provided to the nominated Council officer for NDRRA claims • Ensure all paper based documents are scanned and entered into the Guardian system at end of shifts • At Stand Down ensure the LDCC is cleaned and restocked to ensure the LDCC is maintained in a state of readiness for the next activation

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***Potential* roles in Logistics unit** Large scale events may require all of these roles to be activated.	As necessary, to satisfy the needs of the incident, the Logistics unit may be organised into roles dedicated to specific tasks or activities such as: • **Resources Management** - establishes and maintains a resource management system for the tracking of resources • **Supply Unit** - acquires, stores, maintains and distributes equipment and materials for operations support. • **Facilities Unit** - obtains and manages the necessary facilities and accommodation to support operations. This includes the maintenance, security and restoration of facilities during and after operations. • **Ground Support Unit**- provides transport for personnel, equipment, supplies and food, together with fuelling, mechanical maintenance and security of all equipment and vehicles deployed. • **Finance & Procurement Unit** - responsible for accounts for purchases of supplies and hire of equipment, insurance and compensation for personnel, property and vehicles, collection of cost data, performing cost effective analyses and providing cost estimates for the incident. • **Catering Unit** - provision of catering for personnel will become more complex as the incident expands. Units within Logistics are utilised only as necessary, with additional positions and duties being allocated as required. The Logistics Officer must be prepared to delegate responsibility for key functions. When all functions within Logistics have been delegated, the Logistics Officer's function is mainly managerial. Coordination of these units ensures the effective obtaining and maintenance of resources, facilities and services.
Key Questions for Logistics Officer	At all times the Logistics Officer should be able to answer the following questions: • How is Logistics contributing to the Incident/Event Action Plan? • Have we been able to procure all the necessary resources? • Do we have any requests to District outstanding? • What future resource requirements are likely? • Does the LVRC Store have the capability to manage incoming resources or do we need to establish a dedicated logistics / warehousing facility? • Is equipment being hired rather than purchased? If purchased, was a cost analysis done and documented? • Is field based operational equipment being supported? • What are we doing to maintain the facilities in use? • How well are the Logistics unit staff performing?

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Resources Management	
Position Summary	The Resources Management role may be required to be established and maintain a Resource Management System for the tracking of resources (e.g. people, vehicles, etc.) and may require support from the Logistics Officer to achieve its establishment and operations. The Resources Unit needs to know where resources are deployed and what they are doing. It is necessary to show resources as: • allocated (working), • available (within a short time), • en route, • demobilised or • un-serviceable. Requests by the Operations unit for additional resources are processed by the Resources unit. If sufficient resources are not available then the request is passed to the Logistics Officer. The purchasing and procurement policies and procedures of LVRC must be adhered to. The Resources unit will work closely with the Supply Unit to maintain records of resources as they are moved to and from the incident.
Reports To	Logistics Officer
Responsibilities	• Establish and maintain a resource management system for tracking resources obtained by the LDCC during events • Report any emerging issues • Process requests from the Operations unit for additional resources • If sufficient resources are not available, forward requests from the Operations unit to the Logistics unit for action • Ensure all paper based documents are scanned and entered into the Guardian system at end of shifts • Plan for successful changeover and demobilisation

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Supply Unit	
Position Summary	The Supply unit acquires and distributes equipment and materials for operations support. The Supply unit ensures that supplies are adequately stored and maintained. Where insufficient resources are available at an incident, the Supply unit will obtain the extra resources (people, vehicles, equipment, etc.) required.
Reports To	Logistics Officer
Responsibilities	• Determine resource requirements for future planning scenarios • Maintain logs • Report any emerging issues • Source suitable warehouses, storage buildings and other facilities for logistics support. • Source resources as required • Ensure resources are sorted and distributed appropriately. • Prepare requests for assistance to the District Disaster Coordination Centre (DDCC) to be signed off by Logistics Officer before being passed to LDC • Ensure all paper based documents are scanned and entered into the Guardian system at end of shifts

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Finance & Procurement Unit	
Position Summary	The Finance & Procurement Unit may develop as a major role at large incidents and is responsible for: • Accounts for purchases of supplies and hire of equipment - The processing of accounts should follow the normal operating procedures for LVRC. The function must work closely with Supply to ensure effective records are maintained. • Insurance and compensation for personnel (including volunteers), property and vehicles - prompt processing is desirable. • Collection of cost data, performing cost effective analyses and providing cost estimates for the incident - crucial to maintain detailed financial records of incident operating costs. The Finance Unit is an extension of Council's day to day operations and should follow normal operating procedures of LVRC.
Reports To	Logistics Officer
Responsibilities	• Establish accounting codes for the operation including Counter Disaster Operations, Restoration of Essential Public Assets and Emergent Works • Under direction of LDC, maintain a register of authorised financial expenditure from the operation • Report any emerging issues • Ensure financial delegations are not exceeded and identify personnel with higher delegations as required • Ensure all paper based documents are scanned and entered into the Guardian system at end of shifts

DRAFT

Catering Unit	
Position Summary	The provision of food and drink to personnel becomes more complex as the incident expands. With more personnel in attendance, more locations for catering are required and differing meal times are necessary for on and onsite off duty shifts. In many instances, planning has already been completed and procedures established to cater for this requirement.
Reports To	Logistics Officer
Responsibilities	• Ensure all members working in the LDCC (including those working in the Corp Apps donga and main building for the LDCC) & Call Centre have sufficient healthy and appropriate food and drink supplied whilst on and off shift whilst onsite • Contact Lockyer Valley Salvation Army for emergency catering • Report any emerging issues • Organise catering for any operational centres as advised e.g. Evacuation Centres as regularly as required. Plan early for isolation of centres • Consider special dietary requirements and food hygiene requirements • Ensure all paper based documents are scanned and entered into the Guardian system at end of shifts

Appendix 2 - Forms and Display Boards

Information management in the LDCC may be either electronic via the Guardian Control Centre or manual (paper based).

In the event the Guardian system is unavailable, all information (including emails when possible) are to be printed out and attached to a request for assistance or message form dependant on the nature of the information contained.

Display boards provide a quick source of situational awareness to the decision making group, they must be kept up to date.

The running log maintained by the logging officer should be electronic and projected to a large screen.

With the use of mobile phones there are multiple points of entry for information into the LDCC. Officers are to ensure that an accurate record is kept of information received. All officers must complete a record of the conversation. Seemingly unimportant information may be of great value to the intelligence section.

The following are common forms and display boards used in the LDCC, electronic copies are held in the coordination centre.

In addition to these, maps applicable to the operation should be displayed and kept up to date.

Internal Information

Regardless of the type of information management system used in the LDCC all information must be:

- Collected
  - Recorded
- Evaluated
- Actioned
  - Recorded
- Disseminated
- Stored

This system must allow for quick access and processing of information as well as a simplistic method of determining what tasks have been completed and those which remain outstanding.

Outgoing information from the LDCC will be in the form of Situation Reports and/or State Updates or other reports from the LDC or agencies and other general information.

Forms used by the LDCC

Copies of all forms (including Sub Plans) used in the paper based back up system are held on a USB flash drive in case of failure of the ICT network and hard copies are also available. Forms should be completed electronically wherever possible. In a worst case scenario, the entire LDCC operation could be managed using a paper based system for a short period of time. In these circumstances, staff will need to be accurate, concise and ensure their handwriting is legible.

The following forms are contained within this Sub Plan

- State Update
- Situation Report
- Event Action Plan (also known as an Incident Action Plan IAP)
- Message Form
- Shift Handover Brief
- Offers of Assistance Board
- Operations Log
- Resource Allocation Log
- Incident Management Log
- Issues Board

- Operation Contact Status Board
- Decisions Log
- District Request for Assistance
- Request for SDCC Resupply
- Emergency Alert Request Form
- Staff Registration Form
- Visitor Log
- Request for Assistance from DDCC, SDCC or Council to Council
- Council to Council Process Map
- Request for LDCC Assistance
- LDCC Room Manager Task Sheet
- Duty Roster

Other LDMP and Sub Plan Forms

There are many forms used during disaster operations. Common forms have been included in this Sub Plan. There following is a list of other forms contained within the Local Disaster Management Plan and other Sub Plans.

Local Disaster Management Plan

- Local Disaster Management Group Forms
  - Nomination of a Member
  - Authorisation to Appoint a Deputy
  - Member Status Report

Evacuation Sub Plan

- Evacuation Operational Checklist

Evacuation Centre Management Plan

- Evacuation Centre – Facility Inspection
- Evacuation Centre – EHO Inspection
- Evacuation Centre Staff Registration
- Evacuation Centre Resident Log
- Evacuation Centre Visitor Log
- Resident/Guest Intake Log
- Register, Find, Reunite – Registration From
- Register, Find, Reunite – Enquiry Form
- Hot Debrief Report
- Evacuation Centre Request for Assistance
- Evacuation Centre Repot

Public Information & Warning Including Emergency Alert Sub Plan

- Emergency Alert Request

Pandemic Sub Plan

- Field Officer Job Card

Recovery Sub Plan

- Community Recovery Action Plan
- Recovery Group Action Plan Summary
-

Resupply Sub Plan

- Operational Checklist for resupply to Isolated Communities
- Isolated Community Resupply Communication with Retailers
- Isolated Community Resupply Request Form
- Operational Checklist for Resupply to Isolated Rural Properties
- Property Contact Details
- Property Resupply Details
- Isolated Properties Resupply – Flight Manifest

Impact Assessment Sub Plan

- Information Collection Plan

Environmental Health Sub Plan

- Environmental Health Incident Response Log
- Environmental Health Update
- Environmental Health Situation Report
- Evacuation Centre – Facility Inspection (updated)
- Rapid Damage Assessment for Affected Premises
- Contact List

Animal Management Sub Plan

- Animal Intake Record
- Cage Identification Chart/Cage Charts
- Shelter Facility Intake Database
- Animal Management Update
- Animal Management Situation Report

Information Displays/Wall Boards

In the event of failure of Guardian, the following information displays will need to be established and maintained (as required):

Operations Log
The log is the means of permanently recording information in relation to every single job that comes into the LDCC. The last column can be used to monitor which tasks have been completed and when used in conjunction with the Current Operations Board it can offer a failsafe system to determining which tasks are still outstanding.

Current Operations Display Board
This board is designed to be the main display in the LDCC. One glance at the board should tell the number of outstanding tasks at any particular time. A White Board may be used showing all tasks being carried out in the affected area/s by agency assigned to deal with the task. It is imperative that when the tasking has been completed, the entry on the board is removed as soon as possible. Information should be recorded in the SITREP if relevant.

Situation Map Board
An appropriate map of the impacted areas marked with the developing threats and known information from the impact.

Situation Report Board
A White Board display to summarise the current operational situation for the affected area/s including relevant weather and flood warning information, details of timings for briefings / meetings / SITREPS and copies of publically available information including all media releases. Copies of the latest SITREP will be found he

Contacts Display Board
To record important contact details for use during operations e.g. DDC, LDMG Agencies, Media, etc. Contact numbers in regular use are to be permanently displayed.

Resources Allocation Board
This board refers to resources obtained through the LDCC and links to the Offers of Assistance Board. This board is used to keep track of resources which are being used in an operation to ensure they are returned when no longer required. The display board shows resource location, resources committed, and resources available but not deployed.

Offers of Assistance Board
Display board showing assistance offered including contact details of person / agency offering assistance and any limitations imposed.

LDCC Structure Chart
The LDCC Structure Chart should be completed for each shift depicting the key AIIMS positions working inside the LDCC.

State Update

STATE UPDATE **Lockyer Valley Regional Council Local Disaster Management Group**			
Event:			
«OperationName»			
Statewide Update No:	**Time period covered:**	**Date:**	
«SITREPNumber»	«ReportTime» - «ReportTimeEnd»	«ReportDate» - «ReportDateEnd»	
Distribution:			
DDMG: LDMG			
From:			
Lockyer Valley LDMG			
Phone: 07 54620304	**Facsimile**: 07 5462 0692		
Email: disastermanagement@lvrc.qld.gov.au			
Prepared by:		**Signed:**	**Date/ Time:**
Prepared by:		**Signed:**	**Date/ Time:**
Approved by:		**Signed:**	**Date/ Time:**

1. Situation to date
A broad overview of the Local or District status. One paragraph only (four sentences).

2. Key Activities - last 24/48 hours
Three or four points informing of actions taken in last 24/48 hours

3. Key Activities - next 24 hours to 30 Days
Key activities or scheduled/planned actions. Focus should include transition or recovery aspects.

4. Key Issue(s) Requiring State Support
These are issues requiring State level intervention or support. All issues raised will be reviewed in detail for consideration at State level disaster management groups and committees.

NOTE:

- State Updates should be brief and not a narrative (read in <3-5 mins). A report should be used for the provision of more detailed information.
- It is acceptable for a State Update to be issued that states – "no change since last State Update".
- A map and other graphic can be part of a State Update – ensure date/time of the graphic is shown on it, and there is a reference between the graphic and the State Update.

Situation Report

Situation Report

Lockyer Valley Regional Council Local Disaster Management Group

Event: «OperationName»		
Daily SITREP No:	**Date:**	**Timings:** (*as advised from DDCC)*
«SITREPNumber»	«ReportDate» - «ReportDateEnd»	«ReportTime» - «ReportTimeEnd»
Distribution:		
• District Disaster Coordination Centre -DDC.Toowoomba@police.qld.gov.au • Local Disaster Management Group		
From:		
Lockyer Valley Local Disaster Coordination Centre Phone: 07 5462 0304 Facsimile: 07 5462 0692 Email: disastermanagement@lvrc.qld.gov.au		

COORDINATION CENTRE ACTIVATION STATUS

ALERT / LEAN FORWARD / STAND UP / STAND DOWN

SITUATION OVERVIEW

1. **Weather** *(Local observations)*

«Weather»

2. **Damage assessment Overview** *(Include brief summary of effects)*

«Damage_Assessment_Overview»

3. **Media Issues** *(Include brief details of any media related issues)*

«Media_Issues»

4. **Summary Of Past 24 Hours By LDMG** *(Include brief details of operations; visits, etc)*

«Summary_of_Past_24_Hours»

5. **Projected Operations For Next 24/48 Hours**

(Major problems next 24/48 hours. Anticipated resource requirements, including food re-supply)

«ProjectedOperations»

6. Re-Supply Operations *(Number and location)*

«Resupply_Operations»

SOCIAL

7. Population *(Estimated numbers of injuries)*

«Estimated_Number_of_Injured»

8. Evacuations

«Evacuations»

9. Community Recovery Centres

«Community_Recovery_Centres»

10. Health

«Health»

INFRASTRUCTURE

11. Transport

«Transport»

12. Structures affected (note: cumulative figures will, in most cases peak, and numbers will begin to fall. When this occurs, the peak number should remain as the cumulative total)

«Structures_Affected»

13. Services

Communications: (If communications out, include estimated time of re-connection)

«Communications»

Power:

«Power»

Public Transport:

«Public_Transport»

Water:

«Water»

Sewerage:
«Sewerage»

Gas:
«Gas»

ECONOMIC

14. INDUSTRY

«Industry»

ENVIRONMENT

15. Environmental Impact (including foreshore erosion from storm surge)

«Environmental_Impact»

LOCAL ARRANGEMENTS

16. Updates to District/Local Contacts

«Changes_to_Contacts»

Author:	**Date:**	**Time:**	**Sign off:**	**Date:**	**Time:**
Signature			**Signature**		

Lockyer Valley REGIONAL COUNCIL	**Incident/Event Action Plan**	**Number # Plan for (event name)** **Lockyer Valley Local Disaster Coordination Centre** **for (date) to (date)**	Attachments: ☐ Organisation Structure Chart ☐ Incident Communications Plan ☐ Weather forecast ☐ Flood Warning(s) ☐ Other

Situation

What has happened? What is Happening? What is likely to happen? Emerging Issues?

Mission

(INCIDENT OBJECTIVE(S): Must be Specific, Measurable, Achievable, Relevant to policy, Time framed.

Execution

How will Mission Objectives be achieved?

Administration *Essential equipment, systems, resources, briefing/reporting cycle*

Coordination & Communication *Who is in control? Incident Management Structure. Communication strategy*

SAFETY *(Known/ anticipated Hazards & Risks to responders, Key Safety messages, warnings, hydration, Safety Equipment/ PPC/PPE etc)*

- Team Leaders must ensure that teams undertake Dynamic Risk Assessment during operational activities
- All personnel must adhere to workplace health and safety guidelines and must wear correct and full PPE/C according to activity undertaken.
- Ensure all safety precautions are carried out.
- Agencies are responsible for the onsite safety of personnel
- All personnel are responsible for maintaining personal fatigue management, hygiene and hydration

Severe weather can be hazardous and may cause further hazards.

Message Form

Lockyer Valley Disaster Co-ordination Centre

Operation:_____

Date: ___/___/___ Time: _____hrs Operations Log No. _____

URGENT / ROUTINE

FROM:

NAME:_____

ADDRESS:_____

_____

PHONE:_____ FAX NO:_____

MESSAGE / REQUEST: (If fax message, ATTACH copy to rear of this form)

_____

_____

_____

_____

_____

_____ Name of Recipient

_____ Signature of Recipient

ACTION **URGENT / ROUTINE**

INTEL	QPS	QAS	QFRS	SES	MEDIA	TMR
TELSTRA	ENERGEX	MEDICAL	LOCAL GOVT	QRAIL	EHO	EXEC OFFICER

OTHER AGENCY (Specify) _____

INCLUDE IN SITREP YES / NO

_____ Name of Tasking Officer

_____ Signature of Tasking Officer

ACTION TAKEN:

_____

_____

_____

_____

DATE COMPLETED: ___/___/___ TIME COMPLETED _____hrs

NAME of Liaison Officer Signature of Liaison Officer

Shift Handover Brief

Briefing No.	Names of Outgoing LDCC Management Team
Date: ...../...../.....	Incident Controller:
Time:	Room Manager:
	Planning Officer:
	Intelligence Officer:
	Logistics Officer:
	Operations Officer:
	Administrator:
	Public Information Officer:

1. Overview of Current Activities			
Last Sitrep:	New Sitrep Due:	Last State Update:	Next State Update Due:
Urgent Matters / Emerging Issues			
Status of Essential Services			
Status of Other Agencies			
Evacuations			
Transport/Road Issues			
Reported Damage			

2. Feedback from Last Shift	
What worked well? What didn't work?	
3. Future Operations	
Coordination of Disaster Operations – Priorities / Issues	
LDCC Operations	
4. Weather Update / Other Predictions	
5. Media / Public Information / Warnings and Alerts	
6. Administration of LDCC	
Information Technology Systems	

Catering/Welfare	
Records/General Information	
Visitors	
7. General Business	

Report Approval IC:	Date:	Time:
Signature:		

LDC:	Date:	Time:
Signature:		

Staff / Unit Handover Template

Handover Template

Event Name:			
Role/Function			
Officer name (handover):		**Date:**	
Officer name (takeover):		**Time:**	
SIGNIFICANT EVENTS DURING SHIFT			
KEY ISSUES			
CURRENT TASKS TO BE COMPLETED			
SUMMARY OF CURRENT OPERATIONS			
SUMMARY OF FUTURE OPERATIONS (24 hrs)			
GENERAL COMMENTS			

KEY ACTIVITY TIMES				
NEXT DM Group Meeting	Time		Date	
NEXT SITREP DUE	Time		Date	

Offers of Assistance Board

Details are recorded of Offers of Assistance from various agencies or members of the public.
This is to include offers of labour, resources or intelligence

*OPERATION:*_____

Assistance Offered	Name & Address of Person / Agency	Telephone	Costs & Any Limitations Imposed

Operations Log

Page: __ of ___

Local Disaster District Coordination Centre

OPERATION: _____ DATE: ____/_____/_____

No.	Time In	Source	Information or Request	Agency Tasked	Action Taken	Time Completed

Resource Allocation

Lockyer Valley Local Disaster Coordination Centre

OPERATION: _____

Date	Resources Supplied	Origin of Resources	Destination of Resources	Person Responsible	Returned

Incident Management Log

DATE: _____ SHEET: _____

NAME: _____ FUNCTION: _____ LOCATION: _____

Time	To/From	Method of Comms	Name	Notes	Action

Issues Board

Details of any contentious issues should be recorded. Record details for inclusion in the SITREP and/or for future reference during post operation debrief/reviews.

*OPERATION:*_____ *DATE:*____/____/_____

Date	Issue	Action/Possible Solution

Operational Contacts Board

Details are recorded of contact numbers for Co-ordination Centre and all agencies involved, along with any other numbers which may be required.

*OPERATION:*_____

Agency	Name / Position	Telephone	Fax

Request for Assistance

Lockyer Valley Local Disaster Co-ordination Centre

TO: DISASTER DISTRICT CO-ORDINATOR

FROM:

OPERATION _____ **REQUEST NUMBER:**_____

SUBJECT
OWN RESOURCES ☐ FULLY UTILISED ☐ NOT APPROPRIATE ☐ OTHER:_____
PURPOSE/NATURE OF REQUEST
DELIVERY Where to?_____ By when?_____ Transport type_____
CONTACT Name_____ Organisation _____ Address _____ Telephone _____
PRIORITY ☐ URGENT ☐ 12 Hours ☐ 24 Hours ☐ 72 Hours ☐ NON URGENT
CARGO Size: _____ Weight: _____
AUTHORISING OFFICER _____ **Signature** (Mayor/CEO/DDC/Delegate) _____ **Name**
DATE: _____/_____/_____ **TIME** _____:_____**hrs**

Local Government - Request for SDCC Re-Supply

Local Government is to complete form and forward to DDC.
DDC to review and forward to XO SDCC

OPERATION:_____

FROM (NAME): ..... **POSITION:**.....

TELEPHONE:..... **FAX:**.....

LOCAL AUTHORITY:..... **DATE:**.....

REQUEST NO:..... (To be numbered consecutively)

TO: DISTRICT DISASTER COORDINATOR

DISASTER DISTRICT: _____

FAX. No:(07) _____ **TELEPHONE No:(07)** _____

Food and basic goods re-supply is requested for (Location)
.....

.....

Last date normal supplies received.....

Period of isolation.....

Expected period of isolation.....

Reason for isolation.....
(eg. All roads cut, Bridge out)

Have all local food supply outlets and hospitals been contacted? .....YES/NO

IF outlying property re-supply, have all properties been contacted?.....YES/NO

Are mail services to area being maintained?.....YES/NO

If NO (detail).....

TOTAL WEIGHT OF SUPPLIES REQUESTED .....KGS

If approved, date supplies required.....

CERTIFICATION
I hear by certify that a SDCC re-supply operation is necessary to maintain the physical and/or psychological welfare of the community and/or properties.

_____
LDMG Chair / LDC

LOCAL GOVERNMENT - REQUEST FOR SDCC RESUPPLY

PAGE 2

- LIST ALL RETAIL OUTLETS AND REQUIREMENTS
- WEIGHTS TO BE IN KILOGRAMS (KG)

NAME OF BUSINESS	FRUIT AND VEGETABLES	DRY GOODS	FROZEN/ CHILLER	DAIRY PRODUCTS

NOTE: Frozen / chilled food only to be carried if absolutely necessary, if approved by XO SDMG and if properly packed by the Wholesaler to ensure preservation for entire journey until retailer or community take delivery. Weight of frozen/chilled food is to include weight of ice and packaging.

Detailed order lists have been obtained from ALL retail outlets requesting supplies, and same are available for your viewing at your request.

DDC USE ONLY

DISTRICT DISASTER COORDINATION CENTRE

ACTION TAKEN

(A) REQUEST TO EXECUTIVE OFFICER - SDMG.....YES/NO

(B) QUOTES FOR AIR/ROAD TRANSPORT.....YES/NO

(1).....

(2).....

(3).....

(C) REPLY TO LOCAL AUTHORITY..... YES/NO

(D) APPROVAL No.....ORDER No.....

ABOVE ACTION CERTIFIED BY .....

(DISTRICT DISASTER COORDINATOR)

ACCOUNTS FOR RECOUPMENT COSTS FURNISHED.....YES / NO

Emergency Alert Request Form

QUEENSLAND GOVERNMENT	**Date**		**Time**	
EMERGENCY ALERT REQUEST	**Incident/Event:**			
	Requesting Officer: Contact Details: (name, contact number and email address, position. Local Government)			
March 2015	**Prepared By:**		**Position:**	

Event Type	☐ Cyclone ☐ Flash Flood ☐ Flood ☐ Storm Surge ☐ Tsunami* ☐ Bushfire ☐ Chemical Spill ☐ Fire Incident ☐ Smoke or Toxic Plume ☐ Other (please specify): ***NB. Tsunami EA campaigns will be sent as Location Based Text Message ONLY**				
Message Severity	☐ Emergency Warning** ☐ Watch & Act ☐ Advice ****N.B. activates the SEWS**				
Campaign Mode	☐ Voice ☐ SMS – Location Based ☐ SMS – Service Address Based				
LDMG Advised?	☐ YES ☐ NO			**DDC Advised?**	☐ YES ☐ NO
Threat Direction Required?	☐ YES ☐ NO Note: Can only be used for Emergency Warnings. Indicate direction on map				

1. EA Polygon Area: ☐ Map attached

2. Spatial format:	**Use only these file extensions:**	Indicate the format used:	For spatial data, is it supplied via
ESRI	*.dbf, *.prj, *.shp, *.shx	☐	☒ DMportal - specify filenames below
GML	*.gml, *.xsd	☐	☐ FTP - specify filenames below
KML	*.kml	☐	☐ Email
MapInfo TAB	*.dat, *.id, *.map, *.tab	☐	☐ Other (please specify)
MapInfo Mid/Mif	*.MIDI Sequence, *.mif	☐ **Filename: SDF_LL_01.KML**	

3. Handwrite (please use capitals for clarity) or Type Voice message (Ideally message should be less than 450 characters).

4. Type or handwrite SMS below (maximum of 160 characters including spaces)

For use by SDCC **Authorising Officer Name:**	Manual Transmission: ☐ EMS Transmission: ☐
EA User Name:	EMS Report ID: _____

EA Guidelines and the Emergency Alert Request Form Template are available at: www.disaster.qld.gov.au

DO NOT SEND THIS PAGE

STEPS TO COMPLETE FIELDS 1 - 4

1. **EA Polygon Area** (e.g. detailed description and location reference to allow positive identification of message area, including street names with cross street, areas of interest such as parks, rivers, dams, coastal areas) it is preferable to attach a map identifying the message area. If a Threat Direction has been requested, please clearly indicate it on the map.

2. Tick applicable box and note the file name.

3. **Voice Message** Handwrite or type the required message. As the message will be translated by a Text To Speech process it is important that words are not unintelligible when translated e.g. "qld" used in a web site address must be entered as "q l d", similarly the word "dot" must be entered into a web address instead of a full stop.

   Voice Message ideally should have no more than 450 characters including spaces. Do not use special characters – refer to EA Operational Guidelines for details. Warning message must start with "Emergency Emergency"

   Example Voice: *Emergency, Emergency. This is a Flash Flood Warning from the State Emergency Services. Areas in the Opal Valley are likely to experience rapidly rising water levels and property inundation over the next 2 hours, posing an immediate danger to residents. You should warn neighbours, secure your belongings and move to higher ground now. For more information listen to local radio. For flood assistance contact the State Emergency Services on 1 3 2 500*

4. **SMS** Is restricted to a maximum of 160 characters including spaces and punctuation. Either type the message or handwrite the characters into the boxes.

   Example *SMS Flash Flood Warning from SES for Opal Valley-immediate threat to life/property-Warn others-Leave area/prepare NOW or seek higher ground-Listen to local radio*

If using existing EA templates, please provide the appropriate variables that are in the template. Refer to the Queensland Emergency Alert Guidelines for copies of the templates.

//DIRECTIONANDAREA//
//NAME//
//NUMBER//
//TIME//
//TIMEandDAY//
//DIRECTIONandPLACE//
//HOURSMINUTES//
//PLACE//
//PLACEPLACE//
//EXTERNAL/INTERNAL//
//SUBURBS//
//FireIncident//

Staff Registration Form

LOCKYER VALLEY LOCAL DISASTER COORDINATION CENTRE

OPERATION : **DATE : / /**

Name Print	Organisation Print	Time In	Time Out	Signature

Visitor Log (Coordination Centre)

For each day, please use a new page!

Incident .....

Location .....

Date .....

Time In	Name	Organisation	Reason for visit	Signature	ID Issue	Time Out	Signature	ID Return
					☐			☐
					☐			☐
					☐			☐
					☐			☐
					☐			☐
					☐			☐
					☐			☐
					☐			☐
					☐			☐
					☐			
					☐			☐

Decisions Log

A decision log must be used when key decisions are made by the LDCC.

OPERATION: _____ DATE: ___/____/_____ Page: __ of ___

Time	Issue	Options Considered	Decision	Decision Maker	Reason	Consulted/ Communicated

Equipment Hire Record – Operation _____

Date	Company Hired from	Equipment Description	Authorised by	Cost/Rate	Hire Date	Date Returned	Returned by

Request for Assistance - District/State/Council to Council

Purpose

A request for assistance (RFA) is intended to clearly describe a desired outcome or provide specific details on the resources required to support disaster operations.

Request for assistance form

The fields contained in the RFA all provide vital information for those actioning the request and therefore it is most important that each field be correctly completed.

1. Event description, Date and Time (24hrs)

- Official name of the event. Date and time the RFA was prepared.

2. Request forwarded to and Task tracking no.:

- Details, where the request was forwarded to for actioning. This can also be used to track the path through the disaster management system if support is required from another level.
- Task tracking no.: (TTN) allows each level within the disaster system to track the request in the event TTN's are different between levels. It also provides a unique reference for each request.

3. To, From, Phone Number, Mobile and Email

- Denotes the intended recipient and who forwarded the RFA and their contact details. It is important to note that the forwarding officer may not be the requesting officer.

4. Requesting officer's name, organisation & 24hr contact details

- The requesting officer is the person who has first-hand knowledge of the request requirements and is therefore best placed to provide additional information.
- It is vital this officer remain readily contactable especially if the request is time critical.

5. Delivery address

- Detail the delivery address in such a way that it assumes the delivery operator has never been to that location before. This includes providing additional information that will assist in locating the delivery point e.g. landmarks, GPS coordinates.

6. On-site contact person and phone no.:

- Required to identify or confirm particular issues that may not be noted on the RFA such as a requirement for a forklift to unload the resources. It also enables the final leg of the delivery to be coordinated locally between the transport provider and the on-site officer.

7. Priority

- Terms such as "urgent" or "as soon as possible" have little meaning in the provision of resources. A specific time and date provides all parties with a definitive target to work towards. It also enables the identification of issues that will affect the timeframe.
- Issues impacting on the ability to meet a timeframe include whether inside or outside of normal business hours, quantities required, acquisition, loading, transport including access issues and unloading.

8. Details of request:

- The information provided needs to be as detailed as possible. If an outcome is required be specific about what is to be achieved. If resources are required, ensure unit quantities and any specifications that will assist in acquiring the resources are provided.
- Do not use acronyms or jargon, write clearly and be specific. Information considered irrelevant to the requesting officer may be important to those who action the request.

9. RFA Checklist

- This provides prompts for specific areas to be considered prior to submitting the request.

10. Authorising officer

- Authorisation indicates the request is legitimate; the information is accurate and the RFA has been completed correctly. Ensure the name is clearly written and signed.

Request for Assistance – District/State/Council to Council

Lockyer Valley Local Disaster Co-ordination Centre

Event:	Date:	Time (24hr):

Request forwarded to:	LDMG ☐	DDMG ☐	SDCC ☐	Council to Council ☐
Task tracking no.:				

To:			
From:		Ph no.:	Mob:

Requesting officer's name, organisation & 24hr contact details:
(must be the person who has detailed knowledge of the request & is able to answer any questions)
Name: *Ph no.:* *Mob:*
Org: *E-mail:*

Delivery address: physical street address (include landmarks, GPS coordinates as required)

On-site contact person & phone no.: (must be available to accept delivery)
Name: *Ph no.:* *Mob:*

Priority: to be delivered on-site by ***"detail time & date"*** (Urgent or ASAP is not acceptable)
Time: *Date:*

Details of request: be specific about the required outcome **OR** clearly detail the resources required. Do not use acronyms, state unit quantities only and list skills sets for human resources. Refer to RFA checklist below.

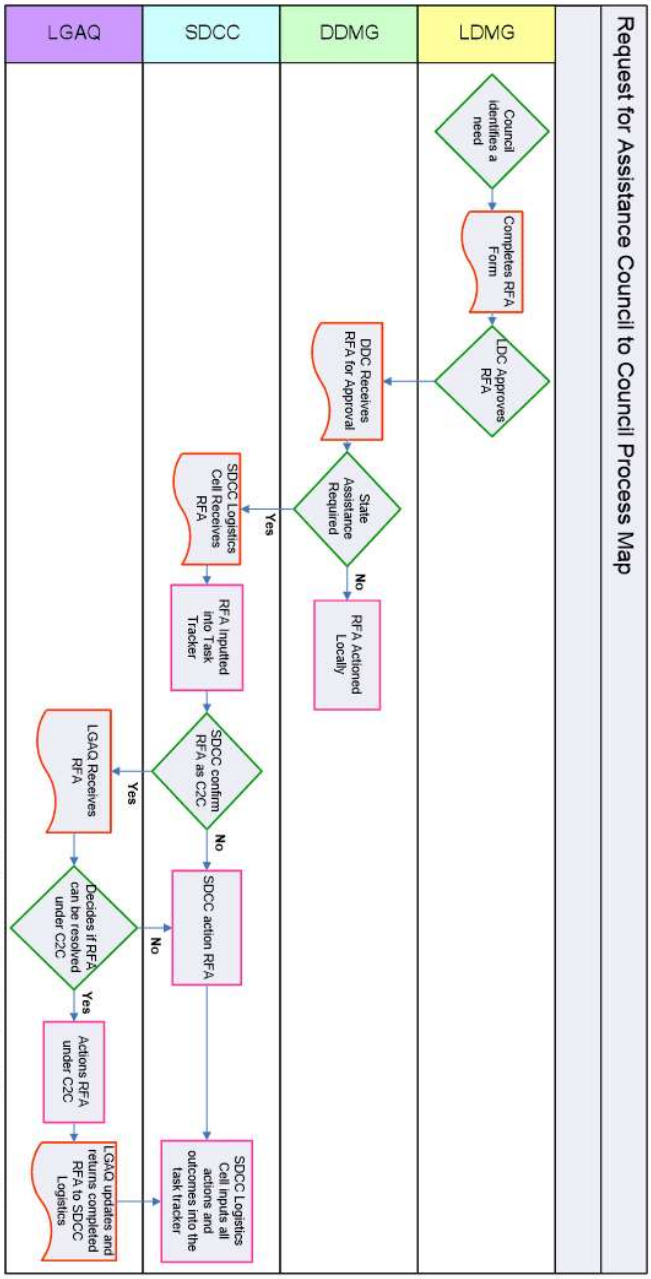
RFA Checklist: *ensure the following information is included in the request if applicable:*

- Is transport needed
- Any access issues
- Any hazardous situations
- Requesting officer noted
- Special handling requirements (forklift)
- Priority noted

Are skill sets clearly stated

Authorising Officer		
Name:	Position:	
Signature:	Date:	Time:
DDC Authorisation: (Name)		
Signature:	Date:	Time:

Request for Assistance Council to Council Process Map



Requests for LDCC Assistance

All Life Threatening Emergencies Must be Reported to 000

Logger:		**Date/Time:**	
Caller Name:		**Caller Phone:**	
Location/Address:			
Details			
Call Type	☐ Enquiry – ***Complete Section One Only*** ☐ Request for Assistance/Offer of Assistance – ***Complete Section Two Only*** ☐ Internal Update – ***Complete Section Three Only***		
SECTION ONE – Enquiry			
Information Type:		**Location/Address:**	
Response from Operator:			
SECTION TWO – Request For Assistance/Offer Of Assistance			
Priority:	☐ Urgent – Affecting People	☐ Normal – Assets	☐ Low – Convenience
Job Type:			
Owner?	☐ Owner ☐ Occupant	☐ Neighbour	☐ Other
Property Description:	☐ Residence ☐ Hospital ☐ School ☐ Bridge	☐ Road ☐ Business	☐ Other
Hazards Present:	☐ Yes (If yes, type)		☐ No
SECTION THREE – Internal Update			
Priority:	☐ Urgent – Affecting People	☐ Normal - Assets	☐ Low - Convenience
Job Type:			
Location:			
Added to Log:		**Role Assigned To:**	

TASKING			
Time Received (Tasking):	**Allocated to (Role):**	**Action Officer Name:**	**Time Received (Action Officer):**
Action Taken:			
Task Completed:	Time:	Date:	

LDCC Room Manager Task Sheet

EVENT/ EXERCISE:		DATE		SHIFT	

SITREPs	Due Time	Next Due Time
Section Reports Due at		
Review by Room Manager at		
Review by Disaster Coordinator at		
Final Version Situation Report Due at		
Next Event Action Plan Due		

Next Incident Management Team Meeting	
Date/Time	
Location	
Required: Local Disaster Coordinator Incident Controller Room Manager Team Leaders	
Guests	
Agenda	

Catering

	Breakfast	Lunch	Dinner	General
Time				
Organiser				

Name	**Check Team Leaders**	**Time**				
	Operations					
	Planning					
	Logistics					
	Public Info					
	Intelligence					
	Helpline					

Future	
Incident Management Team Meeting	
Date/Time	
Location	
Required: Local Disaster Coordinator Incident Controller Room Manager Team Leaders	
Guests	
Agenda	

Administrative Tasks		
• Incident Decision Log		
• Minutes	LDCC	
	Incident Management Team	

• Emails and Tasking Monitoring				
Don't Forget				
• Roster of Operations - Planning Unit				
• Review tasks - timelines, bulletins, public information, road closures		**Meetings**	**Time**	**Person Req**
• Check issue allocation and modify				
• Finalise preparation for handover briefings				
• Ensure all paper based documents are scanned		**Contentious Issues**		
• Check workload of all staff				
• Check for fatigue/stress				
• Check facility resources				
• Maintain an issues board				

Duty Roster

POSITION	SHIFT 1 Date: Time:	SHIFT 2 Date: Time:	SHIFT 3 Date: Time:	SHIFT 4 Date: Time:
INCIDENT CONTROL				
LDMG Chairperson				
Local Disaster Coordinator				
Incident Controller				
Disaster Management Advisor				
LDCC Room Manager				
Administrator - LDC				
Administrator - LDCC				
SitRep Writer				
ICT				
GIS				
Recovery Coordinator				
OPERATIONS UNIT				
Operations Team Leader				
Operations Officer				
Tasking Officer				
Roads Liaison Officer				
Evac Ctr Facilities Officer				
QPS Liaison				
QFES / RFSQ Liaison				
SES Liaison				
Other Agency Liaison				
Other External Liaison				
PLANNING UNIT				
Planning Team Leader				
Planning Officer				
ADMIN SUPPORT				
Admin Support Officer				
PUBLIC INFORMATION & MEDIA UNIT				
Public Info Team Leader				
Public Information Officer				
INTELLIGENCE UNIT				
Intelligence Team Leader				
Intelligence Officer				
Hazard Modelling /Technical Officer				
Disaster Helpline/Loggers				
Disaster Helpline/Loggers				
Disaster Helpline/Loggers				
Community Disaster Liaison Officer				
LOGISTICS UNIT				
Logistics Team Leader				
Logistics Officer				
Supply Unit				
Finance & Procurement Unite				
Resource Management				
Catering Unit				
QIT Plus				
TOTAL				

Appendix 3 - LVRC Local Disaster Management Plans Library

Name of Plan	Plan Owner	Current Version	Hard Copy in LDCC	Available on USB	Available in Guardian
Local Disaster Management Plan	LVRC / LDMG	5.0	Yes	Yes	Yes
Bushfire Sub Plan	LVRC / LDMG	3.0	Yes	Yes	Yes
Evacuation Sub Plan	LVRC / LDMG	2.0	Yes	Yes	Yes
Evacuation Centre Management Plan	LVRC / LDMG	3.0	Yes	Yes	Yes
Public Information & Warning (Including Emergency Alert) Sub Plan	LVRC / LDMG	2.0	Yes	Yes	Yes
Pandemic Sub Plan	LVRC / LDMG	3.0	Yes	Yes	Yes
Recovery Sub Plan	LVRC / LDMG	2.1	Yes	Yes	Yes
Local Disaster Coordination Centre Sub Plan	LVRC / LDMG	3.0	Yes	Yes	Yes
Resupply Sub Plan	LVRC / LDMG	3.0	Yes	Yes	Yes
Donated Goods Sub Plan	LVRC / LDMG	3.0	Yes	Yes	Yes
Impact Assessment Sub Plan	LVRC / LDMG	2.0	Yes	Yes	Yes
Hazard and Risk Assessment Sub Plan	LVRC / LDMG	1.0	Yes	Yes	Yes
Environmental Health Sub Plan	LVRC / LDMG	1.0			
Animal Management Sub Plan	LVRC / LDMG	1.0			
Waste Management Sub Plan (under development)	LVRC / LDMG				
LDMG Contact List	LVRC / LDMG				
COMMUNITY DISASTER LIASION GROUP PLANS					
Forest Hill Disaster Liaison Community Group	Community/ LDMG/LVRC	1.0		Yes	
Grantham (under development)					
Murphys Creek (under development)					
Mt Sylvia (under development)					

Name of Plan	Plan Owner	Current Version	Hard Copy in LDCC	Available on USB	Available in Guardian
DAM EMERGENCY ACTION PLANS					
Bill Gunn Dam	SEQWater		Yes		
Lake Clarendon	SEQWater		Yes		
Atkinsons Dam	SEQWater		Yes		
Reck Family Dam	Reck Family		Yes		
TOOWOOMBA DISTRICT DISASTER MANAGEMENT GROUP					
Toowoomba District Disaster Management Plan	Toowoomba DDMG	25/08/2014		Yes	
STATE DISASTER MANAGEMENT GROUP PLANS, POLICIES & GUIDELINES					
QLD State Disaster Management Plan	Queensland Government	September 2016		Yes	
QLD Disaster Management Strategic Policy Framework	Queensland Government	2010		No	No
QLD Prevention, Preparedness, Response & Recovery (PPRR) Disaster Management Guideline	QFES	Jan 2018	Yes	Yes	
Local Disaster Management Group Responsibilities Manual M.1.030	QFES	19/01/2018	Yes	Yes	
Disaster Management Groups Business & Meetings Manual M.1.052	QFES	19/01/2018	Yes	Yes	
Emergency Management Assurance Framework	IGEM	Jul 2014		Yes	
KEY REFERENCE DOCUMENTS					
MOU – GIVIT – Donated Goods & Services	LVRC LDMG/ GIVIT			Yes	
MOU – Department of Education – Laidley High School – Use as an Evacuation Centre	LVRC LDMG/ DETE			Yes	
My Community Directory https://www.mycommunitydirectory.com.au/Queensland/Lockyer_Valley /					

Appendix 4 - LDMG Contacts

LDMG & Advisors Contacts

LOCKYER VALLEY REGIONAL COUNCIL LOCAL DISASTER MANAGEMENT GROUP
MEMBERS & DEPUTIES
(not for public distribution)

Title	Member Name	email address	Contact Number	Additional Contact Number/s	Fax Number	Address
Chairperson Mayor - Lockyer Valley Regional Council (LVRC)	Mayor Tanya Milligan	tmilligan@lvrc.qld.gov.au	0491 491 403	5462 0300	(07) 5462 3269	PO Box 82, GATTON QLD 4343
Deputy Chairperson Councillor - LVRC	Cr Janice Holstein	jholstein@lvrc.qld.gov.au	0491 491 410	5462 0313	(07) 5462 3269	PO Box 82, GATTON QLD 4343
Local Disaster Coordinator Executive Manager Corporate & Community Services - LVRC	David Lewis	dlewis@lvrc.qld.gov.au	0417 753 519	5462 0318	(07) 5462 3269	PO Box 82, GATTON QLD 4343
Member/Deputy Local Disaster Coordinator Manager Disaster Coordination - LVRC	Peter Hillcoat	phillcoat@lvrc.qld.gov.au	0417 335 030	5462 0304	(07) 5462 0692	PO Box 82, GATTON QLD 4343
Deputy Disaster Management Program Officer - LVRC	Michelle Kocsis	mkocsis@lvrc.qld.gov.au	0499 779 717	5462 0668	(07) 5462 0692	PO Box 82, GATTON QLD 4343
Member Regional Manager Queensland Fire and Emergency Services (SES)	Bob Bundy	robert.bundy@qfes.qld.gov.au	(07) 4592 5231	0429 638 537		PO Box 1895, TOOWOOMBA QLD 4350
Deputy Area Controller Lockyer Valley SES						

Member Officer In Charge - Gatton Station Queensland Ambulance Service (QAS)	Trudy Stone	qas.oicgatton@ambulance.qld.gov.au	0429 551 335	5462 3050		90 Spencer Street, GATTON QLD 4343
Deputy Officer in Charge - Laidley Station Queensland Ambulance Service (QAS)	Paul Hardie	qaslaidley.oic@ambulance.qld.gov.au	0429 629 187	5462 3547		156 Patrick Street, LAIDLEY QLD 4341
Member Acting Senior Sergeant - Gatton Police Queensland Police Service (QPS)	Rowland Browne	OICGatton@police.qld.gov.au	0428 307 726	5468 3266	(07) 5468 3262	5 William Street, GATTON QLD 4343
Deputy Laidley Police Queensland Police Service (QPS)	Bronagh Gillespie	gillespie.bronaght@police.qld.gov.au	0407 471 566	5466 8000		7 Spicer Street, LAIDLEY QLD 4341
Member Area Commander - Lockyer Somerset Command Queensland Fire and Emergency Services	Ross Mutzelburg	ross.multzelburg@qfes.qld.gov.au	0417 400 011	5468 3301		58 North Street, GATTON QLD 4343
Deputy Emergency Management Coordinator Queensland Fire and Emergency Services	Tracey Brown	Tracey.brown@qfes.qld.gov.au	0428 729 826	4592 5210		19 Steger Road, Charlton QLD 4350
Member Director of Nursing/Facility Manager - Gatton Hospital Queensland Health - West Moreton Health Service	Deb O'Brien	Debbie_Obrien2@health.qld.gov.au	0419 704 084	5468 4111 0407 372 766 (a/h)		97-103 William Street, GATTON QLD 4341
Deputy Director of Nursing - Laidley Hospital Queensland Health - West Moreton Health Service	Allison McGregor	allison.mcgregor@health.qld.gov.au	0409 760 986	5468 4188		75 William Street, LAIDLEY QLD 4341
Deputy Nurse Unit Manager - Gatton Hospital Queensland Health - West Moreton Health Service	Janine Webster	janine.webster@health.qld.gov.au	0419 704 084	5468 4188		75 William Street, LAIDLEY QLD 4341

LOCKYER VALLEY LOCAL DISASTER MANAGEMENT GROUP
Advisors & Deputies
Not for public distribution

Title	Member Name	Email Address	Contact Number	Additional Contact Number/s	Fax Number	Address
Advisor Department of Communities, Disability Services and Seniors Director Community Services						
Deputy Advisor 1 Department of Communities, Disability Services and Seniors Senior Advisor (Community Recovery)	Annabelle Johnstone	annabelle.johnstone@communities.qld.gov.au	0477 311 673	3437 0440 0418 446 557 (a/h)		Level 2 ICON Building 117 Brisbane Street Ipswich QLD 4305
Deputy Advisor2 Department of Communities, Disability Services and Seniors						
Advisor Department of Natural Resources, Mines and Energy Natural Resource Officer, Water Services	Trudie Mellon	trudie.mellon@dnrm.qld.gov.au	5346 9556	0437 015 457		Gatton Research Station, Warrego Hwy, Gatton, QLD, 4343
Deputy Advisor Department of Natural Resources, Mines and Energy Natural Resource Officer	Nicci Window	nicci.window@dnrm.qld.gov.au	5466 2276	0410 456 338		Gatton Research Station, Warrego Highway, Gatton, QLD, 4343
Advisor Department of Natural Resources, Mines and Energy - Helidon Explosive Reserve Reserve Manager	Andrew Campbell	andrew.campbell@dnrm.qld.gov.au		0439 402 399		207 Airforce Road, Helidon, QLD
Deputy Advisor Department of Natural Resources, Mines and Energy - Helidon Explosive Reserve Assistant Reserve Manager	Terry Cahill	terrence.cahill@dnrm.qld.gov.au		0407 976 253		207 Airforce Road, Helidon, QLD

Advisor Department of Transport and Main Roads Program Support Officer	Martin Mulder	martin.g.mulder@tmr.qld.gov.au	4639 0728	0429 722 826	4639 0750	Locked Bag 1, WARWICK QLD 4370
Deputy Advisor Department of Transport and Main Roads Program Support Officer	Michelle Sippel	michelle.m.sippel@tmr.qld.gov.au	4639 0838	0476 836 923	4639 0750	Locked Bag 1, WARWICK QLD 4370
Advisor Ergon Lines Manager Greater Downs	Matthew Pearson	matthew.pearson@ergon.com.au	4687 0535	0428 764 802		475 South Street, Toowoomba, QLD, 4350
Deputy Advisor Ergon Customer Delivery Manager Greater Downs	Jeff Green					
Advisor Energex Senior Asset Officer, Asset Management Southern	Stephen Kerwin	stephenkerwin@energex.com.au	3664 8731	0417 643 918	3664 8755	GPO Box 1461, BRISBANE QLD 4001
Deputy Advisor Energex Senior Asset Engineer	Gary Chalmers	garychalmers@energex.com.au	3664 8729	0439 710 832	3664 8755	GPO Box 1461, BRISBANE QLD 4001
Advisor Queensland Parks and Wildlife Service Senior Ranger	Chris Job	chris.job@des.qld.gov.au	5346 9512	0428 684 437		DAF Gatton Research Station Warrego HWY, Lawes Qld PO Box 70, GATTON QLD 4343
Advisor Queensland Urban Utilities Business Resilience Manager	Luke Sawtell	luke.sawtell@urbanutilities.com.au	3855 6119	0437 082 261		GPO Box 2765, Brisbane, Qld, 4001
Deputy Advisor 1 Queensland Urban Utilities Emergency Management Coordinator	Peta Foster	peta.foster@urbanutilities.com.au	3855 6121	0438 063 467		GPO Box 2765, Brisbane, Qld, 4001

Deputy Advisor 2 Queensland Urban Utilities Executive Leader Operations & Service Delivery	Howard Witten	howard.witten@urbanutilities.com.au	3856 7071	0407 647 668	0407 647 668	GPO Box 2765, Brisbane, Qld, 4001
Advisor Queensland Rail Asset Maintenance Co-Ordinator	Kelvin Haak	kelvin.haak@qr.com.au	4631 3417	0407 031 618		
Advisor RSPCA Qld Inspector	Greg Eustace	geustace@rspcaqld.org.au	3426 9999	0408 846 367		Locked Bag 3000, Archerfield BH QLD 4108
Advisor SERCO Head of Security	Rod Jellyman	rod.jellyman@dcs.qld.gov.au	0407 075 689	5466 6837		Millers Road, Spring Creek, Qld, 4343
Deputy Advisor SERCO Head of Operations	Peter Wintringham	peter.wintringham@dcs.qld.gov.au				Millers Road, Spring Creek, Qld, 4343
Advisor Telstra Team Manager Ipswich/Lockyer Valley	Terry Hayden	terry.a.hayden@team.telstra.com	3455 4187	0419 647 458		186 Zillmere Road, Boondall, QLD, 4034
Deputy Advisor Telstra Area General Manager	Darren Clark	Darren.clark@team.telstra.com				
Advisor University of Queensland Campus Director - Gatton Campus	Janelle Zahmel	gatton.director@uq.edu.au	5460 1201			University of Queensland, Gatton Campus, Gatton QLD 4343
Advisor Red Cross Regional Coordinator SQ	Eleanor Carter	ecarter@redcross.org.au		0407 162 017		10 Cloyne Road, Southport QLD 4215

Advisor GIVIT Queensland Manager	Nikki Howson	nikki@givit.org.au		0448 480 083		PO Box 3061, Newstead QLD 4006

Agency/NGOs Emergency Contacts

Emergency Contacts

Name	Position	Phone Number	Mobile	Email	Other
Craig Berry	DDMG - Executive Officer District Disaster Coordinator (XO DDC)	07 4660 4440	0409 880 949	Berry.CraigW@police.qld.gov.au	Fax: 07 4661 7568
Mark Kelly	DDMG - District Disaster Coordinator (DDC)		0428 102 750	DDC.Toowoomba@police.qld.gov.au Kelly.MarkA@police.qld.gov.au	
Des Neijens	DDMG - Acting Executive Officer District Disaster Coordinator (A/XO)	4660 4440	0417 159 242	Neijens.DesmondR@police.qld.gov.au	
	Bureau of Meteorology in SDCC	3239 8781 3239 8778			
Aaron Brown	SES Local Controller		0407 677 820	aaron.brown@ses.qfes.qld.gov.au	
Chris Madsen	QITPlus	4948 3335	0409 264 130	chris@qitplus.com	Guardian
Phill Glindemann	QITPlus	4948 3335	0416 812 632	phill@qitplus.com	Guardian
Enda Brady	QRA Liaison	3035-6931	0438 389 373	enda.brady@qldra.org.au	Fax: 3008-7299
Kirsty Beavington	QRA Senior Program Officer	3247 8506	0417 644 595	Kirsty.beavington@qldra.org.au	
Nikki Howson	GIVIT	3852-2281	0448 480 083	nikki@givit.org.au	Donations of Goods & Services
Terry Aldridge	Dept of Education	4616 9183	0418 778 750	terry.aldridge@dete.qld.gov.au	Laidley High School – Evac Centre
Craig Harlum	Salvation Army, Lockyer Valley	5462 5273	0417 571 442	craig.harlum@aue.salvationarmy.org	Emergency Catering Trailer
Gordon Claridge	Helidon Hills Smokespotters	5462-1028	0401 346 036	gfclaridge@gmail.com smokespotters@gmail.com	Smoke spotter
Mike Ford	Helidon Hills Smokespotters	4600 9960	0418 732 504	mike@emford.com.au smokespotters@gmail.com	Smoke Spotter
Derek Tuffield	Lifeline Darling Downs		0457 418 020 (Megan)	derek@lifelinedarlingdowns.org.au	Psychological support

Ralf Muller	Prospect Environmental	3004 7041	0425 937 531	ralf.muller@prospectgroup.com.au	Camera network, Grantham Siren, Woodlands Rd system, Camera Dashboard
Ian Hurley	Telstra	07 4690 5416	0448 846 216	ian.hurley@team.telstra.com	Telstra

Appendix 5 - Community Contacts - Confidential

Townson to Narda Lagoon Community Contacts

Laidley Creek Community Contacts

Townson to Narda Lagoon

Name	Address	Phone Number	Mobile	Email	Location
Glynn & Karen Crosby	323 Mulgowie Road, Townson	07 5466 7209		gnkcrosby@gmail.com	top of Laidley Creek/end of road
Robert Day	294 Mulgowie Road, Townson	07 5466 7181	0475 762 892		near Crosby at top of creek
Rodney & Louise Litfin	195 Mulgowie Road, Thornton	07 5466 7278			near Clarks Bridge
Col Litfin	195 Mulgowie Road, Thornton	07 5466 7134			near Clarks Bridge
Alister Dieckmann	Spicers, Main Camp Creek Rd	07 4666 1132	0428 881 833		contact for spices / access to Main Camp gauge
Carmel Wilson	40 Main Camp Creek Rd, Thornton	07 5466 7230	0419 668 876		on Main Camp Creek
Merv Hodges	Main Camp Creek Rd, Thornton	07 5466 7173	0437 021 696		western side of Clarks Bridge
Steve & Kerri Hodges	187 Mulgowie Road, Thornton	07 5466 7112	0437 552 416		eastern side of Clarks Bridge
Thornton State School	4 Thornton School Rd, Thornton	07 5466 7141		the.principal@thorntonss.eq.edu.au	
Wayne Hanson	138 Mulgowie Road, Thornton	07 5465 9121			Opposite Mulgowie farming
John & Dell Emerick	5 Simpson Drv, Mulgowie	07 5465 9265			Mulgowie farms
Mulgowie Farms	35 Mulgowie School Rd, Mulgowie	07 5465 9222			Mulgowie farms
Mulgowie Pub	104 Mulgowie Rd, Mulgowie	07 5465 9127			Mulgowie pub
Noel McGrath	109 Mulgowie Road, Mulgowie	07 5465 9238			opposite mulgowie pub

Milton Lester	102 Mulgowie Road, Mulgowie	07 5465 9232	0428 110 451		next door to Mulgowie Pub
Ian Pitman	86 Mulgowie Road, Mulgowie	07 5465 9231			opposite Mulgowie Rd gauge
Shane Osborne	66 McGarrigal Rd, Mulgowie	07 5465 9280	0407 596 613		beside McGarrigle Rd gauge
Grant & Kerry King	5 Laidley Creek West Rd, Mulgowie	07 5465 9288			beside McGarrigle Bridge
N Davenport	56 Mulgowie Rd, Laidley South	07 5465 9105			at floodway south of hill
Joan Stokes	2 Frome Street, Laidley	07 5465 1602			opposite narda lagoon - pioneer village side

Laidley Township Community Contacts

Laidley Township Community Contacts

Name	Address	Phone Number	Mobile	Email	Location
Neville Wood	21 Whites Road, Laidley	07 5465 1227	5465 2290		Beside Laidley Creek (Gatton-Laidley Rd)
Peter Wood	50 Alexander St, Laidley	07 5465 1160			Between Laidley Creek and Railway Line
Phil Peterson	Campbell St West, Laidley				Beside main drain immediately north of the rail line

Forest Hill Community Contacts

Forest Hill Community Contacts

Disaster Liaison Group

Name	Address	Phone Number	Mobile	Email	Location
Ann & Colin Bichel	3 Dyer Street, Forest Hill	07 5465 4344	0421 232 338	annmbichel@bigpond.com	in town
Ray Villis			0427 889 685	coseyhill@bigpond.com	
Christine Flanagan		07 5465 4220	0409 654 220	cpflano@hotmail.com	
Garth Lester			0437 015 186	lesters9@bigpond.com	
Fred Wilkes			0488 694 415	ericwilks@bigpond.com	Deputy Chair Group
June Kealy		07 5465 4333		jkealy6@bigpond.com	
Linton & Melinda Brimblecombe	18 Forest Hill Blenheim Rd, Forest Hill	07 5465 4151	0417 771 584	lintonbrim@gmail.com	Chair of Group
Phil & Debbie Gibson		07 5465 4148		thegibsons@dodo.net.au	
Rob Marsh			0421 740 879	robert.marsh@qfes.qld.gov.au	
Ray Hawley			0418 756 513		

Other Contacts

Clive Petzke			0417 761 323		in main street beside real estate

Sandy Creek, Mt Berryman to Forest Hill Community Contacts

Sandy Creek Community Contacts

Mt Berryman to Forest Hill

Name	Address	Phone Number	Mobile	Email	Location
Mr & Mrs A&K Whiteway	10 Whiteway Rd, Forest Hill	07 5465 4156			near Whiteway Rd gauge & camera
Len / Peter Jackwitz	120 Mt Berryman Rd, Mt Berryman	07 5466 4273			Mt Berryman gauge / gate on road
Shane Engel	Sippel Rd, Blenheim	07 5466 4359			property backs onto Sandy Creek
Brendan Sippel	Sippel Rd, Blenheim	07 5466 4167	work		property backs onto Sandy Creek
Greg & Linda Lerch	1315 Woodlands Rd, Blenheim	07 5465 4181			on creek Woodlands Rd gauge
M Lerch	1301 Woodlands Rd, Blenheim	07 5466 4278			on camera side of creek Woodland Rd
Patti Pocock	20 Glen Cairn Rd, Glen Cairn	07 5465 4410			near switchback in creek where creek breaks

Grantham Community Contacts

Grantham Community Contacts

Disaster Liaison Group

Name	Address	Phone Number	Mobile	Email	Location
Ann James			0428 727 028	damda@bigpond.com	Gatton-Helidon Rd - last house heading to Toowoomba – land swap area
John Mahon			0468 947 984	jkm74@bigpond.com	
Mar Purton			0421 325 834	marpurton72@hotmail.com	
Geoff Purton					
Michelle Wood		07 4612 9100	0407 678 158	michellewood2@bigpond.com	
Trevor McCraw			0427 002 910	mccrawtransport@bigpond.com	McCraw Transport - 1st on right heading towards Toowoomba

Other

Wilma Baukema			0448 653 323	wilma42@gmail.com	Grantham Ladies Group

Sandy Creek, Grantham Community Contacts

Sandy Creek Grantham Community Contacts

Seventeen Mile to Grantham

Name	Address	Phone Number	Mobile	Email	Location
Neil Finch	1462 Seventeen Mile Rd, Seventeen Mile		0429 871 409		Upper Sand Creek gauge (near junction of 17Mile & Logans Rd
Lisette Schulz	511 Sandy Creek Road, Grantham		0477 433 411		Sandy Ck Rd & Fords Rd - Creek crossing
Peter Friend	680 Lawlers Rd, Grantham	07 5466 1269	0487 673 157		near Sandy Creek gauge (downstream)

Junction view, Mt Sylvia & Left Hand Branch Community Contacts

Junction View, Mt Sylvia, Lefthand Branch Community Contacts

Name	Address	Phone Number	Mobile	Work	Email	Location
Elizabeth Jones	East Haldon Road		0421 185 075	0418 181 118	ejones@lvrc.qld.gov.au	1st farm along East Haldon Road
Trevor & Dell Shaw	1381 Left Hand Branch Road, Left Hand Branch	07 5462 6322			giddyup@activ8.net.au	last farm along LHB Rd
Rob Bauer & Trudy Townson	1166 Mount Sylvia Rd, Mount Sylvia		0423 590 709		trudy@bauersorganicfarm.com.au	Bauers Organic Farm
Ian & Janelle Lindenmayer	Left Hand Branch Rd Mt Sylvia		0427 075 462		ianjanelle@gmail.com	
Ivan & Gay Dallinger	283 Left Hand Branch Rd Mt Sylvia	07 5462 6246			idallinger@bigpond.com	
Jim & Eileen O'Keeffe	1714 Ingoldsby Rd Ingoldsby	07 5462 6184			jimeil@skymesh.com.au	
Brian & Julia Crust	25 Litfins Road Mt Sylvia		0421 230 866	0434 480 205	julia@crustfarms.com.au	
Sally Witt					sallywitt25@gmail.com	
Jim & Shirley Wallis	Black Duck Creek Rd Junction View	07 5462 9112				
Lester & Madeline Pickering	57 Pickerings Rd Black Duck Creek	07 5462 9164				
Pat & Donna Ryan	22 Black Duck Creek Rd Junction View	07 5462 9168	0407 116 407			at the junction

Glenore Grove Community Contacts

Glenore Grove Community Contacts

Name	Address	Phone Number	Mobile	Email	Location
Jeff Logan	86 Forest Hill-Fernvale Rd, Glenore Grove		0438 601 421	huggol@tpg.com.au	Glenore Grove camera on his farm
Trudy Hughes	86 Forest Hill-Fernvale Rd, Glenore Grove		0428 665 366		Below GG school - key for hall
Bob Prince		07 5465 7795			key for hall
Glenore Grove Store	Brightview Rd, Glenore Grove	07 5466 5280			GG store

Murphys Creek Community Contacts

Murphys Creek Community Contacts

Name	Address	Phone Number	Mobile	Work	Email	Location
Carla McCallum		4630 5880 or 4630 5195			carlamccallum@hotmail.com	
Glen Thomas		4697 6533	0428 713 079		thomas.glens@police.qld.gov.au	OIC QPS Helidon
Hart Kennedy					trailblazer291@gmail.com	
Julie Reck			0407 034 214		juliereck55@hotmail.com	
Liz Kennedy					lizkennedy274@hotmail.com	
Dell Gold		4630 5999			del.gold1@hotmail.com	Murphys Creek Shop
Will Goodwin		4697 6533			goodwin.williamc@police.qld.gov.au	QPS Helidon
Murphys Creek Shop		4630 5338				
Murphys Creek Tavern		4630 5999				
Aaron Sheehan		4630 5855				Murphys Creek Rural Fire

Fifteen Mile Road Community Contacts

Fifteen Mile Road Community Contacts

Name	Address	Phone Number	Mobile	Work	Email	Location
Kim Cavanagh	Fifteen Mile Rd, Fifteen Mile	4637 6339				Council boundary near Fifteen Mile rain gauge

Appendix 6 – LDCC Equipment & Resources

Standard equipment and resource considerations for the effective functioning of a LDCC include:

Facility / Equipment / Resource	Considerations	LVRC Resources
Telephone handset	In most circumstances, calls for assistance from members of the public will be received by the Call Centre using the standard telephone system. A number of phones are required for the operation of the LDCC. A backup analogue line should also be available in case of failure of the standard telephone system.	Council uses Skype for Business as its telecommunications system. This provides the capability of instant messaging (IM), voice or video calls as well as the ability to present screens during meetings. Phone handsets are available for use with Skype for Business in the LDCC. The LDCC is equipped with fourteen (14) handsets. There are eight (8) handsets linked to the LDCC Skype Group. Calls not answered after 10 seconds will then ring on all other Group phones. There are four (4) standalone phones that cannot be picked up by the Group. There is also one (1) conference phone in the meeting room. In the event of failure of Skype for Business, there is one (1) analogue telephone in the LDCC meeting room.
Mobile Phones	A number of mobile phones should be available in the LDCC.	Mobile phones are not stored in the LDCC. However, sufficient members of staff have Council issued phones. All personnel attending the LDCC should ensure they have their mobile phone and chargers. There is a limited number of phone chargers stored in the LDCC.

Photocopier, Scanner, Colour Printer, Fax, Displays	A fax machine should be available in each LDCC for incoming/outgoing transmissions.	A multifunction device that provides capability to photocopy, scan, colour print and send/receive faxes is available in the LDCC. The ICT unit will need to activate the capability to print by bypassing the Council swipe tag system. A touchscreen computer /monitor is available in the meeting room. A large screen computer / monitor is available for use / display. Two (2) HDMI connectivity plugs are installed under the Admin desk and connected to this device. A projector with VGA connections is available with a fixed projector screen. A TV set top box is installed for use with the projector.
Tele / Video conference Facility	A tele / video conferencing facility is desirable. Tele or video conferencing is an option where physical meetings are impractical.	A tele / video conferencing capability is available in the LDCC via Skype for Business or the conference phone.
Satellite phone	A satellite phone should be available in case of failure of the communications systems.	Five (5) satellite phone have been issued to the LDMG Chair, LDC, CEO and Disaster Management staff. At least one or more of these phones would be available for use in the LDCC.
Radios	Access to radios is desirable in case of communication failure.	The following radios are available in the LDCC Lockyer Valley Regional One (1) Council internal HF Radio One (1) fixed UHF Two (2) hand held UHFs One (1) SES radio

Computers / Laptops / Data access / User accounts	Computers are required for the operation of a LDCC. All laptops / computers should have access to the Guardian, Internet, MS Office and Outlook as a minimum requirement with the ability to print to the local colour printer. Planning and Operations computers should have access to MapInfo. These laptops / computers should be fully networked but should also have the ability to stand alone should network failure occur. A number of iPads and iPhones are also desirable to use the Guardian web-based application.	There are eleven (11) computers (4 desktops and 7 laptops) in the LDCC. Disaster Management staff also have two (2) laptops available. Additional computers may be sourced from ICT Services as required and subject to availability. Four (4) iPads without SIM cards (require data access via hotspot or Council wifi) are available in the LDCC All Liaison Officers should bring their own agency information technology communications /computer and data capability with them to the LDCC. The permanent computers in the LDCC are connected either by data cable or wifi to Council's network. If required, ICT may enable access to Guest wifi Council's Disaster Management Team has one portable Telstra data dongle. Council's ICT Team has a wifi modem subject to availability.
Uninterrupted Power Supply (UPS)	UPS devices are required to enable data to be saved in the event of a power failure. The UPS will provide battery power to computers until the generator power comes on. Alternatively, if the generator also fails it will allow time to save data in the operating system and to take a backup.	UPS x 4 – Attached to desktop computers. These UPS's will maintain power for a minimum of 2 minutes which is sufficient to cover power loss to when the generator power kicks in. Alternatively if generator power also fails, will provide time to save and backup data. UPS x 1 – Attached to the LDCC radios UPS x 1 – Backup power for the server box in the kitchenette.
Media Monitoring	A television is required in the LDCC. A battery powered radio is required in the LDCC.	TV: Three (3) televisions are installed in the LDCC to monitor news broadcasts (1 in the meeting room and 2 in the main area). Radio: Two (2) battery operated radios are available in the LDCC to monitor radio broadcasts. Radio can also be monitored via online broadcasts.

First Aid Kits	Access to First Aid kits	There are three (3) first aid kits and one (1) snake bite kit in the LDCC. The two (2) large kits may be deployed to evacuation centres when establishing a centre. Other first aid kits are available in the main Council building. Contact a First Aid Officer (list above the printer) for locations.
Furniture	Desks & Chairs Clock Storage	There is a minimum of 20 chairs with desk space in the LDCC to ensure operational efficiency. A 24hr clock is in the LDCC. This is the official time within the Centre and should be recorded on all documentation. There is a filing cabinet in the kitchenette which contains paper versions of LDCC forms. There are three (3) credenzas in the LDCC which contain the LDMP and Sub Plans, other Plans, tabards, quadruplicate blank request for assistance forms books, stationery and other items.

Amenities equipment	LDCC staff should have access to amenities	There is a kitchenette in the LDCC with a microwave, bar fridge, hot water urn and rubbish bins. Tea and coffee are stored in the credenza. There is no plumbing in the LDCC. There is access to toilets, handwashing, large refrigerator and kitchen facilities in the main Council building. Access to the main Council building is via swipe access. There are two (2) swipe access cards in the LDCC to provide access to non-Council LDCC staff to the toilets. The card will only provide access to the back southern end door and the back northern end door (for access to disabled toilet via lift to 1st floor)
Consumables	Stationery and other consumables for the effective operation of the LDCC.	Stationery is stored in the credenza under the large monitor. There is a full range of stationery available. Hardcopy log books (in case of failure of the Guardian IT system). Note: Sticky notes are not to be used in the LDCC Printed maps are available. Further maps can be requested from Council's GIS officer.

Appendix 7 - LDCC Phone Configuration - Confidential

Phone Number	Account	Common	Messagebank Pin	Linked to Computer #	Skype Team Group
5462 0339	LDCC_02	Yes	0339	n/a	No
5462 0684	LDCC Admin			Admin 13071	Yes
5462 0634	LDCC Admin 2			Admin 2 13074	Yes
5462 0334	LDCC_01			Centre desk 13072	Yes
5462 0504	LDCC LO1	Yes	0504	n/a	No
5462 0681	LDCC LO2	Yes	0681	n/a	No
5462 0621	LDCC Logger			Logger 13264	Yes
5462 0677	LDCC Planning			Planning 13255	Yes
5462 0636	LDCC Operations			Operations 13251	Yes
5466 3544	LDCC Logistics			Logistics 13256	Yes
5462 0653	SES			SES 13073	Yes
5466 3543	LDCC Controller	Yes	0543	n/a	
5462 2194				Analogue Phone	No
5462 0391				Conference Phone	No

Appendix 8 – Generic Logins, Email Accounts & Associated Roles

Role (for use by)	Computer User Login	Email Login	Outlook Email	Enviromon User
Administrator/ Room Manager	LDCC_Admin	LDCC_Admin	ldcc_admin@lvrc.qld.gov.au	Yes
LDC Administrator	LDCC_Admin2	LDCC_Admin2	ldcc_admin2@lvrc.qld.gov.au	No
LDC / Incident Controller	LDCC_Controller	LDCC_Controller	ldcc_controller@lvrc.qld.gov.au	Yes
Intelligence	LDCC_Intelligence	LDCC_Intelligence	ldcc_intelligence@lvrc.qld.gov.au	Yes
Intelligence 2	LDCC_Intelligence2	LDCC_Intelligence2	ldcc_intelligence2@lvrc.qld.gov.au	Yes
Logistics	LDCC_Logistics	LDCC_Logistics	ldcc_logistics@lvrc.qld.gov.au	Yes
Logistics 2	LDCC_Logistics2	LDCC_Logistics2	ldcc_logistics2@lvrc.qld.gov.au	No
Public Information	LDCC_PublicInfo	LDCC_Pubicinfo	ldcc_publicinfo@lvrc.qld.gov.au	No
Operations	LDCC_Operations	LDCC_Operations	ldcc_operations@lvrc.qld.gov.au	Yes
Roads Liaison Officer	LDCC_Operations2	LDCC_Operations2	ldcc_operations2@lvrc.qld.gov.au	Yes
Planning	LDCC_Planning	LDCC_Planning	ldcc_planning@lvrc.qld.gov.au	Yes
Planning 2	LDCC_Planning2	LDCC_Planning2	ldcc_planning2@lvrc.qld.gov.au	Yes
Planning 3	LDCC_Planning3	LDCC_Planning3	ldcc_planning2@lvrc.qld.gov.au	Yes
Operations – Tasking Officer	LDCC_Tasking	LDCC_Tasking	ldcc_tasking@lvrc.qld.gov.au	Yes
Logger	LDCC_Logger	LDCC_Logger	ldcc_logger@lvrc.qld.gov.au	Yes
Logger 2	LDCC_Logger2	LDCC_Logger2	ldcc_logger2@lvrc.qld.gov.au	No
Recover Coordinator Recovery Committee	LDCC_Recovery	LDCC_Recovery	ldcc_recovery@lvrc.qld.gov.au	No
As needed	LDCC	Nil	Nil	No
Emergency backup email (only use if lvrc accounts fail)	Note: account is not monitored in peace time		lvrc0001@gmail	

The following logins are for use by Liaison Officers in an emergency. These accounts will only work on LVRC computers. ***All Liaison Officers are expected to bring their own ICT to the LDCC.***

Role (for use by)	Computer User Login	Email Login	Outlook Email	Enviromon User
QAS Liaison Officer	LDCC_QAS	LDCC_QAS	ldcc_qas@lvrc.qld.gov.au	No
QFES Liaison Officer	LDCC_QFES	LDCC_QFES	ldcc_qfes@lvrc.qld.gov.au	No
QFES Emergency Management Coordinator	LDCC_QFESEM	LDCC_QFESEM	ldcc_qfesem@lvrc.qld.gov.au	No
QLD Health Liaison Officer	LDCC_QHealth	LDCC_QHealth	ldcc_qhealth@lvrc.qld.gov.au	No
QPS Liaison Officer	LDCC_QPS	LDCC_QPS	ldcc_qps@lvrc.qld.gov.au	No
QUU Liaison Officer	LDCC_QUU	LDCC_QUU	ldcc_quu@lvrc.qld.gov.au	No
SES Liaison Officer	LDCC_SES	LDCC_SES	ldcc_ses@lvrc.qld.gov.au	No
Energex	LDCC_Energex	LDCC_Energex	ldcc_energex@lvrc.qld.gov.au	No
Liaison Officer	LDCC_LO1	LDCC_LO1	ldcc_lo1@lvrc.qld.gov.au	No
Liaison Officer	LDCC_LO2	LDCC_LO2	ldcc_lo2@lvrc.qld.gov.au	No

Appendix 9 - Accessing Sharefile with LDCC accounts

ShareFile enables users to send large documents by email, securely handle document transfers to third parties.

This is the recommended process is if Sharefile is not installed users can just go to the website **lockyer.sharefile.com** and login with the below credentials.

ShareFile can be installed on all machines in the LDCC. Users need to enter the credentials below to activate the Outlook Add-On.

LDCC ShareFile account:
Username: ldcc_admin@lvrc.qld.gov.au
Password:

Appendix 10 - Satellite Phone & Data Details

Asset Type	Model	Owner	Service Number
Sat Modem	Iridium Go!	Peter Hillcoat	0147140614
Sat Modem	Iridium Go!	Michelle Kocsis	0147151657
Sat Modem	Iridium Go!	David Lewis	0147150601
Sat Modem	Iridium Go!	Ian Church	0147149383
Sat Modem	Iridium Go!	Tanya Milligan	0147159759
Sat Handset	Iridium Extreme 9575	Peter Hillcoat	0147164183
Sat Handset	Iridium Extreme 9575	Michelle Kocsis	0147144072
Sat Handset	Iridium Extreme 9575	David Lewis	0147149855
Sat Handset	Irigium Extreme 9575	Ian Church	0147150126
Sat Handset	Iridium Extreme 9575	Tanya Milligan	0147141597

Using the Satellite Modem in Emergencies

Set Up

Prior to using the Satcom system, users are required to download two apps:

The Iridium Go! App enables users to connect over Wi-Fi to make phone calls, send SMS, post Twitter updates or activate SOS in the event of an emergency (needs set up). Up to 5 users can concurrently send messages while only one active call (voice or internet) can occur at the same time.

Iridium Mail & Web app provides compressed and optimized email and data access. It will establish an internet connection primarily suited for email messaging a browsing mobile websites. Do not use for applications using video or music.

To use the modem

Raise the antenna in an open, outdoor area (unless connected to an installed external antenna) and wait for the device to register on the network.

Go to your devices Settings > Wireless & Networks to choose the wireless network created by the Iridium Go! satcom system.

The modem will require a SIM pin code. The code is entered via the Iridium Go! App.

Select the App and log in:

Username: guest

Password: guest

Important – When you are not using the WiFi device, turn it OFF to ensure that unplanned data charges are avoided.

To make a call – Iridium Go! App

'Smart dialling' has been turned on to eliminate the need to enter a country code. Simply enter the dialling sequence [Area Code] [Phone Number]. The green key initiates the call while the red key is used to end the call.

Remember: the receiver will see incoming call details from the sat modem number NOT the number of the device being used.

WEB and Mail – Iridium Mail & Web App

MAIL - You do not have to be connected to the satellite network to create email messages. A number of messages can be created and sent later when a connection has been made. Email received during satellite connection can be read offline after the connection is ended.

Emails will be sent and received to a new email address that is created <username@myiridium.net>

The default inbound limit per email message is 50kb. Any emails greater than 50kb will be held on the server and reported to you in the 'Big Mail' folder. You then have an option to Delete the email from the server or Download the email.

Outbound email default size limit is 50kb. Any emails greater that 50kb will trigger a warning message. You can choose to 'send' which will bypass the filter and sent the email OR 'Skip' which will hold the email in the Outbox and present the warning message on each subsequent session.

WEB – Web content using the satellite connection is compressed, background images are stripped, popups are removed, advertisements are stripped, animations are removed and images are resampled and compressed. This can reduce the time it takes to download a typical web page by up to 5x.

Appendix 11: Saving Electronic Documents

At the beginning of a LDCC operation staff must create a new folder named with the operation name on the Desktop of their computer. Documents that are created can be saved within this folder. . All documents that are created during an operation must also be uploaded into Guardian through the request for assistance or bulletins functions.

All LDCC staff are responsible for ensuring documents related to the operation are saved within the Guardian system during the operation and at the end of their shift, eg scan paper documents and upload logs.

Situation Reports and State Updates are created within the Guardian system. The final documents must be printed; signed by the LDC; scanned and the signed version uploaded into the Guardian system.

Document Naming Protocols

Council's document naming protocols should be followed for document naming

[Name of Operation] [Document Type e.g. Situation Update] [Update Number] [Date e.g. 20141219] [24Hr time e.g. 0800hrs]

Appendix 12: Acronyms

Acronym	Full Name
AGCCC	Australian Government Crisis Coordination Centre
AIIMS	Australasian Inter-service Incident Management System
BoM	Bureau of Meteorology
CEO	Chief Executive Officer
DDC	District Disaster Coordinator
DDCC	District Disaster Coordination Centre
DDMG	District Disaster Management Group
EMAF	Emergency Management Assurance Framework
EMC	Emergency Management Coordinator
IAP	Incident/Event Action Plan
IC	Incident Controller
ICT	Information Communications Technology
IMT	Incident Management Team
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
LO	Liaison Officer
LVRC	Lockyer Valley Regional Council
MDC	Manager Disaster Coordination
NDRRA	Natural Disaster Relief and Recovery Arrangements
NGOs	Non Government Organisations
QDMC	Queensland Disaster Management Committee
QFES	Queensland Fire & Emergency Services
QPS	Queensland Police Service
RC	Recovery Committee
RFA	Request for Assistance
SDCC	State Disaster Coordination Centre
SDRA	State Disaster Relief Arrangements
the Act	Disaster Management Act 2003
XODDC	Executive Officer to the District Disaster Coordinator

Animal Management Sub-Plan

Lockyer Valley

Local Disaster Management Group

Annexure to Lockyer Valley Local Disaster Management Plan

Draft Version 1.0

DRAFT

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Authority

This Animal Management Sub Plan forms a sub-plan to the Lockyer Valley Regional Council (LVRC) Local Disaster Management Plan (LDMP) and is developed under the authority of Section 57(1) of the *Disaster Management Act 2003 (*the Act*)*.

This Sub Plan will be managed in accordance with the administrative and governance processes outlined within the LDMP including approval, document control, distribution and review.

Approval

The preparation of the Animal Management Sub-Plan has been undertaken in accordance with the Act, to assist the community with the care and management of animals during a disaster.

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

Cr Tanya Milligan

Chair, Local Disaster Management Group

Date: .....

Endorsement

The preparation of the Animal Management Sub-Plan has been undertaken in accordance with the Act, to provide for effective disaster management in the Lockyer Valley local government area.

The plan is endorsed by the Lockyer Valley Regional Council.

Cr Tanya Milligan

Mayor, Lockyer Valley Regional Council

Date: .....

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Version and Document Control

Amendments and Review

This Animal Management Sub Plan will be reviewed, practised and updated. It is to be reviewed as part of the rolling program of review for Council's disaster management arrangements.

The LDC of the LDMG may approve minor amendments to this plan.

Proposed amendments that affect the intent of this plan, roles and responsibilities or external agencies must be endorsed by the LDMG and approved by Council. This type of amendment is referred to as a major amendment.

Version Control & Record of Amendments

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

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

Approved amendments are to be listed in the following table. The LDC is to ensure that all copies of this plan are accurately amended.

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

Complete the amendment record when an amendment is made to the Animal Management Sub Plan.

The following plan updates have been issued and recorded

Date	Version	Outline of Revisions	Made by	Approved by/Date
11/04/2018	V1.0	Development of Plan	P Hillcoat	

Distribution

This Animal Management Sub Plan is not publicly available, and is not for distribution and/or release to persons or agencies other than those identified in the Lockyer Valley LDMP without the authority of the LDC.

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Administration and Governance

Ownership

This Animal Management Sub Plan has been developed with input from the LVRC Environmental Health & Local Law Unit and is owned by LVRC. All significant amendments must be approved by the LDMG. All amendments are to be recorded on the register at page 5.

The 'Owner' will ensure that:

The master document is retained together with relevant supporting documentation.

It is reviewed on at least an annual basis, or after activation, whichever is the sooner in line with procedures documented in the LDMP.

Support Agencies

All members and advisor organisations of the LDMG are support agencies to this plan.

Links with Other Documents

This Animal Management Sub Plan forms part of the LDMP. This Sub Plan links to all other operational Sub Plans that have been developed to respond to disaster events affecting the Lockyer Valley Region. Refer to **Annexure 8**.

Purpose

The purpose of the Animal Management Sub Plan is to provide for the establishment and management of strategies relevant to pet and animal management.

Consideration must be given to guide, hearing and assistance dogs as they must be accommodated with their owners under the *Guide, Hearing and Assistance Dog Act 2009*.

Context

LVRC area residents own and keep a large number of animals for a variety of reasons ranging from family pets to the livestock. Equally the areas where these animals are kept also cover a broad spectrum, ranging from a small bird cage inside a residential unit to large acreage paddocks.

Given the belief by some that animals can fend for themselves and do not constitute family members in the eyes of their owners, animal management issues can be overlooked in the personal disaster planning process. This lack of planning can lead to serious problems with abandonment, injury and hunger which may force animals from their normal habitats. This plan seeks to reduce the risk to health and safety as well as the impact on Council and partner resources required to care for these animals during such an event.

There are approximately 7500 registered dogs within the LVRC administrative area and an unknown number of domestic animals for which no registration record exists.

There are unknown numbers of cattle, horses and other livestock within the LVRC jurisdiction.

There are unknown numbers of exotic pet animals within the LVRC jurisdiction.

In the event of a significant natural disaster, the ability to deploy sufficient resources to maintain the services provided by the animal management program can be rapidly compromised.

Experiences from previous disaster events revealed that animal management issues may not present immediately rather 2-7 days after the event.

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Lessons learned from Queensland events indicate that occasionally residents will not evacuate without pets, however in the majority of cases people will either abandon their pets or evacuate with pets.

Therefore it is important accommodation requirements for household pets are considered within the community. Arrangements will be put in place for assistance animals (e.g. guide dogs) or companion animals for vulnerable community members during an evacuation.

A disaster of a significant magnitude will represent a range of risks relating to animal management in terms of public health, safety and nuisance.

Hazards may include injured and displaced animals, dead animals, animal-related diseases, care and shelter and related issues. Additionally, these problems may promote negative behaviour in affected people. It is therefore imperative to maintain contingency arrangements to each of these issues in a measured but flexible way.

The LVRC Environmental Health & Local Law Unit will provide advice to the LDMG and take a lead role in managing animal management issues in conjunction with internal and external stakeholders under the direction of the LDMG.

This sub-plan covers arrangements for:

- Domestic (e.g. dogs, cats, caged birds, fish, reptiles, rodents etc.) that are ordinarily kept by Lockyer Valley residents
- livestock animals (e.g. horses, cattle, sheep, goats, pigs, poultry, etc.) that are ordinarily kept by Lockyer Valley residents; and
- Care of all animals at temporary animal shelters and longer term animal care arrangements and evacuation centres when required.

This sub-plan does not cover arrangements for:

- Emergency arrangements for native or introduced wildlife;
- Exotic diseases in animals as this are normally managed by Department of Agriculture & Fisheries. For the purpose of this document LVRC may provide assistance, when requested, to the applicable state or federal agency which is responsible for such matters; and
- Livestock stranded in transit (e.g. livestock on rail or cattle trucks). (LVRC may assist by providing directional assistance on a case by case enquiry).

Guiding Principles

In implementing this Plan, the follow principles and limitations may apply:

1. Protection and preservation of human life is paramount;
2. The responsibility for the welfare of animals at all times remains with the person in charge of an animal;
3. Integrating consideration of animals and their welfare into emergency planning, at all levels, will improve animal welfare outcomes and have a positive impact on human safety and resilience.
4. Recognition that the bonds people have with their animals impact on their decision making and behaviour in an emergency.
5. This plan encompasses all hazards as emergencies of all types can impact on animals or require animal management processes to be implemented.
6. While arrangements described in this Plan are typical, it is recognised that a Control Agency may recommend additional or alternative actions at the incident, regional or state level to meet the needs of the particular emergency.
7. As the capacity and capability of agencies and organisations delivering animal welfare support services will change, an adaptive, flexible and whole of government approach to arrangements is essential to ensuring the objectives of this Plan are met.

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Roles and Responsibilities

Local government, State government agencies and organisations have designated responsibilities in disasters which reflect their legislated and/or technical capability and authority with respect to hazards, functions and/or activities of disaster management.

The below list is not exhaustive and it focuses on the roles and responsibilities of different agencies. Importantly, this list aims to ensure, from a whole-of-government perspective, that all accountabilities with respect to disaster management have been addressed.

Agency	Roles and Responsibilities
LVRC - Environmental Health & Local Law Unit (Primary Agency)	• Encourage pet owners to consider what they will do with their pets if they need to evacuate. • Co-ordination of animal management resources in a disaster • ensure that animals do not pose a risk to public health or safety during an emergency • ensure when animals present to evacuation centres are managed in an appropriate manner, i.e. will not be housed with humans within an evacuation centre • ensure that adequate controls are put in place to ensure that the health and safety of evacuees is not compromised by the keeping of animals at evacuation centres • Undertake a percentage of normal day to day operations (dependent on disaster response required) • Respond to requests in relation to animal management. • If appropriate, undertake door to door visits in the affected area to ascertain the needs and requirements of all property owners with particular attention being given to animals and their welfare. • Assist recovery teams located in affected zones on a daily basis. • Post initial recovery search teams have cleared areas property sweeps to look for presence of live or dead animals. Where dead animals are noted these are moved to the roadsides for removal by other LVRC teams (eg IWS). Live animals are assessed for either leaving on site or removal to animal holding facility (refer **Appendix 2**). • Attend daily briefing sessions held by other animal related agencies (eg Department of Agriculture & Fisheries) as LVRC representative and report back to LDCC. • Undertake daily collection and delivery of animal foodstuffs to evacuation centres and affected properties with animals. • Officers will not put themselves at undue risk whilst undertaking animal management operations

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Agency	Roles and Responsibilities
LVRC	Undertake community engagement to encourage pet owners to consider what they will do with their pets during a disaster or emergency. Useful resources include • Council Website - Responsible Pet Ownership • Counicl Website – Disaster Dashboard • Council Facebook – Pet Preparedness in Disasters • Twitter – Preparedness Messages • Get Ready Website – Fact Sheet 7 Pet Emergency Plan • Action Guide – Pets in Emergencies • RSPCA Website – Disasters and Alerts
Department of Agriculture and Fisheries (DAF)	• Primary agency for the containment and eradication of emergency animal and plant diseases • Coordinate efforts to prevent, respond to, and recover from pests and diseases, and livestock welfare • Provide advice relative to stock • Coordinate destruction of stock or crops in an emergency pest/disease situation • Administer NDRRA relief measures
Department of Environment & Science (DES)	• Monitor and advise on management of impacted native wildlife outside the national park estate, and reduce conflict and risks to the community due to their displacement
RSPCA	• Monitoring the responsible care of animals, provide standards of care for animals and protect animals from unjustifiable, unnecessary or unreasonable pain. • Collaboration with partner agencies and others to ensure effective prevention, preparedness, response and recovery strategies and priorities for disaster management within a community. • Assisting in identifying and addressing immediate, medium and long term animal welfare recovery needs so as to enhance the capacity of the local community to recover from a disaster.
University of Queensland (UQ), Gatton Campus - Veterinary School	• Provide veterinary care, veterinary advice and possible assistance in temporary housing of rescued / evacuated animals if and when required.
Animal Welfare League (AWL) QLD	• Provide veterinary care, veterinary advice and possible assistance in temporary housing of rescued / evacuated animals if and when required.
Queensland Police Service (QPS)	• Provision of traffic control when impounding/seizing animals on roads if and when required • Provide for the effective regulation of traffic • Coordinate evacuation operations
Veterinary Surgeons	• Perform health checks and treatment of evacuated animals including provision of veterinary advice.

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Agency	Roles and Responsibilities
AVA (Support Agency)	• Veterinary care and professional veterinary advice. (eg provide on ground assistance in disaster zones as and when required).
QLD Health	• Response to animal disease outbreaks that may impinge upon human health, e.g., swine flu, avian flu. • Protect and promote health in accordance with Hospital and Health Boards Act 2011, Hospital and Health Boards Regulation 2012, Health and Public Health Act 2005, other relevant legislation and regulations
Department of Transport & Main Roads (DTMR)	• Provision of traffic control when impounding/seizing animals on roads. • Provide information and advice on the impact of disruptive events on road,rail, aviation and maritime infrastructure as it affects the transport system • Assist with the safe movement of people as a result of mass evacuation of a disaster affected community

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Animal Management Arrangements

General

The sheltering, welfare, protection, and identification of domestic animals (including livestock) are the responsibility of their owners. In times of emergency or disaster, public interests and welfare may take precedence with regard to sheltering, evacuating, and care of animals.

Domestic animals that stray and are incapable of being cared for by their owners, or are a danger to themselves or the public may become the responsibility of the LVRC. These animals may be impounded and cared for and possibly returned to their owners when convenient following the disaster response.

In those situations where animals cannot be returned to their owners, their disposition will be handled in accordance with LVRC Local Laws and established animal management procedures. Animal management procedures regarding holding periods will be extended to provide adequate time to enable owners to be reunited with their animals.

Fees & Charges

LVRC may endeavour to assist the community in caring for their animals, by the waiving of selected fees and charges. Delegated officers have the authority to waive, amend or impose fees and charges as deemed appropriate.

Legal Considerations

Act/Policy/Guideline	Objective/Reference
Animal Care and Protection Act 2001	Promotes the responsible care of animals and protect animals from unjustifiable, unnecessary or unreasonable pain. The Act identifies that a person in charge of an animal owes a duty of care to it and must provide the animal's needs for the following in a way that is appropriate. o food and water; o accommodation or living conditions for the animal; o to display normal patterns of behaviour; o the treatment of disease or injury Section 12 of the Act states - (1) A person is a person in charge of an animal if the person— (a) owns or has a lease, license or other proprietary interest in the animal; or (b) has the custody of the animal; or (c) is employing or has engaged someone else who has the custody of the animal and the custody is within the scope of the employment or engagement. (2) Despite subsection (1) (a), a person who holds a mortgage or other security interest in an animal only becomes a person in charge of the animal if the person takes a step to enforce the mortgage or other security. Section 17 of Act identifies in deciding what is appropriate, regard must be had to— (a) the species, environment and circumstances of the animal; and

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	(b) the steps a reasonable person in the circumstances of the person would reasonably be expected to have taken. Examples of things that may be a circumstance for subsection • (4)(b)— ○ a bushfire or another natural disaster ○ a flood or another climatic condition
Animal Care and Protection Act 2001	Requires animals to be transported appropriately. Department of Agriculture and Fisheries and RSPCA Inspectors have the power to ensure that animals are transported without cruelty. Section 18 Animal cruelty prohibited: • Appropriately and be not confined or transported without appropriate preparation, provided appropriate food, rest, shelter or water; • In a way that is inappropriate for the animal's welfare; • By placing the animal, during the confinement or transport, with too few or too many other animals or with a species of animal with which it is incompatible • By ensuring the animal is not transported in a unsuitable container or vehicle; Vehicle availability and use and the ratio of carers escorting animals need to be considered. Section 19 of the Act Unreasonable abandonment or release (1) A person in charge of an animal must not abandon or release an animal unless the person has a reasonable excuse or the abandonment or release is authorised by law
Animal Management (Cats and Dogs) Act 2008	Provides for the identification of cats and dogs and the effective management of regulated dogs Section 3 (d) of the Act - promote the responsible ownership of cats and dogs
Workplace Health and Safety Act 2011	Principle objective of this legislation is to prevent a person's death, injury or illness being caused by a workplace, by a relevant workplace area, by work activities, or by plant or substances for use at a relevant place
Public Health Act 2005	Relevant objectives of this legislation include: - preventing, controlling and reducing risks to public health; and response to public health emergencies.
Environmental Protection Act 1994	Contains provisions concerning animal housing
Food Act 2006	Provides provisions relating to the prohibition of animals in food preparation areas
Queensland Disaster Management Arrangements Doctrine	
QLD Prevention, Preparedness, Response & Recovery (PPRR) Disaster Management Guideline	Toolkits • M.1.190 Evacuation and Sheltering Arrangements Manual

	• H.1.193 Queensland Evacuation Centre Planning Toolkit • H.1.259 Queensland Evacuation Centre Management Handbook • L.1.255 National Planning Principles for Animals in Disasters
National Planning Principles for Animals in Disasters 2015	Endorsed by Queensland Government
Queensland Flood Commission of Inquiry	Pet & Animal Welfare recommendations: • 5.71 Councils, as part of their community education program for disaster preparation, should encourage pet owners to consider what they will do with their pets if they need to evacuate. • 5.72 Councils should work with the RSPCA to develop plans about transporting and sheltering pets should they need to be evacuated with their owners. • 5.73 Animal shelters, zoos, stables, and similar facilities should develop plans for evacuating or arranging for the care of animals in consultation with their local council. Local disaster coordinators should be aware of what plans exists.
Disaster Management Act 2003 Section 77	States that a relevant district disaster coordinator or a declared disaster officer may do all of the following— (a) control the movement of persons, animals or vehicles within, into, out of or around the declared area for the disaster situation; (b) give a direction to a person to regulate the movement of the person, an animal or a vehicle within, into, out of or around the declared area; (c) evacuate persons or animals from the declared area or a part of the area.
Guide, Hearing and Assistance Dog Act 2009	Guide, hearing and other recognized assistance dogs must be accommodated with their owners

Animal Owner responsibility

Animals owners should ensure their animals are fully identifiable. (e.g. photographs, registration, microchipping/NLIS tags and veterinarian immunization records {"Pet Passport"}) as part of their emergency planning. In addition owners should pre plan alternative accommodation prior to the onset of an event including their animal's dietary requirements (non-perishable products such as canned food or dry food).

Straying Livestock

Whilst livestock are ordinarily able to fend for themselves, there will be times that livestock may stray from the property upon which they are normally kept and pose a potential threat to public health or safety. In these situations Local Laws Officers will firstly attempt to ascertain ownership of the animal/s and contact the relevant owner and request they return the animal/s to their property.

In situations where ownership of the animal/s is not able to be determined Local Laws Officers may consider herding livestock onto adjoining properties in circumstances where there is adequate fencing to confine the animal/animals to the property and the property is not subjected to the nature of the emergency or disaster (e.g., officers should not place livestock onto a property if the entire property is under threat of flooding).

Where livestock are unable to be placed onto an appropriate property, Local Laws Officers may decide to impound the animal/s and transport them to a holding facility.

Other situations may occur where livestock are straying on a road or similar with little or no traffic concerns being caused due to emergency related road closures being in place (i.e. flooded roads). In these situations, details relating to the location, animal types and descriptions will be noted and advised to the LDCC for dissemination to emergency responders in the area.

Straying Domestic Animals

Depending upon the domestic animal species straying and the type of emergency/disaster event, Local Laws Officers may elect to take the following actions:-

- Contact the respective owner, if ownership can be established, and require them to collect and take custody of the straying animal/s.
- Take possession of the animal/s and return the animal/s to its/their property
- Contact members of the local community and seek assistance from them to care for the animal/s on-site
- Take possession of the animal and transport such animal/s to an appropriate holding facility.

Abandonment

In the case of abandoned animals,

- Appropriately trained persons will organise feeding stations where animals will be provided with food and water until there are sufficient capacities for their collection and sheltering.
- LVRC will facilitate volunteer foster care for animals that are left behind after owners are deceased or hospitalised.
- Coordination of the supply of volunteers that will distribute food and other animal rations to owners that still can take care of their pets yet are unable to provide them necessary supplies.
- Safe locations will be identified i.e. where possible areas not affected by hazard/s

Sheltering in Place

The best option when evacuation is not necessary is sheltering in a safe and secure structure at home or with family and friends.

Feed-in-Place Care

In case of a large emergency or large scale disasters that will affect a greater number of local populations, there will be four main scenarios involving animals:

- Pet owners are able to take care of their animals and will provide sufficient shelter
- Many pet owners will not be able to adequately take care of their pets, while maintaining the ownership and providing them with sufficient shelter.
- Owners that cannot care for their pets will release their animals hoping this will provide them with better chances for survival.
- Animals that belong to owners that are deceased or hospitalised will be left behind.

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Evacuation Planning Considerations

As part of the evacuation planning process the following should be considered:

- Do existing facility arrangements prohibit animals?
- Householders must seek alternative accommodation for pets by prior planning for the care / fostering of their pets in non-risk areas
- Communicate clearly the expectations on pet owners within the community
- Develop and communicate a policy on the management of pets during an evacuation. It is important the community education strategy clearly outlines pet owner responsibilities of Be Prepared – Act Early – Be Considerate and Act Safe
- Develop and document transport and shelter plans for pets.
- Seek local solutions before embarking on a large scale evacuation of pets.
- Where alternatives are not possible and pet owners require evacuation and seek refuge for themselves and their pets, they will need to ensure they have appropriate pet transportation and restraint appliances and any other specific requirements to ensure safety of their pets and care during the evacuation process.
- Ultimately, pet welfare is the responsibility of the pet owner until such time it comes into the custody of LVRC.
- In accordance with the *Disaster Management Act 2003 Section 77*, seek declaration for relevant Council officers as declared disaster officer/s to facilitate the evacuation of animals and/or people

Sheltering of Animals at Evacuation Centres

Livestock

Livestock will not be accepted and held at evacuation centres. In the event that livestock are brought to an evacuation centre, the staff will need to make contact with LDCC to arrangements for the animal/s to go to an appropriate holding facility e.g. Showgrounds, Gatton Equestrian Centre Stables.

See **Annexure 2**

Domestic pets

In the event that a domestic pet is brought by any person to an evacuation centre, a decision will be made by evacuation centre staff to ascertain whether the animal can be adequately housed and cared for at the evacuation centre. It should be noted evacuation centre staff have the ability to deny acceptance of some animals due to the species, the behaviour or the need for specialised care of the animal.

Note: Guide, hearing and other recognized assistance dogs must be accommodated with their owners under the *Guide, Hearing and Assistance Dog Act 2009.*

The following matters will need to be recorded by staff when a domestic pet is accepted at an evacuation centre:

Identification & record keeping of domestic animals

At first point of contact e ach animal is to be adequately identified by staff after it has been brought to the centre. A hard copy register is to be kept containing details of the animal and their owner. Refer to **Annexure 3**.

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Details of each animal should include:-

- Ownership
- Description of each animal, breed, sex
- Medical condition/s, pre-existing conditions
- Immunisation
- Temperament assessment

All hard copy paperwork is to be kept at the centre where the animal is housed.

- Should the animal be removed from the centre by its owner the record is to be updated to show this action and retained at the centre; OR
- Should the animal be relocated to another evacuation centre or a holding facility then the hard copy record is to accompany the animal.

Where Evacuation Centres have been set up to record general information electronically, staff will be expected to update hard copy records to the electronic database.

Preliminary Health and Behavioural Assessment

Each animal is to be checked for its current health condition and any behavioural issues (e.g., aggression) should be identified. Any animal health concerns must be reported to LDCC so that veterinary advice and or care be sought.

Provision of Animal Holding Facilities

Appropriate facilities will be provided to hold the animals until the emergency/disaster event has ended or the animals are transported to an impound facility. To reduce the threat of disasters/infectious diseases of animals and public safety, the animal holding area is to be separate area and away from the area in which evacuated humans are being housed.

Where possible, animals should be separated by species, i.e. cats in one area and dogs in another.

Animal owners should be encouraged to provide care for their pet – It has been recognised that allowing animal owners to care for their pet can facilitate/aid the owner's recovery during an emergency/disaster.

Access to areas of the evacuation centre housing animals should be limited to identified pet owners and their family members only. Minors must be accompanied by an adult at all times.

A list of pre-determined animal holding facilities is **Annexure 2**

Food & Equipment

It is recognised that pet food, equipment & other supplies may not be ordinarily kept by Council, however through adequate planning, appropriate suppliers should be sourced and contact details kept (**See Annexure 1**). In considering an area for housing pets during an emergency, preplanning should consider the availability of a clean and safe water supply.

Do not over order or overestimate animal foods and chemical supplies. Full awareness must be given to shelf life (use by dates) and storage conditions for all animal foodstuffs and chemicals. Failure to recognize these issues may result in financial loss due to out of date foods and chemical stock.

Waste management

A wheelie bin or similar receptacle will be provided to each evacuation centre for use of animal waste disposal. Such bin or receptacle will be located in the vicinity of the animal holding area.

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The main purpose of cleaning animal areas is prevention of disease. Because of its importance for animal health, cleaning should be approached systematically and suitable systems for hand and footwear sanitizing must be in place at the entry / exit points of the Animal Holding Areas.

Facility cleaning/ infectious diseases

The main purpose of cleaning animal areas is prevention of disease. Because of its importance for animal health, cleaning and maintenance of animal holding areas is to be carried out in accordance with the appropriate cleaning practices (particularly for those situations where animals are to be held for an extended period (greater than 24 hours).

Suitable systems for hand and footwear sanitizing must be in place at the entry / exit points of the Animal Holding Areas.

Transmission of infectious disease is a serious concern at shelters caring for refugee animals. Many of these animals will be arriving unvaccinated, some inevitably incubating serious disease such as parvovirus and canine distemper in dogs.

Where animals have been brought to an evacuation centre and possibly have an infectious condition, they will be quarantined to prevent the spread of disease to humans as well as other animals.

Expected Resources

Annexure 1 outlines a range of contacts and resources that could be reasonably expected to be requested as part of a response to any disaster involving animals. The LDCC maintains arrangements to procure these resources as required.

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Annexure 1 - Contact List for response personnel and official agencies

Name	Organisation	Position	Phone Contact	Location	Email	Resources
Peter Driemel	LVRC	Manager Health Waste & Regulatory Services	0488 434 091	Gatton	pdriemel@lvrc.qld.gov.au	
Darryl Simpson	LVRC	Local Laws Coordinator	0407101410	Gatton	dsimpson@lvrc.qld.gov.au	• 4wd suitable for transporting domestic animals • 1 x extra large collapsible dog crate • 3 x large collapsible dog crates
Christian Gutt	LVRC	Local Laws Officer	0417742698	Gatton	cgutt@lvrc.qld.gov.au	
Wayne Pitkin	LVRC	Local Laws Officer	0407693296	Gatton	wpitkin@lvrc.qld.gov.au	
Christopher Cooper	LVRC	Local Laws Officer	0448808107	Gatton	ccooper@lvrc.qld.gov.au	
John Beck	LVRC	Local Laws Officer	0476997609	Gatton	jbeck@lvrc.qld.gov.au	
	Dept of Agriculture & Fisheries					
	Dept of Environment & Science					
Bob Donnelly	UQ (Animal Hospital)	Senior Veterinarian	07 5460 1788	UQ Gatton		
	Laidley Veterinary Surgery		07 5465 1259 (surgery contact)	Laidley	admin@laidleyvet.com.au	
Louise Cosgrove	Exclusively Equine		07 5411 4554	Hatton		

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(owner/operator)	Veterinary Services		(surgery contact)	Vale		
	Gatton Veterinary Services		07 5462 1343 (surgery contact)	Gatton		
	Withcott Veterinary Service		07 4630 3207 (surgery contact)	Withcott		
	RSPCA		1300ANIMAL	Brisbane Call Centre		
	LVRC Gatton Depot Store					• Disinfectant and chemicals • Rope/ Trojan clips and D shackles for securement • Kitty Litter
	Cottones Feed Shed		07 5462 3453 0414 518 236	Gatton		• Pet food • Water/food containers • Animal Bedding • Collars and muzzles • Kitty Litter • Dog and cat collapsible cages
	Redmond & Co P.L.		07 54621139	Gatton		• Pet food • Water/food containers • Animal Bedding • Collars and muzzles • Kitty Litter • Dog and cat collapsible cages
	Laidley Hire & Farm Supplies		07 54652337	Laidley		• Pet food • Water/food containers • Animal Bedding • Collars and muzzles • Kitty Litter • Dog and cat collapsible cages

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	Laidley Town & Country		07 54652135	Laidley		• Pet food • Water/food containers • Animal Bedding • Collars and muzzles • Kitty Litter • Dog and cat collapsible cages
	Landmark Gatton		07 54624401	Gatton		• Disinfectant and chemicals • Rope/ Trojan clips and D shackles for securement
	Withcott Produce		07 46303572	Withcott		• Pet food • Water/food containers • Animal Bedding • Collars and muzzles • Kitty Litter • Dog and cat collapsible cages

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Annexure 2 – Pre-defined Animal Shelter Locations

Facility Name	Location	Suitable for	Contact
Gatton Pound	Treatment Plant Road Gatton	Domestic Pets	Lockyer Valley Regional Council 1300 005 872
University of Queensland (Gatton Campus) Veterinary School			Veterinary School University of QLD Gatton Campus
Indoor Equestrian Centre	Gatton Showground Woodlands Road Gatton	Horses Livestock	Cam McDonald 0428 621 744
Gatton Racecourse	1 Spencer Street Gatton	Horses	Lockyer Race Club Inc Phone: 0434 743 598 Fax: (07) 5462 1698 Email: lockyerraceclub@bigpond.com Postal: PO Box 63, GATTON 4343
Laidley Saleyards	Rosewood-Laidley Road Laidley	Cattle Horses Large animals	Lockyer Valley Regional Counicl 1300 005 872
Gatton Saleyards	Saleyard Road Gatton	Sheep Pigs Small animals	Lockyer Valley Regional Council 1300 005 872
Laidley Showgrounds	Hayes Street Laidley		Laidley Agricultural & Industrial Society Association of Queensland (Laidley Show Society) 07 5465 1284
Gatton Showgrounds	136 Spencer Street Gatton		Lockyer Valley Regional Council 1300 005 872

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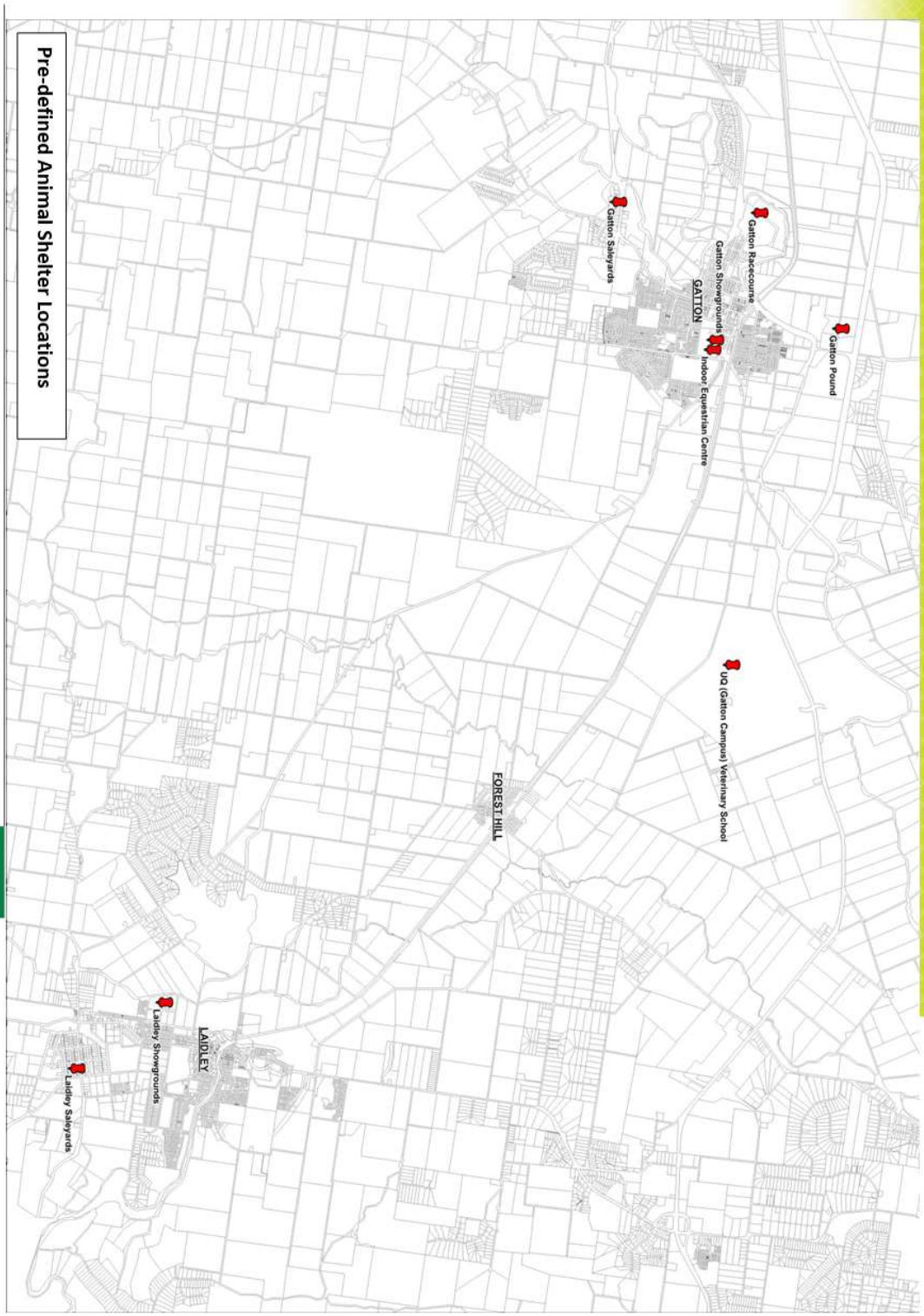

Pre-defined Animal Shelter Locations

Annexure 3 – Animal Intake Record

The Animal Intake Record is for use as a Hard Copy Document at each of the Animal Holding Facilities.

Notes:

- To be compiled on acceptance of an animal at the Facility
- Must accompany the animal during its movements while in care of Council (i.e. should animal be transferred from an Evac Centre Animal Holding Facility to another facility for longer holding period the document must be provided to the gaining facility)

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ANIMAL RECORD

Shelter _____ Animal No_____

Pen No.	BREED / ANIMAL TYPE	COLOUR / DISTINCTIVE MARKINGS

ANIMAL DETAILS

Sex:	☐ Male ☐ Female ☐ Desexed ☐ Unsure	**Approx Age:**	☐ Under 6 mths ☐ 6 – 12 mths ☐ Adult
Collar:	☐ No ☐ Yes Type _____	**Tag:**	☐ No ☐ Yes – No. _____
Microchip:	☐ No ☐ Yes ☐ Unable to Scan	**Chip No:**	
NLIS	☐ No ☐ Yes	**Brand:**	

INTAKE DETAILS

Intake Date:		**Time:**	AM / PM
Method:	☐ Owner	☐ Non-Owner	
Accepted By		**Date and Initials**	/ / 20

TREATMENT OF ANIMAL

Veterinarian or Medication Treatment:	☐ No ☐ Yes ***If yes, add details to rear of page***

OWNER DETAILS

Owner Name:			
Address:			
Home Phone:		**Mobile:**	
Emergency Contact:			

OFFICE USE ONLY - Administration

Animal Entered into Electronic Register:	/ / 20	**Date Clear for Disposal:**	/ / 20
Date and Signature confirming checks before Release from Facility	Date: / / 20	**Signature**:	
Method of Release	☐ Owner Release ☐ Rehoused ☐ Other		
Disposal Date:		**Time:**	AM / PM
Signature of Facility Staff		**Signature of Council Officer:**	
FOR LIVESTOCK ONLY: Waybill/NVD Required?	☐ No ☐ Yes	**Waybill/NVD No:**	
NLIS PIC No:		**Transfer Done By:**	

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PET MEDICAL INFORMATION AS SUPPLIED BY OWNER:

Vaccination Current Y/N:

Any Known Medical Problems? No Yes (If yes, list type of problems and what must be done):

Currently receiving medications? No Yes (If yes, list medications/dosage):

Did we receive medications with animal? No Yes (If yes, list medications):

Allergies to any medications (If yes, list medications): No Yes

Is pet pregnant? No Yes (If yes, do you know due time):

Owners Veterinarian (Name, Address, Phone #)

All areas below must be filled in by animal owner or their representative when animal is being released to them from Holding Facility			
Date:		**Time:**	AM / PM
Lockyer Valley Regional Council and its consultants, partners, agents and employees shall not be held liable for any and all claims, losses, expenses, injuries or damage arising by reason of any act or omission, including negligence not amounting to a wilful or intentional wrong during the period of time within which the above described animal was not in your custody or under effective control.			
Released To:		**Signature:**	
Address :			

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Annexure 4 - Cage Identification Cards / Cage Charts

The Cage Card is for attachment to Animal Pen at Holding Facility to identify animal within Pen and to link animal to Animal Intake Record

Notes:

- To be laminated and hole punched and then zip tied to outside of animal pen entrance,
- To be only written on in black marker pen

Pen No.	Animal No.	Date of Intake	Time of Intake	Type of Intake
			..... AM / PM	☐ Owner ☐ Non-Owner

Breed Type	Sex	De-sexed
	☐ Male ☐ Female ☐ Unsure	☐ Yes ☐ No ☐ Unsure

Collar	Tag	Micro-Chip
☐ No ☐ Yes Details:	☐ No ☐ Yes Details:	☐ No ☐ Yes Details:

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Annexure 5 – Shelter Facility Intake Database

The Shelter Facility Animal Intake Database is to be updated on at least once daily so as to provide a central record of all animals held at all Shelter Facilities

Notes:

- To be updated at each centre with access to a PC or Animal Intake Record Hard Copy details provided to LDC for update to Database
- Electronic Records created from Animal Intake Record Hard Copy
- Provides an easy to review and searchable database showing all animals income and as to what occurred to those animals following the event
- An excel spreadsheet is available from LVRC Local Laws Unit

The following table provides the headings and examples that are contained on the spreadsheet

Headings	Example 1	Example 2	Example 3
Pen Number			
Date of Intake	11/4/2108	11/4/2108	11/4/2108
Time of Impounding	1115am	1125am	135pm
Species - Dog / Cat / Other	Dog	Cat	Other
Breed Type	Chihuahua	Domestic	Budgie
Sex of Animal **Entire male / Desexed male / Entire Female / Desexed Female**	Entire Male	Desexed Female	Entire Male
Colour	White / tan	Black	Yellow / white
Distinguishing Marks/Features	3 legs	Nil	Nil
Registration Tag Number	LVRC Tag 1234	Nil	Nil
Microchip Number	123 485 124 789 010	Nil	Nil
Type of Intake Owner / Non-owner	Owner	Non-Owner	Owner
Initials of Intake Officer	DS	JP	CG
Name of Owner	Jim Smith	Unknown	Melissa Munroe
Address of Owner	26 Railway Street Gatton	Unknown	24 Railway Street Gatton
Owner or Other Contact Details	0409 678 654	Unknown	0412 254 782
Date of Disposal	12/4/2018	11/4/2018	12/4/2018
Method of Disposal From Shelter - Release to Owner / Rehoused / Other	Owner	Other	Owner
Notes		Cat taken to UQ Gatton By LVRC for holding	Cat taken to UQ Gatton By LVRC for holding

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Annexure 6 – Animal Management Update

Animal Management Update Lockyer Valley Regional Council		
Event:		
Update No:	**Time period covered:**	**Date:**
Distribution:		
From:		
Phone:	**Email:**	

Situation to date

Key Activities - last 24/48 hours

Key Activities - next 24 hours

Key Issue(s) Requiring Support

UPDATE AUTHORISATION

Prepared by:		**Signed:**	**Date/ Time:**
Approved by:		**Signed:**	**Date/Time:**

The next Update will be issued at

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Annexure 7 – Animal Management Situation Report

Animal Management Situation Report Lockyer Valley Regional Council		
Event:		
Update No:	Time period covered:	Date:
Distribution:		
From:		
Phone:	Email:	

Situation to date – Animal Management

Animal Shelters Activated

Intakes

Food Supply

Water Supply

Waste Management

Infectious Disease

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Contentious Issues

Staff Resources:

Coordinator:		Contact details	
Staff:		Contact details	
Staff:		Contact details	
Staff:		Contact details	

Situation Report Authorisation

Prepared by:		Signed:	Date/ Time:
Approved by:		Signed:	Date/Time:

The next Update will be issued at <<date/time>>

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Annexure 8 – LVRC Local Disaster Management Plans Library

Name of Plan	Plan Owner	Current Version	Hard Copy in LDCC	Available on USB	Available in Guardian
Local Disaster Management Plan	LVRC / LDMG	5.0	Yes	Yes	Yes
Bushfire Sub Plan	LVRC / LDMG	3.0	Yes	Yes	Yes
Evacuation Sub Plan	LVRC / LDMG	2.0	Yes	Yes	Yes
Evacuation Centre Management Plan	LVRC / LDMG	3.0	Yes	Yes	Yes
Public Information & Warning (Including Emergency Alert) Sub Plan	LVRC / LDMG	2.0	Yes	Yes	Yes
Pandemic Sub Plan	LVRC / LDMG	3.0	Yes	Yes	Yes
Recovery Sub Plan	LVRC / LDMG	2.1	Yes	Yes	Yes
Local Disaster Coordination Centre Sub Plan	LVRC / LDMG	3.0	Yes	Yes	Yes
Resupply Sub Plan	LVRC / LDMG	3.0	Yes	Yes	Yes
Donated Goods Sub Plan	LVRC / LDMG	3.0	Yes	Yes	Yes
Impact Assessment Sub Plan	LVRC / LDMG	2.0	Yes	Yes	Yes
Hazard and Risk Assessment Sub Plan	LVRC / LDMG	1.0	Yes	Yes	Yes
Environmental Health Sub Plan	LVRC / LDMG				
Animal Management Sub Plan	LVRC / LDMG				
Waste Management Sub Plan (under development)	LVRC / LDMG				
LDMG Contact List	LVRC / LDMG				
COMMUNITY DISASTER LIASION GROUP PLANS					
Forest Hill Disaster Liaison Community Group	Community/ LDMG/LVRC	1.0		Yes	
Grantham (under development)					
Murphys Creek (under development)					
Mt Sylvia (under development)					

Name of Plan	Plan Owner	Current Version	Hard Copy in LDCC	Available on USB	Available in Guardian
DAM EMERGENCY ACTION PLANS					
Bill Gunn Dam	SEQWater		Yes		
Lake Clarendon	SEQWater		Yes		
Atkinsons Dam	SEQWater		Yes		
Reck Family Dam	Reck Family		Yes		
TOOWOOMBA DISTRICT DISASTER MANAGEMENT GROUP					
Toowoomba District Disaster Management Plan	Toowoomba DDMG	25/08/2014		Yes	

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STATE DISASTER MANAGEMENT GROUP PLANS, POLICIES & GUIDELINES					
QLD State Disaster Management Plan	Queensland Government	September 2016		Yes	
QLD Disaster Management Strategic Policy Framework	Queensland Government	2010		No	No
QLD Prevention, Preparedness, Response & Recovery (PPRR) Disaster Management Guideline	QFES	Jan 2018	Yes	Yes	
Local Disaster Management Group Responsibilities Manual M.1.030	QFES	19/01/2018	Yes	Yes	
Disaster Management Groups Business & Meetings Manual M.1.052	QFES	19/01/2018	Yes	Yes	
Emergency Management Assurance Framework	IGEM	Jul 2014		Yes	
KEY REFERENCE DOCUMENTS					
MOU – GIVIT – Donated Goods & Services	LVRC LDMG/ GIVIT			Yes	
MOU – Department of Education – Laidley High School – Use as an Evacuation Centre	LVRC LDMG/ DETE			Yes	
My Community Directory https://www.mycommunitydirectory.com.au/Queensland/Lockyer_Valley /					
Lockyer Valley Regional Council Local Laws Library	LVRC				

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Lockyer Valley Regional Council

Environmental Health Sub-plan

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Authority to Plan and Endorsement

Authority

This Environmental Health (EH) Sub Plan forms a sub-plan to the Lockyer Valley Regional Council (LVRC) Local Disaster Management Plan (LDMP) and is developed under the authority of Section 57(1) of the *Disaster Management Act 2003 (*the Act*)*.

This Sub Plan will be managed in accordance with the administrative and governance processes outlined within the LDMP including approval, document control, distribution and review.

Approval

The preparation of the Environmental Health Sub-Plan has been undertaken in accordance with the Act to a framework for the coordination of environmental health operations in a disaster event.

The Environmental Health Sub Plan is endorsed for distribution by the Local Disaster Management Group (LDMG).

Cr Tanya Milligan
Chair Local Disaster Management Group

Date: ……

Endorsement

The preparation of the Environmental Health Sub-Plan has been undertaken in accordance with the Act to provide for effective disaster management in the Lockyer Valley local government area.

The plan is endorsed by the Lockyer Valley Regional Council.

Cr Tanya Milligan
Mayor, Lockyer Valley Regional Council

Date: ……

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Amendment Control & Version Control

Amendments and Review

This EH Sub Plan will be reviewed, practised and updated. It is to be reviewed as part of the rolling program of review for Council's disaster management arrangements.

The LDC of the LDMG may approve minor amendments to this plan.

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

Proposed amendments that affect the intent of this plan, roles and responsibilities or external agencies must be endorsed by the LDMG and approved by Council. This type of amendment is referred to as a major amendment.

Version Control & Record of Amendments

The controller of the document is the Lockyer Valley Local Disaster Coordinator (LDC). Any proposed amendments to this plan should be forwarded in writing to:
Lockyer Valley Local Disaster Coordinator, Lockyer Valley Regional Council, Po Box 82, Gatton Qld 4343.

Approved amendments are to be listed in the following table. Approved amendments to the plan will be circulated as per the distribution lists, which are maintained by Lockyer Valley Regional Council on behalf of the LDMG.

The LDC is to ensure that all control copies of this plan are accurately amended.

Complete the amendment record when an amendment is made to the LDCC Sub Plan.

The following plan updates have been issued and recorded

Date	Version	Outline of Revisions	Made by	Approved by/Date
30/04/2018	V1.0	Development of EH Sub Plan	P Hillcoat	

Distribution

This LDCC Sub Plan is not publicly available, and is not for distribution and/or release to persons or agencies other than those identified in the Lockyer Valley LDMP.

References

Table 1 summarises a comprehensive, but not exhaustive list of the many inter-related documents that provide authority for Council's Environmental Health Sub-plan.

	References
A	The Queensland *Disaster Management Act 2003*, current approved edition
B	Lockyer Valley Regional Council Local Disaster Management Plan
C	Queensland Health, Disaster Plan
D	Australia Institute for Disaster Resilience, National Disaster Resilience Handbook Collection including the manual series.
E	Emergency Management Queensland, Queensland Local Disaster Management Guidelines
F	World Health Organisation, Environmental health in emergencies and disasters: a practical Guide.
G	Australian Red Cross, Preferred Sheltering Practices for Emergency Sheltering in Australia
H	Disaster Environmental Health (Red Book)

Table 1: Environmental Health Reference List

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Introduction

Disasters, both natural and man-made, are becoming more common and generally involve some form of environmental health response. Disasters such as fire, flood, cyclone and earthquake have widespread environmental health consequences.

Environmental health is concerned with the investigation, assessment, and management of the physical, chemical, biological, and social factors in our environment that have the potential to impact upon human health and wellbeing. In managing these factors, environmental health focuses on creating and maintaining sustainable environments that permit human development, enhance human health and wellbeing, and ensure environmental protection.

The LDMP outlines the LDMG need for thorough planning in the prevention, preparation for, response to and recovery from hazardous and disaster events.

This EH Sub-plan focuses on managing the environmental health risks that have the potential to affect the Lockyer Valley as a result of hazardous and disaster events. The EHSP has been prepared as a functional support plan for, and must be read and interpreted in conjunction with the LDMP.

Aim

The EH Sub Plan aims to mitigate and manage potential, imminent or actual environmental health risks within the Lockyer Valley before, during, and after hazardous and disaster events.

Objectives

The mitigation and management of environmental health risks shall be achieved by:

- Delivering best practice environmental health services using preventative principles;
- Planning and preparing for an environmental health response to hazardous or disaster events;
- Integrating Council's environmental health resources with other stakeholders;
- Delivering a timely and effective environmental health response during and after a hazardous or disaster event;
- Providing advice, assistance and action with regard to environmental health risks before, during and after a hazardous or disaster event; and
- Ensuring recovery strategies manage both the short- and long-term environmental health risks and restore the community's capability to mitigate these risks quickly and effectively with appropriate regard to the type of hazardous or disaster event that has occurred.

Scope

The Environmental Health Sub Plan applies to the effects of a disaster or emergency event occurring within the Lockyer Valley Regional Council area.

During hazardous and disaster events, there is a range of environmental health issues that may need to be addressed including:

- Complaints and communication;
- Food safety;

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- Safe and adequate water;
- Personal hygiene;
- Emergency shelter and housing;
- Sanitation;
- Vector control;
- Infectious diseases;
- Waste and excreta disposal;
- Refuse collection and disposal;
- Asbestos;
- Public health risk; and
- Environmental pollution.

Authority

Council environmental health practitioners have been authorised through their appointment and delegation to undertake certain roles and responsibilities in relation to the legislated functions and powers of Council.

Council personnel delegated this authority to include officers holding any of the following positions:

- Manager Health, Waste and Regulatory Services
- Environmental Health Officer.

Key legislation covering functions, powers and authorisations of environmental health practitioners is included in the following Acts (and their subordinate Regulations):

Local Government Act 2009
Food Act 2006;
Environmental Protection Act 1994;
Public Health Act 2005;
Public Health (Infection Control for Personal Appearance Services) Act 2003;
Waste Reduction and Recycling Act 2011; and
Any relevant Lockyer Valley Regional Council local laws and ordinances.

In the event of a disaster the chairperson of the Queensland Disaster Management Committee (QDMC) or District Disaster Management Group (DDMG) may authorise any or all of Council's environmental health practitioners or officers of other disciplines to exercise declared disaster powers for a disaster situation. In such a situation the following legislation applies:

- *Disaster Management Act 2003 (Qld);*
- *Public Safety Preservation Act 1986.*

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Context and assumptions

Prior, during and in the aftermath of a disaster the environment and public health response will be directed not only by the potential type and intensity of the disaster, the population density and the preparedness of the local community but also by the potential geographical spread of the disaster impact and the extent of any warning.

A major event may cause significant disruption to the community and pose a range of risks to environment and public health.

Water supplies, sewage treatment, waste disposal, power supplies and access to food may be compromised. There may be an increased risk of disease. Environmental health issues may continue for some time after the event.

Supporting Documents

The EH Sub Plan is supported by the following documents:

- Environmental Health Incident Response Log (Annexure 1)
- Environmental Health Update (Annexure 2)
- Environmental Health Situation Report (Annexure 3)
- Evacuation Centre – Facility Inspection (Annexure 4)
- Rapid Damage Assessment for Affected Premises (Annexure 5)
- Contact Numbers (Annexure 6)

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Vulnerability and Capacity Assessment

Hazard Identification

In relation to the EH Sub Plan, a hazardous or disaster event creates environmental health risks directly through either a short- or long-term disruption to basic services (such as potable water supply, sanitation, waste management services and/or power supply) and/or through damage to critical infrastructure, businesses (particularly regulated businesses) and/or dwellings (particularly dwellings of high risk populations).

It is acknowledged that not all threats can be known and as such this sub-plan ensures that key issues in responding to environmental health emergencies are identified and practised.

Environmental Health risk assessment

The qualitative risk assessment located in the Hazards and Risk Assessment Sub Plan informs Council's Environmental Health Disaster Management arrangements. It provides a descriptive measure of the likelihood, consequence and overall risk rating of natural disasters and non-natural disasters that may affect the Lockyer Valley.

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Environmental Health Threats

Impacts Threats	Food	Water	Shelter	Disease	Public Health	Environment	Public Safety
Storm or cyclone	✓	✓	✓	✓	✓	✓	✓
Flood	✓	✓	✓	✓	✓	✓	✓
Fire	✓	✓	✓	✓	✓	✓	✓
Hazardous Material incident		✓	✓			✓	✓
Infectious disease (Animal)	✓	✓			✓	✓	
Infectious disease (Human)	✓	✓	✓	✓	✓		✓
Pollution incident	✓	✓	✓	✓	✓	✓	✓
Earthquake	✓	✓	✓	✓	✓	✓	✓
Loss of power	✓	✓	✓	✓	✓		✓
Loss of sewage		✓		✓	✓	✓	
Loss of water	✓	✓		✓	✓		
Terrorism	✓	✓	✓	✓	✓	✓	✓

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Prevention and Mitigation

Risk Mitigation

Risk mitigation involves measures taken in advance of a disaster aimed at decreasing or eliminating its impacts on society and the environment. Environmental health prevention and mitigation involves regulatory and physical measures to ensure that emergencies are prevented, or their effects are mitigated.

Training in disaster management and participation in annual exercises will be provided to enhance Council's Environmental Health Officers capability and preparedness for disaster events.

Environmental Health Hazardous Events Mitigation

Issue	Mitigation
Water	• Public education/information • Media release (water supply/contamination, water sources, water treatment) (Red book) • Investigate, manage, monitor and control
Food	• Public education/information • Media release (food preparation, hygiene, damaged foods and food donations) • Increase surveillance, inspections and implement controls
Shelter	• Public education/information • Media release (access to shelters and what to bring) • The Red Cross Preferred Sheltering Practices for Emergency Sheltering in Australia • Monitor and advise environmental health controls
Sanitation	• Public education/information • Media release (clean and healthy living and advice following sewage contamination) • Monitor and advise on sewage containment and disinfection.
Hygiene	• Public education/information • Media release (advice to workers and affected people to prevent the spread of disease) • Education and advice on how to practise good personal hygiene
Waste	• Public education/information • Media release (waste management, siting of refuse bins and additional arrangements) • Monitoring and advice on general and regulated waste collection and removal options
Vermin & vectors	• Public education/information • Media release (potential breeding and harbourage) • Assist/increase with vermin and vector control measures as required.
Communicable disease control	• Public education/information • Media release (targeted public information campaigns) • Education and advice on quarantine and social isolation strategies to limit impacts.

Emergency Response

Coordination and Control

When the EH Sub Plan is activated, environmental health responses will be coordinated by the Local Disaster Coordination Centre and managed by the Manager Health, Waste & Regulatory Services or Environmental Health Team Leaders.

Command and control of teams in the field will rest with Council's Manager Health, Waste & Regulatory Services or the Environmental Health Team Leaders unless otherwise specified.

Situation Updates and Reporting

Environmental Health Updates or Situation Reports containing accurate and up to date information on activities being undertaken by the Environmental Health Officers may be required by the LDMG through the LDCC at any time during a disaster event. The LDCC will brief staff on the timing and nature of reporting required.

External advice and warnings on environmental health matters

All external advice and warnings on environmental health matters to the affected community will be through the Public Information Officer in the LDCC. The Public Information Officer will liaise with the Environmental Health team or vice versa on these matters.

Debriefing the Incident

On completion of the event, a debriefing should be conducted at the earliest possible time. Environmental Health Team Leaders are to gather environmental health staff together to consolidate information contained in the Environmental Health Incident Response Log together with any additional observations or comments.

Consolidated information is to be developed into a report that will subsequently be passed up the chain of command for comment and disseminated to the LDCC as required. While a verbal report and debriefing may meet immediate needs, a written report of the main findings should be prepared for record keeping and reviewing.

Those involved in the debriefing are encouraged to offer constructive criticism and recommendations for improvement. In some instances information may be of a sensitive nature, in these instances a one-on-one debriefing may be required.

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Environmental Health Sub Plan Roles and Responsibilities

Stakeholder	Responsibility
Local Disaster Management Group (Lockyer Valley LDMG)	The LDMG oversees the development and implementation of Council's LDMP and Sub Plans. Responsibilities: • Coordinate Council's response and recovery efforts by ensuring an all agency approach with a high level of cooperation; • Ensure the plan is current; and • Ensure the plan is reviewed and tested and that disaster management capabilities are integrated.
Local Disaster Coordination Centre (LDCC)	The LDCC is the focal point for the collection, collation and dissemination of incident-related information to relevant Council Officers and the executive and political arms of Council. Under direction from the LDMG, the LDCC coordinates Council's operational activities and maintains liaison with external stakeholders.
Manager Health, Waste and Regulatory Services	Responsibilities: • Ensure the most efficient and effective use of available resources in the event of a disaster • Work in conjunction with the LDCC and other agencies involved in disaster response to protect and maintain the health of the community.
Environmental Health Officers	Environmental Health Officers, during and post disaster situations, will be involved in numerous community health situations in a practical, supervisory and advisory role. Responsibilities: • Act as an authorised officer and exercise delegated powers for legislation relevant to environmental health; • Ensure outcomes comply with relevant legislation; • Work in conjunction with numerous interested organisations and groups to achieve desired results; and • Document any actions taken in their Environmental Health Incident Response Log. • Provision of information, advice and updates to LDMG as required • Record, investigate and response to complaints and communications • Provide advice and supervision of the disposal of dead stock & animals • Provide advice on hygiene, sanitation, safety and priority use of emergency food production & distribution, food donations and damaged food • Provide advice on sanitation including toilets, showers and disposal of wastes, supervision • Provide surveillance, advice of suitability and hygiene, supervision of emergency shelters and housing • Undertake monitoring, education, investigation, advice, surveillance, supervision for Infectious disease control (food poisoning/communicable diseases/disinfection) • Provide advice, supervision, monitoring, investigation for refuse collection and disposal

	• Undertake monitoring, supervision, investigation, advice on vermin and vector control • Provide advice, supervision, investigation, monitoring of water supply
Other officers and support staff	Additional officers and support staff under the Health and Regulatory Services Branch of Council may be utilised to provide assistance and technical advice during a hazardous or disaster event. Officers and support staff include but are not limited to Plumbing Officers, Building Certifiers, Land Use Compliance and Local Law Compliance Officers.
Queensland Health	• Public information as required • Updates to LDMG as required • See Disaster Management Roles by Functions below
QUU	• Ensure safe and adequate supply of potable reticulated water • Monitoring of water services including source water, water treatment and reticulation • Reinstatement of water services including repairs to water reticulation infrastructure • See Disaster Management Roles by Functions below
Department of Environment & Science	• Approval of temporary waste disposal sites • Providing advice according to the environmental regulations of disposing certain hazardous materials • Responding if environment damage is caused due to a hazardous material • See Disaster Management Roles by Functions below
Red Cross	• Management of food in evacuation centres
Queensland Fire & Emergency Service	• Management of hazardous material incidents (ie chemical spills) • See Disaster Management Roles by Functions below
Workplace Health & Safety QLD	• See Disaster Management Roles by Functions below
Department of Housing and Public Works	• See Disaster Management Roles by Functions below
Department of Communities, Disability Services and Seniors	• See Disaster Management Roles by Functions below

Note: In all of the above and other roles undertaken by those responsible for environmental health issues in an emergency, regular liaison with other relevant organisations and agencies must be maintained throughout the disaster.

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Disaster Management Responsibilities

Below is a table outlining the general structure of responsibility in the functional areas.

Functional Responsibilities	Primary/Coordinating Units	Supporting/Liaison Units
Communicable Disease Control Including Outbreaks	QLD Health - West Moreton Public Health Unit	LVRC Environmental Health Unit
Safety of Food Supplies	LVRC Environmental Health Unit	Safe Food Queensland
Safety of Water Supplies	QUU	LVRC Environmental Health Unit
Safety of Dangerous and Hazardous Goods/Sites	Workplace Health & Safety Queensland	Department of Environment and Science
Safe Sewage and Waste Water Disposal	QUU	LVRC Environmental Health Unit
Safe Solid Waste (Refuse) Disposal	LVRC Waste Unit	Department of Environment and Science
Safe Hazardous Materials Disposal	LVRC Waste Unit	Department of Environment and Science
Devolved Environmentally Relevant Activities (ERAs)	Department of Environment and Science	LVRC Environmental Health Unit
Vermin and Vector Control	LVRC Environmental Health Unit	West Moreton Public Health Unit LVRC Pest Control Officer
Evacuation Centre Management	LVRC / Red Cross	LVRC Environmental Health Unit LVRC Facilities Unit
Suitability of Emergency Housing and Rehabilitation	LDMG Department of Communities, Disability Services and Seniors	Department of Housing & Public Works LVRC Environmental Health Unit
Suitability and Commencement of Welfare Centres	LDMG Recovery Sub Committee	LVRC Environmental Health Unit
Safe Storage of Human Remains	Queensland Police Queensland Health	LVRC Parks and Cemeteries LVRC Environmental Health Unit
Safe Disposal of Dead Animals	LVRC Animal Control	UQ Gatton Campus
Animal Control including Impounding of Animals	LVRC Animal Control	UQ Gatton Campus RSPCA AWL
General Advice on Public Health Matters	LVRC Environmental Health Unit	West Moreton Public Health Unit
Media Releases	LDMG LDCC Public Information Officer	LVRC Media Liaison Officer

Disaster Management Roles by Functions

These tables are neither exhaustive nor exclusive. Activities will be determined by the nature of the emergency and the incidents and circumstances arising from it. All Environmental Health events outlined within this sub-plan but not limited to those outlined are to be documented in accordance with the LDMP.

Safety of Food Supplies

Food can be easily contaminated when being prepared, stored and distributed in conditions which may prevail during and after a disaster event. It is therefore crucial that proper sanitary measures are applied. Failure to maintain proper sanitary conditions may lead to a secondary disaster with response personnel and disaster affected people suffering from food borne illness.

Stakeholder	Responsibility
LVRC Environmental Health Unit	• Surveillance of devolved disaster affected premises where food is prepared or sold including closure and re-opening • Monitoring sources of food for consumption and surveillance of food handling at evacuation centres, communal catering centres and the like • Seizure and guidance on the disposal of damaged and spoilt food • Assessment and guidance for the clean-up of food outlets to assure safe food operations • Briefing food handlers and advising the public emergency workers on safe and appropriate food handling techniques as required • Provision of information, advice and updates to LDMG as required • Updates to LDMG as required
Queensland Health	• Surveillance of non-devolved food premises • Updates to LDMG as required
LVRC	• Management of food at evacuation centres until Red Cross handover
Red Cross	• Management of food at evacuation centres
LDCC	• Resupply operations to stranded people, isolated properties and communities

Water supplies

A safe and adequate supply of water is essential for public health. The bacterial, chemical and physical condition of water for human consumption should always comply with the most recent Australian Drinking Water Guidelines.

Ongoing liaison with Queensland Urban Utilities (QUU) would provide key information relating to the status of water supply infrastructure and people potentially affected by disruption to services. Repair of such services would be a priority, particularly in relation to hospitals and for Queensland Fire and Emergency Service (QFES) firefighting purposes.

It must be remembered that not all households are on reticulated town supply and those households rely on alternative supplies such as rainwater or bore water.

Stakeholder	Responsibility
QUU	• Ensure safe and adequate supply of water • Monitoring of water services including source water, water treatment and reticulation • Reinstatement of water services including repairs to water reticulation infrastructure • Source alternative supplies and methods of supply such as dedicated drinking water carriers vehicles and packaged water • Review of the day to day needs • Provision of key information relating to the status of water supplies and people potentially affected by disruption to services to the LDMG • Provision of public information as to condition and availability of water services • Issue of warnings in event of unsafe water supply • Provision of information, advice and updates to LDMG as required
LVRC Environmental Health Unit	• Liaise with QUU to ensure water supply to essential services (hospitals) • Assist QUU in the sourcing and providing advice on alternative sources of water including for bulk water transport • Assist with water sampling and testing as required • Assessing suitability of drinking water supply to evacuation centres • Inspect drinking water carriers as required • Provision of public health information/advice including water storage, treatment and prevention of contamination • Provision of information, advice and updates to LDMG as required
Queensland Health	• Provision of information, advice and updates to LDMG as required

Sewerage and wastewater disposal

The hygienic disposal of human excreta is of the utmost importance to the wellbeing of the community. Sanitary disposal of human waste helps to control infectious organisms contained in those wastes and therefore reduces the likelihood of disease outbreaks.

Stakeholder	Responsibility
QUU	• Ensure safe sanitary collection, treatment and disposal of human waste and wastewater including collection and disposal of nightsoil • Source and provide alternative systems • Ensure safe clean-up of sewage spills and inundations • Review of the day to day specific needs • Provision of information, advice and updates to LDMG as required • Provision of key information relating to the status of sewerage systems and people potentially affected by disruption to services to the LDMG as required
LVRC Plumbing Unit	• Provision of information on the use of existing septic tank systems • Surveillance teams primarily involving Council's plumbing and drainage personnel and Environmental Health Officers (EHO), could be required to examine sites prior to rehabilitation in non sewered areas • Locate, inspect and provide guidance for maintaining septic tanks (including desludging) and other relevant on site sewerage facilities • Provision of information, advice and updates to LDMG as required
LVRC Environmental Health Unit	• Provision of information on the use of existing septic tank systems • Assist with the location of temporary ablutions and disposal of wastes • Surveillance teams primarily involving Council's plumbing and drainage personnel and EHOs, could be required to examine sites prior to rehabilitation in non sewered areas • Provide guidance for maintaining septic tanks (including desludging) and other relevant on site sewerage facilities if required • Provision of public health information/advice. • Advice on provision of toilets and associated facilities e.g. paper, water at evacuation centres. • Provision of information, advice and updates to LDMG as required
LVRC Waste Unit	• Monitor disposal of waste, including nightsoil, into Council's permanent or temporary waste facilities • Provision of information, advice and updates to LDMG as required
Queensland Health	• Provision of information, advice and updates to LDMG as required

Solid waste collection and disposal

Following a disaster event, the management of many public health issues, such as vermin and vector control is dependent upon the efficiency with which all waste is collected and its method of disposal.

Council's landfill sites and waste transfer station would be the first options for disposal, but alternative disposal sites may need to be ascertained.

Stakeholder	Responsibility
LVRC Waste Unit	• Establish and coordinate arrangements for the collection, transportation and disposal of waste. Additional support may need to be sourced from other Council departments and/or contractors. • Coordinate the removal of putrescible matter where necessary, from buildings and households and the setting up of "transfer stations" at strategic locations • Supervise arrangements with contractors/service providers • Identification of alternative and temporary waste disposal sites • Seek services from relevant organisations. In addition, resources including supervisory and monitoring personnel have to be available for the operation of the relevant landfills and transfer stations • Review of the day to day specific needs • Provision of information, advice and updates to LDMG as required
LVRC Environmental Health Unit	• Supervise the removal and disposal of spoilt or rejected foods from devolved food premises • Assist in identifying suitable alternative waste disposal sites • Assist in ensuring an adequate supply of waste containers for the relief areas including for people being relocated back onto their properties • Teams set up for the screening of donated and damaged foods shall arrange for the disposal of rejected food • Provide advice on provision of waste facilities at evacuation centres. • Provision of information, advice and updates to LDMG as required
Queensland Health	• Provision of information, advice and updates to LDMG as required
Department of Environment and Science	• Approval of temporary waste disposal sites

Safe Hazardous Material Disposal

The Queensland Chemical/Hazmat Plan is a State Government plan to maximise multi agency response preparedness for the management of incidents involving chemical/hazardous materials. Responsibility for the maintenance of this plan rests with the Queensland Fire & Rescue Service.

A major disaster event within the Lockyer Valley Region has the potential to create further risks to the community from hazardous materials exposed as a result of damage or destruction caused by the event.

Stakeholder	Responsibility
Queensland Fire and Emergency Service	• Management of hazardous material incidents (ie chemical spills) • Provision of hazardous material incident management information • Advice and directions on public safety and evacuation from hazardous materials danger zone • Provision of information, advice and updates to LDMG as required
Hazardous Industries & Chemical Branch – Workplace Health & Safety QLD	• Advise on the safe collection, transport and disposal of hazardous materials, including wastes such as asbestos, prior to recovery and on an as needs basis • Advise of hazardous material storage locations • Provision of information, advice and updates to LDMG as required • Initiate the removal of hazardous material storages that may contaminate the environment and/or affect human health as required
LVRC Waste Unit	• Provide advice/information on Council's ability to dispose of hazardous materials • Assist with the disposal/dispose of hazardous material as appropriate • Provision of information, advice and updates to LDMG as required
Department of Environment and Science	• Providing advice according to the environmental regulations of disposing certain hazardous materials • Responding if environmental harm (damage) is caused • Provide advice to devolved ERAs on the safe storage of chemicals and environmentally hazardous fluids stored onsite before, during and after the disaster event. • Liaise with companies to cease production of hazardous materials if necessary
LVRC Environmental Health Unit	• Provision of information, advice and updates to LDMG as required

Vermin and Vector Control

Vectors, e.g. flies and mosquitoes, and vermin, e.g. rats and mice, are potential disease carriers that can breed and spread rapidly in an uncontrolled environment and are sometimes associated with vector related problems.

The increased risk of transmission of vector-borne disease must be seriously considered after all natural disasters. It is a matter of priority that the potential transmission of vector-borne disease is assessed early in the post disaster period. It should be noted that all natural disasters do not necessarily lead to infestations or outbreaks of vector-borne disease.

Stakeholder	Responsibility
LVRC Environmental Health Unit	• Take measures to control vermin/vector in the affected areas and evacuation centres • Coordinate treatment to control mosquito larvae as appropriate • Control vermin problems as required • Respond to customer requests • Provision of information, advice and updates to LDMG as required
Queensland Health	• Assist in undertaking adult and larval surveillance • Identify the species of larvae, mosquitoes and midges found • Provision of information, advice and updates to LDMG as required

Human Infectious Disease Control

Control of these incidents is led by Queensland Health and is to be notified of any suspected outbreak.

Infectious disease transmission is reduced by:

- reducing the population density and therefore person-to-person contact;
- provision of appropriate sanitation and water;
- awareness of existing disease prevalence in the disaster area; and
- adequate control of pests.

Stakeholder	Responsibility
Queensland Health	• Investigation of outbreaks • Undertake epidemiological investigations • Manage control response • Coordinate medical resources • Sample suspected infectious substances for analysis and examination • Provision of emergency immunisation or provision of immunoglobulin as deemed appropriate Queensland Health – Public Health Unit • Distribution of public health advice is to be issued in collaboration with Qld Health and via the LDMG nominated media liaison officer • Provision of information, advice and updates to LDMG as required
LVRC Environmental Health Unit	• Assist Queensland Health with disease outbreak control as required • Assist Queensland Health with epidemiological investigations as required • Monitor evacuation centres for any noticeable trends • Provision of public health advice • Liaise with stakeholder agencies and assist in measures for controlling vermin if required for reducing transmission of an infectious disease • Provision of information, advice and updates to LDMG as required
LVRC Waste Unit	• Infectious waste collection and disposal • Provision of information, advice and updates to LDMG as required

Suitability of emergency housing and re-habitation

Emergency housing may include motels, relocatable home parks including caravan parks, etc. The State Government Department of Housing and Public Works may also facilitate access of accommodation through its networks.

Damage assessment and repair would be a collaborative effort across, QFES and possibly Department of Housing and Public Works and Council's building and engineering sections. Inspection teams shall be formed as necessary.

Stakeholder	Responsibility
Department of Communities, Disability Services and Seniors	• Provide advice to community members impacted by the event • Assist the LDMG Evacuation and Recovery Sub Committees in the identification, access and provision of emergency housing
Department of Housing and Public Works	• Liaise with LDMG and other stakeholders to facilitate access to accommodation if required
LVRC Building Unit	• Assess and inspect damaged houses to ascertain suitability for re-habitation and the need for temporary emergency housing; • Provision of information, advice and updates to LDMG as required
LVRC Environmental Health Unit	• Providing advice on safe food handling, transport and storage practices for resupply operations and catering within the LDCC, staging areas and teams in the field • Provision of information, advice and updates to LDMG as required

Annexure 1 - Environmental Health Incident Response Log

PROPERTY NAME / ADDRESS:	INFORMATION RELEVANT FOR:	Day #:
COMPLETED BY: (ROLE & CONTACT DETAILS) EHO / LLO / PCO / Admin / Other	**DATE & TIME:**	
ENVIRONMENTAL HEALTH INCIDENT : ☐ FOOD ☐ WATER ☐ SHELTER ☐ SANITATION ☐HYGIENE ☐ WASTE ☐ VERMIN ☐ VECTOR ☐ COMMUNICABLE DISEASE		
RESPONSE: ☐ MEDIA RELEASE ☐ PHONE CALL ☐ EMAIL ☐ LETTER ☐ INSPECTION		
ACTION TAKEN:		
FURTHER ACTION: ☐ FOLLOW-UP INSPECTION ☐ REFER TO LDCC ☐ REFER TO WASTE ☐ REFER TO PLUMBING ☐ REFER TO BUILDING ☐ OTHER _____		
DISTRIBUTED TO: (ROLE & CONTACT DETAILS)	**DATE & TIME:**	

Annexure 2 – Environmental Health Update Template

ENVIRONMENTAL HEALTH UPDATE LOCKYER VALLEY REGIONAL COUNCIL		
Event:		
Update No:	Time period covered:	Date:
Distribution:		
From:		
Phone:	Email:	

1. Situation to date

2. Key Activities - last 24/48 hours

3. Key Activities - next 24 hours

4. Key Issue(s) Requiring Support

UPDATE AUTHORISATION

Prepared by:		Signed:	Date/ Time:
Approved by:		Signed:	Date/Time:

The next Update will be issued at

Annexure 3 – Environmental Health Situation Report

ENVIRONMENTAL HEALTH SITUATION REPORT LOCKYER VALLEY REGIONAL COUNCIL		
Event:		
Update No:	**Time period covered:**	**Date:**
Distribution:		
From:		
Phone:	**Email:**	

1. **Situation to date**

2. **Summary of Inspection /Assessments Undertaken:**

Date:	Dwellings	Food Business	Commercial Other	Total Assessments completed	Assistance Required*
Total					

Key:

 # Public Swimming Pool.

* **Assistance Required:** *Provide details below*

3. **Staff Resources:**

Coordinator:		**Contact details**	
Staff:		**Contact details**	
Staff:		**Contact details**	
Staff:		**Contact details**	

4. Food Safety

5. Food Business Inspections

6. Water Supply

7. Sewerage

8. Waste

9. Hazardous Materials

10. Vectors/Vermin

11. Evacuation Centres

12. Infectious Disease

13. Fact Sheets

14. Proposed Environmental Health Planning

15. Situation Report Authorisation

Prepared by:		Signed:	Date/ Time:
Approved by:		Signed:	Date/Time:

The next Update will be issued at <<date/time>>

Annexure 4 - Evacuation Centre – Facility Inspection

Evacuation Centre – EHO Inspection

Name of Property:			
Street Address:			
Property Owner:			
Property Manager:		**Contact Details:**	
Alternative Contact:		**Contact Details:**	
Inspecting Officer:		**Contact Details:**	

Available area			.....m2
Vehicle access to site	☐ YES	☐ NO	Detail .....
Car parking available	☐ YES	☐ NO	No of car parks .....
Power available	☐ YES	☐ NO	Mains or generator *(please circle)*
Potable water	☐ YES	☐ NO	How is water supplied? .....
Laundry facilities	☐ YES	☐ NO	Detail .....

Toilet / Shower Facilities

	W/C	Urinals	WHB	Troughs	Showers	Sanitary
Male						
Female						

Sewage disposal	☐ Sewer	☐ Septic	Describe system .....

Specify catering arrangements: .....

Kitchen checked	☐ YES	☐ NO
Food safety discussed	☐ YES	☐ NO

Issues for follow up:

.....

.....

Comments:

.....

.....

Copy of inspection to be provided to:

☐ Facilities Manager
☐ Evacuation Centre Manager
☐ Local Disaster Coordination Centre

Annexure 5 – Rapid Damage Assessment for Affected Premises

Address of premises:
GPS Location if known: _____
_____
If unable to provide a street, give approximate location and distinguishing features

1. Contour details: Is the property:
☐ Steep ☐ Flat ☐ Undulating

2. Names of owner and occupier and contact details (especially if not living at damaged house)
_____
_____

3. Name of person/s present at time of visit
_____
_____

Has any person visited the Emergency Relief Centre?
Yes / No / NA
Name of Person: ____ _____

4. Damage Assessment Summary
House:
☐ Intact ☐ Damaged ☐ Destroyed
_____
Outbuildings:
☐ Intact ☐ Damaged ☐ Destroyed
_____

5. Has insurance assessor assessed property?
☐ Yes ☐ No ☐ NA

6. What essential services have been interrupted?
☐ Power ☐ Gas ☐ Water ☐ Phone
Duration of disruption _____

7. Have any services been restored? Y / N / NA
If yes, which services _____

8. Is there an operational toilet on the property? Y / N / NA

9. Is property connected to the sewer?
Y / N / NA

10. Are there any problems with the sewer?
Y / N / NA
If yes, describe problem _____

11. Is the septic tank operational? Y / N / NA

12. Is a mechanical treatment plant used? Y / N / NA
If yes, what type? _____

13. Is the septic tank connected to a sand filter? Y / N / NA

14. Does the septic tank require an electric pump? Y / N / NA

15. Is there an operational potable water supply to the property Y / N / NA
If yes, what type _____

16. What is the source of water supply to the property?
☐ Reticulated/mains ☐ tank ☐ bore ☐ stream

17. Is there any evidence of putrescible matter, dead animals or domestic pets on the property? Y / N / NA
If yes, details _____

18. Have freezer and refrigerator contents been removed? Y / N / NA

19. Are there conditions or objects that are potential dangerous? (eg trees, swimming pools, LP gas cylinders) Y / N / NA
If so, state condition _____

20. Nature of flood damage
☐ carpets ☐ ducted air/heat
☐ hot water services and other gas and electrical appliances
☐ swimming pool
☐ water supply ☐ wall cavities & insulation
☐ under house ☐ food supply
☐ furniture ☐ other

Details of nature of flood damage
_____
_____
_____
_____
_____

21. Structural soundness
Roof _____
Ceiling _____
Walls _____
Floors _____

22. Are there any other health or sanitation problems? Y / N / NA

If yes, give details_____

23. Has an inspection marker been placed? Y / N / NA

24. Is temporary site accommodation required? Y / N / NA

25. Is there a caravan or other temporary accommodation on-site? Y / N / NA

26. Is there an area suitable for a caravan on-site? Y / N / NA

27. Does this area need to be cleared before siting of caravan? Y / N / NA

If yes, give details

_____

_____

_____

_____

Name and address of temporary accommodation provider, i.e. caravan owner:

_____

_____

_____

28. Power connected to caravan? Y / N / NA

29. Toilet provided? Y / N / NA

a. Type of toilet supplied_____

b. Supplier details _____

30. Sanitary contractor required? Y / N / NA

31. Site clearing required? Y / N / NA

32. Material on-site needing removal? Y / N / NA

a. Approx. quantity_____m3

b. Is material easily accessible? Y / N

c. Site cleared by: _____

Recommendation: (delete one)

i. Suitable for human habitation

ii. Unsuitable for human habitation

Other comments:

_____

_____

_____

_____

_____

_____

Environmental Health Officer:

_____

Building Surveyor or other agency:

_____

Initial inspection date: _____

Time of Inspection: _____

Follow-up inspection date: _____

Time of inspection: _____

Recovery action undertaken:

_____

_____

_____

_____

_____

_____

Annexure 6 – Contact Numbers

Contact	Contact Details	Address
Manager Health, Waste & Regulatory Services	BH AH Mob Fax Email	
Environmental Health Officer	BH AH Mob Fax Email	
Environmental Health Officer	BH AH Mob Fax Email	
Local Disaster Coordinator	BH AH Mob Fax Email	
LDCC Incident Manager	BH AH Mob Fax Email	
CEO	BH AH Mob Fax Email	
Manager Plumbing & Building Services	BH AH Mob Fax Email	
Waste Management & Recycling Coordinator	BH AH Mob Fax Email	
Senior Environmental Planner	BH AH Mob Fax Email	
Local Laws Coordinator, Health, Waste & Regulatory Services	BH AH Mob Fax Email	
Department of Health Communicable Diseases Food Safety Environmental Health	BH AH Mob Fax	

Biological Incidents/Radiation	Email	
Others Neighbouring Councils Scientist/Analyst – water/food Bottled water Cold storage containers Dead stock removalists Disinfection and cleaning agent suppliers Medical and vaccine equipment suppliers Pest control services Portable toilets and ablution facilities Refrigeration and freezer supplies Refuse and waste collection services Septic tank de-sludgers Sharps disposal services Veterinarians Water Carriers Utilities services Dept of Primary Industries Dept of Sustainability & Environment EPA Work Safe Other	BH AH Mob Fax Email	
	BH AH Mob Fax Email	

Annexure 7 – LVRC Local Disaster Management Plans Library

Name of Plan	Plan Owner	Current Version	Hard Copy in LDCC	Available on USB	Available in Guardian
Local Disaster Management Plan	LVRC / LDMG	5.0	Yes	Yes	Yes
Bushfire Sub Plan	LVRC / LDMG	3.0	Yes	Yes	Yes
Evacuation Sub Plan	LVRC / LDMG	2.0	Yes	Yes	Yes
Evacuation Centre Management Plan	LVRC / LDMG	3.0	Yes	Yes	Yes
Public Information & Warning (Including Emergency Alert) Sub Plan	LVRC / LDMG	2.0	Yes	Yes	Yes
Pandemic Sub Plan	LVRC / LDMG	3.0	Yes	Yes	Yes
Recovery Sub Plan	LVRC / LDMG	2.1	Yes	Yes	Yes
Local Disaster Coordination Centre Sub Plan	LVRC / LDMG	3.0	Yes	Yes	Yes
Resupply Sub Plan	LVRC / LDMG	3.0	Yes	Yes	Yes
Donated Goods Sub Plan	LVRC / LDMG	3.0	Yes	Yes	Yes
Impact Assessment Sub Plan	LVRC / LDMG	2.0	Yes	Yes	Yes
Hazard and Risk Assessment Sub Plan	LVRC / LDMG	1.0	Yes	Yes	Yes
Environmental Health Sub Plan	LVRC / LDMG				
Animal Management Sub Plan	LVRC / LDMG				
Waste Management Sub Plan (under development)	LVRC / LDMG				
LDMG Contact List	LVRC / LDMG				
COMMUNITY DISASTER LIASION GROUP PLANS					
Forest Hill Disaster Liaison Community Group	Community/ LDMG/LVRC	1.0		Yes	
Grantham (under development)					
Murphys Creek (under development)					
Mt Sylvia (under development)					

Name of Plan	Plan Owner	Current Version	Hard Copy in LDCC	Available on USB	Available in Guardian
DAM EMERGENCY ACTION PLANS					
Bill Gunn Dam	SEQWater		Yes		
Lake Clarendon	SEQWater		Yes		
Atkinsons Dam	SEQWater		Yes		
Reck Family Dam	Reck Family		Yes		
TOOWOOMBA DISTRICT DISASTER MANAGEMENT GROUP					
Toowoomba District Disaster Management Plan	Toowoomba DDMG	25/08/2014		Yes	

STATE DISASTER MANAGEMENT GROUP PLANS, POLICIES & GUIDELINES					
QLD State Disaster Management Plan	Queensland Government	September 2016		Yes	
QLD Disaster Management Strategic Policy Framework	Queensland Government	2010		No	No
QLD Prevention, Preparedness, Response & Recovery (PPRR) Disaster Management Guideline	QFES	Jan 2018	Yes	Yes	
Local Disaster Management Group Responsibilities Manual M.1.030	QFES	19/01/2018	Yes	Yes	
Disaster Management Groups Business & Meetings Manual M.1.052	QFES	19/01/2018	Yes	Yes	
Emergency Management Assurance Framework	IGEM	Jul 2014		Yes	
KEY REFERENCE DOCUMENTS					
MOU – GIVIT – Donated Goods & Services	LVRC LDMG/ GIVIT			Yes	
MOU – Department of Education – Laidley High School – Use as an Evacuation Centre	LVRC LDMG/ DETE			Yes	
My Community Directory https://www.mycommunitydirectory.com.au/Queensland/Lockyer_Valley /					
Lockyer Valley Regional Council Local Laws Library	LVRC				

12.2 **Consolation - Annual Valuation Effective 30 June 2019**

Date: 15 June 2018
Author: Tony Brett, Manager Finance & Customer Services
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

The Valuer-General has written to the Chief Executive Officer seeking a response as to whether a valuation of land within the region should be undertaken to be effective on 30 June 2019. The last valuation undertaken was for the 2016 financial year, with the Valuer-General declining Council's requests for a valuation in both the 2017, and 2018 financial years.

It is recommended that a response is provided to the Valuer-General requesting a further valuation in order to ensure that changes in the market and the impact of land sales are reflected in property values. This will avoid the shock increases when valuations are conducted several years apart.

Officer's Recommendation:

THAT Council write to the Valuer-General and request that a valuation is conducted to take effect on 30 June 2019 due to the following reasons:

a. **the effects of the large scale flooding throughout the region in 2011 and 2013 are believed to continue to be reflected in property sales volumes and prices in some parts of the region;**
b. **there has been an increase in development within the region which may impact on property values;**
c. **the last valuation for land within the Region was effective from 30 June 2016, and**
d. **a regular valuation will reduce the significance of changes to property values when they occur.**

Report

1. Introduction

The Valuer-General has written to Council seeking a response as to whether a valuation of land within the region should be undertaken to be effective on 30 June 2019.

2. Background

The Department of Natural Resources, Mines and Energy is responsible for the valuation of rateable land and provides the values to Council as the basis for the general rates levied each year. As values change over time, the Valuer-General is required to review the valuations on an annual basis and as part of this process; Council's opinion is sought as to whether or not a revaluation should be undertaken.

3. Report

The *Land Valuation Act 2010* requires the Valuer-General to undertake an annual statutory valuation of all rateable land in Queensland except in unusual circumstances or after consideration of:

- a market survey report reviewing sales of land in the area since the last valuation and probable impact of the sales on the value of land since the last valuation; and
- the results of consultation with appropriate local and industry groups.

As valuations must be issued prior to 31 March in the year in which they take effect, Council's opinion has been sought as to whether a revaluation should take place to be effective on 30 June 2019.

It is recommended that a response to the Valuer-General is provided advising that in Council's opinion a valuation should be undertaken as:

- the effects of the large scale flooding throughout the region in 2011 and 2013 are believed to continue to be reflected in property sales volumes and prices in some parts of the region;
- there has been an increase in development within the region which may impact on property values;
- the last valuation for land within the Region was effective from 30 June 2016, and
- a regular valuation will reduce the significance of changes to property values when they occur.

Following the consideration of Council's response and the other factors outlined above, the Valuer-General will notify Council if a revaluation will be conducted or not.

4. Policy and Legal Implications

There are no policy or legal implications at this time.

5. Financial and Resource Implications

If the valuation is undertaken, the new values will be included within the rates modelling for the 2019/2020 budget.

6. Delegations/Authorisations

This matter will be dealt with in line with existing delegations.

7. Communication and Engagement

Communication or engagement on this matter is not required.

8. Conclusion

A further valuation should be undertaken in order to ensure that changes in the market and the impact of land sales are reflected in the property values on a regular basis. This will avoid shock increases when valuations are only conducted several years apart.

9. Action/s

1. Send Council's response to the Valuer-General

13. INFRASTRUCTURE WORKS AND SERVICES REPORTS

No Infrastructure Works & Services Reports

14. ITEMS FOR INFORMATION

No Information Items

15. CONFIDENTIAL ITEMS

15.1 Lockyer Legends

Date: 20 June 2018
Author: Jason Harm, Manager Regional Development
Responsible Officer: Ian Church, Chief Executive Officer

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

Summary:

The purpose of this report is to provide Council with the recommendations from the Lockyer Legends Selection Committee of names for consideration as additions to the Lockyer Legends Wall of Fame at the Lockyer Valley Cultural Centre.

16. MEETING CLOSED