

# 2009 User Guide to Council Operations

## INTRODUCTION

*The purpose of the User Guide to Council Operations is to present in a consolidated, user-friendly form a comprehensive overview of Council's organisation, its relationship to the Community and the various avenues for public access to Council's administrative and political processes.*

*Whilst Council acknowledges its statutory obligations under Section 18(1) of the Queensland Freedom of Information Act 1992 to provide a statement of its affairs which sets out certain minimum requirements, this document is intended to be much broader than that.*

*Information is provided on how members of the community can obtain access to Council information about their personal affairs and correct any anomalies. The information contained in this document will be updated and published annually.*

*We hope you find this document both informative and of practical use when seeking access to Council's many and varied services.*

*In the spirit of community involvement, if you have any suggestions on how this document can be improved, please contact Chris Lawson on (07) 3412 5358.*

**Chris Rose**  
**Chief Executive Officer**

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## 1. FUNCTIONS OF LOCAL GOVERNMENT

Over the last decade, the role, responsibility and structure of Local Government has changed markedly. Change continues at a rapidly increasing rate, as do the demands and expectations placed on councils by the Federal and State Government and by our community.

Broadly speaking, the primary role of Local Government is to assume responsibility for the "good rule and government of its area" and that is to facilitate the provision of appropriate services to our community. In performing this role, the functions of our Council are many and varied. These may be grouped into five major categories:

- Service Functions - the provision of a wide range of property and "people" services, such as refuse collection, water supply, sewerage, drainage, roads, public health environment, libraries, recreation, toilets, parks, environment, street lighting, community services, events and cultural services, etc.
- Community Planning and Co-ordinating Functions - Council plays an important role in providing a focus for planning and the co-ordination of services and facilities provided by Government agencies and voluntary and community groups. Council also provides direct and indirect support and assistance for sporting, cultural and recreational activities.
- Participation Functions - Council provides channels for community participation in policies and decisions affecting the local community.
- Representation Functions - Council's Elected Members have a duty to represent and to act in the interests of the community and electors.
- Regulatory Functions - control and administration of laws governing building, town planning and public health, environment, subdivision, noxious weeds, animals, advertising, parks, etc.

## 2. LEGISLATION ADMINISTERED BY COUNCIL

The list of Acts below are categorised according to the following legend:

- A = Administered by Council – The Act specifically confers discretionary powers and responsibility to Council to administer some of the Act's provisions within Council's local government area.
- E = Empowered by, but Council does not administer – Council has limited powers of enforcement under the Act or has limited discretionary powers of determination.
- R = Recourse to Council only – The Act has some recourse provisions under which Council is the responsible agency.

	A	E	R
The Local Government of Logan was constituted by the Local Government (Adjustment of Boundaries) Act 1978.			
The functions of the Local Government of Logan are contained in the Local Government Act 1993 and other legislation such as:			
Acquisition of Land Act 1967		X	
Acquisition of Land Regulation 2003		X	
Acts Interpretation Act 1954			X
Animal Care and Protection Act 2001			X
Anti-Discrimination Act 1991 and Tribunal Rule 2005		X	X
Associations Incorporation Act 1981 and Regulation 1999		X	
Body Corporate and Community Management Act 1997 and Regulations	X		
Building Act 1975	X		
Building Regulation 2006	X		
Building Code of Australia 1990	X		
Building and Construction Industry Payments Act 2004			X
Dangerous Goods (Safety) Management Act 2001 and Regulations 2001	X		
Disaster Management Act 2003	X		
Disposal of Uncollected Goods Act 1967-1995		X	
Electoral Act 1992-1996 and Regulation 1992		X	
Electoral and Administrative Review Act 1989,1990,1993		X	
Environmental Protection Act 1994	X		
Environmental Protection Regulation 1998	X		
Environmental Protection (Water) 1997 Policy	X		
Environmental Protection (Noise) 1997	X		
Environmental Protection (Air) 1997	X		
Environmental Protection (Waste Management) Regulation 2000	X		
Evidence Act 1977 and Regulations			X
Evidence and Discovery Act 1867-1967		X	
Exotic Diseases in Animals Act 1981		X	
Explosives Act 1999 and Regulations		X	
Equal Opportunity in Public Employment Act 1992		X	X
Equal Opportunity for Women in the Workplace Act 1999 (C'th)		X	X
Factories and Shops Act 1960-1987, and Regulations			X
Food Act 2006	X		
Food Production (Safety) Act 2000			X
Forestry Act 1959-1995, and Regulations			X

	A	E	R
Guide Dogs Act 1972			X
Health Act 1937 and Regulations 1996	X		
Holidays Act 1983		X	
Information Privacy Act and Regulations 2009		X	
Integrated Planning Act (IPA) 1997	X	X	
Judicial Review Act 1991		X	
Justices Act and Regulations	X	X	
Land Act 1994 and Regulation 1995		X	
Land Protection (Pest & Stock Route Management) Act 2002 and Regulation	X		
Libraries Act 1988		X	
Liquor Act 1992		X	
Local Government Act 1993 and Regulation and Standard	X		
Payroll Tax Act 1971 and Regulation		X	
Penalties and Sentences Act 1992			X
Plumbing and Drainage Act 2002	X		
Plumbing and Drainage Regulation 2003		X	
Property Law Act 1974 and Regulation 2003		X	
Public Health Act 2005	X		
Public Health Regulation 2005	X		
Public Records Act 2002 and Regulation		X	
Right to Information Act and Regulations 2009		X	
Sewerage and Water Supply Act 1949	X		
Standard Plumbing and Drainage Regulation 2003		X	
State Counter-Disaster Organisation Act 1975		X	
State Penalties Enforcement Act 1999 and Regulations	X	X	
Stock Identification Regulation 2005		X	
Subcontractors Charges Act 1974			X
Surveyors Act 1977-1995 and Regulations		X	
Transport Infrastructure Act 1994 and Regulations			X
Transport Operations (Road Use Management) Act 1995 and Regulations		X	
Valuation of Land Act 1944 and Regulations		X	
Water Act 2000	X		
Water Supply (Safety and Reliability) Act 2008	X		
Water Regulation 2002		X	
Water Efficiency Labelling and Standards Act 2005		X	
Worker's Compensation and Rehabilitation Act 2003 and Regulations		X	
Workplace Health & Safety Act 1995 and Regulation		X	
Codes of Practice - Various		X	
Workplace Health & Safety Advisory & Compliance Standards - Various		X	

### 3. THE ELECTED COUNCIL

There are three tiers of Government in Australia: Commonwealth, State and Local. Logan City Council is a Local Government.

Each tier has its own area of powers and responsibilities, although at times some activities overlap.

Each level of government is made up of a legislature - a group of elected representatives who make the decisions for us. At the Local Government level, this is the Council. Each legislature also has staff to carry out its responsibilities for the area it covers. The local Council therefore looks after the local area's needs.

As part of our democratic process, the community has the responsibility of electing the Council. The next election is scheduled for March 2012.

The majority of the current Members of Council were elected on 27 March 2004 at the Local Government Elections. The Councillors for divisions 1, 4, 11 and 12 were elected to Logan City Council on 15 March 2008. Their names, contact phone numbers and the Divisions represented by each Member of Council follow.

Members spend a considerable amount of time in the City Administration Centre attending to business during the day. Should the Mayor need to be contacted during normal working hours, please contact the Mayor's Personal Assistant in the first instance.

<b>Personal Assistant to the Mayor</b>	Mrs Maureen Logan	Ph: 3412 5218
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Should Councillors need to be contacted during normal working hours, please contact the below officers in the first instance.

<b>Divisions 1 &amp; 9</b>	Mrs Rebecca Atkinson	Ph: 3412 4806
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<b>Divisions 2 &amp; 3</b>	Mrs Jenna du Preez	Ph: 3412 5364
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<b>Division 4</b>	Mrs Kym Ng	Ph: 3412 5392
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<b>Divisions 5 &amp; 12</b>	Ms Gail Lawrence	Ph: 3412 4471
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<b>Division 6</b>	Mrs Tammy Sleeth	Ph: 3412 5402
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<b>Divisions 7 &amp; 10</b>	Ms Teresa Giacomodonato	Ph: 3412 5675
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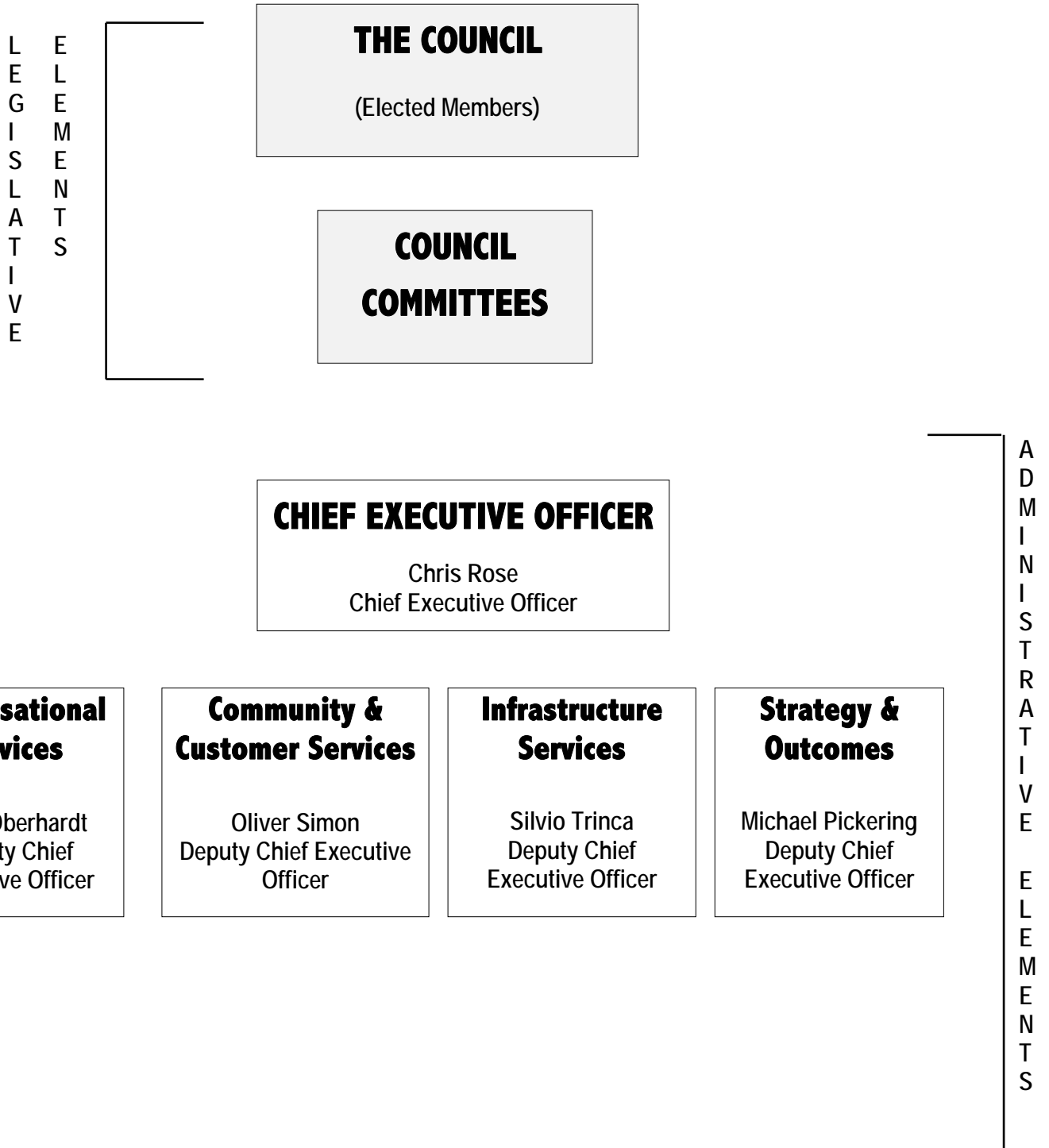
<b>Divisions 8 &amp; 11</b>	Ms Cara Magginis	Ph: 3412 5912
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## COUNCILLORS

<b>Mayor</b>	Cr P L Parker (Pamela Lorraine)	Ph: 3412 5392 (business hours) Ph: 0411 869 116	pamparker@logan.qld.gov.au
<b>Deputy Mayor</b>	Cr R B Lutton (Russell Bruce)	Ph: 3412 5392 (business hours) Mobile: 0411 869 099	russelllutton@logan.qld.gov.au
<b>Division 1</b>	Cr L C Bradley (Lisa Catherine)	Ph: 3412 5392 (business hours) Mobile: 0434 180 351	lisabradley@logan.qld.gov.au
<b>Division 2</b>	Cr R B Lutton (Russell Bruce)	Ph: 3412 5392 (business hours) Mobile: 0411 869 099	russelllutton@logan.qld.gov.au
<b>Division 3</b>	Cr J B Grant (John Bramwell )	Ph: 3412 5392 (business hours) Mobile: 0411 869 114	johngrant@logan.qld.gov.au
<b>Division 4</b>	Cr S D Black (Sean David)	Ph: 3412 5392 (business hours) Mobile: 0411 869 113	seanblack@logan.qld.gov.au
<b>Division 5</b>	Cr G J Able (Graham John)	Ph: 3412 5392 (business hours) Ph: 3803 4479 (home)	grahamable@logan.qld.gov.au
<b>Division 6</b>	Cr T L Smith (Luke)	Ph: 3412 5506 Mobile: 0403 246 187	luke-smith@logan.qld.gov.au
<b>Division 7</b>	Cr L J Clarke (Lynne)	Ph: 3412 5392 (business hours) Mobile: 0411 869 115	lynneclarke@logan.qld.gov.au
<b>Division 8</b>	Cr C M Dalley (Cherie Marie)	Ph: 3412 5392 (business hours) Mobile: 0411 869 117	cheriedalley@logan.qld.gov.au
<b>Division 9</b>	Cr P W Pidgeon (Phil)	Ph: 3412 5392 (business hours) Mobile: 0411 869 109	philpidgeon@logan.qld.gov.au
<b>Division 10</b>	Cr D R Power (Darren Ross)	Ph: 3412 5392 (business hours) Mobile: 0411 869 119	darrenpower@logan.qld.gov.au
<b>Division 11</b>	Cr H D Ban (Hajnal Dalia)	Ph: 3412 5392 (business hours) Mobile: 0411 869 027	hajnalban@logan.qld.gov.au
<b>Division 12</b>	Cr R W Hackwood (Ray William)	Ph: 3412 5392 (business hours) Mobile: 0417 702 863	rayhackwood@logan.qld.gov.au

## 4. ORGANISATION STRUCTURE

### 4.1. KEY ORGANISATION ELEMENTS



## 4.2. ADMINISTRATION ELEMENTS

The Council's Administration consists of an Executive and four Corporate Streams whose functions are broken down into the following Operational Branches:

### Chief Executive's Office

Executive Management  
Internal Audit  
Organisational Development

The Chief Executive's Office is responsible for executive management and overall organisational development

### Community & Customer Services

Animal & Pest Services  
City Standards  
Community Engagement & Marketing  
Community Facilities  
Community Services  
Customer Service  
Libraries & Cultural Services  
Logan Water

Community & Customer Services is responsible for:

- animal management;
- pest management;
- immunisation;
- building compliance;
- development compliance;
- environmental health compliance;
- environmental management compliance;
- regulation of nuisances, parking, advertisements and business on public places;
- promotion of the City, dissemination of information to the community, co-ordination;
- cultural activities via libraries, art gallery, events and city beautification initiatives;
- customer service centres;
- planning, development and management of sporting, recreational, cultural and other community based venues and activities;
- managing community wellbeing through planning and development of community services and facilities;
- the design, construction, operation and maintenance of water and sewerage systems;
- water and sewerage compliance;
- trade waste control;
- water demand management;
- water and trade waste billing;
- laboratory analytical services;
- sewerage treatment;
- solid waste collection;
- vector control;
- noxious weeds; and
- policy regulation.

### Strategy & Outcomes

Development Assessment  
Economic Development  
Environment & Sustainability  
Outcomes & Performance  
Strategy & Planning

Strategy & Outcomes is responsible for:

- corporate & operational planning;
- the strategic direction and support of economic and employment growth within the City;
- planning, development and assessment of strategic matters for the City and organisation;
- building and renovating, development, pre-purchase building inspections and reports;
- residential kits for new dwellings;
- environment and environmental health licensing;
- assessment of land development, buildings, environment and public health;
- development of planning, environment and public health programs, plans, policies and strategies; and
- strategic economic development.

### Organisational Services

Administration  
Finance  
Governance  
Information Services  
People & Culture  
Plant Fleet Services

Organisational Services is responsible for:

- executive support for Council and its Councillors;
- corporate governance;
- statutory and legal compliance responsibilities to the organisation;
- corporate records;
- insurance claims, property and risk management;
- corporate human resource services enhancing attraction, retention and health and wellbeing;
- information and communication technology;
- implementation, support and consulting services;
- contracting and procurement of goods and services and operation of the City Administration Centre precinct; and
- financial management.

### Infrastructure Services

Parks  
Road Construction & Maintenance  
Road Infrastructure Management  
Road Infrastructure Planning & Design  
Waste Services

Infrastructure Services is responsible for:

- planning and design of roads, drainage, street lighting, Council cabs, bikeways, bus shelters, traffic and transport systems;
- Logan's bicycle strategy and public transport infrastructure;
- construction and maintenance services for road and drainage infrastructure throughout the City;
- recycling and disposal services and management of former landfills;
- survey and mapping;
- management of plant and equipment assets;
- road landscapes and free tree distribution;
- planning, development, management and promotion of urban and bushland parks; and
- cemeteries

## 5. COUNCIL MEETINGS

### 5.1. ORDINARY COUNCIL MEETINGS

Council holds its ordinary meetings in the Council Chambers, generally every three weeks, commencing at 10.00am, to transact formal business. However, Council meetings (Local Government Meetings) can vary depending upon public holidays. Contact the Governance Branch on 3412 5216 to ensure the correct date for a forthcoming Council meeting. Alternatively, a copy of Council's Calendar of Meetings is available on Council's website [www.logan.qld.gov.au](http://www.logan.qld.gov.au).

It is at these Ordinary Council meetings that the Councillors make decisions on recommendations that have come forward from Council's Standing and Advisory Committees and Council Officers. In the period between meetings, the Mayor oversees the implementation of Council policies and decisions in conjunction with the Chief Executive Officer.

Ordinary Meetings are open to the public and a Public Gallery is provided for this purpose. Copies of Agendas are available in the Public Gallery immediately preceding and during the conduct of each meeting. At the conclusion of meetings, the Agendas are retained by Council and are then available for viewing by the public upon request at the Governance Branch. Ordinary Council meeting minutes from the previous 12 months are available on Council's website [www.logan.qld.gov.au](http://www.logan.qld.gov.au).

### 5.2. COMMITTEES

To assist with the enormous amount of business which the Council has to consider, there are seven specialised Standing Committees:

- City Roads Infrastructure
- Environment, Parks & Waste Services
- Animals & City Standards
- Planning & Development
- Health, Sport & Community Services
- Customer & Corporate Services
- City Governance, Finance & Water

These Committees are each made up of all Councillors who meet in the week prior to a Council Meeting, to deliberate on specific matters placed before them by officers from the various Council Streams, and make recommendations to the full Council.

In addition, there are three Advisory Committees (refer 5.3):

- Logan Road Safety Advisory Committee;
- Safe City Advisory Committee;
- Logan Bicycle Advisory Committee

Committee Meetings are open to all Councillors to attend, the Chief Executive Officer and/or members of the senior management team.

Committee Meetings are open to the public. (Refer to 5.4).

Committee meetings are held in the Council Committee Room (Waterford West - South) on Level 3 in the Administration Centre, 150 Wembley Road, Logan Central. The meeting times and memberships of each Committee are listed below:

Meeting times and days can be subject to change. To verify the time and day for a particular meeting, please contact Council's Governance Branch on 3412 5216 or visit Council's website [www.logan.qld.gov.au](http://www.logan.qld.gov.au) for a copy of the Calendar of Meetings.

### **CITY ROADS INFRASTRUCTURE COMMITTEE**

Commences at 8.30am on the Monday in the week preceding the Ordinary Council meeting.

Chairperson: Cr Ray Hackwood

Members: All Councillors

### **ENVIRONMENT, PARKS & WASTE MANAGEMENT COMMITTEE**

Commences at 9.00am on the Monday in the week preceding the Ordinary Council meeting, or 10 minutes after the conclusion of the City Roads Infrastructure Committee, but not before 9.00am.

Chairperson: Cr Lynne Clarke

Members: All Councillors

### **ANIMALS & CITY STANDARDS COMMITTEE**

Commences at 8.30am on the Tuesday in the week preceding the Ordinary Council meeting.

Chairperson: Cr Cherie Dalley

Members: All Councillors

### **PLANNING & DEVELOPMENT COMMITTEE**

Commences at 9.00am on the Tuesday in the week preceding the Ordinary Council meeting, or 10 minutes after the conclusion of the Planning & Development Committee, but not before 9.00am.

Chairperson: Cr Graham Able

Members: All Councillors

### HEALTH, SPORT & COMMUNITY SERVICES COMMITTEE

Commences at 8.30am on the Wednesday in the week preceding the Ordinary Council meeting.

Chairperson: Cr Phil Pidgeon

Members: All Councillors

### CUSTOMER & CORPORATE SERVICES COMMITTEE

Commences at 9.00am on the Wednesday in the week preceding the Ordinary Council meeting, or 10 minutes after the conclusion of the Health, Sport & Community Services Committee, but not before 9.00am.

Chairperson: Cr Lisa Bradley

Members: All Councillors

### CITY GOVERNANCE, FINANCE & WATER COMMITTEE

Commences at 8.30am on the Thursday in the week preceding the Ordinary Council meeting.

Chairperson: Cr Luke Smith

Members: All Councillors

## 5.3. ADVISORY COMMITTEES

An Advisory Committee is established to provide ongoing expert advice to Council on particular subject matters. Currently, Council has three such Advisory Committees, namely the Logan Road Safety Advisory Committee, the Safe City Advisory Committee and the Logan Bicycle Advisory Committee. The membership is made up of Councillors, officers and people with specific technical knowledge and/or expertise, or community interest in the Committee's work, or from organisations that have specific expertise to offer. Members of the public are able to view the meetings via attendance in the public gallery.

### LOGAN ROAD SAFETY ADVISORY COMMITTEE

Meetings are held quarterly on the Wednesday in the week of the Ordinary Council meeting, commencing at 9.00am.

Chairperson: Councillor R B Lutton

#### **Members:**

Councillor L C Bradley	Logan City Council
Deputy Chief Executive Officer - Infrastructure Services	Logan City Council
Road Infrastructure Planning & Design Manager	Logan City Council
Principal Traffic Engineer	Logan City Council
Principal Transportation Planner	Logan City Council
Two Representatives	Department of Main Roads
Representative	Queensland Transport
Representative	RACQ

Representative	Logan District Traffic Branch
Representative	Logan Central Police Station
Representative	Slacks Creek Police Station
Representative	Browns Plains Police Station
Representative	Loganholme Police Station
Representative	Beenleigh Police Station
Representative	Jimboomba Police Station
Representative	Jimboomba Police Forensic Crash Unit

### **SAFE CITY ADVISORY COMMITTEE**

Meetings are held every second month on the Wednesday in the week of the Ordinary Council meeting, commencing at 1.00pm.

Chairperson: Councillor R B Lutton

#### **Members:**

##### **Part A:**

Logan City Council, comprising:  
 Councillor P W Pidgeon  
 Deputy Chief Executive Officer - Community & Customer Services  
 City Safe Planner  
 Crime Prevention Co-ordinator

##### **Part B:**

Queensland Police Service - Logan District Superintendent

- Three (3) Commissioned Police Officers
- Officer in Charge - Logan Central
- Officer in Charge - Browns Plains
- Officer in Charge - Slacks Creek
- Officer in Charge - Loganholme
- Officer in Charge - Community Policing
- Officer in Charge - Beenleigh
- Officer in Charge - Jimboomba

##### **Part C:**

Community Services Manager, Logan City Council  
 Animal & Pest Services Manager, Logan City Council  
 Park Ranger, Logan City Council  
 Officer in Charge - Traffic  
 District Intel Officer  
 Officer in Charge - Logan District Police Communication Centre  
 Senior Sergeant - Tactician  
 A representative from the Safety Camera Monitoring Room  
 Senior representatives of other government agencies who may be invited by the Deputy Chief Executive Officer - Community & Customer Services on an as-required basis.

## LOGAN BICYCLE ADVISORY COMMITTEE

Meetings are held quarterly on the Wednesday in the week of the Ordinary Council meeting, commencing at 9.00am.

Chairperson: Councillor R B Lutton

### **Members:**

Councillor R W Hackwood	Logan City Council
Principal Transportation Planner	Logan City Council
Infrastructure Engineer	Logan City Council
Traffic Engineer	Logan City Council
Sport and Recreation Planner	Logan City Council
Parks Program Leader Planning and Design	Logan City Council
Two Representatives	Dept of Transport and Main Roads
Representative	Bicycle QLD (Logan Bicycle User Group)

#### **5.4. PUBLIC ACCESS TO COMMITTEE/ADVISORY COMMITTEE MEETINGS**

All Council Committee and Advisory Committee meetings are open to the public. Members of the public may not participate in the proceedings unless invited to do so by the Committee Chairperson. The meeting may close its proceedings to the public to discuss confidential matters. At this time, the public will be asked to leave the room. On the conclusion of the confidential discussions, members of the public will be invited to return to the meeting. A recommendation on the matter can then be made in the open Committee.

Agendas for Committee Meetings are available for viewing in the Public Gallery at the commencement of each meeting while the session is in progress. At the conclusion of the meeting, the Agendas are retained by Council and are then available for viewing by the public upon request at the Governance Branch. After the Agenda items have been resolved by Council, they are available for purchase.

Deputations are accepted by appointment only. Deputations are determined by the Chairperson of the Committee or by resolution of the Council if deemed necessary. Applications seeking a deputation can be made to the Chief Executive Officer directly or in writing at least three (3) weeks before the relevant meeting date. Notification will be forwarded to the person, or persons seeking a deputation, prior to the meeting, advising (if approved) of the date and time of their deputation.

## 6. RIGHTS TO COMMENT, OBJECT AND APPEAL

### 6.1. COMMUNITY PARTICIPATION

Council encourages and supports active community participation and access to Council.

### 6.2. COMMUNITY CONSULTATION

#### 6.2.1. Petitions

Members of the community may lodge a petition with the Council pertaining to any matter in which they have a special interest. Petitions must be presented in written form and addressed to the Chief Executive Officer, Logan City Council. These petitions may be tabled at the Ordinary Council Meeting by the Councillor for the Division to which the petition relates. A petition must:

- (a) be legible or typewritten;
- (b) identify the request;
- (c) contain a minimum of 10 signatures; and
- (d) indicate the identity of the chief petitioner.

The chief petitioner is responsible for communicating Council's decision to the other petitioners. A standard petition format or 'proforma' is available from the Governance Branch on 3412 5911 or on Council's website [www.logan.qld.gov.au](http://www.logan.qld.gov.au).

#### 6.2.2. Local Laws

##### *What is a Local Law?*

A local law is a law adopted by a council that reflects community needs and ensures the good rule and government of the area.

Through local laws, local governments can establish permit or licence regimes for activities they want to regulate, to create offences for unacceptable behaviour and to allow for the issue of compliance or abatement notices.

The *Local Government Act 1993* provides councils with the ability to make local laws. Local laws were previously referred to as council by-laws.

## *Types of Local Laws*

### Model Local Laws

A model local law is proposed by the Minister for Local Government and Planning to cover issues that are common to many local governments.

### Interim Local Laws

Interim Local Laws are adopted for a limited period (usually six months) while the local government conducts public consultation before introducing the law permanently.

Interim Local Laws are typically introduced to address those cases of immediate public health and safety risks or where there is a concern that action may be taken during the public consultation to make the law, which would defeat the purpose of introducing the law.

### Other Local Laws

Other local laws are laws independently made by local governments to deal with an issue in their areas. Other local laws also include laws which amend or repeal existing local laws.

## *How are Local Laws made?*

From time to time, Council will make a new local law in response to community concerns about a certain issue that requires regulating or licensing by the Council.

When the Council decides to make a new local law, or on some occasions, amend an existing local law, the Council will make the law following the procedures in the *Local Government Act 1993*.

Chapter 12 of the *Local Government Act 1993* outlines the procedures that all Queensland local councils need to follow to legally adopt a local law or subordinate local law.

Basically, the law making process involves three key stakeholders:

- (a) the Council;
- (b) the community; and
- (c) the State Government.

The involvement of these key stakeholders is best illustrated in the following example:

- 6.2.2.1. Council identifies a need for a local law to be introduced to control a certain issue (eg barking dogs).
- 6.2.2.2. The Council will instruct the Chief Executive Officer to draft the necessary local law and subordinate local law to enable Council to control and regulate barking dogs.
- 6.2.2.3. The Chief Executive Officer then tables a draft law to go to a Council meeting for its consideration. Council will then formally decide to propose to make the law to control barking dogs. This will be done via resolution at a Council meeting.
- 6.2.2.4. The Chief Executive Officer will then forward the law to the State Government Minister for Local Government. The Minister will then refer the law to all State Government Departments for their comment and approval. This process is called the State Interests Check.
- 6.2.2.5. Following the State Interests Check, the Minister for Local Government will advise the Council that it can proceed further in making the law. On some occasions, the Minister may suggest amendments to the law with a view to improving the law.
- 6.2.2.6. The Council will then undertake public consultation with the community to seek their views and opinions on the proposed law.  
  
Public consultation is normally undertaken for a minimum of 21 days. Members of the public are invited to obtain a copy of the law and to also send written submission to the Council regarding the proposed law. Public notices advising of the consultation period appear in the City's local newspapers.
- 6.2.2.7. After the public consultation phase, Council considers all the written submissions received from the community. The Council will then either resolve to make the law unchanged or make the law with changes suggested by the community.
- 6.2.2.8. After Council has formally resolved to make the law, the Chief Executive Officer will then send a gazettal notice to the State Government Printer who places the notice in the Government Gazette. This public notice advises that Council has made a new local law to control barking dogs.
- 6.2.2.9. The law has effect from the day that the notice appears in the Government Gazette.

Further information regarding local laws is available on Council's website [www.logan.qld.gov.au](http://www.logan.qld.gov.au) and also the Queensland Department of Local Government, Sport and Recreation's website [www.localgovernment.qld.gov.au](http://www.localgovernment.qld.gov.au).

### 6.2.3. Corporate Plan

A local government is responsible for the good rule and government of its area. To do this effectively, it must ensure the issues facing the community are identified and an appropriate plan to address these issues is established.

The Corporate Plan is the management tool which allows the Council, its staff and the community to prioritise needs against available resources. In simple terms, the Corporate Plan sets the Council's direction for the future. All councils are required to prepare a Corporate Plan.

The Corporate Plan must identify:

- the jurisdiction of the local government;
- the city's strategic direction;
- local and regional issues facing Council and its communities;
- the outcomes the Council wants to address over at least a four year period;
- the strategies to achieve these outcomes; and
- consultation process used to prepare the plan.

Consultation with the community is important throughout the corporate planning process to ensure everyone has input into, and is aware of and understands, the direction in which the Council is heading. The Corporate Plan is the community plan for the future of the area.

To achieve this community input, Council advertises in the City's local newspapers and public display locations when the Corporate Plan is being revised for community input. As a minimum, the Corporate Plan must be advertised for 30 days before it is formally adopted by Council to allow input and comment from the community.

A copy of the current Corporate Plan may be obtained by contacting the Outcomes and Performance Branch on 3412 5674 or writing to Logan City Council requesting a copy of the plan or by logging onto Council's website [www.logan.qld.gov.au](http://www.logan.qld.gov.au). There is no cost to obtain a copy of the Corporate Plan.

The current Corporate Plan details Council's direction/approach to the following priority issues:-

- A Vibrant Community
- A Strong Economy
- A Sustainable Environment
- A Well Managed City

Please note that Council is in the process of developing its new Corporate Plan, which is scheduled for adoption in February 2009.

#### **6.2.4. Operational Plan**

The Corporate Plan looks at least four years ahead. Every year, councils are required to prepare an Operational Plan. The Operational Plan is an annual business plan for the implementation of the priority issues in the Corporate Plan.

The Operational Plan provides details on the services and new initiatives proposed for the following year and measures to assess performance. The Operational Plan is then used as a guiding document for the preparation of Council's annual budget.

### 6.3. COMPLAINTS, APPEALS & REVIEWS

The community should be aware of its rights of complaint, objection and appeal. For example:

- (a) in accordance with the provisions of the *Integrated Planning Act 1997*, applicants have the right of appeal associated with development applications; and
- (b) in accordance with the Home and Community Care (HACC) national service standards, customers have a right to fair and equitable dealings with complaints and disputes.

Written complaints must be addressed to the Chief Executive Officer, unless otherwise advised. Written complaints should contain details of the issues of concern and the complainant's contact details. Anonymous complaints may not be investigated, depending on the nature of the complaint.

Phone complaints must be directed to the main Council number (07) 3412 3412, unless otherwise advised. Depending on the nature of the complaint and/or complainant's physical abilities, Council Officers may ask for the complaint to be made in writing.

Lodging a submission objecting to a development is a formal and fairly prescriptive process for applicants to go through; therefore, Council officers are available to provide any assistance to persons who wish to make submissions, by way of advice on how, where, when and to whom the submissions and any appeals have to be made. Contact the Development Assessment Branch on (07) 3412 5269 for further information.

Avenues for internal review are available with respect to Council decisions by making an application to the Chief Executive Officer. The matter may, depending on its nature, be dealt with directly by the Chief Executive Officer or referred for recommendation by the relevant Standing Committee.

An external review of Council decisions, to ensure procedural fairness, can be initiated by applying for an administrative review of the decision. This process is only undertaken once all available appeal provisions have been exhausted. For more information on Council's administrative review process or to download an application form for requesting an administrative review visit Council's website at [www.logan.qld.gov.au](http://www.logan.qld.gov.au) or contact Council on (07) 3412 5378.

An administrative review is not concerned with the actual decision, but rather whether the decision made was lawfully (in essence or within scope of authority) according to facts found by the decision maker and relevant law. That is, have all the relevant facts and legal requirements been taken into consideration in making a particular decision.

An external review of an administrative review decision can be initiated by contacting the Queensland Ombudsman on (07) 3005 7000 or 1800 068 908 or [www.ombudsman.qld.gov.au](http://www.ombudsman.qld.gov.au).

#### 6.4. LEGISLATIVE APPEAL PROVISIONS AVAILABLE

The table below lists the appeal provisions (or review options) available under the various legislations administered by Council.

Legislation	Appeal Provision	Details
General Complaints Process Policy	General Complaints Process Policy	Provides affected persons a process for the review of: <ul style="list-style-type: none"> <li>• an administrative action of Council; or</li> <li>• an alleged minor breach by a Councillor of Council's <i>Code of Conduct for Councillors</i>.</li> </ul>
Local Law No.4	35(3)	Allows for the appeal of a destruction order on an animal.
Local Law No. 2	47(1)	Provides a person the opportunity for a review of a decision made under a local law that makes no provision for the review of decisions.
LGA1993	3.8	Content of land record.
Water Act 2000	360ZE(4)	Contravene commission outdoor area water restriction (first offence).
Water Act 2000	360ZE(4)	Contravene commission outdoor area water restriction (second or subsequent offence).
Water Act 2000	360ZE(4)	Contravene commission non-outdoor area water restriction (first offence).
Water Act 2000	360ZE(4)	Contravene commission non-outdoor area water restriction (second offence).
Water Act 2000	360ZE(4)	Contravene commission non-outdoor area water restriction (third or subsequent offence).
Water Supply (Safety and Reliability) Act 2008	43(3)	A person must not contravene a service provider water restriction.
Water Supply (Safety and Reliability) Act 2008	52(4)	A customer of a water service provider must comply with a notice to prepare a water efficiency management plan and provide it to the water service provider within the time stated.
Water Supply (Safety and Reliability) Act 2008	55	A customer must comply with the customer's approved water efficiency management plan.
Water Supply (Safety and Reliability) Act 2008	145(1)	A person must not take water from a fire fighting system or service provider's hydrant without the permission of the service provider, unless the water is taken for fire fighting purposes.

Legislation	Appeal Provision	Details
Water Supply (Safety and Reliability) Act 2008	191	A person must not, without written consent of a service provider, connect to, or disconnect from, the service provider's infrastructure.
Water Supply (Safety and Reliability) Act 2008	195(1)	A person must not, without a service provider's written approval, take water from a service provider's infrastructure.
LGA	1151-1169 Part 6	Disciplinary actions taken against an employee of Council.
Acquisition of Land Act 1967	See Below	Commence resumption - statutory objection period and hearing. Any objection received. Application to Minister for taking of land notice. Land or easement acquired and relevant Council departments notified. Arrange compensation action. Referral to the Land Court of any unresolved compensation issues for determination.
Acquisition of Land Act 1967	7 - ALA 1967	Commence resumption - statutory objection period and hearing procedures.
Acquisition of Land Act 1967	8 - ALA 1967	Consideration of any objections received.
Acquisition of Land Act 1967	9 - ALA 1967	Application to Minister for taking of land notice.
Acquisition of Land Act 1967	Nothing in Act - internal	Land acquired and relevant Council departments notified.
Acquisition of Land Act 1967	26 - ALA 1967	Arrange compensation action/referral to Land Court of any unresolved compensation issues for determination.
Integrated Planning Act 1997	4.1.27	An applicant for a development application may appeal to the court against any of the following— (a) the refusal, or the refusal in part, of a development application; (b) a matter stated in a development approval, including any condition applying to the development, and the identification of a code under section 3.1.6; (c) the decision to give a preliminary approval when a development permit was applied for; (d) the length of a period mentioned in section 3.5.21; or (e) a deemed refusal.

Legislation	Appeal Provision	Details
Integrated Planning Act 1997	4.1.28	A submitter for a development application may appeal to the court only against— (a) the part of the approval relating to the assessment manager’s decision under section 3.5.14 or 3.5.14A; or (b) for an application processed under section 6.1.28(2)—the part of the approval about the aspects of the development that would have required public notification under the repealed Act.
Integrated Planning Act 1997	4.1.28A	A submitter of a properly made submission for the application may appeal to the court about a referral agency response made by a prescribed concurrence agency for the application.
Integrated Planning Act 1997	4.1.29	The advice agency may, within the limits of its jurisdiction, appeal to the court about any part of the approval relating to the assessment manager’s decision under section 3.5.14 or 3.5.14A.
Integrated Planning Act 1997	4.1.30	For a development approval given for a development application, a person to whom any of the following notices have been given may appeal to the court against the decision in the notice— (a) a notice giving a decision on a request for an extension of a period mentioned in section 3.5.21; or (b) a notice giving a decision on a request to make a minor change to an approval.
Integrated Planning Act 1997	4.1.30A	A person who has applied for an approval of a proposed master plan may appeal to the court against— (a) the refusal, or the refusal in part, to give the approval; or (b) a matter stated in the notice of decision about the application; or (c) a deemed refusal.
Integrated Planning Act 1997	4.1.31	A person to whom any of the following notices have been given may appeal to the court against the decision in the notice— (a) a notice giving a decision on a request to change or cancel a condition of a development approval; (b) a notice under section 3.5.33A(9)(b) or 6.1.44 giving a decision to change or cancel a condition of a development approval.

Legislation	Appeal Provision	Details
Integrated Planning Act 1997	4.1.32	A person who is given an enforcement notice may appeal to the court against the giving of the notice.
Integrated Planning Act 1997	4.1.33B	An applicant who is dissatisfied with a decision of a local government or the conditions applied under a local law about the use of premises or the erection of a building or other structure permitted by the planning scheme may appeal to the court against the decision or the conditions applied.
Integrated Planning Act 1997	4.1.34	A person who is dissatisfied with a decision under section 5.4.8 or 5.5.3 for the payment of compensation may appeal to the court against— (a) the decision; or (b) a deemed refusal of the claim.
Integrated Planning Act 1997	4.1.35	A person who is dissatisfied with a designator's decision to refuse a request made by the person under section 2.6.19, may appeal to the court against— (a) the decision; or (b) a deemed refusal of the request.
Integrated Planning Act 1997	4.1.36	This section applies to a person who has been given, and is dissatisfied with, an infrastructure charges notices. The person may appeal to the court against the notice.
Integrated Planning Act 1997	4.1.37	A party to a proceeding decided by a tribunal may appeal to the court against the tribunal's decision, but only on the ground— (a) of error or mistake in law on the part of the tribunal; or (b) that the tribunal had no jurisdiction to make the decision or exceeded its jurisdiction in making the decision.

## 6.5. ALTERNATIVE DISPUTE RESOLUTION - *Integrated Planning Act 1997*

Through Council's approval processes, disputes between Council, the applicant and sometimes third parties may arise. In most approvals, applicants are able to institute a legal appeal against Council to challenge conditions of approval or other requirements. However, the cost of court action and the associated delays are such that in many instances of dispute, the applicant does not avail themselves of such opportunities. In addition, Council has recognised that, in some approval processes, there are no means for applicants to dispute Council's requirements.

The *Integrated Planning Act 1997* (IPA) makes provision for Alternative Dispute Resolution (ADR) to be exercised as an option for the various development related disputes in Queensland. The *District Courts Act 1967* and *Uniform Civil Procedure Rules 1999* will also have relevance in ADR proceedings instigated pursuant to IPA.

Achievement of a mutually satisfactory result in any dispute is difficult in an adversarial environment such as a court of law.

The ADR process is based on the concept of mediation, being undertaken by a person, independent of Council, with the aim of constructively working with all parties to achieve the best solution.

The mediator appointed to help resolve the dispute does not impose a decision on the parties but assists in identifying the issues of the dispute. This is achieved by suggesting means by which the issues in dispute can be resolved and means by which the resolution reached can be implemented, whether by way of amendments to the proposal, alterations or additions to conditions of consent or other methods. If an agreement is reached by the parties in mediation, it will have the same effect as any other form of compromise.

The procedure is voluntary and does not take away the rights of any parties to any legal avenues.

Application forms and the rules applying the ADR process for applicants and third parties may be obtained from the -

### **Development Assessment Branch**

2<sup>nd</sup> Floor  
Council Administration Centre  
150 Wembley Road  
LOGAN CENTRAL QLD 4114

Telephone: 3412 5266  
E-mail: [council@logan.qld.gov.au](mailto:council@logan.qld.gov.au)

## 6.6. JUDICIAL REVIEW (Request for Statement of Reasons)

To ensure the process of decision making is administratively correct, the *Judicial Review Act 1991* (JR Act) provides for a mechanism to review how decisions are made. In essence, a review is not concerned with the actual decision, but rather whether the decision made was lawful (in essence or within scope of authority) according to facts found by the decision maker and relevant law. That is, have all the relevant facts and legal requirements been taken into consideration in making a particular decision.

Applicants requesting a Statement of Reasons must do so in writing. The request does not have to be in any particular form or in terms of reference to the JR Act. It should be addressed to the Chief Executive Officer, PO Box 3226, Logan City DC QLD 4114.

Applicants must lodge their written request within 28 days of the decision letter's date. If you are unable to make an application within this time period, you are unable to make an application under the JR Act.

Where no notification has been given, it is at the discretion of the decision maker as to what is a reasonable time period.

## 7. PUBLIC INFORMATION

In order for Council to maximise community participation, the community needs to be informed and kept informed of the role, functions and objectives of Council. This document, for example, is just one of the ways Council can do this as part of an overall approach.

In fact, Council has an extensive range of information available to the community. This information can be obtained directly from Council's Community Engagement & Marketing Branch or through Council's Enquiries Desk or by accessing Council's Internet Site - [www.logan.qld.gov.au](http://www.logan.qld.gov.au).

Additionally, Council's Community Engagement & Marketing Branch frequently publicises relevant information in local and state media, both print and electronic, on Radio Logan (101 FM), in Annual Reports and the like.

The following documents are available free of charge and upon request from:

### ORGANISATIONAL SERVICES STREAM

#### Governance

- Competitive Neutrality Complaint – Information Kit (Title on leaflet is National Competition Policy)
- Councillor Profiles
- 'What is Right to Information and Information Privacy' brochure
- Queensland Ombudsman information brochure
- Local Laws

#### People & Culture

Employment Opportunities Information

#### Finance

Rates Brochure

### COMMUNITY & CUSTOMER SERVICES STREAM

#### Community Engagement & Marketing

- Annual Report
- Loving life in Logan
- Logan City Council - Discover the Diversity of Logan - resident's guide
- Logan City Council - Why do we need it? - An education resource
- Logan City Data Card
- Logan City Budget Update
- Neighbourhood Update
- Logan City Map
- Guide for New Residents
- Creating a Safer Logan
- Energise - (A Newsletter - For Sport, Recreation & Community Organisations & their Managers)
- Just Walk It

- Active Logan Strategy
- Community Engagement Branch brochure
- Young City Strategy 2006-2010
- Safe City Strategy 2006-2010

### **Animal & Pest Services**

- Information Sheet - Keeping of Cats in Logan
- Information Sheet - Prohibited and Restricted Breeds
- Brochure - Why your dog barks
- Brochure - Dog and Cat Laws
- Brochure - Controlling your Dog
- Brochure - Dog Registration
- Brochure - Dog Cat Sale Program
- Immunisation Clinics
- Immunisation Information
- Information sheet - If you or your neighbours have a fly or vermin concern, make sure you have done the right thing!
- Native Fish for mosquito control
- Rodent Control for Householders in Logan City
- Termite (White Ant) Awareness & Prevention for householders
- Mosquito Control for Households
- Mosquitoes
- Fire Ant Alert Look! Check! Call!
- Fire Ants
- Fire Ant Eradication
- Living with Mosquitoes, what you can do
- Don't spread Fire Ants
- Mosquitoes - A Health Threat
- Fire Ant Fact Sheet
- How You Can Help to Control Mosquitoes

### **Logan Water**

- How to Keep your Water Clean and Flowing
- Logan Water – Reliable, Safe Water and Wastewater Systems
- Logan Water Pollution Control Centre Augmentation Stage 5
- Trade Waste Charges. Cleaner Production: guidelines and benefits
- Trade Waste Environmental Management Plan
- What do I do if the water from my taps is discoloured?
- How much water does your household use?
- Water pressure and leakage management
- Types of water meters in use in Logan City
- How to check for internal leaks
- Water for Life

### **Community Facilities**

- Halls for Hire List
- Insports Centre (McDonalds School Holiday Program)
- Logan Entertainment Centre brochure
- Aquatic Centres brochure

## **Libraries and Cultural Services**

Logan City Council libraries provide an extensive range of information in respect of outreach services for people of all ages and backgrounds. Enquire at your local library to view the materials. These include:

- Charles Hamilton Special Needs Centre
- Collection Development Policy
- Community Language Resources & Services
- Focus on Young People
- History of the Kingston Butter Factory
- Home Library Service
- Information for Home Library Service Borrowers
- Introduction to Internet Explorer
- Literature and Activities for Young Children
- Local Law No.3 - Libraries
- Mayes Cottage
- Mayes Cottage Request for Volunteers

In addition, the following history publications are available:

- "Logan: the man, the river and the city" (Joan Starr)
- "The Logan River Tinnie Trail, a heritage trail along the Logan River" (Mary Howells)
- "Ridge to Ridge, Recollections from Woodridge to Park Ridge" (Mary Howells)
- Butter to Broadway, Kingston Butter Factory Centenary 1907 – 2007
- Logan's Cultural Highlights
- Final Resting Places in Logan City
- Mayes Cottage House Museum

<http://www.logan.qld.gov.au/libraries>

## **City Standards**

- Beautiful Trees Big Problems

## **STRATEGY & OUTCOMES STREAM**

### **Development Assessment**

- Code Compliance Form
- Dual Occupancy
- Fees & Charges 2002/2003
- Guidelines for Notification of Development Applications for Impact Assessment
- Home Activity
- Home Occupation
- IDAS – Assessment Development Works
- IDAS – Material Change of Use (CODE – Advertising Signs)
- IDAS – Material Change of Use (CODE) – ERA
- IDAS – Material Change of Use (CODE) No Referral Agencies
- IDAS – Material Change of Use (IMPACT)
- IDAS – Material Change of Use (IMPACT) – Referral
- IDAS – Operational Works
- IDAS – Reconfiguration of Lot
- Reconfiguration of a Lot

### **Logan Development Services**

- Building and Renovating
- Minor Work Kit – Garages and Sheds Checklist
- Minor Work Kit – Patios and Carports Checklist
- Minor Work Kit – Pools Checklist
- Pre-purchase Building Inspections and Reports
- Residential Dwelling Checklist
- Residential Kits (for new dwellings)

### **Environment & Sustainability Management**

- Tingalpa Creek know your creek
- Carbrook/Cornubia Management Order
- A guide to Logan City Riparian Land
- A guide to Bushland Restoration
- Scrubby Creek know your creek
- California Creek know your creek
- Wetlands - A guide to Bushland Restoration
- Eucalypt Open Forest/Woodland - A guide to Bushland Restoration
- Mangrove Forests - A guide to Bushland Restoration
- Wetlands in Logan
- Importance and Uniqueness of Wetlands
- Wetlands and Introduced Species
- Visiting Wetlands in Logan
- Threats to Wetlands and Possible Solutions
- Wetlands and Waste Water
- Gliding Marupials
- Spotted-Tailed Quoll
- Living with Dogs and Koalas
- Koala
- Nationally Significant Bird Species
- Wallabies
- Local Significant Bird Species
- Migratory Bird Species
- Green-Thighed Frog
- Tusked Frog
- Wallum Froglet
- Cunnungham's Jute
- Eprapah Wattle
- Angle-Stemmed Myrtle
- Bush House Paperbark
- Aquatic Weeds in Logan
- Introduction to Wetlands
- Wetlands in Logan
- Glossy Black-Cockatoo - Have you seen one or two
- Koala Bushland
- Logan's Eco Kids
- Logan Community Bushcare Program
- Enviro Grants
- The Platypus in Logan
- The Environment - It's all our Responsibility

- Voluntary Conservation Agreements
- Voluntary Conservation Covenants
- Where to see Birds in Logan Central
- Where to see Birds in Logan East
- Where to see Birds in Logan West
- The Koala in Logan City
- The Eagleby Wetlands
- Eagleby Wetlands Project
- Eels
- Platypus on the Gold Coast
- Iron Bacteria
- Blue-Green Algae
- Wetlands
- What, Why and How Wetlands Work
- Why are Wetlands important in our Region?
- Horse Management on small Properties
- Common Weeds of Beaudesert Shire
- Declared Plants
- Your guide to the Common Plants of Beaudesert Shire
- Cities for Climate Protection
- Turning down the Heat
- Environmental Assistance Grants 07/08
- Plant Species Guide - Area 2
- Plant Species Guide - Area 1
- Voluntary Conservation Agreements
- Riparian Weeds
- Weed Control Methods
- Oxley Creek Catchment
- Woody Debris - Logan River
- Sand Slugs in our Waterways

In addition, the following public documents are available for inspection and/or purchase:

- Annual Budget (including Register Regulatory Fees and Schedule of Commercial and other charges)
  - Annual Financial Statements
  - As Constructed Information
  - Building Act
  - Building Approvals -
 

Class 1 Dwellings	)	
Class 1 Additions	)	
Class 2 (Multiple Dwellings)	)	
Class 3 (Hotels, Motels)	)	
Class 4 (Caretaker's Residence)	)	
Class 5 (Office)	)	
Class 6 (Shops)	)	
Class 7 (Warehouses)	)	
Class 8 (Factories)	)	
Class 9 (Assembly Buildings)	)	
Class 10a (Outbuildings)	)	
Class 10b (Swimming Pools)	)	
Pergolas	)	
- Copies of plans  
and documentation  
available to owners  
only or their  
representatives upon application

- Retaining Walls )
- Advertising Devices )
- Special Structures )
- Certificate of Classification )
- Basic Community Profile of Logan City

Available to all members of the public for viewing:

- Administrative Policy Register
- Cadastral Maps - Property Boundaries and Zoning
- Delegation of Authority Register
- Development Applications
- Development Control Plans
- Extracts of Property Files
- Integrated Planning Act
- Local Laws of Council
- Local Planning Policies
- Official Minute Books of Council and Committee Meetings
- Planning Scheme
- Register of Councillor and Officer Interests
- Searches - Rates and Town Planning
- Subordinate Local Laws of Council

## **INFRASTRUCTURE SERVICES STREAM**

### **Roads Infrastructure Management**

- Construction of residential driveways within road reserves
- Landscape works on footpaths
- Preparing for Natural Disasters: A Guide for Logan Residents
- Telemetry Sites - Flooding
- Local Disaster Management Plan

### **Waste Services**

- Kerbside Clean up Services Schedule
- Logan Smart Tip Waste Disposal Charges Leaflet
- Recycling stickers
- Waste & Recycling Collection Information Sheets
- Applications for Additional Wheelie Bins

### **Roads Infrastructure Planning & Design**

- Introduction to dial before you dig services
- Logan Bikeways

### **Parks**

- Bushcare Buzz
- Celebrate Your Wedding in Logan
- Dog off Leash Areas - information sheet
- Environmental Weeds Information Poster
- Explore your City Bushland
- Explore your City Parks
- Free Trees & Shrubs
- Half Basketball Court - information sheet

- Handy Hints for Tree Planting - information sheet
- Honorary Park Rangers Association
- Logan Bushland Friendly Nursery
- Logan Community Bushcare
- Skateboard Facilities - information sheet
- Termite Information Sheet
- Trail Bike Riders - information sheet

**Council on the Internet - [www.logan.qld.gov.au](http://www.logan.qld.gov.au)**

Council uses its official website [www.logan.qld.gov.au](http://www.logan.qld.gov.au) as a tool for providing information to, and communicating with, all members of the public.

Free leaflets and publications listed previously can be ordered over Council's website, and many can be downloaded and printed out for an even faster and more convenient service.

Much of the website contains information about Council services, and each branch regularly maintains this information so that it is always up to date. In addition, many sections of the website are changing constantly, so there is always something new to be discovered there.

Sections of the website that are regularly updated include:

- Abandoned Vehicles impounded (updated fortnightly)
- Current, Closed and Awarded Tenders (updated weekly)
- Development Applications Lodged with Council (updated weekly)
- Online News (updated daily)
- Vacancies at Council (updated weekly)
- What's on at Logan City Council Libraries (updated monthly)
- What's on at the Logan Art Gallery (updated monthly)

Other highlights of the website include:

- Community Feedback
- Contact Us - everything you need to know about contacting Council
- Development in Logan
- Logan Entertainment Centre
- Events in Logan
- Facilities in Logan
- Images of Logan
- Licensing Information
- AnimalNet (including animal lost/found and animals for sale)
- Sport and Recreation in Logan
- Tour Logan Online
- Logan Water

## 7.1. STATISTICAL INFORMATION

Logan City Council provides a large range of statistics regarding Logan City at various levels of analysis. In addition, Council's libraries provide access to other statistical collection from the Australian Bureau of Statistics via the Library Extension Program (LEP).

To assist in identifying relevant statistics, detailed below is a table of statistics available from Council.

Items	Publication Title	Contact Officer	How to access	Cost
Library Extension Program (LEP) is an Australian Bureau of Statistics (ABS) service aimed at providing access to ABS statistics at public libraries.	Library Extension Program (LEP) provides statistics in relation to the following subjects. <ul style="list-style-type: none"> <li>▪ Main Economic Indicators</li> <li>▪ Catalogues, Guides, Classifications &amp; Work Manuals</li> <li>▪ Year Book</li> <li>▪ Economic Summary Publications</li> <li>▪ Other Multi-Subject Publications</li> <li>▪ Demography- General</li> <li>▪ Populations</li> <li>▪ Migration</li> <li>▪ Social Statistic - General</li> <li>▪ Crime &amp; Justice</li> <li>▪ Environment</li> <li>▪ Education</li> <li>▪ National Accounts</li> <li>▪ Balance of Payments</li> <li>▪ Labour Force, Labour Earnings &amp; Hours</li> <li>▪ Consumer Prices and Price Indexes</li> <li>▪ Agriculture</li> <li>▪ Manufacturing</li> <li>▪ Industry &amp; Economic Wide Indicators, Building and Construction</li> </ul>	Logan Central Library - 3412 5430  Logan West Library - 3412 4160  Logan North Library - 3412 5440  Marsden Library - 3412 4180  Logan Hyperdome Library - 3412 4120	Visit your Logan library or the ABS website <a href="http://www.abs.gov.au">www.abs.gov.au</a>	\$0.00
Suburb Profiles based on the 2001 Census. These profiles analysis the individual suburbs of Logan at a <b>collection districts</b> level.	Logan City Basic Community profile.	Community Planner 3412 5190	Free of charge from Council's website <a href="http://www.logan.qld.gov.au">www.logan.qld.gov.au</a> OR The entire profiles are available for a fee of \$22.00 on CD	\$22

Items	Publication Title	Contact Officer	How to access	Cost
Current Development Approvals	Register of Current Development applications	Development Assessment 3412 5269	www.logan.qld.gov.au	\$0.00
Totals of Logan's infrastructure assets (eg length of sealed roads)	Not available in hard copy	Roads & Drainage Infrastructure Management 3412 5282	www.logan.qld.gov.au	\$0.00
Labour Force Data	Internal memo of employment data from Department of Employment & Work Relations (DEWR)	Directorate - Strategy & Outcomes 3412 4811	Internal Document	N/A

## 8. RIGHT TO INFORMATION AND INFORMATION PRIVACY

The *Right to Information Act 2009* (RTI Act) and *Information Privacy Act 2009* (IP Act) confers on people the right to access information (that is not available under an existing "administrative arrangement") from government agencies, including local authorities, subject to a number of exemptions to protect public and private interests. Refer to Section 7 for information that is available under existing "administrative arrangements".

Requests for information under either the RTI or IP Acts can be made to Council's Administrative Review & Ethics Program, who will be pleased to assist you in any way and who will provide the relevant details and application forms required under the RTI and IP Acts to make application for the information sought. Fees, as prescribed, are payable for information.

### **Administrative Review & Ethics Program Leader**

Mr Chris Lawson  
Logan City Council  
PO Box 3226  
LOGAN CITY DC QLD 4114

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## 9. LOCAL LAWS OF THE COUNCIL

Section 25 of the *Local Government Act 1993* provides each local government the jurisdiction to make local laws for, and to otherwise ensure, the good rule and government of its territorial unit. There are limitations to this broad law making power and these are stringently observed by the Department of Local Government, Sport & Recreation prior to the gazettal of these laws. (Refer section 6.2.2 for these conditions).

Local Laws gazetted to date are:

Title	Date Gazetted
Local Law No 1 (Meetings) 1997	27/03/1997
Local Law No 2 (Administration) 2001	03/08/2001
Local Law No 3 (Libraries) 2003	12/12/2003
Local Law No 4 (Animal Management) 2002	22/02/2002
Local Law No 5 (Parks) 2001	25/05/2001
Local Law No 6 (Flood Plain Management) 1998	27/02/1998
Local Law No 7 (Parking) 2003	28/03/2003
Local Law No 8 (Environmental Management) 1999	25/06/1999
Local Law No 9 (Licensing) 1999	07/05/1999
Local Law No 10 (Public Health) 1999	07/05/1999
Local Law No 11 (Roads) 1999	25/06/1999
Local Law No 12 (Council Property and Other Public Places) 2003	27/06/2003

Council also has a number of Subordinate Local Laws that provide supporting information to some of the above Local Laws. The full list of Council's adopted Subordinate Local Laws is as follows:

Title	Adoption Date
Subordinate Local Law 1.1 (Local Government Meetings) 1997	04/03/1997
Subordinate Local Law 3.1 (Libraries) 2003	09/12/2003
Subordinate Local Law 4.1 (Animal Management) 2002	29/01/2002
Subordinate Local Law 5.1 (Parks) 2001	15/05/2001
Subordinate Local Law 6.1 (Logan River) 1998	21/04/1998
Subordinate Local Law 6.2 (Scrubby Creek) 1998	21/04/1998
Subordinate Local Law 6.3 (Slacks Creek) 1998	21/04/1998
Subordinate Local Law 6.4 (Native Dog Creek) 1998	21/04/1998
Subordinate Local Law 7.1 (Regulated Parking) 2003	18/02/2003
Subordinate Local Law 7.2 (Heavy Vehicle Parking) 2003	18/02/2003
Subordinate Local Law 8.1 (Environment Management) 1999	15/06/1999
Subordinate Local Law 9.1 (Domestic Water Distribution) 1999	06/07/1999
Subordinate Local Law 9.2 (Election Signs) 1999	06/07/1999
Subordinate Local Law 9.3 (Itinerant Vending) 1999	06/07/1999
Subordinate Local Law 9.4 (Heavy Vehicle Parking (Other than on a Road)) 2005	31/01/2006
Subordinate Local Law 9.5 (Dangerous Fencing) 1999	06/07/1999

Title	Adoption Date
Subordinate Local Law 9.6 (Animal Slaughtering) 1999	06/07/1999
Subordinate Local Law 9.7 (Animal Vending) 1999	06/07/1999
Subordinate Local Law 9.8 (Entertainment Venues) 1999	06/07/1999
Subordinate Local Law 9.9 (Markets) 1999	06/07/1999
Subordinate Local Law 9.10 (Prescribed Accommodation) 1999	06/07/1999
Subordinate Local Law 9.11 (Advertisement) 1999	06/07/1999
Subordinate Local Law 9.12 (Home Occupations) 1999	06/07/1999
Subordinate Local Law 9.13 (Cemetery Undertaking) 1999	06/07/1999
Subordinate Local Law 9.14 (Intensive Animal Husbandry) 1999	06/07/1999
Subordinate Local Law 9.15 (Kennels and Cattery) 1999	06/07/1999
Subordinate Local Law 9.16 (Mortuary Undertaking) 1999	06/07/1999
Subordinate Local Law 9.17 (Relocatable Home Parks) 1999	06/07/1999
Subordinate Local Law 10.1 (Public Health) 1999	06/07/1999
Subordinate Local Law 11.1 (Interference with Local Government Roads) 2003	24/06/2003
Subordinate Local Law 12.1 (Business on Public Places other than Council Facilities and Community Facilities) 2003	03/06/2003
Subordinate Local Law 12.2 (City Administration Centre) 2003	03/06/2003
Subordinate Local Law 12.3 (Major Venues) 2003	03/06/2003
Subordinate Local Law 12.4 (Community Venues) 2003	03/06/2003
Subordinate Local Law 12.5 (Waste Management Facilities) 2003	03/06/2003
Subordinate Local Law 12.6 (Council Logos) 2003	03/06/2003
Subordinate Local Law 12.7 (Queens Road Depot) 2003	03/06/2003

Copies of the Local Laws and Subordinate Local Laws and information on recent amendments to existing laws or proposed new laws are available from the Governance Branch on (07) 3412 5380 or on Council's website [www.logan.qld.gov.au](http://www.logan.qld.gov.au).

## 10. ADMINISTRATIVE POLICIES OF THE COUNCIL

The adoption of policies is an essential part of Council's strategy for achieving its long and short term goals, to guide decision making for Council and in the context of delegated powers. In short, policies are statements of agreed intent or actions which set out clearly Council's view on particular issues or actions.

As such, decision making by Council is guided substantially by legal requirements and clearly established policy.

Explicit in the preparation and adoption of its administrative policies, Council establishes a link between them and Council's Corporate Objectives, which are spelt out in the Corporate Plan. This practice ensures clarity of policy intent and application of Council's Corporate Objectives from a policy perspective.

Council's policies are reviewed on a regular basis to ensure they comply with changes in legislation, Council requirements or community expectations.

Council's current policies are summarised in the following pages:

### POLICY REGISTER

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DEPARTMENT	BRANCH	TITLE	DATE ADOPTED
<b>Chief Executive's Office</b>	<b>Chief Executive's Office</b>	Acceptance of Liability for Actions of Council Employees <i>To provide guidelines for which Council will indemnify employees</i>	16/11/2004
		Asset Management <i>To ensure that systems are in place to meet key strategies of Council's Corporate Plan</i>	16/08/2006
		Audit Committee <i>To provide a framework for the operations of an audit committee within all functional areas of the Council</i>	28/07/2007
		Conference, Seminar, Course Attendance, Business Travel, and Expenses <i>To establish clear guidelines to incur expenses relating to attendance at conferences, seminars and courses</i>	13/03/2007
		Entertainment and Hospitality Expenditure <i>To provide guidelines in relation to the management of entertainment and hospitality expenditure</i>	16/10/2007

DEPARTMENT	BRANCH	TITLE	DATE ADOPTED
Chief Executive's Office	Chief Executive's Office	Gifts, Entertainment & Gratuities <i>To provide guidelines in relation to dealing with outside suppliers or contractors</i>	15/05/2007
		Internal Audit <i>To provide independent advice and assurance that policies, systems and operational procedures meet set standards of effectiveness, efficiency and propriety within all functional areas of the Council as determined by the annual audit plan</i>	13/03/2007
		Management of Public Interest Disclosures <i>To enable the Council to provide a consistent and professional response to public interest disclosures received by Council</i>	16/10/2007
Organisational Services	Administration	Acceptance of Quotations <i>To provide guidelines as to the correct manner of accepting quotations</i>	13/03/2007
		Access to the Council's Files by Elected Members <i>To set in place guidelines under which Councillors can have access to Council's files</i>	13/03/2007
		Authorisation of Expenditure <i>To provide guidelines as to the correct manner of authorising expenditure</i>	13/03/2007
		Blanket Orders - Minor Goods and/or Services <i>To provide guidelines as to the correct manner of using blanket orders for the procurement of minor goods and/or services</i>	13/03/2007
		Corporate Procurement <i>To ensure corporate consistency for the procurement of all goods and services</i>	13/03/2007
		Disposal of Council Property <i>To provide guidance with the disposal of surplus or obsolete Council property</i>	13/03/2007

DEPARTMENT	BRANCH	TITLE	DATE ADOPTED
Organisational Services	Administration	Evaluation of Tenders <i>To provide guidelines as to the correct manner of evaluating tenders</i>	13/03/2007
		General Conditions of Purchasing <i>To provide guidelines as to the correct manner of committing expenditure</i>	13/03/2007
		Issues of Goods from Stores <i>To provide guidelines as to the correct manner of issuing inventory from Council</i>	13/03/2007
		Local Supplier Preference <i>To provide guidelines as to the correct manner of applying a preference to local suppliers</i>	13/03/2007
		Price Variations to Purchase Orders <i>To provide a differentiation of responsibilities and set guidelines for the prompt processing of invoices</i>	13/03/2007
		Pricing of Purchase Orders <i>To apply to all of Council's purchase orders, whether of stock or by direct purchase, and monitored by the program responsible for the order</i>	13/03/2007
		Purchasing Function Organisational Role <i>To provide a specialised service function for all other Streams, and to direct effort into those areas for which it has specific authority and responsibility</i>	13/03/2007
		Purchasing Policy for Recycled Products <i>To ensure that by the year 2011, South East Queensland residents produce less waste per head than in any other area in Australia</i>	13/03/2007
		Quality of Manufactured Goods and Related Services <i>To provide guidelines as to the correct manner of assuring quality in the procurement of goods and services</i>	13/03/2007
		Receiving Goods and Services <i>To provide guidelines as to the correct manner of receiving goods and services</i>	13/03/2007
		Rental of Properties owned by the Council <i>To provide guidelines for the tenancy and rental of the Council's residential property portfolio</i>	13/03/2007

DEPARTMENT	BRANCH	TITLE	DATE ADOPTED
Organisational Services	Administration	Risk Management <i>To provide information and guidance on the management of risk in the Council's activities</i>	13/03/2007
		Stock Holding Levels <i>To provide guidelines as to the correct manner of applying stock holding levels within inventories held at depots</i>	13/03/2007
		Supply Function Internal Controls <i>To provide internal controls to ensure that Council obtains the information, protection and control for the successful operation of all supply functions</i>	13/03/2007
		Supply Systems Management <i>To provide guidelines as to the correct manner of managing the systems used within Supply</i>	13/03/2007
		Temporary Use of City Administration Centre Precinct <i>To ensure appropriate conditions are applied when approvals or refusals are granted for applications to use parklands and car parks surrounding the City Administration Centre</i>	13/03/2007
		Tender Documents <i>To provide guidelines as to the correct manner of managing tender documents</i>	13/03/2007
		Tenders and Quotations <i>To be used to evaluate compliance to policies when involved in the expenditure of funds for the supply of goods and services</i>	13/03/2007
		Use of Credit Cards and Other Credit Devices <i>To ensure correct procedures are followed for the use of credit facilities</i>	13/03/2007
		Use of Private Vehicles by Employees on Council Business <i>To provide guidelines for the use of private vehicles by employees whilst on official business</i>	13/03/2007

DEPARTMENT	BRANCH	TITLE	DATE ADOPTED
Organisational Services	Directorate	<p>Debenture Logan Scheme for Community Organisations</p> <p><i>To provide financial assistance in the form of a Debenture Loan to those community organisations occupying land owned by, or Crown Reserves under the control of Council</i></p>	13/03/2007
Organisational Services	Finance	<p>Accounting for Non-Current Assets</p> <p><i>To develop a system of accounting for non-current assets</i></p>	13/03/2007
		<p>Accounting Policy Statement 2008/2009</p> <p><i>To formally apply the accounting principles implicit in the National Competition Policy (NCP) reforms to the operational implementation of Council's budget documents</i></p>	07/07/2008
		<p>Acquisition of Non-Current Assets</p> <p><i>To develop a system of accounting for acquisition</i></p>	13/03/2007
		<p>Appropriation, Capital and Equity Transactions</p> <p><i>To ensure a level of control over equity transactions</i></p>	11/12/2007
		<p>Asset Management - Impairment</p> <p><i>To provide a management framework to ensure that Council assets are carried at no more than their recoverable amount</i></p>	13/03/2007
		<p>Asset Management - Investment Property</p> <p><i>To provide a management framework to prescribe the accounting treatment for investment property</i></p>	13/03/2007
		<p>Borrowing (Externally and Internally) 2008/2009</p> <p><i>To facilitate Council's Capital Expenditure Program by borrowing funds both externally and internally at the minimum rate of interest obtainable in the money market for the applicable term at the time of drawdown</i></p>	07/07/2008
		<p>Capital Assistance to Community Groups</p> <p><i>To control the progress payment for building assistance to community groups</i></p>	13/03/2007
		<p>Capitalised Expenditure</p> <p><i>To develop a system of accounting for capitalised expenditure</i></p>	13/03/2007

DEPARTMENT	BRANCH	TITLE	DATE ADOPTED
Organisational Services	Finance	Collection of Overdue Rates and Sundry Debts <i>To follow up and take the appropriate action in order to ensure that all rates, charges and Sundry Debts owed to Council are collected</i>	13/03/2007
		Depreciation of Non-Current Assets <i>To develop a system of accounting for depreciation</i>	13/03/2007
		Disposal of Non-Current Assets <i>To develop a system of accounting for the disposal of non-current assets</i>	13/03/2007
		Employees and Councillors - Payment of Rates By Instalment <i>To provide guidelines for the efficient payment by the due date of rates by employees and Councillors</i>	13/03/2007
		General Rate Concessions to Pensioners <i>To alleviate the financial impact of the general rate to pensioners by providing financial assistance</i>	13/03/2007
		Investment <i>To set guidelines, within the constraints of current legislation, within which Council's surplus funds may be invested to the best advantage</i>	13/03/2007
		Land Addresses <i>To provide standards in relation to the allocation and recording of land addresses within Council's systems</i>	13/03/2007
		Petty Cash or Cash Advances <i>To develop a system that will allow for either cash advances or the reimbursement of out-of-pocket expenses of authorised employees</i>	13/03/2007
		Portable & Attractive Assets, Management of <i>To provide a management framework for Council for the proper administration and control of assets below the Council's asset capitalisation threshold</i>	13/03/2007
		Recognition and Measurement of Intangible Assets <i>To outline recognition and measurement criteria and accounting processes for intangible assets</i>	13/03/2007

DEPARTMENT	BRANCH	TITLE	DATE ADOPTED
Organisational Services	Finance	Reserve Fund Strategies 2008/2009 <i>To provide a framework by which Council's reserve fund strategies are administered</i>	07/07/2008
		Revaluation of Non-Current Assets <i>To develop a system of accounting for revaluations</i>	13/03/2007
		Revenue Policy 2008/2009 <i>To provide a framework by which the Council may structure a portfolio of income generating strategies</i>	07/07/2008
		Rural and Urban Addressing <i>To outline the requirements and guidelines for a rural and urban addressing system for land</i>	13/03/2007
		Tagging and Stocktaking of Council Assets <i>To develop a system of controls to identify and confirm the existence of Council controlled assets</i>	13/03/2007
		Trading Terms and Conditions and Approval of Credit Accounts <i>To control the approval and trading terms for the supply of goods and/or services on credit</i>	13/03/2007
		Trust Funds: Treatment of Unclaimed Accounts <i>To develop a system to provide for the regular review and actioning of Trust Monies and for the treatment of unclaimed amounts</i>	13/03/2007
		Organisational Services	Governance
Appointment of Local Government Committees at Post-Election Meetings <i>To provide the process for the appointment of local government committees at post-election meetings</i>	13/03/2007		
Code of Conduct for Staff <i>To assist employees to achieve high standards of ethical behaviour</i>	22/01/2007		
Days and Times for Local Government Committee Meetings <i>To provide the days and times for local government committee meetings</i>	03/04/2008		

DEPARTMENT	BRANCH	TITLE	DATE ADOPTED
Organisational Services	Governance	Days and Times for Local Government Meetings <i>To provide the days and times for local government meetings</i>	13/03/2007
		Deputations to Meetings of the Council <i>To provide the administrative arrangements for deputations to meetings of Council</i>	13/03/2007
		Disbursement of Logan City Enterprises Premium Dividends <i>To establish a framework for the distribution of premium dividends from Logan City Enterprises</i>	13/03/2007
		General Complaints Process <i>To establish a framework for the administration of complaints about administrative decisions and breaches of the Councillor code of conduct</i>	16/10/2007
		Grants to Community Organisations <i>To provide corporate guidelines on the provision of grants to community organisations</i>	13/03/2007
		Logan City Enterprises Dividends <i>To provide guidance to the business units of Logan City Enterprises in relation to the setting and payment of dividends to Council</i>	13/03/2007
		Management of Confidential and Sensitive Information <i>To provide guidelines relating to the management of confidential and sensitive information</i>	26/08/2008
		Mayor's and Councillors' Civic Allowances <i>To administer the payment of Civic Allowances to the Mayor and Councillors</i>	13/03/2007
		Mayor's and Councillors' Community Benefit Fund and Divisional Infrastructure and Capital Improvements Program <i>To guide the allocation of monies from the Mayor's and Councillors' Community Benefit Fund and Divisional Infrastructure and Capital Improvements Program</i>	24/06/2008

DEPARTMENT	BRANCH	TITLE	DATE ADOPTED
Organisational Services	Governance	Open Advisory Committee Meetings <i>To provide access arrangements for the public at open advisory committee meetings</i>	13/03/2007
		Open Local Government Committee Meetings <i>To provide access arrangements for the public at open local government committee meetings</i>	05/08/2008
		Open Local Government Meetings <i>To provide access arrangements for the public at open local government meetings</i>	05/08/2008
		Order of Business for Advisory Committee Meetings <i>To provide the order of business for advisory committee meetings</i>	13/03/2007
		Order of Business for Local Government Committee Meetings <i>To provide the order of business for local government committee meetings</i>	13/03/2007
		Order of Business for Local Government Meetings <i>To provide the order of business for local government meetings</i>	13/03/2007
		Remissions to Community Organisations and Community Service Obligations <i>To establish a framework for the administration of remissions to community organisations and community service obligations</i>	12/12/2006
		Repeal of Resolutions of the Council <i>To provide a procedure for the repeal or amendment of resolutions of Council</i>	30/01/2007
		Request for Change to Suburb Boundary <i>Applies to all requests for changes to Logan City's existing suburb boundaries</i>	13/03/2007
		Returns from Economic Development Initiatives <i>To establish a framework for the distribution of returns from economic development initiatives</i>	13/03/2007

DEPARTMENT	BRANCH	TITLE	DATE ADOPTED
Organisational Services	People & Culture	Discrimination in the Workplace <i>To ensure Council employees are treated appropriately and that all forms of discrimination are dealt with in accordance with due process and relevant legislation</i>	13/03/2007
		Employee Exchanges <i>To provide exchange opportunities for Council employees by working in another organisational environment, either intrastate, interstate or overseas</i>	13/03/2007
		Equal Employment Opportunity (EEO) <i>To secure and optimise the potential quality and safety of Council's employees</i>	13/03/2007
		Managing Organisational Change <i>To provide management with strategies for best practice in managing employee issues related to organisational change</i>	13/03/2007
		Payment of Accumulated Sick Leave <i>To guidelines for the payment of accumulated sick leave to affected employees</i>	13/03/2007
		Smoke Free Workplace <i>To meet Council's obligations by providing a workplace free from the hazards of smoking</i>	13/03/2007
		Study Assistance for Employees <i>To provide guidance to employees when making application for study assistance</i>	13/03/2007
		Workplace Harassment/Bullying <i>To ensure that employees may work safely and productively in the knowledge that Council will not accept harassment/bullying in the workplace under any circumstances</i>	13/03/2007
		Workplace Health and Safety <i>To maintain and seek continuous improvement in workplace health and safety standards for all Council employees</i>	13/03/2007

DEPARTMENT	BRANCH	TITLE	DATE ADOPTED
Organisational Services	People & Culture	Workplace Health and Safety Training <i>To ensure and underpin enterprise bargaining requirements that employees identified for Workplace Health and Safety training attend such training</i>	13/03/2007
		Years of Service Recognition <i>To recognise employees for their length of service at the five year, ten year, fifteen year, twenty year, twenty five year club, thirty year, forty year and fifty year intervals</i>	04/03/2008
Infrastructure Services	Parks	Fencing Contributions <i>To ensure a consistent response to requests for contributions to the cost of fencing properties adjoining parks</i>	13/03/2007
		Free Tree Distribution Scheme <i>To encourage the greening of Logan City through the distribution of free trees</i>	13/03/2007
		Honorary Park Rangers <i>To establish guidelines for the appointment of honorary park rangers in the Logan City area</i>	13/03/2007
		Park Encroachment <i>To provide a framework that assists the management of encroachments on the Council's controlled parkland</i>	13/03/2007
		Rewards for Information on Vandalism <i>To establish guidelines for offering and paying rewards for information following vandalism to the Council's infrastructure</i>	13/03/2007
		Sponsorship Contribution to Road Landscaping <i>To establish guidelines to permit appropriate commercial businesses in the City to sponsor the construction and maintenance of landscaped areas on various road reserves</i>	13/03/2007
		Temporary Use of Parks by Individuals or Organisations (Function Bookings) <i>To ensure appropriate conditions are applied when approval is given to applications for the use of parks</i>	13/03/2007

DEPARTMENT	BRANCH	TITLE	DATE ADOPTED
Infrastructure Services	Parks	Tree Damage Management <i>To address the Council's responsibility for trees growing on land controlled by Council</i>	13/03/2007
		Use of Developer Contributions for Parks <i>To ensure developer contributions for parks are allocated appropriately</i>	13/03/2007
Infrastructure Services	Road Infrastructure Management	Funding of Concrete Footpaths/Bikeways <i>To ensure that where applicable on major roads, concrete footpaths/bikeways are constructed concurrently with the road</i>	13/03/2007
		Landscape Works on Footpaths <i>To provide the opportunity for residents to create and maintain landscaped areas on the footpath</i>	13/03/2007
		Overgrown Footpaths <i>To maintain the amenity and public safety of footpaths throughout the City</i>	13/03/2007
		Property Information Advice - Premises Affected by Temporary Inundation of Land by Flood or Overland Flow <i>To establish criteria and procedures in respect of a request for property information advice as to whether premises is affected by the temporary inundation of land by flood or overland flow</i>	12/12/2006
		Road Excavation Works (Excluding Vehicular Access) <i>To ensure road excavation works (excluding vehicular access) are undertaken in a manner that is cognisant of the Council's infrastructure, safety and access to services</i>	13/03/2007
		Sealing of Crossovers <i>To minimise the damage caused to roads by erosion of unsealed crossovers</i>	13/03/2007
		Stormwater Drainage Outlets <i>To reduce the problem of entrapment of children in stormwater systems</i>	13/03/2007
		Vehicular Access to Premises <i>To ensure vehicular access to premises is constructed in a manner that is cognisant of Council's infrastructure, safety and access to services</i>	13/03/2007

DEPARTMENT	BRANCH	TITLE	DATE ADOPTED
Infrastructure Services	Road Infrastructure Planning & Design	Changing of Names of Roads <i>To provide guidelines for the change of a road name by Council</i>	13/03/2007
		Development Frontage Works <i>To provide Council with a means of assessing whether to proceed with road and drainage works along the frontage of properties which may have future development potential</i>	13/03/2007
		Direction Signs <i>To process requests for the erection of direction signs on roads</i>	13/03/2007
		Erection of Neighbourhood Watch Signs <i>To process requests for the erection of neighbourhood watch signs on roads to indicate the presence of a neighbourhood watch zone</i>	13/03/2007
		Permit for Extraordinary Traffic <i>To ensure that house removals in the Logan City area are transported with minimal convenience to the local area</i>	13/03/2007
		Shading of Street Lights <i>The process by which the obtrusive effects of glare from street lights can be managed</i>	03/04/2007
		Temporary Road Closures for Street Parties or Similar Functions <i>To provide guidelines for the temporary closure of roads for street parties and other such functions</i>	13/03/2007
Infrastructure Services	Waste Services	Distribution of Funding - Logan Recycling Market <i>To assist community organisations within Logan City to provide recreational, cultural and other community based opportunities</i>	13/03/2007
		Domestic Refuse Collection Services - Exemption <i>To establish the criteria under which property owners may opt out of the standard domestic waste service</i>	20/11/2007
		Levying of Cleansing Charges <i>To implement a sustainable and cost effective management strategy to resource conservation and environmental integrity</i>	20/11/2007

DEPARTMENT	BRANCH	TITLE	DATE ADOPTED
Infrastructure Services	Waste Services	Quality Environmental Management of Logan Waste Services Activities <i>To protect and conserve the environment by minimising and controlling the environmental impact of Waste Services activities</i>	13/03/2007
		Storage for Disposal of Dead Animals from Veterinary Clinics <i>To minimise health and environmental risks associated with the disposal of dead animals from veterinary clinics</i>	13/03/2007
Community & Customer Services	Animal & Pest Services	Complimentary Rodent Bait Distribution <i>To prevent the spread of disease and public health nuisance arising from rats and mice</i>	13/03/2007
		Dog Registrations <i>To encourage and provide a clear direction for the registration of dogs in Logan City</i>	13/03/2007
		Fire Ant Management <i>To provide a management framework for the Council to assist in the prevention and spread of the fire ant and legislative compliance</i>	13/03/2007
		Impounded Animals - Payment Arrangements for Release of Fees <i>To establish guidelines for the payment of fees to release animals impounded by Council</i>	13/03/2007
		Impounded Dogs - Repeat Impoundings <i>To establish guidelines for the implementation of fees to release animals impounded repeatedly</i>	13/03/2007
		Impounding of Cats <i>To establish guidelines for a person who has a problem with stray cats</i>	13/03/2007
		Prohibited and/or Restricted Dog Procedure <i>To provide explanation and guidelines in relation to the implementation of Local Law 4</i>	13/03/2007
		Provision of Animal Management Database Information <i>To provide guidelines in relation to the assessment of requests for the provision of information</i>	13/03/2007

DEPARTMENT	BRANCH	TITLE	DATE ADOPTED
Community & Customer Services	Animal & Pest Services	Refund of Impounded Animal Release Fees <i>To determine the basis for requests to refund impounded animal release fees</i>	13/03/2007
		Unclaimed Animals - Sale, Auction, Destruction and other Disposal <i>To establish guidelines for the sale, auction, destruction and other disposal of unclaimed impounded animals</i>	05/08/2008
Community & Customer Services	City Standards	Advertisement Licence Charges <i>To provide the criteria for categorising licenseable advertisements for allocation of the annual licence charge</i>	13/03/2007
		Earthworks, Drainage and Soil Restraint <i>To prevent nuisance or damage resulting from siteworks</i>	13/03/2007
		Food Act 2006 - Incentive Licence Categories <i>To outline the categories available under Council's incentive licensing scheme</i>	13/03/2007
		Infrastructure Agreements with Property Owners to Install Complying Swimming Pool Fences <i>To encourage land owner participation to achieve compliance with respect to swimming pool fencing requirements</i>	13/03/2007
		Infrastructure Agreements for the Removal of Dangerous or Hazardous Trees for Pensioners <i>Removal of dangerous and hazardous trees for pensioners</i>	13/03/2007
		Local Law No. 2 (Administration) 2001 - Disposal of Impounded Vehicles to Educational Institutions, Emergency Services and Community Groups <i>To ensure a proper and accountable mechanism is in place for the donation of unclaimed impounded vehicles/goods</i>	26/06/2007
		Local Law No. 8 (Environment Management) 1999 - Enforcement <i>To provide enforcement options in order to facilitate the implementation of Local Law No. 8</i>	13/03/2007

DEPARTMENT	BRANCH	TITLE	DATE ADOPTED
Community & Customer Services	City Standards	Notice to Connect to Sewerage System or Install an on-site Sewerage Facility <i>To ensure all premises in the local government's sewerage area are connected to the sewerage system, or install an appropriate on-site sewerage facility</i>	13/03/2007
		Repeat Slashing Program <i>To encourage landowner participation to achieve periodic removal of overgrown vegetation from vacant allotments</i>	13/03/2007
		Supply of Fluoride Supplements <i>To provide guidelines for the safe provision of fluoride supplements</i>	13/03/2007
		Waterways Protection <i>To achieve sustainability in waterway management and protect the health of waterways in Logan</i>	13/03/2007
Community & Customer Services	Community Engagement & Marketing	Advertising and Publications <i>To ensure the Council's corporate integrity is maintained in advertisements and which promote or mention Council</i>	13/03/2007
		Corporate Staff Uniforms <i>To establish guidelines for the purchase and wearing of Council's corporate uniform</i>	13/03/2007
		Media <i>To ensure that Council's corporate integrity is maintained in media releases issued by the Council</i>	18/09/2007
		Signage for the Council's Facilities <i>To set guidelines for signage on Council's facilities</i>	13/03/2007
Community & Customer Services	Community Facilities	Exemptions from Waste Disposal Charges <i>To implement a sustainable and cost effective waste management strategy to support community organisations in Logan</i>	20/11/2007
		Incentive for Organisations as Lessees to Pay Rates and Charges <i>To ensure Council lessees meet the required rates and charges applicable to their lease conditions</i>	13/03/2007

DEPARTMENT	BRANCH	TITLE	DATE ADOPTED
Community & Customer Services	Community Facilities	Licence or Lease of Parkland to Sporting Clubs and Other Organisations <i>To provide venues for people to participate in sporting and recreational activities</i>	13/03/2007
		Naming of Parks and Community Facilities <i>To clarify arrangements for the naming of Council's parks and community facilities</i>	13/03/2007
Community & Customer Services	Community Services	Cultural Diversity <i>To provide a framework by which Council will be inclusive, equitable and culturally sensitive in its service development and delivery</i>	28/08/2007
		Gaming Machines on Council Land <i>To establish a framework to determine applications seeking the introduction of gaming machines on Council owned and/or controlled land</i>	13/03/2007
		Logan Central Cenotaph Memorial Plaques <i>To commemorate the memory of those who served their country in conflicts abroad</i>	13/03/2007
		Media Policy for the Safety Camera Strategy <i>To ensure that all content and property relating to the Safety Camera Strategy remains confidential</i>	20/02/2007
		Safety Cameras <i>To outline the guiding principles which inform the operation of Council's Safety Cameras</i>	13/03/2007
		Youth Policy <i>To outline guiding principles and perspectives which inform the work of Council's youth programs and services</i>	13/03/2007
Community & Customer Services	Directorate	Community Assistance Scheme <i>To provide financial assistance grants to community organisations</i>	13/03/2007
		Community Services Policy <i>To specify the guiding principles and perspectives which inform the work of Council's Community Services programs</i>	13/03/2007

DEPARTMENT	BRANCH	TITLE	DATE ADOPTED
Community & Customer Services	Directorate	Grant Writer Program <i>To provide not-for-profit community organisations and individuals the necessary skills to produce funding application</i>	13/03/2007
		Use of Reduction of Hire Fees Funding <i>The principles for the Reduction of Hire Fee Funding</i>	13/03/2007
Community & Customer Services	Libraries & Cultural Services	Collection Development <i>To acquire and manage book and non-book resources to meet the educational, information, recreational and cultural needs of library users of all age groups</i>	20/02/2007
		Community Art <i>To establish the principles and procedures to implement community art as distinct from commissioned public art in Logan</i>	13/03/2007
		Cultural Development <i>To provide the principles to guide and inform the further integration of cultural development into Council processes, procedures and activities</i>	13/03/2007
		Internet Public Access <i>To provide for public access to the Internet through the Council's libraries</i>	20/02/2007
		Logan Art Gallery Exhibitions <i>To exhibit works of art which celebrate and explore the diversity of Australian visual culture</i>	13/03/2007
		Logan City Art Collection <i>To acquire works of art which contribute significantly to Australian Visual Culture</i>	13/03/2007
		Logan City Council Art Collection – Deaccession and Disposal <i>To formally release works of art from the Art Collection at the discretion of Council</i>	13/03/2007
		Public Art and Design <i>To establish principles and arrangements that will guide the development of public art and design projects</i>	13/03/2007

DEPARTMENT	BRANCH	TITLE	DATE ADOPTED
Community & Customer Services	Libraries & Cultural Services	Sponsorship and Promotions To establish guidelines for the development and management of sponsorship and promotional activities for Council and its stakeholders	13/03/2007
		Volunteer Staff <i>To ensure that Council volunteers are valued and treated as equally and fairly as paid employees</i>	13/03/2007
Strategy & Outcomes	Development Assessment	Infrastructure Contribution for Trunk Road Network <i>To ensure that developer contributions towards the trunk road network are allocated and managed appropriately</i>	20/02/2007
		Street Lighting Contributions Required by Subdivision <i>To ensure that new lots created by subdivision pay a contribution towards street lighting</i>	13/03/2007
Strategy & Outcomes	Directorate	Land Acquisition for Conservation Purposes <i>To provide a framework and methodology to assist the Council in the assessment of sites for acquisition</i>	13/03/2007
		Incentives for Business Attraction <i>To establish a framework for the administration of incentives offered to businesses potentially seeking to expand or re-locate within Logan City</i>	13/03/2007
Strategy & Outcomes	Environment & Sustainability	Circus Management <i>To ensure a level of control over the operation of circuses</i>	28/08/2007
		Conservation Incentives Program <i>To outline the structure and guide the administration of the Conservation Incentives Program (CIP) within Logan City</i>	18/09/2007
		Contribution towards Concrete Footpaths <i>To ensure that all new residential development contributes towards the provision of future footpath construction</i>	13/03/2007
		Design and Fit Out Specification for Food Businesses <i>To ensure that the design and fit out of food businesses are approved in accordance with legislation</i>	13/03/2007

DEPARTMENT	BRANCH	TITLE	DATE ADOPTED
Strategy & Outcomes	Environment & Sustainability	Environmental Levy <i>To set the purpose and use of funds generated from the Environmental levy</i>	24/06/2008
		Identilites <i>To ensure public safety and protect visual amenity</i>	13/03/2007
Strategy & Outcomes	Strategy & Planning	Strategic Land Acquisition <i>To provide a framework and methodology for Council Officers to nominate site specific and non-site specific land targets</i>	30/01/2007
Logan Water	Logan Water	Clearing of Block House Drains Within Private Properties <i>To provide an environmentally responsible, cost effective, commercial service in clearing blocked house drains within the City</i>	13/03/2007
		Clearing of Blockage of Sewerage Mains <i>To provide for the reimbursement of reasonable costs incurred by property owners in identifying sewerage blockages that are Council's responsibility</i>	13/03/2007
		Declared Sewered Areas - Changes <i>To provide property owners the time to make alterations to house drainage for connection to the Council's sewerage system prior to the levying of sewerage charges</i>	13/03/2007
		Environmental Policy <i>A mandatory requirement under ISO 14001 to deliver Logan Water an accredited Environmental Management System</i>	30/10/2007
		Exemption to Water Restrictions for Residential Premises <i>To establish a framework for the granting of an exemption to current water restrictions for residential premises</i>	13/03/2007
		Remission of Water Consumption Charges <i>To provide guidelines by which applications can be considered and processed to allow relief from water consumption charges</i>	13/03/2007

DEPARTMENT	BRANCH	TITLE	DATE ADOPTED
Logan Water	Logan Water	Residential Water Saving Incentive Scheme <i>To establish a framework for the provision of a rebate/s for the installation of water saving products</i>	05/09/2006
		Sewage Inundation – The Council's Response <i>To establish procedures for attending to sewage inundations emanating from sites connected to the Council's Sewer mains</i>	13/03/2007
		Sprinkler Restrictions <i>To conform to the objectives of Water Demand Management</i>	13/03/2007
		Trade Waste <i>To control the discharge of trade waste into the sewerage system</i>	13/03/2007
		Water and Sewerage Connection Outside City Boundary <i>To provide water supply and sewerage services to properties outside of Council's boundaries</i>	13/03/2007
		Water Supply Outside Residential Areas <i>To apply user pays principles and to ensure minimum service standards are maintained</i>	13/03/2007

## 11. DELEGATIONS OF AUTHORITY

In any effective organisation, the need to delegate powers and functions to officers in order for them to effectively carry out and implement the policy and direction of Council and Management is essential.

In Local Government, Council has, within certain specified constraints, statutory power to delegate various management, accounting, engineering, health, planning, subdivisional and building etc powers to Committees and specific officers.

By delegating certain powers and functions, the Council can create a business environment where decisions are made at the appropriate levels of authority to permit receipt of different responses to different situations. Delegations of power to act also frees up formal Council agendas from administrative matters to permit the Councillors to concentrate on the broader, more complex, policy issues that require a higher degree of rigour and participation by them.

Logan City over time has refined its delegation processes and defined those powers and authorities it feels can be more effectively carried out by others in the specific areas of responsibility required.

As mentioned in the section relating to Council Policies, Local Government has a dynamic and rapidly changing environment in which to operate and, as a consequence, the Council regularly reviews the Delegation of Powers it bestows on others.

The following is a list of Council's current Delegations:

### DELEGATIONS OF AUTHORITY REGISTER

#### TABLE OF CONTENTS

STREAM	BRANCH	TITLE & DELEGATED POWER	DATE ADOPTED	ID NO
<b>Chief Executive's Office</b>	<b>Chief Executive's Office</b>	Appointment of Authorised Persons <i>To appoint a person as an Authorised Person</i>	13/03/2007	4026724
		Authority to Sign Council Correspondence <i>To sign correspondence from the Council</i>	30/10/2007	4303890
		Authority to Sign Council Correspondence - Local Government Reform Implementation Delegation <i>To sign correspondence from the Council</i>	24/06/2008	4414989
		Conferences, Seminars and Courses - Attendances <i>To approve attendance at a conference, seminar or course</i>	13/03/2007	3999710

STREAM	BRANCH	TITLE & DELEGATED POWER	DATE ADOPTED	ID NO
Chief Executive's Office	Chief Executive's Office	Designation of Public Place Where Liquor may be Consumed <i>To authorise the consumption of liquor in public places such as parks or recreation or road reserves</i>	13/03/2007	4026792
		Environmental Protection (Water) Policy 1997 - Appointment of Authorised Persons <i>To appoint an authorised person and issue an identity card to each authorised person in accordance with legislation</i>	25/01/2005	2723954
		General Power to Issue, Renew or Extend Approvals <i>To issue, renew or extend an approval as defined under Local Law No. 2 (Administration) 2001 granted under a local government Act</i>	13/03/2007	4026824
		Litter Offences under the Environmental Protection Act 1994 and the Environmental Protection Waste Management) Regulation 2000 - Appointment of Authorised Persons/Signing of Certificates for Court Proceedings <i>To appoint an authorised person, issue an identity card to each authorised person and issue certificates in accordance with legislation</i>	04/03/2008	2723940
		Minor Works Agreements and Contracts <i>To enter into a minor works contract on behalf of the Council</i>	13/03/2007	4026831
		Replacement of Damaged Personal Property of Staff and Elected Members <i>To authorise the refund of expenses associated with damage to personal property</i>	25/01/2005	2796874
		Staff Establishment and Position Classifications <i>To approve changes to the Council's staff establishment and position classifications</i>	13/03/2007	4026845

STREAM	BRANCH	TITLE & DELEGATED POWER	DATE ADOPTED	ID NO
Organisational Services	Administration	Insurance Claims Legal Proceedings and Non-Litigated Demands <i>To represent the Council and settle insurance claims at compulsory conferences and action non-litigated insurance claims in accordance with limits</i>	13/03/2007	3998976
		Authorisation of Expenditure <i>To authorise expenditure within an approved budget for goods and services on behalf of the Council</i>	26/08/2008	4270097
		Contracts between \$100,000 and \$1,000,000 <i>To enter into works contracts on behalf of the Council</i>	26/08/2008	4000050
		Disposal of Council Assets (Excluding Land) <i>To dispose of redundant assets (excluding land)</i>	13/03/2007	3214453
		Purchasing Cards <i>To authorise the allocation of corporate purchasing cards to purchase goods and services on behalf of the Council</i>	13/03/2007	4000092
		Vehicle Leasing Agreements <i>To enter into and manage all existing and future vehicle leasing options</i>	13/03/2007	3214482
Organisational Services	Directorate	Novated Leasing of Vehicles <i>To execute agreements between Council and financing agencies governing the "Novated Leasing" of vehicles by Council employees</i>	13/03/2007	3999052
Organisational Services	Finance	Authorisation of Attendance Sheets <i>To authorise employee attendance sheets</i>	26/08/2008	4269724
		Authorisation of Overtime <i>To approve the working of overtime for employees in the Stream of the Delegated Officer</i>	26/08/2008	3999321
		Categorisation of Land <i>To determine objections against the categorisation of land for rating purpose</i>	13/03/2007	3999364
		Determination of Commercial and Other Charges <i>To determine commercial charges for Council services and facilities (other than a regulatory fee)</i>	07/08/2007	4171838

STREAM	BRANCH	TITLE & DELEGATED POWER	DATE ADOPTED	ID NO
Organisational Services	Finance	Discount on Rates after Discount Date <i>To allow discount on rates after the discount date</i>	13/03/2007	3999519
		Grant/Subsidy Applications <i>To authorise the submission of grant/subsidy applications and the acceptance of grant/subsidy funding</i>	13/03/2007	3999592
		Investment of Surplus Funds <i>To manage the investment of surplus funds</i>	13/03/2007	3999603
		Signing of Council's Cheques <i>To sign cheques on behalf of Council</i>	24/04/2007	4073021
		Trading Terms and Conditions for the Supply of Goods and Services on Credit <i>To sign a contract on behalf of Council for the supply of goods and services on credit</i>	13/03/2007	3999620
		Write Offs <i>To approve the writing-off of amounts for all collectables and minor assets</i>	26/08/2008	3999654
Organisational Services	Governance	Appointing and Reviewing Officers <i>To perform the functions appointed and reviewing complaint officers reports under the General Complaints Process</i>	13/03/2007	3999125
		Complaints Officer <i>To perform the role of complaints officer as required under the General Complaints Process</i>	13/03/2007	3999145
		Confidential Agenda Items <i>To include confidential agenda items with notices of meetings</i>	13/03/2007	3999163
		Execution of Documents <i>To execute documents on behalf of the Council</i>	13/05/2008	4472673
		Executive Powers of Mayor <i>To exercise the powers of the local government at any time the Council is in recess or between ordinary meetings of the Council</i>	20/02/2007	3999176
		Freedom of Information Act - Decision Makers <i>To decide applications for access to the Council's documents under the Freedom of Information Act 1992</i>	13/03/2007	3999213

STREAM	BRANCH	TITLE & DELEGATED POWER	DATE ADOPTED	ID NO
<b>Organisational Services</b>	<b>Governance</b>	Legal Proceedings - Appearances <i>To appear in legal proceedings involving the Council</i>	16/10/2007	4169953
		Legal Proceedings - Breach of Local Government Acts <i>To conduct and resolve legal proceedings, including proceedings in a court, tribunal or other judicial or administrative body, for a breach of a local government Act</i>	07/08/2007	4169948
		Legal Proceedings - Document Signing <i>To make a complaint in writing for the purposes of commencing legal proceedings or to lodge documents for the purposes of commencing and continuing legal action for the recovery of outstanding debts</i>	13/03/2007	3999264
		Local Government Act 1993 Stormwater Drainage Enforcement Action <i>To enforce powers with respect to Chapter 13 (Local government infrastructure), Part 7 (Stormwater drainage) of the Local Government Act 1993</i>	12/02/2008	4390254
		Local Law No. 1 (Meetings) 1997 - Authorisation of Authorised Persons <i>To appoint a person as an authorised persons for the purposes of Local Law No. 1 (Meetings) 1997</i>	13/03/2007	3999285
		Local Law No. 1 (Meetings) 1997 - Authorisation to Include Agenda Items with Notices <i>To include Agenda Items with Notices of Local Government, Committee and advisory meetings</i>	13/03/2007	3999294
		Local Law No. 1 (Meetings) 1997 - Authorisation to Issue Notices for Meetings of Council <i>To issue written notices of Local Government, Committee and advisory meetings</i>	13/03/2007	3999305

STREAM	BRANCH	TITLE & DELEGATED POWER	DATE ADOPTED	ID NO
Organistaional Services	Governance	Local Law No. 12 (Council Property and Other Public Places) 2003 – Administration of Permitting System <i>To exercise the Council's powers in respect to the administration of the permitting system under Local Law No .12</i>	07/08/2007	4170110
		Local Laws – Enforcement Action <i>To exercise the Council's powers in respect of offences, enforcement and related decisions under the Council's local laws</i>	07/08/2007	4170098
		Local Laws – Enforcement Action - Local Government Reform Implementation Delegation <i>To exercise the Council's powers in respect of an offence, enforcement and other related matters under a local law</i>	07/08/2007	4414964
Organisational Services	People & Culture	Approval to Advertise Staff Vacancies <i>To advertise staff vacancies for approved permanent positions within Council's staff establishment</i>	26/08/2008	3999685
		Identification Cards <i>To issue, sign and authorise identification cards for Council employees</i>	13/03/2007	3999712
Organisational Services	Plant Services Fleet	Purchase of Plant and Vehicles <i>To approve the acceptance of tenders for the purchase and replacement of plant and vehicles on behalf of Council</i>	13/03/2007	4009131
Infrastructure Services	Parks	Free Tree Distribution at Community Events <i>To distribute free trees at community events</i>	13/03/2007	4003775
		Free Tree Distribution to Community Organisations <i>To determine conditions for the issue of up to fifty free trees to community organisations</i>	13/03/2007	4009070
		Local Law No. 5 (Parks) 2001 - Authorisation to Amend Parks Register <i>To authorise amendments to the Parks Register for the purposes of the definition of park under Local Law No. 5</i>	13/03/2007	4009078
		Local Law No. 5 (Parks) 2001 - Function Bookings in Parks <i>To authorise the use of a park</i>	13/03/2007	4009084

STREAM	BRANCH	TITLE & DELEGATED POWER	DATE ADOPTED	ID NO
Infrastructure Services	Parks	Local Law No. 5 (Parks) 2001 - Parks Curfew <i>To specify, by a sign exhibited in a park, the hours and days during which a park or any part thereof is open to the public</i>	13/03/2007	4009087
		Local Law No. 5 (Parks) 2001 - Temporary Vehicular Access through Parks <i>To authorise vehicular access in a park</i>	13/03/2007	4009093
		Street Tree Planting - Development Funded <i>To determine the appropriate timing, species and design of street tree planting funded from developer contributions</i>	13/03/2007	4009127
Infrastructure Services	Road Infrastructure Management	Bus Seats at Bus Stops <i>To approve the erection of a bus seat at a bus stop</i>	13/03/2007	4002292
		Bus Shelters at Bus Stops <i>To approve the erection of a bus shelter at a bus stop</i>	13/03/2007	4002301
		Local Law No. 6 (Flood Plain Management) 1998 - Engineering Works Application <i>To determine an engineering works application made and exercise associated powers</i>	13/03/2007	4002321
		Local Law No. 6 - (Flood Plains Management) 1998 - Revision of Council's Designated Flood Maps <i>To give approval to minor amendments/alterations to Council's designated flood maps</i>	13/03/2007	4002378
		Local Law No. 6 - (Flood Plains Management) 1998 - Revision of Council's Guidelines <i>To approve the amendment or alteration of the Council's Guidelines specified in a subordinate local law</i>	13/03/2007	4002392
Infrastructure Services	Road Infrastructure Planning & Design	Acquisition by Negotiation of Land or Easements Required for Program Works <i>To acquire by negotiation land or easements required for program works</i>	30/01/2007	4002421
		Execution of Engineering Services Consultancy Agreements <i>To execute engineering services consultancy agreements</i>	13/03/2007	4002442

STREAM	BRANCH	TITLE & DELEGATED POWER	DATE ADOPTED	ID NO
Infrastructure Services	Road Infrastructure Planning & Design	Installation of an Official Traffic Sign <i>To approve the installation of an official traffic sign</i>	13/03/2007	4002469
		Local Law No. 7 (Parking) 1998 - Parking Permits <i>To grant or renew, with or without conditions, or to cancel a permit authorising a prescribed person to park</i>	13/03/2007	4003467
		Local Law No. 7 (Parking) 1998 – Temporary Parking Restrictions <i>To temporarily prohibit or restrict parking</i>	13/03/2007	4003458
		Survey Peg Replacement <i>To review each request for survey peg replacement and direct the necessary action</i>	13/03/2007	4003477
Infrastructure Services	Waste Services	Administration of Waste Collection and Transportation Services Contract LWS/50/2002 <i>To administer the Waste Collection and Transportation Contract LWS/50/2002</i>	13/03/2007	4003489
		Cleansing Rate Refunds <i>To approve refunds or credits with respect to cleansing rate charges</i>	12/12/2006	3919791
		Determination of Disposal Charges for Special Wastes and Wastes Requiring Supervised Burial <i>To determine charges that will be made for the disposal of special wastes</i>	13/03/2007	4003499
		Sale of Fill Material from the Browns Plains Landfill <i>To approve the sale of fill material from the Browns Plains Landfill</i>	30/01/2007	3930376
		Sale of Recyclables from Logan Recycling Market <i>To sell recyclable items from the Logan Recycling Market</i>	13/03/2007	4003527

STREAM	BRANCH	TITLE & DELEGATED POWER	DATE ADOPTED	ID NO
Community & Customer Services	Animal & Pest Services	Animal Permit Application Charges  <i>To waive the requirement for payment of the prescribed fee or refund the prescribed fee in respect of a permit for a prescribed activity in extenuating circumstances</i>	13/03/2007	4002083
		Land Protection (Pest and Stock Route Management) Act 2002 - Administration of Registers  <i>To administer a register of notices issued by the Council</i>	13/03/2007	4002128
		Land Protection (Pest and Stock Route Management) Act 2002 - Enforcement Action  <i>To enforce the powers of local government</i>	13/03/2007	4002139
		Local Law No. 4 (Animal Management) 2002 - Declaration and Destruction of Dangerous Animals  <i>To declare a dangerous dog</i>	13/03/2007	4002158
		Local Law No. 4 (Animal Management) 2002 - Issue of Registrations, Permits and Enclosure Relaxations  <i>To determine an application to keep an animal</i>	13/03/2007	4002163
		Local Law No. 4 (Animal Management) 2002 - Operation of Animal Pounds  <i>To authorise the operation of animal pounds</i>	13/03/2007	4002201
		Local Law No. 4 (Animal Management) 2002 - Register of Impounded Animals  <i>To ensure that a proper record of impounded animals</i>	13/03/2007	4002227
		Local Law No. 4 (Animal Management) 2002 - Seizure and Impounding of Animals  <i>To impound and seize animals and to enter upon land for such purposes and to destroy an animal if the animal is unable to be safely seized</i>	13/03/2007	4002234
Community & Customer Services	City Standards	Building Act 1975 - Legal Proceedings for Breach  <i>To approve a development application for a development approval to carry out building works</i>	13/03/2007	4009153
		Building Act 1975 - Swimming Pool Fencing Exemptions  <i>To determine applications</i>	13/03/2007	4009161

STREAM	BRANCH	TITLE & DELEGATED POWER	DATE ADOPTED	ID NO
Community & Customer Services	City Standards	Building Compliance Notices under the Residential Services (Accreditation) Act 2002 <i>To decide applications for a building compliance notice</i>	13/03/2007	4009199
		Building Work - Enforcement Action <i>To issue enforcement notices in relation to building works being carried out without approval or otherwise than in accordance with an approval</i>	13/03/2007	4009423
		Dangerous Goods Safety Management Regulation 2001 - Administration of Licences <i>To administer and enforce</i>	07/08/2007	4170480
		Entering Into an Agreement for Queensland Health to Administer & Enforce the Public Health Act 2005 <i>To exercise the Chief Executive Officer's power</i>	30/10/2007	4296934
		Environmental Protection Act 1994 - Administration of Certificates of Registration <i>To exercise administrative powers in relation to Certificates of Registration</i>	07/08/2007	4173054
		Environmental Protection Act 1994 - Administration of Registers <i>To administer all registers</i>	07/08/2007	4172574
		Environmental Protection Act 1994 - Destruction and Disposal of Forfeited Things <i>To destroy and dispose of things forfeited</i>	13/03/2007	4009444
		Environmental Protection Act 1994 - Issue of Notices <i>To service a notice on persons</i>	07/08/2007	4172442
		Environmental Protection Act 1994 - Legal Proceedings for Breaches <i>To conduct and resolve legal proceedings for breaches</i>	07/08/2007	4173090
		Environmental Protection Act 1994 - Suspension and Cancellation of a Certificate of Registration <i>To conduct and resolve legal proceedings in respect of the suspension or cancellation of a Certificate of Registration</i>	13/03/2007	4009496

STREAM	BRANCH	TITLE & DELEGATED POWER	DATE ADOPTED	ID NO
<b>Community &amp; Customer Services</b>	<b>City Standards</b>	Food Act 2006 - Administration of Licensing System <i>To exercise the Council's powers</i>	07/08/2007	4170171
		Food Act 2006 - Enforcement Action <i>To exercise the Council's powers</i>	20/11/2007	4009504
		Infrastructure Agreements for the Removal of Dangerous or Hazardous Trees for Pensioners <i>To authorise an "Infrastructure Agreement for the Removal of Dangerous or Hazardous Trees for Pensioners"</i>	13/03/2007	4009768
		Infrastructure Agreements with Property Owners to Install Complying Swimming Pool Fences <i>To authorise an "Infrastructure Agreement in Respect of the Construction of a Swimming Pool Fence on the Property Owner's Land"</i>	13/03/2007	4009771
		Integrated Planning Act 1997 - Enforcement Action <i>To issue notices</i>	13/03/2007	4013311
		Local Government Act 1993 - Stormwater Drainage Enforcement Action <i>To enforce powers</i>	12/02/2008	4390254
		Local Law No. 9 (Licensing) 1999 - Administration of Licensing System <i>To exercise the Council's powers in respect to the administration of the licensing system</i>	07/08/2007	4170021
		Public Health (Infection Control for Personal Appearance Services) Act 2003 - Administration of Licensing System <i>To exercise the Council's powers</i>	07/08/2007	4170265
		Public Health (Infection Control for Personal Appearance Services) Act 2003 - Enforcement Action <i>To exercise the Council's powers</i>	13/03/2007	4009846
		Public Health Act 2005 - Approved Inspection Programs <i>To exercise the chief executive officer's powers</i>	30/10/2007	4233573
Public Health Act 2005 - Enforcement Orders and Dealing with Forfeited Things <i>To exercise the Council's power</i>	28/08/2007	4233356		

STREAM	BRANCH	TITLE & DELEGATED POWER	DATE ADOPTED	ID NO
Community & Customer Services	City Standards	Repeat Slashing Program – Landowner Agreements <i>To sign “Landowner Agreements” on behalf of the Council for repeat slashing works on private lands</i>	13/03/2007	4009855
		State Penalties Enforcement Act 1999 - Approving Applications for Fine Payment by Instalments <i>To approve applications for infringement notice fine payments by instalments</i>	13/03/2007	4009867
		State Penalties Enforcement Act 1999 - Giving a Default Certificate to the State Penalties Enforcement Registry (SPER) <i>To give to the State Penalties Enforcement Registry (SPER) for registration a ‘default certificate’ for a relevant infringement notice</i>	13/03/2007	4009876
		State Penalties Enforcement Act 1999 - Withdrawing Infringement Notices <i>To withdraw an infringement notice</i>	13/03/2007	4012201
		Transport Operations (Road Use Management) Act 1995 - Removal and Disposal of Abandoned Vehicles <i>To make decisions on the removal and disposal of abandoned or other vehicles</i>	22/04/2008	4431407
Community & Customer Services	Community Engagement & Marketing	Use of Council Logo by Community Groups <i>To approve an application for a permit made by community groups for the use of the council logo</i>	13/03/2007	3999716
Community & Customer Services	Community Facilities	Exemption from Waste Disposal Charges for Community Based Non-Profit Organisations <i>To determine whether a particular organisation is eligible for exemption under the Council’s policy</i>	13/03/2007	4002250
		Waiver or Concession of Hire or Rental Fees for use of the Council’s Major and Community Venues <i>To waive or grant a concession for hire or rental fees for users of the Cornubia Park Sports Centre and the Logan Entertainment Centre</i>	13/03/2007	4002286

STREAM	BRANCH	TITLE & DELEGATED POWER	DATE ADOPTED	ID NO
<b>Strategy Outcomes &amp;</b>	<b>Development Assessment</b>	Agreement to Provide Infrastructure at Cost to Council  <i>To enter into an agreement to allow for the provision of external infrastructure at cost to the Council</i>	13/03/2007	4012208
		Building Act 1975 - Development Approval for Building Works of Classes 1 and 10, and Classes 2 to 9  <i>To approve a development application for building works in respect of Classes 1 and 10 and Classes 2 to 9 buildings inclusive</i>	07/08/2007	4173394
		Building Act 1975 - Development Approval for all Classes of Building Works  <i>To approve a development application for a development approval to carry out building works</i>	07/08/2007	4173389
<b>Strategy Outcomes &amp;</b>	<b>Development Assessment</b>	Building Works - Building Act 1975 - Schedule 1 Assessments  <i>To process applications</i>	07/08/2007	4173401
		Contribution in Lieu of Dedication of Parkland  <i>To accept monetary contributions in lieu of the dedication of parkland</i>	13/03/2007	4012220
		Environmental Protection Act 1994 - Administration of Applications  <i>To take administrative steps in relation to applications</i>	07/08/2007	4172558
		Environmental Protection Act 1994 - Assessment of Environmental Reports and Environmental Management Programs  <i>To exercise administrative powers associated with the assessment of environmental reports and environmental management programs</i>	07/08/2007	4172511
		Environmental Protection Act 1994 - Deciding of Applications  <i>To receive, determine and decide upon application for an environmental authority</i>	07/08/2007	4172471
		Environmental Protection Act 1994 - Determination of Applications  <i>To determine an application for a licence or approval</i>	07/08/2007	4172408

STREAM	BRANCH	TITLE & DELEGATED POWER	DATE ADOPTED	ID NO
Strategy Outcomes &	Development Assessment	Environmental Protection Act 1994 - Determination of Applications to Perform Waste Management Works <i>To determine applications and amend approvals to perform waste management works</i>	07/08/2007	4173073
		Infrastructure Agreements <i>To enter into agreements, including infrastructure agreements, to establish the obligations, or secure performance of a condition of a development approval</i>	15/07/2008	4520766
		Integrated Planning Act 1997 - Deciding Development Applications <i>To decide development applications and exercise associated powers</i>	07/08/2007	4173100
		Integrated Planning Act 1997 - Management of Development Approvals <i>To exercise Council's powers in respect of development approvals</i>	07/08/2007	4173140
		Integrated Planning Act 1997 - Management of Integrated Development Assessment System <i>To exercise the Council's power as assessment manager in respect of development applications</i>	07/08/2007	4173164
		Integrated Planning Act 1997 - Management of Integrated Dispute Resolution System <i>To exercise the Council's powers in respect of appeals and proceedings</i>	07/08/2007	4173131
		Local Law No. 8 (Environment Management) 1999 - Administration of Local Law <i>To exercise the Council's powers</i>	07/08/2007	4170045
		Planning Scheme - Administration of Development Application <i>To exercise Council's powers under the Planning Scheme in respect of the lodgement and administration of development applications</i>	13/03/2007	4012438
		Planning Scheme - Waiver of Environmental Assessment Report or Market Feasibility Report <i>To waive a provision of the Planning Scheme requiring an environmental assessment report or a market feasibility assessment report</i>	07/08/2007	4173190

STREAM	BRANCH	TITLE & DELEGATED POWER	DATE ADOPTED	ID NO
<b>Strategy Outcomes &amp;</b>	<b>Development Assessment</b>	Plumbing and Drainage Act 2002 - Compliance Assessment <i>To decide a request for compliance assessment and issue compliance permits and certificates</i>	07/08/2007	4173203
		Plumbing and Drainage Act 2002 - Enforcement Action <i>To issue notices in relation to the carrying out of plumbing and drainage work, on-site sewerage work or backflow prevention devices</i>	07/08/2007	4173311
		Standard Plumbing and Drainage Regulation 2003 - Testable Backflow Prevention Devices <i>To establish and maintain a program for the registration, maintenance and testing of testable backflow prevention devices and keep a register</i>	07/08/2007	4173279
		Street Naming <i>To determine an application for approval of a new street name arising from a development approval for reconfiguring a lot</i>	13/03/2007	4013300
<b>Strategy Outcomes &amp;</b>	<b>Directorate</b>	Approval of Business Incentive Packages <i>To approve applications for business incentive packages</i>	13/03/2007	4013303
		Local Government Act 1993 - Right to Take Materials <i>To remove from land any materials necessary for the exercise of the Council's jurisdiction</i>	13/03/2007	4013305
<b>Strategy Outcomes &amp;</b>	<b>Environment &amp; Sustainability</b>	Environmental Protection Act 1994 - Notification of Land <i>To give notice to the EPA of a hazardous contaminant</i>	16/09/2008	4812380
		Food Act 2006 - Administration of Food Safety Programs <i>To exercise the Council's powers</i>	05/08/2008	4520485
		Signing of Documents Related to Council's Conservation Incentives Program <i>To sign documents relating to Council's Conservation Incentives Program</i>	03/06/2008	3525384
		Signing of EnviroGrant Agreements <i>To sign (on behalf of Council EnviroGrant Agreements</i>	22/04/2008	4452435

STREAM	BRANCH	TITLE & DELEGATED POWER	DATE ADOPTED	ID NO
Logan Water	Logan Water	Acquisition of Land or Easement by Negotiation Required for Water and Sewerage Works <i>To acquire by negotiation land or easements required for program works</i>	13/03/2007	4003563
		Authority to Approve Exemptions to Water Restrictions for Residential Premises <i>To approve exemptions to water restrictions for residential premises</i>	13/03/2007	4003709
		Authority to Sign Body Corporate Water Charges Agreements <i>To sign Body Corporate Water Charges Agreements</i>	13/03/2007	4003716
		Trade Waste Approvals under the Water Act 2000 <i>To determine applications for trade waste approvals and suspend or cancel trade waste approvals</i>	13/03/2007	4003754
		Waiver of Trade Waste Application Fee <i>To waive or grant a concession of the trade waste regulatory application fee for approval to discharge trade waste to sewer</i>	13/03/2007	4003758
		Waste Tracking Agent Approval <i>To approve and sign an offer put forward by a waste handler, for the waste handler to serve as an agent for the Council</i>	07/08/2007	4158550
		Water Efficiency Management Plan Approvals under the Water Act 2000 <i>To approve and sign Water Efficiency Management Plan applications</i>	03/04/2007	4059196

## 12. LOGAN CITY COUNCIL PLANNING SCHEME

The *Integrated Planning Act 1997* requires local governments to produce a planning scheme for their local government area. The purpose of the Logan City Planning Scheme 2006 is to provide a framework for managing development in a way that advances the purpose of the *Integrated Planning Act 1997* by:

- (a) identifying desired environmental outcomes for the planning scheme area;
- (b) identifying the localities and the overlays within the planning scheme area;
- (c) identifying, in respect of the localities and the overlays, assessment categories for development being exempt development, self-assessable development and assessable development; and
- (d) identifying, in respect of the localities and the overlays, development which is consistent development and inconsistent development.

The Logan Planning Scheme 2006 was adopted on the 17 March 2006. This document is available on CD ROM at no charge or a hard copy document may be purchased at a cost of \$250.00 from Council's Development Assessment Branch. Please telephone 3412 5462 to order a copy of the scheme.

Alternatively, the 2006 Logan Planning Scheme is available on Council's website located at [http://www.logan.qld.gov.au/LCC/council/city\\_planning/planningschemes/2006plan/](http://www.logan.qld.gov.au/LCC/council/city_planning/planningschemes/2006plan/).

The Logan Planning Scheme 2006 is supported by the following Planning Scheme Policies:

No.	Name
Policy number 1	(Development application for a material change of use or reconfiguring a lot) 2006.
Policy number 2	(Development application for work)
Policy number 3	Request for advice or comment on a development application) 2006
Policy number 4	(Defined area maps) 2006
Policy number 5	Assessment criteria for development of a stated purpose or of a stated type
Standard specification No1-14	
Policy Number 6	(Standards for flood plain management area) 2006
Policy number 7	(Infrastructure contributions) 2006

## 13. HOW TO CONTACT COUNCIL

### 13.1. GENERAL DETAILS

The address and general contact details for the Council are as follows:-

LOGAN CITY COUNCIL  
 ADMINISTRATION CENTRE  
 150 WEMBLEY ROAD, LOGAN CENTRAL QLD 4114  
 PO BOX 3226, LOGAN CITY DC, QLD 4114

PH: (07) 3412 3412

FAX: (07) 3412 3444

E-mail: [council@logan.qld.gov.au](mailto:council@logan.qld.gov.au)

### 13.2. SERVICE DIRECTORY

SENIOR OFFICERS	PHONE	TITLE
<b>CHIEF EXECUTIVE'S OFFICE</b>		
Rose, Chris	3412 5239	Chief Executive Officer
Lihou, Wendy	3412 5239	Executive Assistant to CEO
Tosh, Greg	3412 5661	Executive Services Officer
Shorter, Julie	3412 5563	Executive Secretary
Dalton, Gail	3412 5534	Executive Support Officer
<b>ORGANISATIONAL SERVICES STREAM</b>		
<b>Directorate</b>		
Oberhardt, John	3412 5683	Deputy CEO - Organisational Services
Ramsay, Helen	3412 5265	PA/Secretary to D/CEO
Perrett, Liza	3412 5326	Executive Services Officer
Te Wano, Nikki	3412 5205	Acting Executive Services Officer
<b>Administration</b>		
Ezzy, Dianne	3412 5448	Administration Manager
Gillan, Shelley	3412 5905	Senior Purchasing Officer
Jones-Shehata, Lee	3412 5257	Insurance and Risk Management Co-ordinator
Mayo, Mike	3412 4352	Property Coordinator
Royston, Steve	3412 5537	Senior Maintenance & Security Officer
Withey, Derek	3412 5438	Contracts Consultant
<b>Finance</b>		
Dobinson, Kerry	3412 5247	Finance Manager
Gordon, Jennifer	3412 5160	Corporate Accountant
Hay, Catherine	3412 5373	Payroll Administrator
Hayden, David	3412 5256	Senior Recoveries Officer
Lyness, David	3412 5325	Financial & Taxation Controller
McAneney, Greg	3412 5271	Revenue Accountant
Rowe, Alan	3412 5219	Senior Rates Officer
Smith, Heather	3412 5250	Senior Creditors Officer

SENIOR OFFICERS	PHONE	TITLE
<b>Governance</b>		
Benham, Simon	3412 5212	Governance Manager
Bourke, Meryl	3412 5252	Records Management Program Leader
Duffill-Wilson, Tracy	3412 5378	Governance Officer
Hein, Susan	3412 5380	Secretariat & Legislation Program Leader
Hinch, Shari	3412 5456	Meetings Support Officer
Lawson, Chris	3412 5358	Administrative Review & Ethics Program Leader
Murray, Karen	3412 5911	Meetings Support Officer
Soward, Sharon	3412 5218	Personal Assistant to the Mayor
Sleeth, Tammy	3412 5402	Executive Administrator - Councillors' Support
<b>People &amp; Culture</b>		
Ellis, Mike	3412 5125	People & Culture Manager
Moresby-White, Ken	3412 5370	Workplace Health & Safety Officer
Osborne, Kristel	3412 5186	Workforce Planning & Recruitment Officer
Pinkerton, Amie	3412 5464	Employment Programs Support Officer
Rodriquez, John	3412 5489	Workforce Planning & Recruitment Coordinator
<b>Information System Services</b>		
Barclay, Jim	3412 5336	Information Systems Services Manager
Adamson, David	3412 5418	Corporate Applications Co-ordinator
Lecinski, Peter	3412 5455	Strategic Development & Projects Co-ordinator
<b>Plant Fleet Services</b>		
Peall, Graham	3412 4753	Plant Fleet Services Manager
Reid, Eric	3412 4756	Workshop Supervisor
Wiseman, Allison	3412 4752	Business Support Team Leader
<b>INFRASTRUCTURE SERVICES STREAM</b>		
<b>Directorate</b>		
Trinca, Silvio	3412 4813	Deputy CEO - Infrastructure Services
Love, Kris	3412 4814	PA to Deputy CEO
<b>Parks</b>		
Boulton, Chris	3412 5394	Parks Manager
Anderson, Dorothy	3412 5621	Business Support Officer
Lawless, Geoff	3412 5526	Program Leader - Operations
Parks Depot	3412 5338	General Parks Enquiries
<b>Road Construction &amp; Maintenance (Marsden Depot)</b>		
Wallace, Marty	3412 5264	Road Construction & Maintenance Manager
Blake, Julie	3412 5026	Business Support Coordinator
Pattinson, Michael	3412 4467	Program Leader - Construction
White, Brad	3412 5644	Program Leader - Maintenance
Whitehead, Bronwyn	3412 5707	Manager's Support Officer
Customer requests	3412 5436	General enquiries

SENIOR OFFICERS	PHONE	TITLE
<b>Road Infrastructure Management</b>		
Wall, Stewart	3412 5259	Roads Infrastructure Management Manager
Malouf, Simon	3412 5551	Contracts Co-ordinator
Myatt, Tara	3412 5262	Flood & Drainage Management Engineer
Neller, Ken	3412 5914	Disaster Management Coordinator/SES Controller
Reilly, Darryl	3412 5525	Infrastructure Engineer
Singh, Narendra	3412 5108	Flood Management Engineer
<b>Road Infrastructure Planning &amp; Design</b>		
Ranaweera, Kamal	3412 5387	Road Infrastructure Planning & Design Manager
Bayer, Carl	3412 5233	Traffic Engineer
Croft, William	3412 5658	Principal Transportation Planner
Jayasuriya, Sanjeeve	3412 5415	Asst. Traffic Engineer
Kleinschmidt, Laura	3412 5255	Traffic Engineer
Naiker, Deva	3412 5398	Principal Traffic Engineer
Nathan, Bob	3412 4469	Senior Design Engineer
Sneddon, Ewen	3412 5559	Chief Surveyor
Tickle, Melinda	3412 4747	Transportation Planner
<b>Waste Services</b>		
Menon, Pravin	3412 5312	Waste Services Manager
Guthrie, Mick	3412 5314	Waste Operations Engineer
Lee, Brett	3412 5329	Waste Services Co-ordinator
<b>COMMUNITY &amp; CUSTOMER SERVICES STREAM</b>		
<b>Directorate</b>		
Simon, Oliver	3412 5515	Deputy CEO - Community & Customer Services
Burke, Heather	3412 5174	Acting Executive Services Officer
Cowan, Narelle	3412 5647	Resource Services Coordinator
De Miranda, Maria	3412 5515	Acting PA/Secretary to D/CEO
<b>Animal &amp; Pest Services</b>		
Johnson, Carolyn	3412 5981	Animal & Pest Services Manager
Brown, Scott	3412 5917	Health Operations Program Leader
Duncan, Mark	3412 4542	Team Leader (Animal Management)
Lange, Donna	3412 5193	Team Leader (Kennels)
Warren, Robert	3412 4549	Animal Management Program Leader
Watton, Rodney	3412 5181	Team Leader (Enforcement)
<b>City Standards</b>		
Mansfield, Shane	3412 5309	City Standards Manager
Ellawala, Nishu	3412 5013	Development Compliance Program Leader
Salisbury, Keith	3412 5481	Environmental Health Program Leader
Taylor, Adrian	3412 5477	Local Law Services Program Leader

SENIOR OFFICERS	PHONE	TITLE
<b>Community Engagement &amp; Marketing</b>		
Bignell, Mark	3412 5210	Marketing & Communication Manager
Baker, Luke	3412 5699	Program Leader - Social Planning
Brown, Lamar	3412 5695	Cultural Diversity Project Officer (LAMP)
Coates, Melissa	3412 4760	Crime Prevention Co-ordinator
Millberry, Andrea	3412 5161	Communication/Media Officer
Newell, Natalie	3412 5204	Communication/Media Program Leader
O'Brien, Angela	3412 5190	Community Planner
Oliver, James	3412 5146	Community Projects Officer
Reid, Jason	3412 5179	Program Leader - Community Capacity Building
Revell, Esther	3412 5017	Sports & Recreation Officer
Windels, Helene	3412 5669	Sport & Recreation Planner
<b>Community Facilities</b>		
Brown, Nigel	3412 5178	Community Facilities Manager
Bechaz, Cameron	3412 4596	Community Facilities Officer
Bobeldyk, Andrew	3412 4771	Logan Entertainment Centre Venue Manager
Campbell, Gary	3412 4251	Venue Manager – Insports Cornubia Park Sports Centre
McAllister, Kerry	3412 5175	Community Facilities Program Leader – Planning & Management
McBride, Darren	3412 4774	(Acting) Production & Tech Services Co-ordinator - Logan Entertainment Centre
McCombs, Craig	3412 4772	Functions Catering Co-ordinator, Logan Entertainment Centre
Vogler, Julie	3412 5595	Community Facilities Officer
Williams, Trevor	3412 5107	Community Facilities Program Leader – Construction & Maintenance
<b>Community Services</b>		
Frawley, Jane	3412 5322	Community Services Manager
<b>Customer Service</b>		
Johns, Matthew	3412 5500	Customer Service Manager
McFadyen, Wendy	3412 5538	Customer Service Coordinator
West, Marita	3412 4442	Customer Service Coordinator
<b>Libraries &amp; Cultural Services</b>		
Blyton, Shelly	3412 5421	Acting Libraries & Cultural Services Manager
Barling, Wendy	3412 5424	Technology & Library Project Co-ordinator
Hall, Jennifer	3412 4163	Young Peoples' Librarian
Haynes, Carolyn	3412 5425	Bibliographic Services Librarian
Poole, Janet	3412 4147	Community Services Librarian
Rafton, David	0421 585 276	Leading Hand - Graffiti Management Unit
Torbey, Christine	3412 4106	Reference Librarian
Treble, Jamie	3412 4165	Local Studies Librarian
Turner, Annette	3412 5128	Visual Arts Program Co-ordinator

SENIOR OFFICERS	PHONE	TITLE
<b>Regional &amp; Branch Libraries</b>		
Beenleigh Library	3807 5511	Customer Service
Greenbank Library	3297 5158	Customer Service
Jimboomba Library and Community Centre	5540 5463	Customer Service
Logan Central Library	3412 4100	Customer Service
Logan Hyperdome Library	3412 4120	Customer Service
Logan North Library	3412 4140	Customer Service
Logan Village Library	5546 3839	Customer Service
Logan West Library	3412 4160	Customer Service
Marsden Library	3412 4180	Customer Service
<b>Logan Water Administration</b>		
Ross, Daryl	3412 5359	Executive Manager - Logan Water
Catchpole, Michael	3412 5291	Waste Solutions Coordinator
De Awlis, Padmini	3209 9155	Coordinator Scientific Services
Johnson, Ian	3412 5475	Program Leader Water Management
Kelloway, David	3412 5564	Senior Financial Controller
Mudford, Robert	3412 5664	Billing Co-ordinator
<b>Logan Water Infrastructure</b>		
Goodhew, Tony	3412 5367	Water Infrastructure Manager
Bretz, John	3412 4271	Senior Water Planning Engineer
Jayantha, Yoga	3412 5530	Senior Asset Management Engineer
Singh, Rajindar	3412 4748	Senior Capital Program Engineer
<b>Logan Water Technologies (LWPCC)</b>		
Tilakumura, Wijay	3412 4203	Program Leader - Treatment
<b>Logan Water Operations (Smith Road Depot)</b>		
Siriwardana, Palith	3412 5523	Executive Operations Engineer
Clews, Bob	3412 5332	Senior Operations Administrator
Udayaratna, Darshan	3412 5600	Civil Mechanical Engineer
Wicks, Rolly	3412 5114	Operations Engineer
<b>STRATEGY &amp; OUTCOMES STREAM</b>		
<b>Directorate</b>		
Pickering, Michael	3412 4811	Deputy CEO - Strategy & Outcomes
Laverty, Tania	3412 4666	Executive Services Officer
Mariner, Tracy	3412 4812	Acting PA/Secretary to D/CEO
<b>Development Assessment</b>		
Averay, Toni	3412 5269	Development Assessment Manager
Alberti, Marco	3412 5269	Program Leader - Planning
Bell, Tricia	3412 5269	Program Leader - Business Performance
Bowtell, Gary	3412 5269	Program Leader - Development Engineering
Macnee, Bruce	3412 5269	Program Leader - South West
May, Brian	3412 5269	Program Leader - Building and Plumbing
Singleton, Margaret	3412 5269	Manager's Support Officer

SENIOR OFFICERS	PHONE	TITLE
<b>Economic Development</b>		
van den Brule, David	3412 4880	Economic Development Manager
<b>Environment &amp; Sustainability Management</b>		
McDonnell, Jim	3412 5311	Environment & Sustainability Manager
Asnicar, Michael	3412 5052	Program Leader - Environmental Planning
Cannon, Noela	3412 5931	Manager's Support Officer
Graham, Trevor	3412 5053	Program Leader - Environmental Assessment
<b>Outcomes &amp; Performance</b>		
van Wyk, Warren	3412 4662	Outcomes & Performance Manager
<b>Strategic Planning Projects</b>		
Chadwick, Steven	3412 4643	Strategic Planning Projects Manager
<b>Strategy &amp; Planning</b>		
Vacant at time of printing	3412 5267	Strategy & Planning Manager
Vacant at time of printing	3412 5479	Strategic Policy/Project Co-ordinator

#### 14. COMPLAINTS AGAINST EMPLOYEES OF COUNCIL

Any person (whether a member of Council, staff, delegate or member of the public) who knows or has good reason to suspect any fraud, corrupt, criminal or unethical conduct must report it immediately to the Chief Executive Officer, a Deputy Chief Executive Officer or the People & Culture Manager, or directly to the Crime and Misconduct Commission (CMC) either in person or in writing, noting their name, telephone contact number or mailing address.

There should be reasonable suspicion that official misconduct has occurred. The person making the report does not need to have absolute proof. It is preferable that identification and contact details are provided. If a person does not wish to be identified, then a Public Interest Disclosure process is available.

Further information regarding these processes can be obtained by contacting Council's Employee Relations Officer, Mr Graeme Chesterman on (07) 3412 5208.

## 15. GUIDE TO COMMUNITY FACILITIES

Facility	Address	Phone Number
Senior Citizens Services		
Beenleigh and District Senior Citizens Centre	20 Alamien Street, Beenleigh 4207 <ul style="list-style-type: none"> <li>• Beenleigh and District Respite Centre</li> <li>• Beenleigh Meals on Wheels</li> </ul>	3287 5755 3287 5755
Logan Central Community Centre	Jacaranda Avenue, Logan Central 4114 <ul style="list-style-type: none"> <li>• Logan Area Committee on the Ageing</li> <li>• Logan Central Respite Centre</li> <li>• Meals on Wheels</li> </ul>	3290 0088 3290 0081 3808 0180 38003929 Fax: 3800 2963
Logan West Day Respite Care Centre	Wineglass Drive, Hillcrest 4118	3341 9861 3841 1917
Multilink Centre Based Day Respite	22 Benz Street, Woodridge, 4114	3208 3333
Nerida Street Community Centre	19 Nerida Street, Rochedale South 4123 <ul style="list-style-type: none"> <li>• Bookings</li> <li>• Meals on Wheels</li> <li>• Burremah Place Respite Service</li> <li>• Southside Disability Support</li> </ul>	3412 5410 3341 9861 3341 5622 3841 1917
Pensioner Units Nerida Street	19-31 Nerida Street, Rochedale South 4123	3412 5094
Shailer Park Meals on Wheels	1/144 Bryants Road, Shailer Park 4128	3806 0529

Facility	Address	Phone Number
<b>Other Centres</b>		
Aboriginal & Islander Community Health Service	8 Jacaranda Crescent, Logan Central 4114	3208 6933
Associated Community Services Clubs of Logan City Inc.	280 Kingston Road, Slacks Creek 4127	3808 5305
Burrarah Aboriginal & Torres Strait Islander Advancement Cooperative	25 Jacaranda Avenue, Logan Central 4114	3290 0709
Drug Arm Time Out Centre	14 Jacaranda Crescent, Logan Central 4114	3290 3531
Elliott Youth Education Centre	4 Ponderosa Street, Hillcrest 4118	3800 3929
Logan Artists' Workshop	27 Coral Street, Loganlea 4131	3412 5128
Mayes Cottage House Museum	36 Mawarra Street, Kingston 4114	3412 4147
Mission Possible Volunteers Inc	10 Jacaranda Crescent, Logan Central 4114	3341 4714
Murri & Torres Strait Islander Network	12 Jacaranda Crescent, Logan Central 4114	3290 0111
Protect All Children Today (PACT)	51 Jacaranda Avenue, Woodridge 4114	0434 416 209
Old Maori Society	597-605 Beenleigh-Redland Bay Road Carbrook 4130	0434 416209
Radio Logan FM101	8 Railway Parade, Woodridge 4114	3808 81013341 0440
Rochedale Community Child Care Centre	38-42 Sunningdale Avenue, Rochedale South 4123	3299 1444
Ryan's Place	22 Mayes Avenue, Woodridge 4114	3809 4100
The Spot Community Services	Orr Court, Hillcrest 4118	

Facility	Address	Phone Number
<b>Community Venues</b>		
Beenleigh Community Centre	Cnr Crete & Kent St, Beenleigh 4207	3382 5410
Kingston Butter Factory Community Arts Centre & Museum	Milky Way, Kingston 4114	3412 5410
Logan West Community Centre	Wineglass Drive, Hillcrest 4118	3412 5410
Nerida Street Community Centre	19 Nerida Street, Rochedale South 4123	3412 5410
Underwood Park Hall	Underwood Road, Priestdale 4127	3412 5410
Slacks Creek Progress Hall	Hall Road, Springwood 4127	3412 5410
<b>Community/ Neighbourhood Centres</b>		
Bethania Community Centre	Station Rd, Bethania 4205	3805 2687
Booran Park Neighbourhood Centre	10A Pendry Court, Woodridge 4114	3808 7675 Fax: 3290 6141
Caddies Community Centre	19-33 South Street, Jimboomba 4280	5547 8077 Fax: 5547 9777
Chambers Flat/Logan Reserve Community Centret	49-65 Kenny Rd, Chambers Flat 4133	5547 0002
Crestmead Community Centre	Gimlet Street, Crestmead 4132	3805 1423 Fax: 3805 5383
Eagleby Community Centre	8 Cowper Ave, Eagleby 4207	3807 3833
Eagleby Community Hall	94 Fryar Rd, Eagleby 4207	3807 3833
Greenbank Community Centre	145-167 Teviot Rd, Greenbank 4124	3297 5665
Jimboomba Community Centre	18-22 Honora St, Jimboomba 4280	5540 5460
Kingston East Community Centre	177 Meakin Road, Kingston 4114	3808 1684 Fax: 3209 4271

Facility	Address	Phone Number
Logan Village Community Centre	Wharf St, Logan Village	5546 3736
Loganlea Community Centre	28-32 Timms Street, Loganlea 4131	3805 8260 Fax: 3805 8203
Multilink Community Services	38 Blackwood Road, Logan Centre 4114	3808 4463
Springwood Community Centre & Logan East Community Neighbourhood Centre	Cr Cinderella Dr & Vanessa Blvd, Springwood	3808 4529
Yugambeh Dreaming Community Centre	Kingston Road, Kingston 4114	3208 6366
<b>Major Venues</b>		
Beenleigh Arena Indoor Sports Centre	Milne Street, Beenleigh 4207	3804 7300
Insports – Cornubia Park Sports Centre	Cnr Bryants Road & Cornubia Park Drive, Shailer Park 4128	3412 4250
Logan Entertainment Centre	170 Wembley Road Logan Central 4114	3412 4770
<b>Aquatic Centres</b>		
Beenleigh Swimming Pool	City Road, Beenleigh 4207	3287 2163
Bethania Swimming Pool	88 to 118 Station Road, Bethania 4205	3805 6032
Eagleby Swimming Pool	Cowper Avenue, Eagleby 4207	3287 1247
Gould Adams Park Aquatic Centre	558-662 Kingston Road, Kingston 4114	3290 2725
Greenbank Swimming Pool	Greenbank State School Old Goodna Rd, Greenbank	3200 1279
Logan's Hero's Fitness and Aquatic Centre	Lot 29 Wineglass Drive, Hillcrest 4118	3800 7933
Springwood Aquatic Centre	2 Sports Drive, Underwood 4119	3423 1598

Facility	Address	Phone Number
<b>Treatment Plants</b>		
Loganholme WPC	Chetwynd Street, Loganholme 4129	3209 9155
<b>Waste Disposal Facilities</b>		
Browns Plains Landfill	349 Browns Plains Road, Heritage Park, 4118	3412 5459
Carbrook Transfer Station	1081 Mt Cotton Road, Cornubia 4130	3206 6153
<b>Recycling Centres</b>		
Logan Recycling Market	349 Browns Plains Road, Heritage Park 4118	3412 4755
<b>Depots</b>		
Parks	Chambers Flat Road, Marsden 4132	3412 5338
Pound	Queens Road, Kingston 4114	3412 5397
Water	Smith Road, Woodridge 4114	3412 5330
Works	Chambers Flat Road, Marsden 4132	3412 5436

**Footnote:**

*It is the policy of the Logan City Council to encourage its staff to be as helpful as possible in answering public enquiries. A firm decision, on which the enquirer may act; however, can only be given following a written enquiry and such decision being conveyed in writing to the enquirer. Enquirers should not rely on any advice given orally, and the Council will not be liable in any respect of any statement made orally, whether negligent or not. So if it is important, please ensure you get the information in writing - this will protect both parties.*

**Chris Rose**  
**Chief Executive Officer**