



# **PERFORMANCE & SERVICE COMMITTEE MEETING**

## **AGENDA**

**25 NOVEMBER 2014**

*Your attendance is required at a meeting of the Performance & Service Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 25 November 2014 commencing at 9.00am for transaction of the enclosed business.*

A handwritten signature in black ink, appearing to be "C. R.", written in a cursive style.

**CHIEF EXECUTIVE OFFICER**  
20 November 2014

Next Meeting Date: 24.02.15

**Please note:**

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

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**1 OPENING**

**2 PRESENT**

Members Present:

The Mayor, Councillor M F Strelow (Chairperson)  
Councillor C E Smith  
Councillor C R Rutherford  
Councillor G A Belz  
Councillor S J Schwarten  
Councillor A P Williams  
Councillor R A Swadling  
Councillor N K Fisher

In Attendance:

Mr E Pardon – Chief Executive Officer

**3 APOLOGIES AND LEAVE OF ABSENCE**

**4 CONFIRMATION OF MINUTES**

Minutes of the Performance & Service Committee held 21 October 2014

**5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA**

## **6 BUSINESS OUTSTANDING**

### **6.1 BUSINESS OUTSTANDING TABLE FOR PERFORMANCE AND SERVICE COMMITTEE**

**File No:** 10097

**Attachments:** 1. **Business Outstanding Table for Performance and Service Committee**

**Responsible Officer:** Evan Pardon - Chief Executive Officer

**Author:** Evan Pardon - Chief Executive Officer

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#### **SUMMARY**

*The Business Outstanding table is used as a tool to monitor outstanding items resolved at previous Council or Committee Meetings. The current Business Outstanding table for the Performance and Service Committee is presented for Councillors' information.*

#### **OFFICER'S RECOMMENDATION**

THAT the Business Outstanding Table for the Performance and Service Committee be received.

# **BUSINESS OUTSTANDING TABLE FOR PERFORMANCE AND SERVICE COMMITTEE**

## **Business Outstanding Table for Performance and Service Committee**

**Meeting Date: 25 November 2014**

**Attachment No: 1**

Date	Report Title	Resolution	Responsible Officer	Due Date	Notes
25 March 2014	Fire Management Plan for Mt Archer	THAT Council approve that resources be deployed towards the development of a Fire Management Plan for Mt Archer and its surrounds and that the plan be presented to the table in July 2014.	Michael Rowe	01/04/2014	Fire Management risk analysis completed July 2014. Firescape Science engaged for Regional Fire Management Plan. Stakeholder consultation held 18.09.2014. Linkages to Mt. Archer sub-plan being developed along with MOU for sub-plan operations.
29 July 2014	Renewable Energy Solutions	THAT a report on renewable energy solutions that may be able to be implemented across Council facilities be brought back to the table.	Sharon Sommerville	05/08/2014	Facilities to establish extent of action required and will follow up accordingly.



**7 PUBLIC FORUMS/DEPUTATIONS**

Nil

## 8 OFFICERS' REPORTS

### 8.1 DELEGATION OF COUNCIL POWERS TO CHIEF EXECUTIVE OFFICER

<b>File No:</b>	<b>4107</b>
<b>Attachments:</b>	<b>1. Extract from Financial Delegations Policy</b> <b>2. Instrument of Delegation - Local Government Act 2009</b>
<b>Authorising Officer:</b>	<b>Tracy Sweeney - Manager Workforce and Strategy</b> <b>Ross Cheesman - General Manager Corporate Services</b>
<b>Author:</b>	<b>Kerrie Barrett - Coordinator Corporate Improvement &amp; Strategy</b>

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#### SUMMARY

*This report seeks Council's approval in accordance with section 257 of the Local Government Act 2009 to delegate to the Chief Executive Officer the power to enter into contracts, and all powers under the Local Government Act 2009.*

#### OFFICER'S RECOMMENDATION

THAT:

1. Council resolves under section 257 of the *Local Government Act 2009*, to delegate to the Chief Executive Officer, the power to enter into contracts on behalf of Council, of a value up to the level of financial limits specified in Council's Financial Delegations Policy for the position of Chief Executive Officer;
2. Council resolves under section 257 of the *Local Government Act 2009*, to delegate all of the powers under the *Local Government Act 2009* as contained within Schedule 1 of the attached Instrument of Delegation, subject to the limitations contained within Schedule 2;
3. All prior resolutions delegating the powers that are listed to the Chief Executive Officer under the *Local Government Act 2009* be repealed.

#### COMMENTARY

A recent review of Council's internal delegations register and other related documents highlighted a number of inconsistencies in comparison to the instrument of delegation for the *Local Government Act 2009* (the Act) provided by Council's legal advisor, MacDonnells Law (ML). As such, research was undertaken to compare against other Councils and legal advice was sought from ML to ascertain the potential risk that such inconsistencies may pose to Council and the recommended course of action.

The main issues identified and subsequent recommendations by ML were:

1. **Whilst Council has an approved Financial Delegations Policy, there is no evidence of delegations put in to place to support that Policy.** It is necessary to have a separate and specific delegation in place which authorises the entering into of contracts on behalf of Council and that links to Council's Financial Delegations Policy by limiting the contract value to their financial delegation. If Council wishes to delegate the power for the CEO (and other officers) to expend funds on behalf of Council, which technically constitutes **entering into a contract** on behalf of Council, a suite of delegations (and sub-delegations) should be prepared.  
As part of their day-to-day responsibilities, employees are likely to enter into contracts on behalf of Council ranging from the purchase of stationery to earthmoving equipment. The execution of contracts on behalf of Council, whether by way of invoices or formal deeds, is the exercise of a power to enter into a contract.

2. **The CEO's current instrument of delegation for the Act excludes a number of identified powers including the identified power in s236 which is the power to sign documents on behalf of the local government.** This section of the Act provides the power to physically sign ("put pen to paper") 'documents' and therefore, in the opinion of ML, it is considered prudent that all identified powers within the Act including s236 be delegated by Council to CEO.

There is no case law which assists in interpreting what was the intention of Parliament when it refers to 'documents'. The ML interpretation of the term 'document' in section 236(1) is to **contracts, agreements or written documents intended to give legal effect**. General correspondence and emails are administrative in nature and unless they are intended to give legal effect, the CEO does not need a specific delegated power or authority to sign them. The CEO can sign correspondence on behalf of Council by virtue of the roles and responsibilities assumed upon appointment to his position.

Delegation s236 to CEO would allay any risk to Council ensuring there is a "catch all" power to sign documents and cover every contingency.

In the absence of the aforementioned powers being delegated to CEO and sub-delegated as CEO deems appropriate, there is a potential risk to Council should an officer's power to enter into a contract or sign a 'document' be tested in court.

Following receipt of the advice from ML, research was undertaken with a number of other Queensland Councils to ascertain if their delegations to CEO for the Act were consistent with the recent advice received from ML. It was interesting to note that of all of the five Councils contacted, all were consistent.

### PREVIOUS DECISIONS

The vast majority of the sections listed within Schedule 1 of the attached Instrument of Delegation have previously been delegated and reviewed by Council, with the exclusion of the sections detailed in table below:

Section of LGA	Description
80A(1)	Power to establish a mall in its local government area.
80B(1)	Power to provide a ferry service across a watercourse if the land that forms both banks of the watercourse is in its local government area.
80B(3)	Power to lease the right to provide a ferry service across a watercourse that it has the exclusive right to provide a ferry service across.
196(4)	Power to appoint a senior executive employee
236(1)	The power to sign a document on behalf of a local government
268A	The power to decide the way in which a local government will conduct a voluntary poll of electors in its area in accordance with that subsection.

### LEGISLATIVE CONTEXT

Section 257 of the Act *Local Government Act 2009* allows Council to delegate its powers to one or more individuals or standing committees, including to the CEO. Section 257(4) *Local Government Act 2009* states that delegations to the CEO must be reviewed annually by Council. This annual review ensures that the delegation remains consistent with the local government's policy direction and intent.

Under section 259 *Local Government Act 2009* the Chief Executive Officer may sub-delegate some or all of his delegated powers as appropriate.

**LEGAL IMPLICATIONS**

The recommendations contained within this report have been guided by ML. ML have advised that these actions be undertaken as soon as possible to allay any potential risk to Council.

As is always the case with delegations, other important legal principles which apply to the delegations set out in this report are:

- Council at all times will retain the power to revoke the delegation. Accordingly, Council retains ultimate control.
- Council, as delegator, has responsibility to ensure that the relevant power is properly exercised. Council will therefore continue to supervise and oversee the exercise of its powers.
- A delegation of power by Council may be subject to any lawful conditions which Council wishes to impose. The imposition of conditions enables Council to impose checks and balances on its delegations. However, the delegated power cannot be unduly fettered.
- The delegate must exercise a delegated power fairly and impartially, without being influenced by or being subject to the discretion of other individuals.

**CONCLUSION**

The information contained within the report and the subsequent recommendation has been guided by Council's legal advisers, MacDonnells Law.

In line with the advice received from MacDonnells Law, it is recommended that Council resolve to delegate the exercise of powers as recommended to allay any potential risk to Council.

# **DELEGATION OF COUNCIL POWERS TO CHIEF EXECUTIVE OFFICER**

## **Extract from Financial Delegations Policy**

**Meeting Date: 25 November 2014**

**Attachment No: 1**

### 5.2.1 Level of Financial Delegation - CEO

Council has delegated financial responsibility for the administration and application of Council's budget to the CEO as follows:

**5.2.1.1** Formally approve any operating expenditure within budget, with the following limitation:

Where a natural disaster and/or extraordinary emergent event has been declared in the local government area, the CEO can exercise the delegation to formally approve expenditure necessary which does not cause a variation of greater than 5% from budget.

**5.2.1.2** Formally approve any capital expenditure within budget, with the following limitation:

Where a natural disaster and/or extraordinary emergent event has been declared in the local government area, the CEO can exercise the delegation to formally approve expenditure necessary which does not cause a variation of greater than 5% from budget.

The following table details the financial delegation bands for Council positions.

<b>Financial Delegation Band Table</b>		
<b>Delegation Level</b>	<b>Maximum Financial Delegation</b>	<b>Expenditure Outside of Budget</b>
<b>Band 1</b> Chief Executive Officer	As per Clause 5.2.1 of this policy.	<ul style="list-style-type: none"> <li>As per emergency provisions s173 of the <i>Local Government Regulation 2012</i>. (NB: Requires a resolution of Council.)</li> <li>Acting as an agent - the required payment resulting from a written agreement with any external party.</li> </ul>
<b>Band 2</b> Limited to General Managers	\$1,000,000	Nil
<b>Band 3</b> Limited to Specialist management positions	\$500,000	Nil
<b>Band 4</b> Generally applicable to 3 <sup>rd</sup> Line management	\$150,000	Nil
<b>Band 5</b> Generally applicable to 4 <sup>th</sup> Line Coordinators	\$100,000	Nil
<b>Band 6</b> Generally applicable to Project Managers and Engineers	\$50,000	Nil
<b>Band 7</b> Generally applicable to Supervisors, Team Leaders and Leading hands.	Up to \$25,000 Delegation is to the position as determined by the CEO. Delegations will be dependent on the position's duties and responsibilities.	Nil

NB: The above mentioned financial delegations are GST Exclusive.

# **DELEGATION OF COUNCIL POWERS TO CHIEF EXECUTIVE OFFICER**

## **Instrument of Delegation - Local Government Act 2009**

**Meeting Date: 25 November 2014**

**Attachment No: 2**



## INSTRUMENT OF DELEGATION

### *Local Government Act 2009*

Under Section 257 of the *Local Government Act 2009*, **ROCKHAMPTON REGIONAL COUNCIL**, resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.



## *Local Government Act 2009 ("LGA")*

### CHAPTER 3 - THE BUSINESS OF LOCAL GOVERNMENT

#### Part 1 - Local Laws

##### Division 2 - Making, Recording and Reviewing Local Laws

Entity Power given to	Section of LGA	Description
Local government	29(1)	Power to decide local government process for making a local law to the extent that the process is not inconsistent with this part.

##### Division 4 - Action by the Minister About Particular Local Laws

Entity Power given to	Section of LGA	Description
CEO	38B(9)	Power to ask the police commissioner to give the chief executive officer information about noise abatement directions given to persons in the local government area.

#### Part 3 - Roads and Other Infrastructure

##### Division 1- Roads

Entity Power given to	Section of LGA	Description
Local government	61(1)	Power to give the owner of land the local government wants to acquire, a notice of intention to acquire land.
Local government	62(7)	In the specified circumstances, power to give the claimant written notice of council's decision on the claim.
Local government	65(1)	Power to decide not to proceed with the realignment of a road or part of a road after giving a notice of intention to acquire land.
Local government	65(3)	Power to serve notice of its decision on all owners of land who were served with the notice of intention to acquire land.
Local government	67(2)	In the specified circumstances, power to decide whether any of the rights specified in this subsection are appropriate.
Local government	69(1)	Power to close a road.
Local government	69(2)(c)	Power to decide whether to close a road in the circumstances specified.

Entity Power given to	Section of LGA	Description
Local government	69(3)	Power to publish notice of the closing of a road and power to consider what is an appropriate way to publish the notice.
Local government	69(5)	If a road is closed to traffic for a temporary purpose, power to permit the use of any part of the road on the conditions considered appropriate.
Local government employee or contractor	70(3)	In the specified circumstances, power to: (a) make an agreement with the owner or occupier of the land; or (b) give the owner or occupier of the land at least 3 days written notice.
Local government	70(4)	In the specified circumstances, power to give the owner or occupier of the land oral notice of the matters mentioned in subsection (3)(b).
CEO	70(6)(b)	Power to allow a later time for receipt of a claim for compensation.
Local government	70(7)(a)	Power to make an agreement with a person for the amount of compensation.
Local government	71(2)	Power to give the owner or occupier advice about the permanent level of the road.
Local government	71(4)(a)	Power to make an agreement with the owner of occupier, or their successor in title, for the amount of compensation.
Local government	72(1)(b)	Power to consider that the conduct of the activity is having, or will have, a significant adverse impact on a road in the local government area.
Local government	72(2)	Power to require the entity which is conducting an activity to provide information, within a reasonable time, that will enable the local government to assess the impact of the activity on the road.
Local government	72(3)	After assessing the impact of the activity on the road, power to do 1 or more of the following: (a) give the entity a direction about the use of the road to lessen the impact; (b) require the entity: (i) to carry out works to lessen the impact; or (ii) to pay an amount as compensation for the impact.
Local government	72(4)	Power to require the works be carried out or the amount be paid before the impact commences or intensifies.

Entity Power given to	Section of LGA	Description
Local government	74(4)	Power to authorise an employee of the local government to sign a certificate relating to the matters in this section. <b>[Note: this requires a separate authorisation of an employee to be given.]</b>
Local government	75(2)	For the specified reasons, power to give written approval.
Local government	75(4)	Power to decide the conditions of an approval under subsection (2).

### Division 2- Stormwater drains

Entity Power given to	Section of LGA	Description
Local government	77(1)	Power to, by written notice, require the owner of a property to connect a stormwater installation for the property to the local government's stormwater drain in the way, under the conditions and within the time stated in the notice.
Local government	77(3)	Power to give approval for the connection to a local government stormwater drain.
Local government	77(4)	Power to impose conditions on approval for the connection, including about the way the connection must be made.
Local government	78(4)	Under the specified circumstances, power to, by written notice, require the owner of the property to perform the work stated in the notice, within the time stated in the notice.
Local government	78(5)	For a notice provided in subsection (4), power to decide a time that is reasonable.

**Division 3- Other matters**

Entity Power given to	Section of LGA	Description
Local government	80A(1)	Power to establish a mall in its local government area.
Local government	80B(1)	Power to provide a ferry service across a watercourse if the land that forms both banks of the watercourse is in its local government area.
Local government	80B(3)	Power to lease the right to provide a ferry service across a watercourse that it has the exclusive right to provide a ferry service across.

**CHAPTER 4 - FINANCES AND ACCOUNTABILITY****Part 1 - Rates and Charges**

Entity Power given to	Section of LGA	Description
Local government	95(3)(a)	Power to sign a request to register a charge over the land on behalf of the local government.
CEO	95(3)(b)	Power to sign a certificate that states there is a charge of the land for overdue rates and charges.
CEO	95(5)(b)	Power to sign a certificate that states the overdue rates and charges have been paid.

**Part 3 - Financial Sustainability and Accountability**

Entity Power given to	Section of LGA	Description
Local government	107(3)	Power to enter into a contract of insurance on behalf of the local government.

**Part 4 - Councillor's Financial Accountability**

Entity Power given to	Section of LGA	Description
Local government	110(2)	In the specified circumstances, power to give the public notice of the disbursement in a newspaper circulating generally in the local government area.

**CHAPTER 5 - MONITORING AND ENFORCING THE LOCAL GOVERNMENT ACTS****Part 2 - The Public****Division 1 - Power of authorised persons**

<b>Entity Power given to</b>	<b>Section of LGA</b>	<b>Description</b>
Local government	133(3)	Power to give, or make a reasonable attempt to give, the occupier of the property a written notice that informs the occupier of the following: (a) the intention to enter the property; (b) the reason for entering the property; (c) an estimation of when the property will be entered.
Local government	134(5)	Power to give the public notice of the approval of an inspection program.
Local government	137(2)(a)	Power to agree on an amount of compensation for a person who has incurred damage or loss because of the exercise or purported exercise of a power under this division.

**Division 2 - Power of other persons**

<b>Entity Power given to</b>	<b>Section of LGA</b>	<b>Description</b>
Local government	140(1)(a)	Power to give a remedial notice to the owner of a property.
Local government	142(6)	In the specified circumstances, power to give the person who failed to take the action, written notice of the amount of the debt.
Local government	147(3)(a)	Power to agree on an amount of compensation for a person who has incurred damage or loss because of the exercise or purported exercise of a power under this division.

**CHAPTER 6 - ADMINISTRATION****Part 2 - Councillors****Division 3 - Vacancies in councillor's office**

<b>Entity Power given to</b>	<b>Section of LGA</b>	<b>Description</b>
CEO	166(6)	In the specified circumstances, power to request the political party to advise the full name and address of its nominee.

**Division 5 - Obligations of councillors**

Entity Power given to	Section of LGA	Description
CEO	170A(3)	Power to make guidelines about the way in which a councillor is to ask a local government employee for advice to help the councillor to make a decision.

**Division 6- Conduct and performance of councillors**

Entity Power given to	Section of LGA	Description
Entity dealing with the complaint under this division	176A(2)	The power to decide not to take any further action in relation to a complaint about the conduct of a person who is no longer a councillor in the prescribed circumstances.
Entity that makes a decision under subsection (2)	176A(3)	The power to give to an entity that made the complaint, and the accused person, a written notice that states: <ul style="list-style-type: none"> <li>(a) No further action will be taken in relation to the complaint; and</li> <li>(b) The reasons for the decision.</li> </ul>
CEO	176B(3)(b)	In certain circumstances, power to conduct a preliminary assessment of the complaint.
Complaints assessor (the CEO)	176C(2)	The power to decide that no further action need be taken in relation to a complaint if the circumstances of that subsection is satisfied
Complaints assessor	176C(3)	The power to refer a complaint to the Department's Chief Executive or to the Mayor in the circumstances prescribed in that subsection.
Complaints assessor	176C(4)	The power to refer a complaint to the Department's Chief Executive; or the regional conduct review panel or the Tribunal in the circumstances of that subsection.
Complaints assessor	176C(7)	The power, after acting under subsection (2)-(6) to give the entity that made the complaint and the accused councillor a written notice in accordance with the subsection.
CEO	181A(1)	The power to keep a record of written complaints received under this Part and in accordance with this Section.

**Part 5 - Local Government Employees****Division 2 – Other local government employees**

Entity Power given to	Section of LGA	Description
CEO (as part of a panel)	196(4)	Power to appoint a senior executive employee.

**Part 5 - Local Government Employees****Division 3 - Common provisions**

Entity Power given to	Section of LGA	Description
Local government	198(2)	Power to make an agreement with other local governments that an employee may be employed by more than one local government.

**Part 6 - Authorised Persons**

Entity Power given to	Section of LGA	Description
CEO	202(1)	Power to appoint a qualified person to be an authorised person.
CEO	202(5)	Power to give a written notice stating the conditions of an authorised person's appointment.
CEO	204(1)	Power to give each authorised person an identity card.

**CHAPTER 7 - OTHER PROVISIONS****Part 2 - Superannuation**

Entity Power given to	Section of LGA	Description
Employer and employee	220B(2)	Power to agree in writing: <ul style="list-style-type: none"> <li>(a) to reduce the pre-agreement contributions to the amount equal to the employee's concessional contributions cap for the financial year; and</li> <li>(b) if a yearly contribution made under section 220A(4) is part of the pre-agreement contributions – on the extent, if any, to which a contribution mentioned in s220B(1)(a) or (b) will be reduced to achieve the reduction.</li> </ul>

Entity Power given to	Section of LGA	Description
Local government	220C	The power, as an employer to agree in writing with an accumulation benefit member that the member is exempt from paying all or a stated part of the contribution.
Local government	226(1)	Power to establish and amend a superannuation scheme for councillors or take part in a superannuation scheme for councillors.
Local government	226(4)	For the specified reasons, power to enter into an arrangement with a councillor of the local government.

#### Part 4 - Legal Provisions

Entity Power given to	Section of LGA	Description
Local government	236(1)	The power to sign a document on behalf of a local government.
CEO	240(1)	Power to: (a) give instructions and act as the authorised agent for the local government; and (b) sign all documents for the local government.
Local government	240(1)	Power to authorise in writing another employee, other than the chief executive officer, to: (a) give instructions and act as the authorised agent for the local government; and (b) sign all documents for the local government.
CEO	248(2)	The power to certify a local law or consolidate a version of a local law in accordance with the section.

#### Part 6 - Other Provisions

Entity Power given to	Section of LGA	Description
Local government	262(2)	In the specified circumstances, power to do anything that is necessary or convenient for performing the responsibilities of a delegate of the local government.
Local government	268(1)	Power to adopt a process for resolving administrative action complaints.



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Entity Power given to	Section of LGA	Description
Local government	268A	The power to decide the way in which a local government will conduct a voluntary poll of electors in its area in accordance with that subsection.

## Limitations and Conditions to the Exercise of Power

1. Formally approve any operating expenditure within budget, or where a natural disaster and/or extraordinary emergent event has been declared in the local government area, the CEO can exercise the delegation to formally approve expenditure necessary which does not cause a variation of greater than 5% from budget
2. Formally approve any capital expenditure within budget, or where a natural disaster and/or extraordinary emergent event has been declared in the local government area, the CEO can exercise the delegation to formally approve expenditure necessary which does not cause a variation of greater than 5% from budget.
3. Formally approve any capital expenditure up to \$2,000,000 where it is part of an approve programme and does not cause a variation of greater than 5% from that budget.
4. Formally approve the investment or borrowing of money in accordance with Council's approved policy.
5. Formally approve Act of Grace payments, on a case-by-case basis, as an equitable remedy to persons who may have been unintentionally disadvantaged by the effects of Council legislation, actions or omissions and who have no other viable means of redress, to the value of not more than \$2,000.
6. Formally approve the waiver of debt where all practical means to recover the debt have been exhausted and such debt is less than \$500.
7. Formally approve the refund of fees and charges, on a case by case basis, to the value of not more than \$5,000 unless otherwise specified in the Refund Exemption and Reduction of Fees and Charges Policy. (Document Number 6148006 – Date of Resolution 21 October 2014).
8. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge adversely affects, or is likely to adversely affect, the Council's relations with the public at large.
9. The delegate will not exercise any delegated power in relation to a matter which has already been the subject of a resolution or other decision of the Council (including a policy decision relating to the matter).
10. The delegate will not exercise any delegated power in a manner, or which has the foreseeable affect, of being contrary to an adopted Council policy or procedure.
11. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
12. The delegate will not exercise any power which can not lawfully be the subject of delegation by Council.

**8.2 COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER**

<b>File No:</b>	<b>4107</b>
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. <b>Instrument of Delegation - Disaster Management Act 2003</b></li><li>2. <b>Instrument of Delegation - Land Act 1994</b></li><li>3. <b>Instrument of Delegation - Coastal Protection and Management Act 1995</b></li><li>4. <b>Instrument of Delegation - Housing Act 2003</b></li><li>5. <b>Instrument of Delegation - Residential Tenancies and Rooming Accommodation Act 2008</b></li><li>6. <b>Instrument of Delegation - Residential Tenancies and Rooming Accommodation Regulation 2009</b></li><li>7. <b>Instrument of Delegation - Fire and Emergency Services Act 1990</b></li></ol>
<b>Authorising Officer:</b>	<b>Tracy Sweeney - Manager Workforce and Strategy Drew Stevenson - Acting General Manager Corporate Services</b>
<b>Author:</b>	<b>Kerrie Barrett - Coordinator Corporate Improvement &amp; Strategy</b>

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**SUMMARY**

*This report seeks Council's approval of delegations under State legislation to the position of Chief Executive Officer.*

**OFFICER'S RECOMMENDATION**

THAT as per section 257 of the *Local Government Act 2009* Council resolves to delegate to the Chief Executive Officer, the exercise of powers contained in schedule 1 of the Instruments of Delegation attached to this report:

1. *Disaster Management Act 2003*
2. *Land Act 1994*
3. *Coastal Protection and Management Act 1995*
4. *Housing Act 2003*
5. *Residential Tenancies and Rooming Accommodation Act 2008*
6. *Residential Tenancies and Rooming Accommodation Regulation 2009*
7. *Fire and Emergency Services Act 1990*

Further, that all prior resolutions delegating the powers under these Acts listed to the Chief Executive Officer are repealed. These powers must be exercised subject to any limitations contained in schedule 2 of the attached Instruments of Delegation.

## COMMENTARY

MacDonnells Law has identified new and/or amended delegable powers under the Acts listed within the Officer's Recommendation. Subsequently, each Instrument of Delegation containing new legislative updates/amendments for each Act has been prepared for Council's consideration and is attached to this report.

Once Council has resolved to delegate to the Chief Executive Officer (CEO), the exercise of powers contained in schedule 1 of the Instruments of Delegation attached to this report, subject to any limitations contained in schedule 2, the sub-delegates will be given specific delegations according to their respective areas of responsibility subject to the same general conditions and, where appropriate, specific limitations. Without such powers and delegations, officers would be unable to complete work activities related to their position under required Acts without reference to Council.

## BACKGROUND

Without powers being delegated to the CEO and subsequently sub-delegated to relevant positions, Council operations would be impeded significantly as separate resolutions would be required to allow decisions to be made for a vast number of operational activities that are undertaken on a daily basis.

In relation to amendments to the legislative Acts listed, Council's legal advisor, MacDonnells Law, provides a regular service of updates/amendments for relevant state legislation to Council. The information provided herein is as recommended by MacDonnells Law.

## PREVIOUS DECISIONS

The previous Instruments of Delegation for the Acts listed within this report were last considered and approved by Council at the following meetings:

Legislation	Meeting Date
Disaster Management Act 2003	8 March 2011
Land Act 1994	10 December 2013
Coastal Protection and Management Act 1995	10 August 2010
Housing Act 2003	<i>N/A - New Delegable Power</i>
Residential Tenancies and Rooming Accommodation Act 2008	<i>N/A - New Delegable Power</i>
Residential Tenancies and Rooming Accommodation Regulation 2009	<i>N/A - New Delegable Power</i>
Fire and Emergency Services Act 1990	23 September 2014

## LEGISLATIVE CONTEXT

Section 257 of the *Local Government Act 2009* allows Council to delegate its powers to one or more individuals or standing committees, including to the CEO. Pursuant to section 257(4) of the *Local Government Act 2009* a delegation to the CEO must be reviewed annually by Council.

To further streamline the decision making process, section 259 of the *Local Government Act 2009* allows the CEO to sub-delegate the powers (including those delegated to him by Council) to another Council employee where appropriate.

**LEGAL IMPLICATIONS**

Important legal principles which apply to the delegation proposal set out in this report are:-

- Council at all times retains power to revoke the delegation. Accordingly, Council retains ultimate control.
- Council, as delegator, has responsibility to ensure that the relevant power is properly exercised. Council will therefore continue to supervise and oversee the exercise of its powers.
- A delegation of power by Council may be subject to any lawful conditions which Council wishes to impose. The imposition of conditions enables Council to impose checks and balances on its delegations. However, the delegated power cannot be unduly fettered.
- The delegate must exercise a delegated power fairly and impartially, without being influenced by or being subject to the discretion of other individuals.

**CONCLUSION**

This report includes the Instruments of Delegation for the relevant legislative Acts incorporating some sections that are yet to be delegated from the Council to the CEO.

Once Council has resolved to delegate to the CEO, the exercise of powers contained in schedule 1 of the Instruments of Delegation attached to this report subject to any limitations contained in schedule 2 of the Instruments of Delegation, the Sub-delegates will be given specific delegations according to their respective areas of responsibility subject to the same general conditions and, where appropriate, specific limitations.

It is recommended that Council resolve in accordance with section 257 of the *Local Government Act 2009* to delegate exercise of powers contained in schedule 1 of the attached Instruments of Delegation subject to limitations contained in schedule 2.

# **COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER**

## **Instrument of Delegation - Disaster Management Act 2003**

**Meeting Date: 25 November 2014**

**Attachment No: 1**



## INSTRUMENT OF DELEGATION

### *Disaster Management Act 2003*

Under section 257 of the *Local Government Act 2009*, **Rockhampton Regional Council** resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

## Schedule 1

**Disaster Management Act 2003 ("DIMA")**

**Part 1 - Disaster Management Groups and Committees**  
**Division 2 - District Disaster Management Groups**  
**Subdivision 2 - Membership**

Entity power given to	Section of DIMA	Description
Local Government	24(1)(d)	In the specified circumstances, power to appoint a person as a member of a district group.
Local Government	24(6)	As soon as practicable after a person is appointed under section 24(1)(d) of the <i>Disaster Management Act 2003</i> , the power to inform the executive officer of the department, and the chairperson of the district group, of the appointment.

**Division 3 - Local Government Disaster Management Groups****Subdivision 1 – Establishment of functions**

Entity power given to	Section of DIMA	Description
Local Government	29	Power to establish a Local Disaster Management Group for the local government's area.

**Subdivision 2 - Application of sections 29 and 30 in particular circumstances**

Entity power given to	Section of DIMA	Description
Local Government	31	Power to agree to unite with other local governments, with the approval of the Minister and the district disaster coordinator, for the purpose of establishing a local group.

**Subdivision 3 – Membership**

Entity power given to	Section of DIMA	Description
Local Government	33(1)	In the specified circumstances, the power to appoint persons as members of a local group.
Local Government	33(4)	In the specified circumstances, the power to appoint a person as a member of a local group only if satisfied the person has the necessary expertise or experience to be a member.
Local Government	34(1)	Power to appoint: (a) a member of the local group as the chairperson of the local group; (b) a member of the local group as the deputy chairperson of the local group.
Local Government	37	Power to give written notice of the members of a local group to: (a) the chief executive; and (b) the chairperson for the disaster district in which the local group is situated.



**Part 3 - Disaster Management Plans and Guidelines****Division 3 - Disaster Management Plans for Local Governments****Subdivision 1 - Disaster Management Plans**

Entity power given to	Section of DIMA	Description
Local Government	57(1)	Power to prepare a plan (a local disaster management plan) for disaster management in the local government's area.
Local Government	57(2)(g)	Power to consider other matters that are appropriate for inclusion in the local disaster management plan.
Local Government	59(1)	Power to review or renew a local disaster management plan when considered appropriate, subject to sub-section 2.
Chief Executive Officer	60(1)(c)	Power to consider the places where a copy of the local disaster management plan should be available for inspection, free of charge, by members of the public.

**Subdivision 2 - Application of Subdivision 1 in particular circumstances**

Entity power given to	Section of DIMA	Description
Local Government	61	<del>Power to, with the approval of the Minister and the district group for the disaster district in which the local government is situated, to agree to unite with other local governments for the purpose of preparing a local disaster management plan.</del>
Chief Executive Officer	60(3)	Power to decide the fee for provision of a copy of the local disaster management plan.

## Schedule 2

**Limitations to the Exercise of Power**

1. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, the delegate in exercising delegated power in relation to that matter, will only commit the Council to reasonably foreseeable expenditure up to the amount allocated.
2. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge, adversely affects, or is likely to adversely affect, the Council's relations with the public at large.
3. The delegate will not exercise any delegated power in relation to a matter which has already been the subject of a resolution or other decision of the Council (including a policy decision relating to the matter).
4. The delegate will not exercise any delegated power in a manner, or which has the foreseeable affect, of being contrary to an adopted Council policy or procedure.
5. The delegate will only exercise any delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
6. The delegate will not exercise any delegated power which cannot lawfully be the subject of delegation by Council.

# **COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER**

## **Instrument of Delegation - Land Act 1994**

**Meeting Date: 25 November 2014**

**Attachment No: 2**



## INSTRUMENT OF DELEGATION

### *Land Act 1994*

Under Section 257 of the *Local Government Act 2009*, **ROCKHAMPTON REGIONAL COUNCIL**, resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

## Schedule 1

*Land Act 1994 ("LA")***CHAPTER 2 - LAND ALLOCATION****Part 1 - Allocation Powers**

Entity Power Given to	Section of LA	Description
Registered owner	18(1)	In the specified circumstances, the power to agree with the Governor in Council granting or leasing unallocated State land in exchange for freehold land.

**Part 2 - Reservations**

Entity Power Given to	Section of LA	Description
Registered owner or Trustee	26(2)	In the specified circumstances, the power to agree with the Minister in respect to the specified matters when the Minister is deciding the boundaries of land being resumed.

**CHAPTER 3 - RESERVES, DEEDS OF GRANT IN TRUST AND ROADS****Part 1 - Reserves and Deeds of Grant in Trust****Division 2 - Reserves**

Entity Power Given to	Section of LA	Description
Any person	31C(1)	Power to apply to the Minister for the dedication of a reserve.
Any person	31C(3)	Power to give notice to any other person that the person considers has an interest in the unallocated State land over which the reserve is proposed to be dedicated.
Trustee of a reserve	31D(1)	Power to apply to the Minister: <ul style="list-style-type: none"> <li>(a) to change the boundaries of the reserve; or</li> <li>(b) to change the purpose for which the reserve is dedicated.</li> </ul>

## Schedule 1

Entity Power Given to	Section of LA	Description
Trustee of a reserve	31D(2)	Power to give notice of the trustee's intention to make the application to each person with a registered interest in the reserve.
Trustee of a reserve	31D(3)	Power to give notice any other person the trustee considers: (a) has an interest in the reserve; or (b) would have an interest in the reserve if the boundaries of the reserve or the purpose for which the reserve is dedicated were changed.
Any person	34(1)	Power to apply for the revocation of the dedication of all or part of a reserve.
Any person	34(2)	Power to give notice of the person's intention to make the application to: (a) if the person is not the trustee of the reserve - the trustee of the reserve; and (b) each person with a registered interest in the reserve.
Any person	34(3)	Power to give notice to any other person that the person considers has an interest in the reserve.
Local government	34H(1)	Power to apply to the Minister to remove improvements from a revoked reserve.
Trustee of an operational reserve	34I(1)	In certain circumstances, power to apply for the issue of a deed of grant over a reserve.
Trustee of an operational reserve	34I(3)	Power to give notice of the trustee's intention to make the application to each person with a registered interest in the reserve.
Trustee of an operational reserve	34I(4)	Power to give notice to any other person the trustee considers has an interest in the reserve.

## Schedule 1

## Division 3 - Deeds of Grant in Trust

Entity Power Given to	Section of LA	Description
Trustee of deed of grant in trust	38A(1)	Power to apply: (a) for an additional community purpose to be notified; or (b) to amalgamate land with common purposes.
Any person	38A(2)	Power to apply for the cancellation of a deed of grant in trust.
Applicant	38A(3)	Power to give notice of the applicant's intention to apply to each of the following: (a) the trustee of the deed of grant in trust, other than the applicant (b) each person with a registered interest in the trust land.
Applicant	38A(4)	Power to give notice to any other person the applicant considers has an interest in the trust land.
Owner of improvements on a deed of grant in trust that has been cancelled	38G(1)	Power to apply to the Minister to remove the owner's improvements on a deed of grant in trust.

## Division 5 - Appointments, functions and removal of trustees

Entity Power Given to	Section of LA	Description
Trustee of trust land	47(2)	In the specified circumstances, the power to give a copy of an audited financial statement to the chief executive within 28 days after it has been finished.

## Division 6 - Powers of trustees

Entity Power Given to	Section of LA	Description
Trustee of trust land	52(5)	Power to apply for the approval of an action that is inconsistent with the purpose for which the reserve was dedicated or the land was granted in trust ( <i>inconsistent action</i> ).
Trustee of a deed of grant in trust	55A(1)	Power to apply to surrender all or part of a deed of grant in trust.

## Schedule 1

Entity Power Given to	Section of LA	Description
Trustee of a deed of grant in trust	55A(2)	Power to give notice of the trustee's intention to apply to each person with a registered interest in the deed of grant in trust.
Trustee of a deed of grant in trust	55A(1)	Power to give notice to any other person the trustee considers has an interest in the deed of grant in trust.
Owner of improvements on a deed of grant in trust that has been surrendered	55H	Power to apply to remove the owner's improvements on a surrendered deed of grant in trust.

**Division 7- Trustee leases and trustee permits**

Entity Power Given to	Section of LA	Description
Trustee	57(1)	Power to lease all or part of the trust land upon first obtaining the Minister's written 'in principle' approval to the lease.
Trustee	57(2A)	Power to, without the Minister's approval, grant a <b>trustee lease (construction)</b> or a <b>trustee lease (State or statutory body)</b> lease all or part of the trust land.
Trustee	60(1)	Power to issue and enter into on behalf of Council a trustee permit for the use of all or part of trust land.
Relevant person	64(4)	Power to apply for approval to lease or sub-lease trust land even if an authority is in force
Trustee	66(1)	In the specified circumstances, the power to allow a trustee lessee or trustee permittee to remove the trustee lessee's or trustee permittee's improvements on the land within a reasonable time stated by you.

**Division 11 - Other grants for public purposes**

Entity Power Given to	Section of LA	Description
Trustee of land granted for an estate in fee simple for some community, public or similar purpose	84(1)	In the specified circumstances, the power to apply to the Minister to surrender land to the State and for the issue of a deed in grant in trust under the <i>Land Act 1994</i> for a community or public purpose.



## Schedule 1

## Part 2 - Roads

## Division 2 - Closing Roads

Entity Power Given to	Section of LA	Description
Any person	94(2)	Power to apply for the dedication of a road for public use.
Public utility provider or adjoining owner for the road	99(1)	Power to apply for the permanent closure of a road.
Adjoining owner for the road or, in certain circumstances, another person	99(3)	In the specified circumstances, the power to apply (also a <b>road closure application</b> ) to the Minister for the temporary closure of a road.
Adjoining owner for the road	99(6)	In the specified circumstances the power to ask in the application that, on the closure of the road, the adjoining land and the other land be amalgamated.

## Division 3 - Road licences for temporarily closed roads

Entity Power Given to	Section of LA	Description
Adjoining owner or, in certain circumstances, another person	103(1)	In the specified circumstances, the power to apply to the Minister for a road licence over a temporarily closed road.

## Division 4 - Permanently closed roads

Entity Power Given to	Section of LA	Description
Registered owner	109A(1)	In the specified circumstances, power to apply for the simultaneous opening and closure of roads.
Trustee or Lessee	109B(1)	In the specified circumstances, power to apply for the simultaneous opening and closure of roads.

## Schedule 1

**CHAPTER 4 - LAND HOLDINGS****Part 1 - Making Land Available**

Entity Power Given to	Section of LA	Description
Any person	120A(1)	Power to apply for an interest in land without competition.

**Part 3 - Leases**

Entity Power Given to	Section of LA	Description
Lessee of a lease	136(5)	Power to enter a land management agreement.
Lessee of a lease	164C(1)	Power to make an extension application.
Lessee of a lease	164C(2)	Power to advise the Chief Executive, that the lessee wishes to allow the lease to expire at the end of its term (an <b>expiry advice</b> ).
Lessee of a lease	164C(7)	Power to appeal against the Minister's decision.
Lessee of a lease	164H(1)(b)	Power to advise the Chief Executive and agree to the lease becoming a rolling term lease.
Lessee of a lease	169(b)(i)	Power to enter into a forest consent agreement in relation to the land.
Lessee of a lease	176(1)	Power to apply for approval to subdivide a lease.
Lessee of two or more leases	176K(1)	In the specified circumstances, power to apply for approval to amalgamate adjoining leases.
Lessee of a lease	176XA	Power to agree with the Minister to cancel the land management agreement registered on a lease.

**Part 4 - Permits**

Entity Power Given to	Section of LA	Description
Any person	177A(1)	Power to apply for a permit to occupy unallocated State land, a reserve or road.

## Schedule 1

Entity Power Given to	Section of LA	Description
Any person	177A(2)	Power to give notice of the person's intention to apply to the following and to any other entity with a registered interest in the proposed permit land:  (a) for a permit for a reserve – the trustee of the reserve; or  (b) for a permit for a State-controlled road – the chief executive of the department in which the <i>Transport Infrastructure Act 1994</i> is administered.
Registered owner	179(2)	In the specified circumstances, the power to agree with an applicant for a permit on conditions about the maintenance of a boundary fence.
Relevant entity for a permit	180A(1)	Power to apply to cancel a permit.
Relevant entity for a permit	180A(2)	Power to give notice of the entity's intention to apply to:  (a) the permittee; and  (b) any other entity with a registered interest in the permit land.
Relevant entity for a permit	180A(4)	Power to give notice to any other entity the relevant entity considers has an interest in the permit land.
Permittee	180H(1)	Power to apply to the chief executive to remove improvements on permit land.

**CHAPTER 5 - MATTERS AFFECTING LAND HOLDINGS****Part 2 - Conditions****Division 3 - Changing Conditions**

Entity Power Given to	Section of LA	Description
Lessee or Licensee	210	Power to apply to change conditions of a lease, licence or permit under section 210(1).
Lessee of a lease	212B(5)	Power to make agreement with the designated officer for the lease about matters stated in section 212B(5)(a) and (b).
Lessee or Licensee	214A	Power to make written submissions to the Minister in response to a warning notice.

Instrument of Delegation  
*Land Act 1994*

## Schedule 1

**Part 4 - Forfeiture****Division 3A - Sale of lease instead of forfeiture****Subdivision 3 - Sale by local government**

Entity Power Given to	Section of LA	Description
Local government	240G(1)	Power to apply to the Minister for approval to sell a lease.
Local government	240I(4)	Power to set a reserve price for the sale of the lease by auction, or a price for the sale of the lease under an agreement, that is at least the total of all charges owing to the State under the <i>Land Act 1994</i> relating to the lease.

**CHAPTER 6 - REGISTRATION AND DEALINGS****Part 4 - Dealings Affecting Land****Division 2 - Surrender**

Entity Power Given to	Section of LA	Description
Registered owner	327	The power to apply to surrender, absolutely, freehold land.
Lessee	327A	The power to apply to surrender all or part of a lease.
Registered owner of freehold land	327B	The power to apply to surrender freehold land.
Lessee	327C(1)	The power to apply to surrender all or part of a lease.
Lessee	327C(2)	The power to give notice of the lessee's intention to apply to any other person with a registered interest in the lease.
Lessee	327C(3)	The power to give notice to any other person the lessee considers has an interest in the lease.
Owner of improvements on a lease that has been surrendered	327I(1)	The power to apply to remove improvements on surrendered lease.

## Schedule 1

**Division 7 - Correcting and changing deeds of grant and leases**

Entity Power Given to	Section of LA	Description
Registered owner or Trustee	358(1)	In the specified circumstances, the power to surrender land contained in a deed of grant or deed of grant in trust.
Registered owner or Trustee	358(2)	In the specified circumstances, the power to surrender land contained in a deed of grant or deed of grant in trust with the Minister's written approval.
Lessee or a person acting for the lessee	360C	In the specified circumstances, power to apply to amend the description in a lease.
Applicant	360D(2)	Power to give notice of the applicant's intention to apply to any other person with a registered interest in the lease land.
Applicant	360D(3)	Power to give notice to any other person the applicant considers has an interest in the lease.

**Division 8 - Easements**

Entity Power Given to	Section of LA	Description
Trustee	368(2)(a)	In the specified circumstances, the power to ask the chief executive to extinguish an easement.

**CHAPTER 7 - GENERAL****Part 3B - Making Land Available for Public Use As Beach**

Entity power given to	Section of LANA	Description
Manager	431W(6)(a)	<del>Power to authorise an officer or employee of the manager of a declared beach area, to enter the area at any time without notice to any other person.</del>
Manager	431X(1)(b)(ii)	<del>Power to authorise or direct a person acting in the performance of functions or powers.</del>

## Schedule 1

## CHAPTER 8 - CONTINUED RIGHTS AND TENURES

## Part 5 - Licences and Permits

## Division 1 - Occupation licences and permits

Entity Power Given to	Section of LA	Description
Public utility provider (an <b>applicant</b> )	481B(1)	Power to apply to cancel all or part of an occupation licence.
Applicant	481B(4)	Power to give notice of the applicant's intention to apply to each of the following: (a) if the applicant is not the licensee of the occupation licence – the licensee; (b) any other person with a registered interest in the occupation licence; (c) if the occupation licence is a designated occupation licence – the chief executive of the department having responsibility for the administration of the forest reserve, national park, State forest or timber reserve the subject of the designated occupation licence.
Applicant	481B(5)	Power to give notice to any other person the applicant considers has an interest in the occupation licence.
Licensee of occupation licence	481J(1)	Power to apply to remove licensee's improvements on a licence.

## Part 7 - Tenures Under Other Acts

Division 1 - Sale to *Local Authorities Land Act 1982*

Entity Power Given to	Section of LA	Description
Local government	492(1)	In the specified circumstances, the power to apply to exchange a conditional deed for a reserve or deed of grant in trust with Council as trustee or a lease issued under the <i>Land Act 1994</i> .
Lessee of a lease	521ZL(2)	Power to agree to the renewal application being treated as an extension application and advise the Chief Executive of same.
Lessee of a lease	521ZM(2)	Power to advise the Chief Executive that the lessee wishes the lease to become a rolling term lease.

## Schedule 2

**Limitations to the Exercise of Power**

1. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, the delegate in exercising delegated power in relation to that matter, will only commit the Council to reasonably foreseeable expenditure up to the amount allocated.
2. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge adversely affects, or is likely to adversely affect, the Council's relations with the public at large.
3. The delegate will not exercise any delegated power in relation to a matter which has already been the subject of a resolution or other decision of the Council (including a policy decision relating to the matter).
4. The delegate will not exercise any delegated power in a manner, or which has the foreseeable affect, of being contrary to an adopted Council policy or procedure.
5. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
6. The delegate will not exercise any power which can not lawfully be the subject of delegation by Council.

# **COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER**

## **Instrument of Delegation - Coastal Protection and Management Act 1995**

**Meeting Date: 25 November 2014**

**Attachment No: 3**





## INSTRUMENT OF DELEGATION

### *Coastal Protection and Management Act 1995*

Under section 257 of the *Local Government Act 2009*, **ROCKHAMPTON REGIONAL COUNCIL** resolves to delegate the exercise of powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations and conditions contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

## Schedule 1

**Coastal Protection and Management Act 1995 ("CPMA")****Part 6 - Development Approval for Assessable Development****Division 4 - Matters about Artificial Waterways****Subdivision 3 - Plans of Subdivision**

Entity power given to	Section of CPMA	Description
	119(2)	In the specified circumstances, the power to certify on a plan of subdivision that shows an artificial waterway that - (a) the waterway, and any access channel associated with the waterway, is constructed in accordance with the development approval for the waterway; and (b) if the waterway is not a canal - you are satisfied arrangements have been made, or will be made, for the maintenance and management of the waterway.

**Division 3 – Voluntary Land Surrender****Subdivision 4 – Giving effect to surrender**

Entity power given to	Section of CPMA	Description
	115B(a)	Power to endorse the plan of subdivision with the local government's acceptance of the trusteeship of the reserve.

**CHAPTER 6 - TRANSITIONAL PROVISIONS****Part 4 - Transitional Provisions for Environmental Protection and Other Legislation Amendment Act 2004**

Entity power given to	Section of CPMA	Description
	190(5)	In the specified circumstances, the power to elect not to be the assessment manager for an application to amend.

**Part 5 - Transitional Provisions for Sustainable Planning Act 2009**

Entity power given to	Section of CPMA	Description
	193(5)	In the specified circumstances, power to elect not to be the responsible entity for making the permissible change.

**Schedule 2****Limitations and Conditions to the Exercise of Power**

1. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, the delegate in exercising delegated power in relation to that matter, will only commit the Council to reasonably foreseeable expenditure up to the amount allocated.
2. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge adversely affects, or is likely to adversely affect, the Council's relations with the public at large.
3. The delegate will not exercise any delegated power in relation to a matter which has already been the subject of a resolution or other decision of the Council (including a policy decision relating to the matter).
4. The delegate will not exercise any delegated power in a manner, or which has the foreseeable affect, of being contrary to an adopted Council policy or procedure.
5. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
6. The delegate will not exercise any power which can not lawfully be the subject of delegation by Council.

# **COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER**

## **Instrument of Delegation - Housing Act 2003**

**Meeting Date: 25 November 2014**

**Attachment No: 4**



## INSTRUMENT OF DELEGATION

### *Housing Act 2003*

Under section 257 of the *Local Government Act 2009*, **ROCKHAMPTON REGIONAL COUNCIL** resolves to delegate the exercise of powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations and conditions contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

## Schedule 1

**Housing Act 2003 ("HOA")****Part 4 - Funding**

Entity power given to	Section of HOA	Description
funded provider / registered provider	25(1)	Power to enter into an agreement with the chief executive for funding.
funded provider / registered provider	26(2)(b)	Power to provide a written response to the chief executive.

**Part 4A - Community Housing Providers****Division 3 – Registration**

Entity power given to	Section of HOA	Description
local government / applicant	37B(1)(c)	Power to apply to the registrar for registration on the state register.
state provider	37G(2)	Power to apply to the registrar for the cancellation of the provider's registration.
registered provider	37H(6)(a)(ii)	Power to agree in writing with the registrar the relevant day.
provider	37H(6)(b)(ii)	Power to agree with the registrar in writing the relevant day.

**Division 4 – Enforcement powers of registrar**

Entity power given to	Section of HOA	Description
provider	38C(4)(b)	Power to request an extension of time in a notice of intent from the registrar.

**Division 5 – Miscellaneous**

Entity power given to	Section of HOA	Description
a person	38H(b)(i)	Power to consent to the disclosure of information by the registrar as the person from whom the information was obtained.

**Part 6 - Review of Decision**

Entity power given to	Section of HOA	Description
an entity entitled to be given a notice under section 64	65	Power to apply to the chief executive for a review of a decision.

Instrument of Delegation  
Housing Act 2003

## Schedule 2

**Limitations and Conditions to the Exercise of Power**

1. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, the delegate in exercising delegated power in relation to that matter, will only commit the Council to reasonably foreseeable expenditure up to the amount allocated.
2. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge, adversely affects, or is likely to adversely affect, the Council's relations with the public at large.
3. The delegate will not exercise any delegated power in relation to a matter which has already been the subject of a resolution or other decision of the Council (including a policy decision relating to the matter).
4. The delegate will not exercise any delegated power in a manner, or which has the foreseeable affect, of being contrary to an adopted Council policy or procedure.
5. The delegate will only exercise any delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
6. The delegate will not exercise any delegated power which cannot lawfully be the subject of delegation by Council.

# **COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER**

## **Instrument of Delegation - Residential Tenancies and Rooming Accommodation Act 2008**

**Meeting Date: 25 November 2014**

**Attachment No: 5**





## INSTRUMENT OF DELEGATION

### *Residential Tenancies and Rooming Accommodation Act 2008*

Under section 257 of the *Local Government Act 2009*, **ROCKHAMPTON REGIONAL COUNCIL** resolves to delegate the exercise of powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations and conditions contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

## Schedule 1

*Residential Tenancies and Rooming Accommodation Act 2008 ("RTRA")***CHAPTER 2 – RESIDENTIAL TENANCY AGREEMENTS AND ROOMING ACCOMMODATION AGREEMENTS****Part 1 - Agreements****Division 1 – Residential tenancy agreements****Subdivision 1 – General principles**

Entity power given to	Section of RTRA	Description
Lessor <sup>1</sup>	62(1)	Power to give a document prepared for section 61 to the tenant for signing on or before the day the tenant occupies the premises under the agreement.
Lessor	62(3)	Power to sign the document referred to in section 61.
Lessor	64(3)	Power to form the reasonable belief that a tenant has contravened section 62(2) and in that case, to apply to a tribunal for an order requiring the tenant to sign the relevant document and return it.

**Subdivision 2 – Associated documents**

Entity power given to	Section of RTRA	Description
Lessor	65(2)	Power to sign a condition report at the start of tenancy.
Lessor	66(2)	Power to sign a condition report at the end of tenancy.
Lessor	67	Power to give an information statement in the approved form to the tenant.
Lessor	68(2)	Power to give a copy of park rules to the tenant.
Lessor	69	Power to give the tenant a copy of relevant by-laws.

**Division 2 – Rooming accommodation agreements****Subdivision 1 – General provisions**

Entity power given to	Section of RTRA	Description
Provider <sup>2</sup>	77(4)(h)	Power to sign a rooming accommodation agreement on behalf of the provider.
Provider	78	Power to give a document prepared for section 77 to the resident on or before the day the resident occupies the room.

<sup>1</sup> A lessor is the person who gives the right to occupy residential premises under a residential tenancy agreement: section 8(1) of the *Residential Tenancies and Rooming Accommodation Act 2008* (RTRA).

<sup>2</sup> A provider is a provider under a rooming accommodation agreement.

**Subdivision 2 – Associated documents**

Entity power given to	Section of RTRA	Description
Provider <sup>3</sup>	81(1)(b)	Power to sign a condition report at the start of rooming accommodation.

**Part 2 - Rent****Division 1 – Residential tenancy agreements**

Entity power given to	Section of RTRA	Description
Lessor	88(3)	Power to sign a receipt for payment.
Lessor	88(5)	Power to make a written record of payment and to give a copy of the record to the tenant.
Lessor	91(2)	Power to give a written notice of proposal to increase rent to the tenant.
Lessor	97(3)	Power to apply to a tribunal to make an order about the payment of an amount by or to a tenant.

**Division 2 – Rooming accommodation agreements**

Entity power given to	Section of RTRA	Description
Provider	98(3)(a)	Power to give a written notice to the resident about the way to pay rent.
Provider	98(3)(b)	Power to agree, in writing, with the resident (the <b>Rent Agreement</b> ) to payments of rent being made in the way stated.
Provider	99(2)(a)	Power to: <ul style="list-style-type: none"> <li>(a) give a written notice to the resident that gives the resident a choice of at least two other approved ways for payment of rent under section 98(4)(a) to (f); and</li> <li>(b) advises the resident of the costs associated with the approved way.</li> </ul>
Provider	102(3)	Power to sign a receipt of payment.
Provider	105(3)	Power to give a resident a written notice stating the amount of increased rent and the day by which the rent is payable.
Provider	106(2)	Power to agree with the resident, the rent payable under the agreement decreases by the amount and from the time agreed.
Provider	106(3)	Power to apply to a tribunal for an order decreasing the rent.
Provider	107(2)	Power to agree with the resident to a reduction in rent for the period of the absence.
Provider	109(3)	Power to apply to a tribunal to make an order about the payment of an amount by or to the resident.

**Part 3 - Rental Bonds****Division 2 – Payments to authority**

Entity power given to	Section of RTRA	Description
Person	116(1)(b)	Power to give the authority a notice, in an approved form, about a rental bond.

<sup>3</sup> A provider is a provider under a rooming accommodation agreement.

Lessor	117(2)(b)	Power to give the authority a notice, in the approved form, about instalments.
Lessor	117(3)(b)	Power to give the authority a notice, in the approved form, about instalments.
Provider	118(2)(b)	Power to give the authority a notice, in the approved form, about instalments.
Provider	118(3)(b)	Power to give the authority a notice, in the approved form, about instalments.
Provider	118(4)(a) (ii)	Power to give the authority a notice, in the approved form, about instalments.
Provider	118(4)(b) (ii)	Power to give the authority a notice, in the approved form, about instalments.

#### Division 4 – Enforcement provisions

Entity power given to	Section of RTRA	Description
Person	145(1)	Power to give a receipt for a rental bond.
Person	145(2)(b)	Power to sign a receipt for a rental bond.

#### Division 6 – Miscellaneous

Entity power given to	Section of RTRA	Description
Lessor	154(b)	Power to give a written notice to the tenant to increase a rental bond.
Lessor	155(3)	Power to apply to a tribunal to make an order declaring an amount is or is not a rental bond.

### Part 4 - Key and Holding Deposits for Residential Tenancies

#### Division 2 – Holding deposits

Entity power given to	Section of RTRA	Description
Person	160(1)	Power to give a receipt for a holding deposit.

### Part 5 - Outgoings of Lessor or Provider

#### Division 1 – Residential tenancy agreements

##### Subdivision 2 – Service charges

Entity power given to	Section of RTRA	Description
Lessor	168(3)(a)	Power to agree with the tenant on an amount as reflecting the amount of rent attributable to the service or facility.
Lessor	168(4)	Power to give the tenant a written statement showing each service or facility for which an amount of rent is attributable and the amount attributed.

## CHAPTER 3 – RIGHTS AND OBLIGATIONS OF PARTIES FOR RESIDENTIAL TENANCIES

### Part 3 - Lessors' Right of Entry

Entity power given to	Section of RTRA	Description
Lessor	192(1)(h)	Power to form a belief, on reasonable grounds, that premises have been

		abandoned.
Lessor	192(i)	Power to give the tenant a notice to remedy a breach of the agreement that is a significant breach.
Lessor	192(j)	Power to agree with a tenant that the lessor or lessor's agent may enter premises.
Lessor	192(1)(l)	Power to form a belief, on reasonable grounds, that the entry is necessary to protect the premises or inclusions from imminent or further damage.
Lessor	193(1)(a)	Power to give a notice of proposed entry (the <b>entry notice</b> ) to the tenant.
Lessor	195(1)(b)	Power to make an agreement with the tenant that the lessor may enter premises on a Sunday or public holiday or on another day after 6.00 pm or before 8.00 am.
Lessor	195(5)	Power to agree a time for entry of premises under section 192(1)(j) with the tenant.
Lessor	197(1)(a)	Power to give a notice to leave the premises to the tenant.
Lessor	198(1)(a)	Power to give a tenant a notice of the lessors' intention to sell the premises.
Lessor	203	Power to obtain the tenants written consent to use a photo or other image of something belonging to the tenant in an advertisement for the premises.

**Part 5 - The Dwelling****Division 2 – Locks and keys**

Entity power given to	Section of RTRA	Description
Lessor	211(1)(a)	Power to enter into an agreement with the tenant under which the tenant agrees to not being given a key.
Lessor	211(2)(b)	Power to enter into an agreement with the tenant to change a lock.

**Division 3 – Damage and repairs**

Entity power given to	Section of RTRA	Description
Lessor	216(2)	Power to give a written notice to the tenant of a nominated repairer.
Lessor	220(2)	Power to apply to a tribunal for an order about the reimbursement or payment for emergency repairs.

**Part 6 - Additional Provisions for Moveable Dwelling Premises****Division 2 – Relocation**

Entity power given to	Section of RTRA	Description
Lessor	223	Power to give a notice ( <b>notice to relocate</b> ) to the tenant requiring the tenant to relocate to another site in the moveable dwelling park within a stated period.

**Division 3 – Park rules**

Entity power given to	Section of RTRA	Description
Park Owner	229(1)(b)	Power to give a notice of proposal to each resident and any person who becomes a resident before the objection closing day of a proposed change of a park rule.

Park Owner	233(2)	Power to apply to a tribunal for an order declaring a proposal about a change of park rule to be reasonable or unreasonable.
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**Part 7 - Change of Lessor or Tenant****Division 1 – Transfer or subletting by tenant**

Entity power given to	Section of RTRA	Description
Lessor	237(2)	Power to agree with the tenant, in writing, of the transfer or subletting of a tenant's interests under an agreement.
Lessor	238(2)(a)	Power to agree in writing to the transfer or subletting of a tenants interests under an agreement.

**Division 2 – Transfer by lessor**

Entity power given to	Section of RTRA	Description
Lessor	242(1)(a)	Power to give a written notice of tenancy to a buyer.
Lessor	242(1)(b)	Power to give a written notice of transfer (the attornment notice) to the tenant.

**CHAPTER 4 – RIGHTS AND OBLIGATIONS OF PARTIES FOR ROOMING ACCOMMODATION****Part 1 - Rights and Obligations Generally**

Entity power given to	Section of RTRA	Description
Provider	248(1)	Power to give a written notice to the resident of address for service.
Provider	248(2)	Power to give a written notice of change to the resident.
Provider	255(1)	Power to give an agreement to the attaching of a fixture, or making of a structural change.

**Part 2 - Entry to Residents' Rooms**

Entity power given to	Section of RTRA	Description
Provider	257(1)	Power to agree with the resident for the provider to enter the residents room for any reason.
Provider	259(2)	Power to give a written notice of proposed entry to a resident.
Provider	259(4)	Power to give a written notice of proposed entry to the agent to whom the resident normally pays rent.

**Part 3 - House Rules****Division 2 – Rule changes**

Entity power given to	Section of RTRA	Description
Provider	270(1)	Power to give a written notice to each resident of rule change for rental premises.
Provider	271	Power to give a written notice to a resident of a withdrawal of a proposed rule change.

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Provider	272(4)(b)	Power to give a written notice to each resident if the provider receives objections to the proposed rule change.
Provider	273(2)	Power to apply to a tribunal for an order declaring a proposed change to be reasonable.
Provider	273(7)	Power to give a written notice of the decision of the tribunal about a proposed rule change to each resident of the rental premises.
Provider	274(7)	Power to give a written notice of the decision of a tribunal to each resident of the rental premises about an existing rule.

## CHAPTER 5 – ENDING OF AGREEMENTS

### Part 1 - Ending of Residential Tenancy Agreements

#### Division 1 – General

Entity power given to	Section of RTRA	Description
Lessor	277(2)	Power to end a residential tenancy agreement by entering into an agreement with the tenant.
Lessor	277(3)	Power to give a notice to leave the premises to the tenant if a residential tenancy agreement ends.
Lessor	277(7)(b)	Power to give a tenant's personal representative or relative a written notice that an agreement ends because of a tenant's death.
Lessor	277(7)(c)	Power to agree a day with the tenant's personal representative or relative of when a residential tenancy agreement ends.

#### Division 2 – Action by lessor

##### *Subdivision 1 – Notices to remedy breach given by lessor*

Entity power given to	Section of RTRA	Description
Lessor	280(1)	Power to form a belief on reasonable grounds that: (a) the rent payable under an agreement has remained unpaid; (b) the tenant has breached another term of the agreement and the breach has not been remedied.
Lessor	280(2)	Power to give a notice to the tenant requiring the tenant remedy the breach within the allowed remedy period.

##### *Subdivision 2 – Notices to leave premises given by lessor*

Entity power given to	Section of RTRA	Description
Lessor	281(1)	Power to give a notice to leave the premises because the tenant has failed to comply with a notice to remedy breach.
Lessor	282(1)	Power to give a notice to leave the premises to the tenant because the tenant has failed to comply with an order of a tribunal.
Lessor	283(2)	Power to give a notice to leave to the tenant because the tenant has failed to comply with a notice to relocate.
Lessor	284(1)	Power to give a notice to leave to the tenant because the premises have been destroyed or otherwise in the circumstances set out in that section.

Lessor	285(2)	Power to give a notice to leave to the tenant because the park has become an unfit place in which to live in a moveable dwelling.
Lessor	286(1)	Power to give a notice to a tenant under a periodic agreement because the lessor has entered into a contract to sell the premises.
Lessor	287(2)	Power to give a notice to leave the premises to the tenant because the park premises is to change use or otherwise the park is to be closed.
Lessor	288(1)	Power to give a notice to a tenant if the tenant's employment ends or entitlement to occupy under employment ends.
Lessor	289(2)	Power to give a notice to leave to the premises if the tenant's entitlement to supported accommodation ends.
Lessor / Community Housing Provider	290A	Power to give a notice to leave the premises to the tenant because of a serious breach and otherwise in the circumstances set out in that section.
Lessor	291	Power to give a notice to leave the premises to the tenant without stating a ground for the notice.

***Subdivision 3 – Applications for termination by lessor***

Entity power given to	Section of RTRA	Description
Lessor	294(1)	Power to apply to a tribunal for a termination order in the circumstances of that subsection.
Lessor	295(1)	Power to apply to a tribunal for a termination order because the lessor would suffer excessive hardship.
Lessor (but does not include a Community Housing Provider)	296(1)	Power to apply to a tribunal for a termination order because the tenant has intentionally or recklessly caused damage or injury.
Lessor / Community Housing Provider	296A(1)	Power to apply to a tribunal for termination for damage or injury in public or community housing in the circumstances of that subsection.
Lessor (but does not include a Community Housing Provider)	297(1)	Power to apply to a tribunal for a termination order for tenant's objectionable behaviour.
Lessor / Community Housing Provider	297A	Power to apply to a tribunal for a termination order for objectionable behaviour in public or community housing.
Lessor	298(2)	Power to apply to a tribunal for a termination order because the lessor and tenant are incompatible in a way that makes it desirable in the interests of both parties for the agreement to end.
Lessor	299(2)	Power to apply to a tribunal for a termination order for repeated breaches by the tenant.
Lessor	300(1)(b)	Power to form a belief on reasonable grounds that a tenant is likely to cause further damage or injury.

Instrument of Delegation  
Residential Tenancies and Rooming Accommodation Act 2008



Lessor	300(2)	Power to apply to a tribunal for an order to restrain a tenant from causing further damage or injury.
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**Division 5 – Procedural requirements for action taken by lessor or tenant**

Entity power given to	Section of RTRA	Description
Lessor	325(2)(a)	Power to sign a notice to remedy breach.
Lessor	326(1)(b)	Power to sign a notice to leave premises.
Lessor	333(1)	Power to withdraw a notice to leave for an unremedied breach.
Lessor	333(2)(b)	Power to give a written notice of withdrawal to the tenant.
Lessor	335(1)	Power to make an application to the tribunal for a termination order in the circumstances prescribed.

**Division 8 – Abandonment**

Entity power given to	Section of RTRA	Description
Lessor	355(1)	Power to form a belief on reasonable grounds that a tenant has abandoned premises and to give a notice ( <b>abandonment termination notice</b> ) to the tenant terminating the agreement.
Lessor	357(1)	Power to form a belief on reasonable grounds that the tenant has abandoned premises and to apply to a tribunal for an order under this section.
Lessor	359(1)	Power to apply to a tribunal for an order for compensation.

**Division 10 – Goods and documents left behind on premises**

Entity power given to	Section of RTRA	Description
Former Lessor	363(2)	Power to sell goods left on premises or to dispose of them and to form a reasonable belief on the grounds set out in that section.
Former Lessor	363(4)	Power to sell goods that are not reclaimed in the circumstances in that subsection.

**Part 2 - Ending of Rooming Accommodation Agreements****Division 1 – General**

Entity power given to	Section of RTRA	Description
Provider	366(2)	Power to enter into an agreement with the resident to end a rooming accommodation agreement.
Provider	366(7)(b)	Power to give a written notice that an agreement ends because of the resident's death to the resident's personal representative or relative.
Provider	366(7)(c)	Power to agree the day on which the agreement ends with the resident's personal representative or relative.

**Division 2 – Action by provider*****Subdivision 1 – Notices to remedy breach given by provider***

Entity power given to	Section of RTRA	Description
Provider	368(1)	Power to form a reasonable belief that a resident has breached a rooming accommodation agreement and that the breach has not been remedied.
Provider	368(2)	Power to give a resident a notice requiring a resident to remedy the breach.
Provider	368(3)(d)	Power to sign a notice.
Provider	368(4)	Power to form a reasonable belief of the steps necessary to remedy a breach or to avoid a further breach of a rooming accommodation agreement.

***Subdivision 1 – Notices to remedy breach given by provider***

Entity power given to	Section of RTRA	Description
Provider	369(1)	Power to give a resident a notice requiring the resident to leave the premises in the circumstances of that subsection.
Provider	369(2)(d)	Power to sign a notice.
Provider	369(5)	Power to withdraw a notice.
Provider	370(1)	Power to give a resident a written notice requiring the resident to leave the rental premises if the provider reasonably believes the circumstances of that subsection exist.
Provider	370(2)(b)	Power to sign a notice.
Provider	371	Power to give a resident a notice requiring the resident to leave premises in the circumstances prescribed in that subsection.
Provider	371(3)(d)	Power to sign the notice.
Provider	372(1)	Power to terminate a periodic agreement by giving a written notice to the resident.
Provider	372(2)	Power to terminate a fixed term agreement by giving a notice to a resident.
Provider	374(1)	Power to give a notice to a resident requiring the resident to leave the rental premises in the circumstances in the subsection.
Provider	374(2)(d)	Power to sign the notice.
Provider	375(2)	Power to use reasonable and necessary force to remove a resident and the resident's property from rental premises.
Provider	375(4)	Power, for the purpose of exercising a power under subsection (2), to enter a resident's room.

**Division 3 – Action by resident*****Subdivision 3 – Applications for termination by provider***

Entity power given to	Section of RTRA	Description
Provider	376(2)	Power to apply to a tribunal for a termination order.
Provider	377(1)	Power to apply to a tribunal for an order terminating a fixed term agreement on the grounds of excessive hardship.

**Division 5 – Procedural requirements and orders of tribunal**

Entity power given to	Section of RTRA	Description
Provider	388(1)	Power to apply to a tribunal for a termination order in the circumstances prescribed in that subsection.
Provider	393(2)	Power to form a reasonable belief that property is perishable or of market value less than the amount prescribed under regulation, or, the storage of goods would be unhealthy or unsafe.
Provider	393(5)	Power to form a reasonable belief that the market value of property is less than the amount prescribed under a regulation.
Provider	395(3)	Power to make an application to the public trustee to pay an amount to the provider from the unclaimed monies fund kept under the <i>Public Trustee Act 1978</i> .

**CHAPTER 6 – DISPUTE RESOLUTION****Part 1 - Conciliation Process for Residential Tenancy Disputes and Rooming Accommodation Disputes****Division 3 – Starting the conciliation process**

Entity power given to	Section of RTRA	Description
Lessor	402(1)	Power to make a request to the authority to try to resolve a tenancy dispute.
Lessor	402(2)	Power to make a request to the authority to try to resolve a rooming accommodation dispute.

**Division 4 – Conduct of conciliation process**

Entity power given to	Section of RTRA	Description
Parties to Dispute	405(1)	Power to conduct the local government's case on its behalf.
Parties to Dispute	405(2)	Power to represent the local government in the conciliation process.
Parties to Dispute	408(2)	Power to agree with another party in dispute to resolve the dispute.

**Division 5 – Withdrawal of disputes**

Entity power given to	Section of RTRA	Description
Party in Dispute	410(1)	Power to give a written notice to an authority withdrawing a dispute resolution request.

**Part 2 - Application to Tribunals****Division 3 – General powers of tribunals**

Entity power given to	Section of RTRA	Description
Person	418(1)	Power to apply to a tribunal for an order in the circumstances of that

		subsection.
Lessor / Provider	419(1)	Power to apply to a tribunal for an order it considers appropriate to resolve general disputes between lessors and tenants or providers and residents.
Lessor	419(2)	Power to apply to a tribunal for an order about a breach of agreement
Lessor	424(1)	Power to apply to a tribunal for an order about tenants' notices.
Lessor / Provider	429(1)	Power to apply to the tribunal for an order to resolve a dispute.

**CHAPTER 8 – CAUSING NUISANCE IN MOVEABLE DWELLING PARKS**

Entity power given to	Section of RTRA	Description
Owner of a moveable dwelling park	455(1)	Power to apply to a tribunal for an order excluding a person from the park because of the person's behaviour in the park.
Owner of a moveable dwelling park	455(3)	Power to give a written notice of application to a person.

**CHAPTER 13A – MATTERS RELATING TO PARTICULAR LEASES BY THE STATE AND COMMUNITY HOUSING PROVIDERS**

Entity power given to	Section of RTRA	Description
Lessor / Community Housing Provider	527D(1)	Power to give a written notice to a tenant to require the tenant to give a written undertaking (and <b>Acceptable Behaviour Agreement</b> ).
Lessor / Community Housing Provider	527D(4)	Power to enter into an acceptable behaviour agreement with a tenant.
Lessor / Community Housing Provider	527E(1)	Power to apply to the tribunal for a termination order in the circumstances of that subsection.

## Schedule 2

**Limitations and Conditions to the Exercise of Power**

1. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, the delegate in exercising delegated power in relation to that matter, will only commit the Council to reasonably foreseeable expenditure up to the amount allocated.
2. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge, adversely affects, or is likely to adversely affect, the Council's relations with the public at large.
3. The delegate will not exercise any delegated power in relation to a matter which has already been the subject of a resolution or other decision of the Council (including a policy decision relating to the matter).
4. The delegate will not exercise any delegated power in a manner, or which has the foreseeable affect, of being contrary to an adopted Council policy or procedure.
5. The delegate will only exercise any delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
6. The delegate will not exercise any delegated power which cannot lawfully be the subject of delegation by Council.

# **COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER**

## **Instrument of Delegation - Residential Tenancies and Rooming Accommodation Regulation 2009**

**Meeting Date: 25 November 2014**

**Attachment No: 6**



## INSTRUMENT OF DELEGATION

### *Residential Tenancies and Rooming Accommodation Regulation 2009*

Under section 257 of the *Local Government Act 2009*, **ROCKHAMPTON REGIONAL COUNCIL** resolves to delegate the exercise of powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations and conditions contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

## Schedule 1

**Residential Tenancies and Rooming Accommodation Regulation 2009 ("RTRR")****SCHEDULE 1 – GENERAL TENANCY AGREEMENTS****Part 2 - Standard Terms****Division 1 – Preliminary**

Entity power given to	Section of RTRR	Description
Lessor	2(3)	Power to agree on other terms of a general tenancy agreement ( <i>special terms</i> ).

**Division 2 – Period of tenancy**

Entity power given to	Section of RTRR	Description
Lessor	5(1)	Power to prepare, in the approved form, and to sign and give to the tenant, one copy of a condition report for the premises.
Lessor	6(1)(b)(v)	Power to enter into a written agreement with the tenant to end a fixed term agreement.

**Division 3 – Rent**

Entity power given to	Section of RTRR	Description
Lessor	8(3)(b)(i)	Power to give the tenant a notice proposing a way to pay rent.
Lessor	8(3)(ii)	Power to agree a proposal to pay rent.
Lessor	8(5)	Power to give a notice to the tenant stating a different place for payment of rent.
Lessor	10(1)	Power to, if the lessor proposes to increase the rent, give notice of the proposal to the tenant.

**Division 4 – Rental bond**

Entity power given to	Section of RTRR	Description
Lessor	13(2)	Power to give the authority a notice about the bond.

**Division 6 – Rights and obligations concerning the premises during tenancy****Subdivision 1 – Occupation and use of premises**

Entity power given to	Section of RTRR	Description
Lessor	20	Power to enter premises during the tenancy only if the obligations under section 192 to 199 have been complied with.
Lessor	22(1)	Power to give the tenant a copy of any body corporate by-laws in accordance

Instrument of Delegation  
Residential Tenancies and Rooming Accommodation Regulation  
2009



		with that subsection.
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**Subdivision 3 – The dwelling**

Entity power given to	Section of RTRR	Description
Lessor	27(2)	Power to agree in writing to the tenant to attach a fixture or make a structural change.
Lessor	29(1)(a)	Power to agree to change the locks with the tenant.
Lessor	31(1)(b)	Power to give a notice to the tenant of the lessor's nominate repairer for emergency repairs.

**Division 7 – Restrictions on transfer or subletting by tenant**

Entity power given to	Section of RTRR	Description
Lessor	34(1)	Power to agree in writing to the transfer or subletting of a tenant's interests under an agreement.

**Division 8 – When agreement ends**

Entity power given to	Section of RTRR	Description
Lessor	36(1)(a)	Power to agree to end an agreement with the tenant.
Lessor	36(1)(b)	Power to give a notice to leave the premises to the tenant.
Lessor	39(1)	Power to ask the tenant in writing to state the tenant's new residential address.
Lessor	40(2)(a)	Power to sign a condition report on behalf of the lessor.

**Division 9 – Miscellaneous**

Entity power given to	Section of RTRR	Description
Lessor	44(4)	Power to withdraw the lessor's consent to notices being given by facsimile or email to the lessor.
Lessor	44(6)	Power to give a notice to the other party of a new address for service, facsimile number or email address of the lessor.

**SCHEDULE 2 – MOVEABLE DWELLING TENANCY AGREEMENT****Part 2 - Standard Terms****Division 1 – Preliminary**

Entity power given to	Section of RTRR	Description
Lessor	2(3)	Power to agree with the tenant on other terms of a moveable dwelling tenancy agreement (special terms).

**Division 2 – Period of tenancy**

Entity power given to	Section of RTRR	Description
Lessor	5(1)	Power to prepare, sign and give to the tenant, a copy of a condition report for the premises.
Lessor	6(1)(b)(v)	Power to agree with the tenant to end a fixed term agreement.

**Division 3 – Rent**

Entity power given to	Section of RTRR	Description
Lessor	8(3)(b)(i)	Power to give a notice to the tenant proposing a way for payment of rent.
Lessor	8(3)(b)(ii)	Power to agree to a proposal to pay rent in writing.
Lessor	8(5)	Power to give a notice to the tenant stating a different place for payment of rent.
Lessor	10	Power to give a notice of proposal to increase rent to the tenant.

**Division 4 – Rental bond**

Entity power given to	Section of RTRR	Description
Lessor	13(2)	Power to give to the authority, a notice about a rental bond.
Lessor	14(1)(a)	Power to give a notice to the tenant to increase a rental bond.

**Division 5 – Outgoings**

Entity power given to	Section of RTRR	Description
Lessor	17(4)	Power to give the tenant a written statement showing: (a) each service for which an amount of rent is attributable; and (b) the amount attributed to the service.

**Division 6 – Rights and obligations concerning the premises during tenancy*****Subdivision 1 – Occupation and use of premises***

Entity power given to	Section of RTRR	Description
Lessor	20(1)	The right to enter premises during a tenancy only if the obligations under sections 192 to 199 have been complied with.
Lessor	22(2)	Power to give a copy of park rules for a moveable dwelling park to the tenant.
Lessor	22(3)	Power to give the tenant a copy of a park rule change.

***Subdivision 3 – The dwelling***

Entity power given to	Section of RTRR	Description
Lessor	28(2)	Power to agree in writing to the tenant attaching a fixture or making a structural change.

Lessor	30(1)(a)	Power to agree with the tenant to change a lock.
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**Subdivision 4 – Damage and repairs**

Entity power given to	Section of RTRR	Description
Lessor	32(1)(b)	Power to give a notice to the tenant of the lessor's nominated repairer for emergency repairs.

**Division 7 – Restrictions on transfer or subletting by tenant**

Entity power given to	Section of RTRR	Description
Lessor	35(1)(a)	Power to agree in writing to the transfer or subletting of a tenant's interests under an agreement.
Lessor	36(2)	Power to agree to the transfer or subletting of a tenant's interest under an agreement.

**Division 8 – Relocation**

Entity power given to	Section of RTRR	Description
Lessor	38(1)	Power to give a notice ( <i>notice to relocate</i> ) to the tenant requiring the tenant to relocate the moveable dwelling to another site in the moveable dwelling park.

**Division 9 – When agreement ends**

Entity power given to	Section of RTRR	Description
Lessor	42(1)(a)	Power to agree in writing with the tenant that an agreement ends.
Lessor	42(1)(b)	Power to give a notice to the lessee to leave the premises.
Lessor	45(1)	Power to ask the tenant in writing to state the tenant's new residential address.
Lessor	46(2)(a)	Power to sign a condition report for premises.

**Division 10 – Miscellaneous**

Entity power given to	Section of RTRR	Description
Lessor	50(4)	Power to withdraw the lessor's consent to notices being given to them via facsimile or email by giving notice to the other party.
Lessor	50(6)	Power to give a notice to the other party of the lessor's new address for service, facsimile number or email address.

**SCHEDULE 4 – ROOMING ACCOMMODATION AGREEMENTS****Part 2 - Standard Terms****Division 1 – Preliminary**

Entity power given to	Section of RTRR	Description
Provider	2(4)	Power to agree with a resident on other terms of a rooming accommodation agreement ( <i>special terms</i> ).

**Division 2 – Period of rooming accommodation agreement**

Entity power given to	Section of RTRR	Description
Provider	4(2)	Power to prepare, sign and give a resident a copy of a condition report.

**Division 3 – Rent**

Entity power given to	Section of RTRR	Description
Provider	6(3)(b)(i) and (ii)	Power to agree with the resident, a way to pay rent.
Provider	6(5)	Power to give a notice to the resident stating a different place for payment of rent.
Provider	8(1)	Power to give notice to the resident of a proposal to increase rent.
Provider	9(2)	Power to agree with the resident, decrease in amount of rent payable.
Provider	10(2)	Power to agree with the resident to reduce rent for the period of an absence.

**Division 4 – Rental bond**

Entity power given to	Section of RTRR	Description
Provider	11(2)	Power to give a notice to an authority a notice about a rental bond.
Provider	21(2)	Power to, in writing, agree to the resident attaching a fixture or making a structural change.
Provider	22	Power to enter a resident's room only if the obligations under sections 257 to 262 have been complied with.

**Division 7 – When agreement ends**

Entity power given to	Section of RTRR	Description
Provider	23(1)(a)	Power to agree in writing with a resident that an agreement ends.
Provider	23(1)(b)	Power to give a notice to leave rental premises to the resident.

**Division 9 – Miscellaneous**

<b>Entity power given to</b>	<b>Section of RTRR</b>	<b>Description</b>
Provider	29(4)	Power to withdraw consent to the provider being given notices by facsimile or email.
Provider	29(6)	Power to change the provider's address for service, facsimile number or email by notice to the other party.

## Schedule 2

**Limitations and Conditions to the Exercise of Power**

1. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, the delegate in exercising delegated power in relation to that matter, will only commit the Council to reasonably foreseeable expenditure up to the amount allocated.
2. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge, adversely affects, or is likely to adversely affect, the Council's relations with the public at large.
3. The delegate will not exercise any delegated power in relation to a matter which has already been the subject of a resolution or other decision of the Council (including a policy decision relating to the matter).
4. The delegate will not exercise any delegated power in a manner, or which has the foreseeable affect, of being contrary to an adopted Council policy or procedure.
5. The delegate will only exercise any delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
6. The delegate will not exercise any delegated power which cannot lawfully be the subject of delegation by Council.

# **COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER**

## **Instrument of Delegation - Fire and Emergency Services Act 1990**

**Meeting Date: 25 November 2014**

**Attachment No: 7**



## INSTRUMENT OF DELEGATION

### *Fire and Emergency Services Act 1990*

Under section 257 of the *Local Government Act 2009*, **ROCKHAMPTON REGIONAL COUNCIL** resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.



## Schedule 1

**Fire and Emergency Services Act 1990 ("FESA")****Part 9B - Review of Notices**

Entity power given to	Section of FESA	Description
Local government	104SG(2)	Power to nominate persons as assessors.
Local government	104SI(2)(b)(ii)	Power to nominate persons as assessors to assist QCAT in proceedings mentioned in s104SG(1).

**Part 10 - Funding****Division 1 - Interpretation**

Entity power given to	Section of FESA	Description
Local government	105(1) 'Prescribed property' paragraph (b)	In the specified circumstances, power to determine that a portion of a parcel of land separately held by an owner should be classed as a separate parcel for the purposes of Part 10 of the <i>Fire and Rescue Service 1990</i> .

**Division 2 - Funding for Urban Fire Brigades**

Entity power given to	Section of FESA	Description
Local government	112(2)	In the specified circumstances, power to give the owner of each prescribed property within its area a levy notice.
Local government	113(6)	In certain circumstances, power to amend or revoke a levy licence and give a new levy licence.
Local government	117(3)	In the specified circumstances, the power to decide the way in which Council keeps the administration fee.
Local government	121(2)	Power to refuse an application to pay an outstanding amount in instalments or grant an application to pay an outstanding amount in instalments subject to any conditions thought fit.
Local government	126(1)	Power to, by notice in writing, require an owner of prescribed property to pay an amount not exceeding an amount representing the prescribed per centum of the amount of arrears, by way of collection fee.

**CHAPTER 4 - STATE EMERGENCY SERVICE, EMERGENCY SERVICE UNITS AND AUTHORISED RESCUE OFFICERS****Part 1 - State Emergency Service****Division 3 - Membership in SES Units**

Entity power given to	Section of FESA	Description
Local government	134(2)	Power to nominate a local controller of an SES unit.

**Division 5 – Agreements**

Entity power given to	Section of FESA	Description
Local government	140	Power to enter an agreement with the Commissioner that sets out responsibilities of each party in relation to the SES in the local government's area.

**Part 2 - Emergency Service Units**

Entity power given to	Section of FESA	Description
Local government	146(2)	Power to nominate an ES unit co-ordinator of the ES unit.

## Schedule 2

**Limitations and Conditions to the Exercise of Power**

1. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, the delegate in exercising delegated power in relation to that matter, will only commit the Council to reasonably foreseeable expenditure up to the amount allocated.
2. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge adversely affects, or is likely to adversely affect, the Council's relations with the public at large.
3. The delegate will not exercise any delegated power in relation to a matter which has already been the subject of a resolution or other decision of the Council (including a policy decision relating to the matter).
4. The delegate will not exercise any delegated power in a manner, or which has the foreseeable affect, of being contrary to an adopted Council policy or procedure.
5. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
6. The delegate will not exercise any power which cannot lawfully be the subject of delegation by Council.

### 8.3 ECONOMIC DEVELOPMENT ACTIVITIES

<b>File No:</b>	<b>647</b>
<b>Attachments:</b>	<b>1. Growing Central Queensland map</b>
<b>Authorising Officer:</b>	<b>Evan Pardon - Chief Executive Officer</b>
<b>Author:</b>	<b>Rick Palmer - Manager Economic Development</b>

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#### SUMMARY

*This report outlines the economic development activities in which Rick Palmer and Jane Whyte have been involved in over the last two months.*

#### OFFICER'S RECOMMENDATION

THAT Council adopt the draft Terms of Reference to develop an economic development strategy and seek a suitable consultant to undertake the study.

#### COMMENTARY

##### **Economic Development Strategy**

Rick Palmer has developed Terms of Reference to contract a consultant to undertake an economic development strategy for Council. It's possible to have this strategy completed by 31 March 2015.

The strategy will contain a new economic development strategy to guide future activities for the Rockhampton Region and provide the basis for future, sustainable economic growth.

It will also review the way in which economic development activities are allocated and undertaken by a number of different organisations within the Rockhampton Region.

Indications are the strategy could cost \$40,000-\$70,000 (ex GST) depending on the level of detail in research, consultation, reporting and presentations. I have suggested much of the planning has already been completed by Council in Towards 2050 and the community and regional land use plans.

A copy of the draft terms of reference are attached to this report.

##### **Agricultural Production**

A copy of the outline for Growing Central Queensland is attached to this report. While this project is now being driven by Regional Development Australia Fitzroy & Central West (RDAFCW), Council has put a great deal of effort into bringing this project, and particularly the agricultural opportunities which arise from the construction of the Rookwood weir and the raising of the Eden Bann Weir, to the notice of the Federal and State Governments.

The overall project, and particularly the two weirs, now have the attention of the Federal and State Governments. Both weirs have been listed in the Federal Government's Northern Australia Green Paper and the aligned Agricultural Competitiveness Green Paper.

RDAFCW has followed up the submissions made by it and Council at the Queensland Government's Community Cabinet meeting held in North Rockhampton on 14 September 2014 and had further discussions with the Queensland Government.

I have drafted submissions to the White Paper on Developing Northern Australia and the Agricultural Competitiveness White Paper which have been adopted by Council. Both have been submitted.

##### **CQUniversity Australia's Agricultural Research**

CQUniversity Australia has had considerable success with their agricultural research in recent years. In spite of this the University had been excluded from funding available for this type of research through the proposed \$150M Commonwealth-funded collaborative research group looking into Agriculture in Northern Australia.

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Rick Palmer attended a dinner at the University on 22 October 2014 which highlighted the breadth of community support which the University has for inclusion in that program.

The following day Deputy Mayor, Councillor Tony Williams and Rick Palmer spoke with Mike Gearin who heads the group seeking to establish the CRC, and reinforced the useful parts which CQU can play. We also outlined the steps which Council had taken regarding both weirs and the surrounding agricultural areas.

### **Cattle Transport through Rockhampton**

Councillor Williams and Rick Palmer met with Bill Sauer, Regional Manager for JBS Australia on 17 September 2014. One issue which arose during this discussion was the possibility of improving the transport of cattle through Rockhampton.

Rick Palmer is in the process of arranging a meeting with JBS, Teys Bros, Department of Transport & Main Roads and Council officers to see if the transport of cattle through Rockhampton can be materially improved. This meeting should be held in December 2014.

### **Other Agricultural Related Activities**

Rick Palmer attended the 'Ag in the Asian Century Conference' in Toowoomba on 30 September 2014 and 1-2 October 2014.

The conference included an inspection of the 30,000 head Grasslands feedlot outside Dalby as well a great opportunity to network with many organisations seeking to carry out agricultural trade with Asia.

Rick Palmer attended the Major Projects Conference in Brisbane on 18 September 2014 and spoke at the Central Queensland equivalent in Rockhampton on 19 November 2014. These touched on the potential to expand agricultural production in Queensland and particularly Central Queensland.

### **Defence**

Rick Palmer drafted a submission for consideration by those compiling the Federal Government's White Paper on Defence.

The submission focused on:

- Develop a discrete military precinct at the Rockhampton Airport;
- Relocate an Armoured Cavalry Regiment (ACR) to Parkhurst, North Rockhampton;
- Should the relocation of an ACR not be possible, construct storage in the Rockhampton Region to facilitate support, including maintenance, for armoured vehicles, related equipment and stores; and
- Use Port Alma for the importation of bulk explosive ordinance, which could then be stored at the Bajool Explosives Facility.

This draft was adopted by Council and has since been submitted.

### **Proposed Queensland Capital Cities Program**

Rick Palmer worked with the Mayor to develop terms of reference for this proposed program. These are presently being considered by a working group of economic development officers.

### **International Hockey Championships**

Cr Rutherford and Rick Palmer had a teleconference with the CEO of Hockey Australia on 7 November 2014 to discuss the possibility of Rockhampton hosting the Oceania Hockey Championships in 2015. The event has mens and womens sections and is likely to include three to five teams in both categories.

The Hockey Australia CEO said on a couple of occasions the Rockhampton Region was high on their list of possible contenders.

A follow-up meeting is being held with the Rockhampton Hockey Association and Capricorn Enterprise.

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Jane Whyte has carried out the following activities in the past month:

### Rockhampton Regional Council

- Gracemere Industrial Area – ongoing introductions as RRC Senior Resources Advisor to Gracemere companies, and recruitment to Resource Industry Group general membership and relevant working groups, where possible.
- Maintenance of established relationships:
  - Ongoing support of Gracemere industry Park through Gibb Group and Newcastle/Hunter companies – investment attraction visit postponed from October until early 2015
  - LINK – Gracemere (Kele Property Group) still not proactively promoting currently
- Parkhurst – meetings with resource sector suppliers (and others) with a view to co-ordinating a business community meeting with Mayor Strelow before Christmas.
- Made contact with Sibelco and Aurizon to propose single point of contact for key issues and relationship building – awaiting choice of local manager.
- Technology Park / precinct – Rockhampton CBD. Jane Whyte has participated in first couple of meetings regarding the creation of a Techpark that combines with a technology community with a view to:
  - 1) Acting as a magnet and positioning Rockhampton as ready for the technological advancements and megatrends;
  - 2) providing a supporting environment in Rockhampton CBD – using upper rooms and laneways in Rockhampton CBD for small scale niche tech companies.

Jane Whyte attended as the Council's resources contact given the use of technology for remote monitoring and servicing. The group also explored how Rockhampton could become the service point for Central Queensland for this activity, and provide an alternative employment base for mobile workforce of resource company / corporates (equally applicable).

- Connect Rockhampton – designed to attract and retain resources / service families, and connect those already here. Jane Whyte has approached Newcomers network to look at application of existing model – meeting to be held in Adelaide during Christmas vacation.

This will be delivered through a volunteer system, external to Council, but with Council's endorsement and tie in to the Connect Rockhampton initiative. Idea is to run this through the Rockhampton Region website and are recruiting ambassadors to cover community, education, employment, sport, health, social, special interest, housing, investment, industry opportunities, regional profile, events, accommodation and food and wine.

- The meeting with Arrow Energy possibly incorporating a joint Council approach with Gladstone and Isaac is an important opportunity. Arrow's Rockhampton visit will take place before Christmas, but was postponed from planned November date. Isaac and Gladstone are interested in participating jointly and are going through the Council approval process. Jane Whyte is in the process of preparing a report to seek Council's approval of this involvement.
- Promotion and engagement - The Resources Q launch was postponed with no rescheduled date yet announced. Local meeting with DSDIP (State), Enterprise Connect (Federal), Department of Industry (Federal) to look at Export Development Grants, Supply chain facilitation programs, Entrepreneurs Infrastructure Program.
- EDA national conference in Darwin – The Rockhampton presentation entitled Advance, Grow, Prosper was well received.

Following approval from Rick Palmer, Jane Whyte applied and was voted onto the Board of Economic Development Australia.

This should provide the opportunity to profile Rockhampton ongoing, and at the next EDA conference in Moreton Bay. It will also give the chance of using the national and international instances of best practice.

- Maintained industry connections/ various meetings while in Darwin. NT Department of Primary Industries, NT Chamber of Commerce, Ithchys project via KBR Procurement, Darwin Ports Corporation and Women In Resources, Katherine Mining Services Association.
- Schedule industry site visits – to begin early 2015 due to availability. Participation from RIG members as well as Cr Fisher and RIG Board members.
- LGAQ - Resource Communities Committee. KPMG report – case study presented at conference in Mackay. Remote meetings only.
- Capricornia Chamber of Commerce – activities co-ordination / organisation alignment – introduction to Peter Fraser following the departure of Alan Anderson as President.

### **Resources Industry Group**

- Became incorporated
- Additional new Board Member recruited – Barry Boland, Back on Track
- Waiting to hear from QMRS re Foundation partnership (Board meeting this week)
- Membership and sponsorship levels approved by Board – Board to proactively work with Strategic Networks & Collaboration working group on recruitment. Various submissions pending brand finalisation.
- Working groups of Strategic Networks & Collaboration, Infrastructure Transport and Logistics, Resources education and Environment and Community formed and have met twice.
- Following Community Cabinet – applications to DSDIP and DNRM have been developed and awaiting formatting to new brand
- Web site – Coaltrain were unable to progress options. Scope of work sent out by Strategic Networks and collaboration to seven local companies. Board will approve choice week commencing 17 November 2014.
- Project Summaries – collating project information and matrix of relationship management – being progressed through the Board and Working groups.
- Brisbane meetings organised with Anglo American, Adani and additional juniors.
- Queensland Gas Conference - 25 & 26 November 2014.

# **ECONOMIC DEVELOPMENT ACTIVITIES**

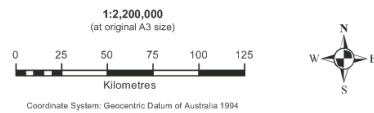
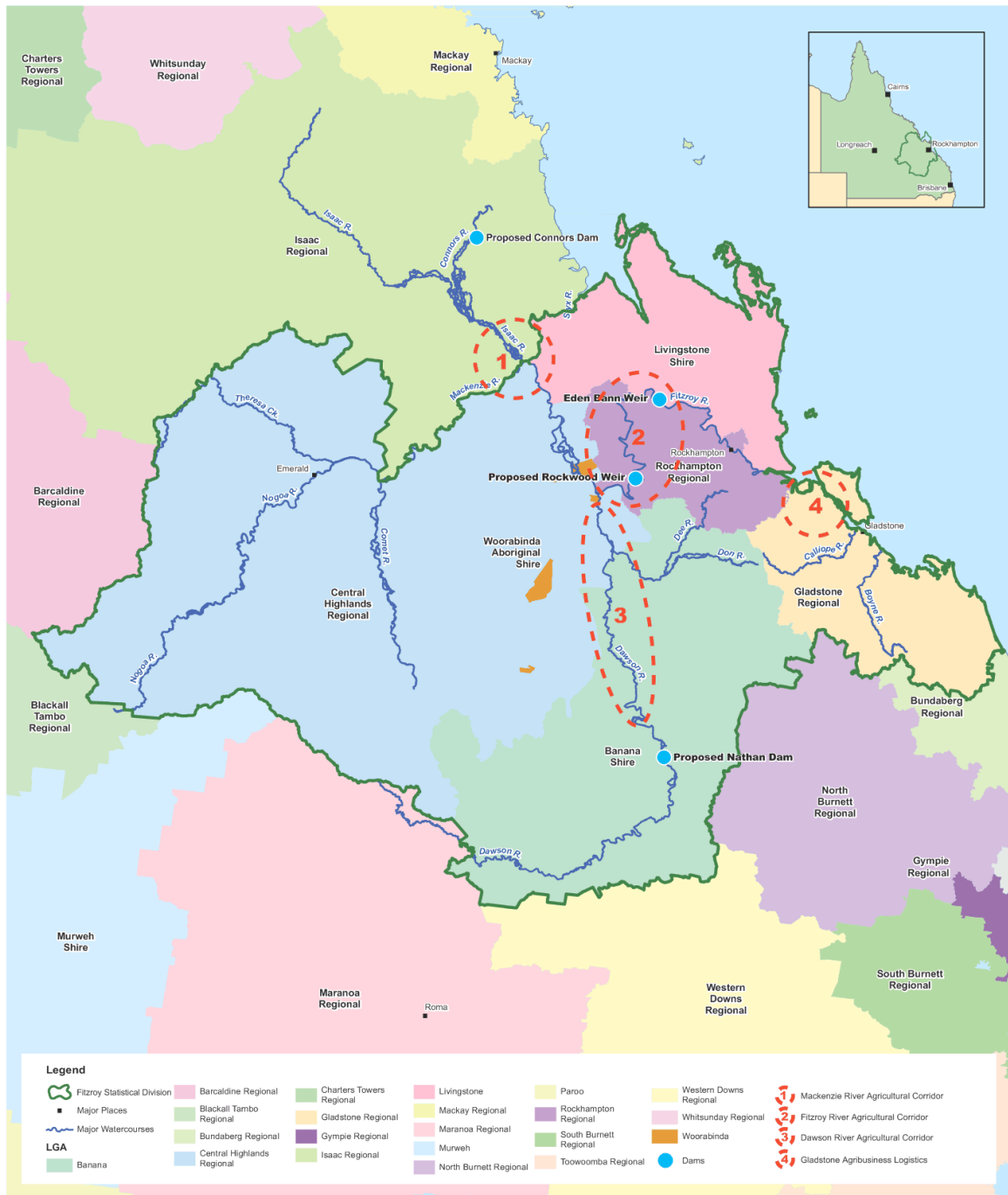
## **Growing Central Queensland Map**

**Meeting Date: 25 November 2014**

**Attachment No: 1**



# Growing Central Queensland



**8.4 AUDIT COMMITTEE FEBRUARY 2015 MEETING DATE**

**File No:** 5207  
**Attachments:** Nil  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** John Wallace - Chief Audit Executive

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**SUMMARY**

*To enable maximum flexibility of attendees to attend Audit Committee meetings, it is suggested that preferred dates should be solicited but not formally adopted in future.*

**OFFICER'S RECOMMENDATION**

That the original decision to hold the next meeting in February 2015 be rescinded, in favour of allowing all attendees flexibility to attend in March, with the anticipated date being Friday 20 March 2015.

**BACKGROUND**

At the Audit and Business Improvement Committee meeting held on 10 September 2014 it was resolved "That the next Audit and Business Improvement Committee Meeting be scheduled for early February 2015."

Unfortunately the majority of members are unable to attend a meeting in February and the date of Friday 20 March 2015 from 10am to 2pm appears to be the most suitable date at this stage, but still requires confirmation from all members.

It is now necessary to rescind the previous motion and it is recommended that in future the Committee should not formally adopt preferred dates for future Committee meetings.

**8.5 ADOPTION OF 2013/14 ANNUAL REPORT**

<b>File No:</b>	<b>5042</b>
<b>Attachments:</b>	<b>1. 2013-14 Annual Report</b>
<b>Responsible Officer:</b>	<b>Evan Pardon - Chief Executive Officer</b>
<b>Author:</b>	<b>Shane Turner - Manager Governance Support</b>

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**SUMMARY**

*Content for the 2013/14 Annual Report is submitted for Council's consideration and approval.*

**OFFICER'S RECOMMENDATION**

THAT in accordance with the *Local Government Act 2009*, the *Local Government Regulation 2012* and the *Water Supply (Safety and Reliability) Act 2008*, the 2013/14 Annual Report as presented be adopted.

**COMMENTARY**

The *Local Government Act 2009* and *Local Government Regulation 2012* require Council to prepare an Annual Report and adopt the report within 1 month after the day the Auditor-General gives the Auditor-General's report about the local government's financial statement for the financial year to the local government. Council received the auditor-general's report on 30 October 2014.

Attached for Council's consideration is the 2013/14 Annual Report, which incorporates the Annual Reports for Council's commercial business activities Fitzroy River Water (FRW) and Rockhampton Regional Waste and Recycling (RRWR). The 2013/14 Annual Report also includes detailed information on the Rockhampton Airport which became a commercial business unit on 1 July 2012.

As per the *Water Supply (Safety and Reliability) Act 2008*, a Local Government may include the required information in its annual report prepared under the *Local Government Act 2009*. The *Water Supply (Safety and Reliability) Act 2008* requires that Water Service Providers present an annual report on the approved Strategic Asset Management Plan (SAMP) and Customer Service Standard (CSS); all legislative content has been incorporated into the Rockhampton Regional Council Annual Report.

Additional RRWR information to what is legislatively required under the *Local Government Act 2009* has been included in the Annual Report in order to maintain existing standards of best practice.

**LEGISLATIVE CONTEXT**

*Section 182 of the Local Government Regulation 2012 states:*

- (1) A local government must prepare an annual report for each financial year.
- (2) The local government must adopt its annual report within 1 month after the day the auditor-general gives the auditor-general's audit report about the local government's financial statements for the financial year to the local government.

*Section 190 of the Local Government Regulation 2012 states:*

- (1) An annual report for a financial year must contain the following information:
  - (c) an annual operations report for each commercial business unit.
- (2) In this section –  
annual operations report, for a commercial business unit means a document that contains the following information for the previous financial year –

- (a) information that allows an informed assessment of the unit's operations, including a comparison with the unit's annual performance plan;
- (b) particulars of any changes made to the unit's annual performance plan for the previous financial year;
- (c) particulars of the impact the changes had on the unit's –
  - (i) financial position; and
  - (ii) operating surplus or deficit; and
  - (iii) prospects;
- (d) particulars of any directions the local government gave the unit.

*Section 141 of the Water Supply (Safety and Reliability) Act 2008* states:

- (4)(a)(i) the local government includes the information mentioned in section 142 in its annual report prepared under the *Local Government Act*; and
- (4)(a)(ii) the local government gives a copy of the report to the regulator within 30 business days after the report is adopted.

### **CONCLUSION**

The 2013/2014 Annual Report has been prepared in accordance with legislation.

# **ADOPTION OF 2013/14 ANNUAL REPORT**

## **2013-14 Annual Report**

**Meeting Date: 25 November 2014**

**Attachment No: 1**

## **COMMUNITY FINANCIAL REPORT**

For the year ended 30 June 2014

The Community Financial Report provides an easy to read summary and analysis of Council's general purpose financial statements for the 2013/2014 financial year.

### **De-Amalgamation of Livingstone Shire Council**

The de-amalgamation of Livingstone Shire Council from Rockhampton Regional Council occurred on 1 January 2014 as per the *Local Government (De-amalgamation Implementation) Regulation 2013*. Within the general purpose financial statements, the results for the Livingstone Shire Council area are shown under 'Discontinued Operations' (refer to Note 14 in the Audited Financial Statements).

### **Simplified Statement of Financial Position (Balance Sheet) as at 30 June 2014**

	<b>\$M</b>
How much council has in the bank	86.9
How much council owns	1,850.3
How much council is owed	18.4
<b>Total Assets</b>	<b>1,955.6</b>
How much council owes suppliers and employees	61.9
How much council has borrowed	157.9
<b>Total Liabilities</b>	<b>219.8</b>
<b>Net Community Assets (Wealth)</b>	<b>1,735.8</b>

The simplified balance sheet shows the value of the community's assets at the close of the 2013/14 financial year. This is calculated by Total Assets – Total Liabilities = Net Community Assets.

At the end of the 2013/14 financial year, Council held cash of approximately \$10.4 million on behalf of Livingstone Shire Council. This amount as well as accrued interest was subsequently transferred to Livingstone Shire Council on 15 August 2014.

The de-amalgamation transaction transferred \$859 million of net Assets and Liabilities to Livingstone Shire Council (refer to Note 34 in the Audited Financial Statements). The transfer of Assets and Liabilities was completed in accordance with the methodology adopted by the Transfer Committee and has been audited by delegates of the Queensland Audit Office as part of the audit of the Financial Statements.

## Simplified Statement of Comprehensive Income for the year ended 30 June 2014

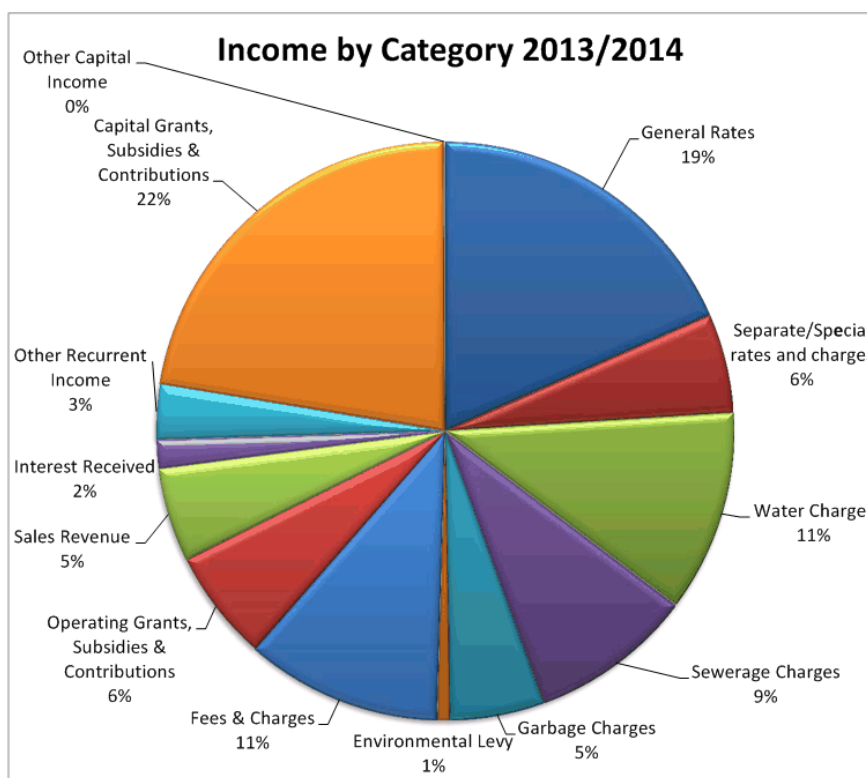
	\$M
<b>Rockhampton Regional Council</b> (excluding Livingstone Shire Council area)	
<i>Operational results:</i>	
Total operating revenue	180.0
Less operating expenses:	
Employee benefits	(63.1)
Materials and services	(43.4)
Finance costs	(9.7)
Depreciation and amortisation	(43.4)
<b>Net operational result – RRC</b>	<b>20.4</b>
<i>Other results:</i>	
Capital grants, subsidies, contributed assets and other capital income	52.0
Less write-off of assets and other capital expenses	(9.5)
Plus increase in non-current asset values on revaluation	67.1
Less loss on restructure of local government	(859.0)
<b>Net other results – RRC</b>	<b>(749.4)</b>
<b>Net result - RRC</b>	<b>(729.0)</b>
<b>Livingstone Shire Council</b> (shown as discontinued operations)	
Total revenue	51.7
Less total expenses	(25.7)
<b>Net result – LSC</b>	<b>26.0</b>
<b>Comprehensive loss for the year - decrease in Community Equity (Wealth)</b>	<b>(703.0)</b>

Council's net operational surplus of \$20.4 million was above the revised budget surplus of \$13.1 million. In preparing for de-amalgamation, Rockhampton Regional Council implemented measures to improve its operating position. This was achieved through a leaner organisational structure and by reviewing the way in which services are delivered. The 2014/15 operational surplus is budgeted at \$4.6 million, and will be closely monitored against the results achieved during the 2013/14 and 2014/15 years.

**Income – Where our money comes from...**

To provide services to the community, Council must collect income. Council's total income in 2013/14 was \$231.9 million. Rates, levies and utility charges are Council's principal source of revenue and represent approximately 50% of Council's revenue in 2013/14. Council also generates income from fees and charges, undertakes recoverable works and receives funding in the form of grants and subsidies from both State and Federal Government, to help construct and maintain the extensive infrastructure assets and provide community development programs to the region.

For the 2013/2014 financial year, 22% of Council's total income was comprised of capital grants, subsidies and contributions. This 'income' was mainly non-monetary in the form of contributed infrastructure assets from new land subdivisions.



**Expenses – Where our money is spent...**

Council’s operational and capital expenses as per the Statement of Comprehensive Income totalled \$169.0 million for the 2013/2014 financial year. The three largest items of Council’s expenditure are employee benefits (37%), materials and services (26%), and depreciation and amortisation (26%). Council’s expenditure is constantly monitored via a rigorous budget process. Detailed estimates are prepared prior to the start of the financial year, and reviewed throughout the year to ensure that funds are utilised efficiently.

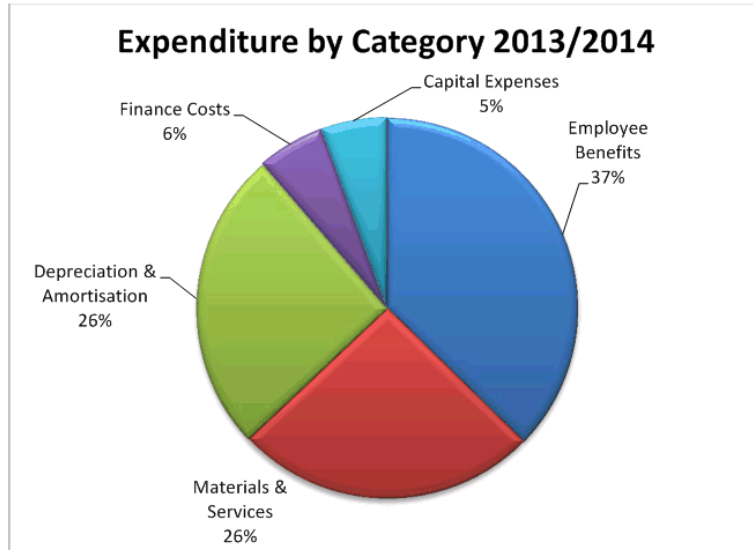
Council requires a large workforce to provide the many and diverse services to our community. We also need to plan and monitor for the future of the Rockhampton Region in respect of developments, so that our lifestyle is maintained and improved.

Council spends considerable funds on materials and services to operate effectively. In accordance with Council’s Purchasing Policy, we give some preference to local businesses when work is tendered to external suppliers. As well as being a large employer in the community, it makes sound economic sense to keep our money circulating in the region for the benefit of all who live here.

Depreciation and amortisation is the method of allocating the cost of an asset over the asset’s estimated useful life. Through the accurate calculation and allocation of depreciation and amortisation, we are confident that we will have the necessary funds to renew our existing assets.

In comparing the total expenditure of Council from this year to last, it can be seen that total expenditure is approximately \$4 million less than last financial year. Council is constantly striving to identify efficiencies and ensure value for money.

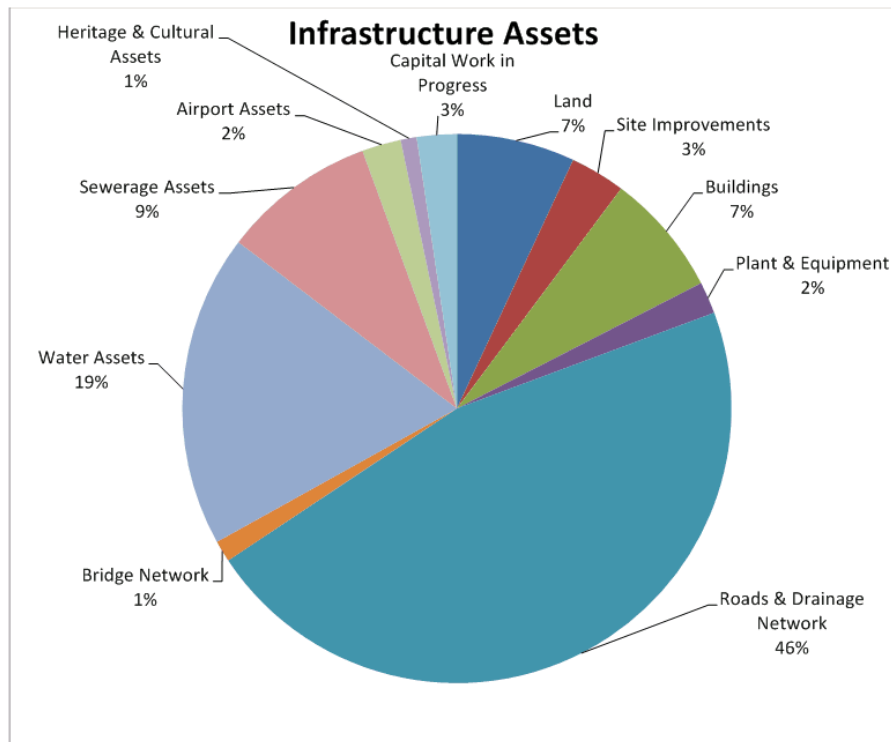




**What are our Assets?**

The total value of Council's assets at the end of 2013/2014 was \$1,956 million. Infrastructure assets such as roads and drainage, water and sewerage, buildings and land comprise 94% of total assets, with the remaining 6% being cash held in bank accounts and investments and money owed to Council from its customers.

The following graph details the \$1,832 million of community infrastructure owned and managed by Council:



**Investment in Infrastructure - Capital Works**

The capital works program for the 2013/2014 year totalled approximately \$86.3 million including works completed in the Livingstone Shire Council area for the period from July to December 2013. This expenditure represents a commitment to sound asset management practices by directing funding towards new assets and the renewal of existing assets.

Significant projects undertaken in 2013/14 were:

- Completion of Stage 2 - 2<sup>nd</sup> World War Memorial Aquatic Centre (new grandstand and shade structures)
- Continued work on Stage 3 at the 2<sup>nd</sup> World War Memorial Aquatic Centre which includes a 25m heated pool, learn to swim pool and new entry building to house amenities
- Reseal and rehabilitation program to road and drainage network
- Repairs to road infrastructure from Oswald Flood Event in January 2013
- Replacement and upgrade program of the region's water and sewerage mains
- Upgrades to the Glenmore Water Treatment Plant
- Lakes Creek Landfill Transfer Station - Stage 3
- Airport runway lighting upgrades

**What do we owe?**

Liabilities are amounts that Council owes to others totalling approximately \$219.8 million at 30 June 2014. Council's liabilities comprise loan borrowings, amounts owing to suppliers for goods and services, amounts owing to employees for leave entitlements, carbon tax, and obligations to rehabilitate quarries and landfills.

Council's borrowings at the end of 2013/2014 totalled \$157.9 million, some \$2.7 million less than at 30 June 2013. The level of Council's debt is regularly reviewed as a component of the Long Term Financial Forecast. Council is committed to undertake a responsible borrowing program to fund new major assets to service the community's needs.

Interest expense on loans totalled 5.0% of total operating income, which is within the sustainable range provided by the Department of Local Government. In the Long Term Financial Forecast this indicator improves over time.

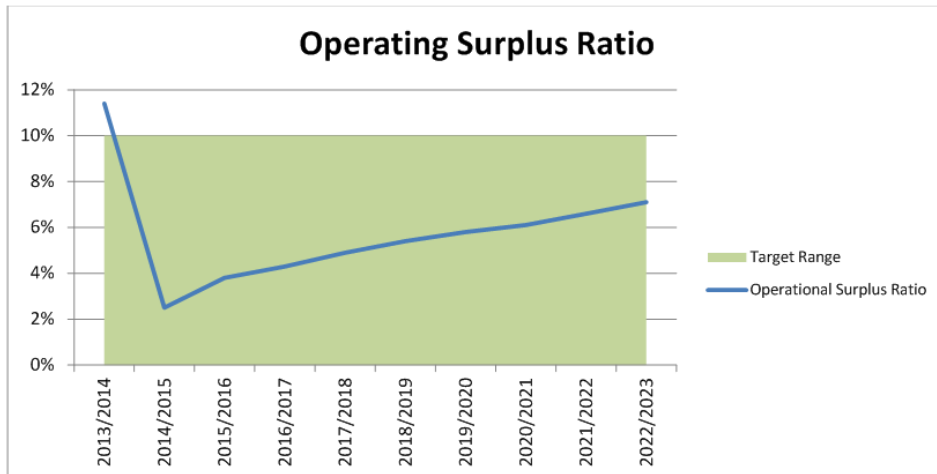
**Financial Sustainability Ratios**

An important indication in determining the financial health of Council is to calculate and review financial indicators or financial ratios. These ratios further assist in understanding the financial performance and position of Council, without reviewing all of the details contained within the Financial Statements.

There are three measure of financial sustainability specified in the *Local Government Regulation 2012*. These have been calculated for the 2013/2014 year and are shown below together with projected ratios as per Council's adopted Long Term Financial Forecast.

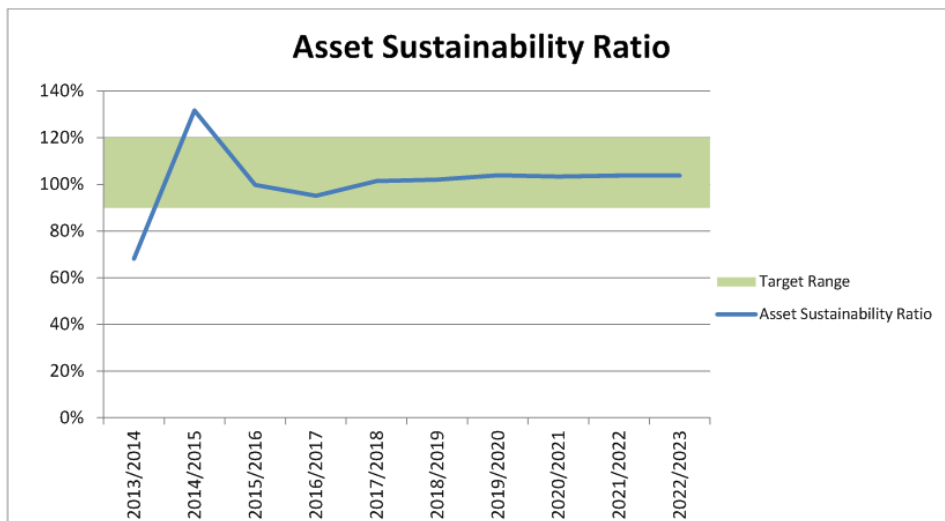
**Operating Surplus Ratio – Target Benchmark between 0% and 10%**

This ratio indicates the relationship between Council's operational result and total operating income, expressed as a percentage. It is an indication of Council's ability to fund its day-to-day operations. A result of up to 10% means that surplus income is available after Council has paid for the cost of delivering all its services to the community. Council's ratio of 11.4% for 2013/14 indicates that Council had a strong operational result for the year. Council's long-term financial forecast shows the ratio moving back into the target range from 2014/2015.



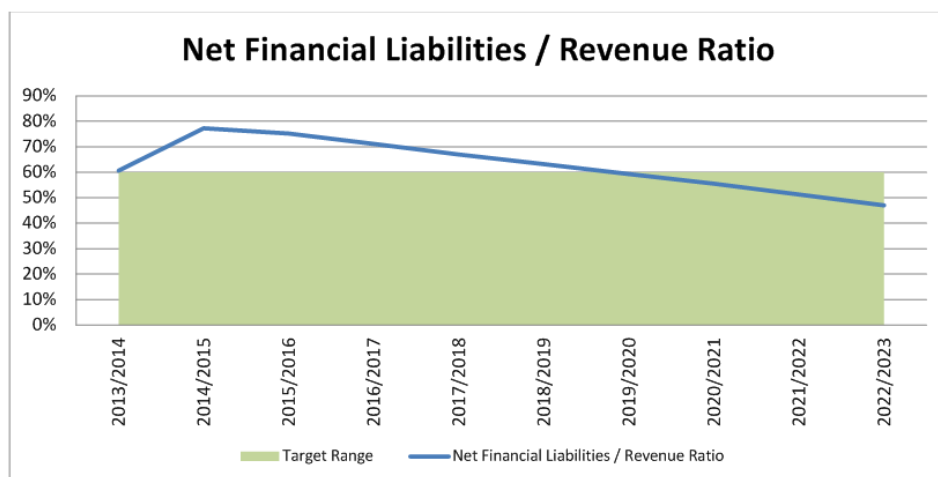
**Asset Sustainability Ratio – Target Benchmark greater than 90%**

This ratio indicates whether Council is renewing or replacing its existing assets at the same time that its overall stock of assets is wearing out, expressed as a percentage. Council's asset management plans continue to place emphasis on renewal works and at each annual budget Council has to determine an appropriate balance between renewal projects as well as meet the requirements for our growing community. In the 2013/14 year, more expenditure was invested into growth capital expenditure which resulted in the ratio falling below target for the year. The forward ratios are well above the target range demonstrating commitment to the long term management of current infrastructure assets.



**Net Financial Liabilities / Revenue Ratio – Target Benchmark not greater than 60%**

This ratio indicates the extent to which Council's debts can be met by its operating income, expressed as a percentage. A result of less than 60% indicates that Council has capacity to fund its liabilities and has the capacity to increase its loan borrowings if required. Whilst the short to medium forecast period is not within the target ratio, it is managed and controlled to move within the target benchmark range within the forecast period.



**Looking to the Future**

The Rockhampton Regional Council has worked through the challenges of the de-amalgamation process and remains in a solid financial position with a bright future.

On-going long term cash flow planning, sound budgeting and extensive strategic financial planning feature significantly on Council's calendar. These actions allow Council flexibility to adjust to the needs of the community whilst ensuring the sustainability of the organisation as the landscape continues to change.

## ROCKHAMPTON REGIONAL COUNCIL

## Statement of Comprehensive Income

For the year ended 30 June 2014

	Note	2014 \$	Restated 2013 \$
<b>Continuing operations</b>			
<b>Income</b>			
<b>Recurrent revenue</b>			
Rates, levies and charges	3(a)	116,994,729	103,038,704
Fees and charges	3(b)	25,510,203	23,950,058
Interest received	3(c)	3,671,158	3,094,137
Sales revenue	3(d)	12,201,532	11,615,571
Other recurrent income	3(e)	7,129,349	7,114,184
Grants, subsidies and contributions	4(a)	14,476,055	12,688,322
		<u>179,983,026</u>	<u>161,500,976</u>
<b>Capital revenue</b>			
Grants, subsidies and contributions	4(b)	51,762,850	36,551,652
<b>Total revenue</b>		<u>231,745,876</u>	<u>198,052,628</u>
<b>Capital income</b>	5	<u>187,437</u>	<u>1,023,676</u>
<b>Total income from continuing operations</b>		<u>231,933,313</u>	<u>199,076,304</u>
<b>Expenses</b>			
<b>Recurrent expenses</b>			
Employee benefits	7	(63,056,569)	(68,193,257)
Materials and services	8	(43,393,227)	(45,907,645)
Finance costs	9	(9,653,666)	(9,095,658)
Depreciation and amortisation	10	(43,430,070)	(41,602,036)
		<u>(159,533,532)</u>	<u>(164,798,596)</u>
<b>Capital expenses</b>	11	(9,464,289)	(8,333,357)
<b>Loss on restructure of local government</b>	34	(859,080,932)	-
<b>Total expenses from continuing operations</b>		<u>(1,028,078,753)</u>	<u>(173,131,953)</u>
<b>Surplus/(deficit) for the year from continuing operations</b>		<u>(796,145,440)</u>	<u>25,944,351</u>
<b>Discontinued operations</b>			
<b>Surplus/(deficit) for the year from discontinued operations</b>	14	<u>25,997,851</u>	<u>(2,153,663)</u>
<b>Net result attributable to Council</b>		<u>(770,147,589)</u>	<u>23,790,688</u>
<b>Other comprehensive income</b>			
<b>Items that will not be reclassified to net result</b>			
Increase / (decrease) in asset revaluation surplus	28	67,139,608	(14,069,394)
<b>Total other comprehensive income for the year</b>		<u>67,139,608</u>	<u>(14,069,394)</u>
<b>Total comprehensive income for the year</b>		<u>(703,007,981)</u>	<u>9,721,294</u>

Council has made a retrospective restatement as a consequence of correction of prior period error(s) and therefore, in accordance with AASB 101 has presented restated comparative information in the prior reporting period. Details are disclosed in Note 38 and 14.

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

## ROCKHAMPTON REGIONAL COUNCIL

Statement of Financial Position  
As at 30 June 2014

		2014	Restated 2013
	Note	\$	\$
<b>Current assets</b>			
Cash and cash equivalents	15	29,899,637	14,665,355
Investments	16	57,000,000	59,000,000
Trade and other receivables	17	18,407,067	15,970,194
Inventories	18	1,730,165	1,459,135
		<u>107,036,869</u>	<u>91,094,684</u>
Assets classified as held for sale and transfer	19	14,100,261	940,828,495
<b>Total current assets</b>		<u>121,137,130</u>	<u>1,031,923,179</u>
<b>Non-current assets</b>			
Property, plant and equipment	20	1,832,457,658	1,712,598,678
Intangible assets	22	2,048,277	1,970,531
<b>Total non-current assets</b>		<u>1,834,505,935</u>	<u>1,714,569,209</u>
<b>TOTAL ASSETS</b>		<u>1,955,643,065</u>	<u>2,746,492,388</u>
<b>Current liabilities</b>			
Trade and other payables	23	33,556,769	16,949,389
Provisions	24	12,167,403	12,209,197
Borrowings	25	14,407,449	13,267,455
Other liabilities	26	533,319	317,378
		<u>60,664,940</u>	<u>42,743,419</u>
Liabilities directly associated with assets classified as held for sale and transfer	19	-	101,669,972
<b>Total current liabilities</b>		<u>60,664,940</u>	<u>144,413,391</u>
<b>Non-current liabilities</b>			
Provisions	24	13,153,563	14,659,220
Borrowings	25	143,495,888	147,334,972
Other liabilities	26	2,472,710	1,220,860
<b>Total non-current liabilities</b>		<u>159,122,161</u>	<u>163,215,052</u>
<b>TOTAL LIABILITIES</b>		<u>219,787,101</u>	<u>307,628,443</u>
<b>NET COMMUNITY ASSETS</b>		<u>1,735,855,964</u>	<u>2,438,863,945</u>
<b>Community equity</b>			
Retained surplus	27	1,221,687,076	1,963,537,727
Asset revaluation surplus	28	457,465,006	390,325,398
Other reserves	29	56,703,882	85,000,820
<b>TOTAL COMMUNITY EQUITY</b>		<u>1,735,855,964</u>	<u>2,438,863,945</u>

Council has made a retrospective restatement as a consequence of correction of prior period error(s) and therefore, in accordance with AASB 101 has presented restated comparative information in the prior reporting period. Details are disclosed in Note 38 and 19.

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

ROCKHAMPTON REGIONAL COUNCIL

Statement of Changes in Equity  
For the year ended 30 June 2014

	Total		Retained surplus/(deficiency) Note 27		Asset revaluation surplus Note 28		Other reserves Note 29	
	2014 \$	Restated 2013 \$	2014 \$	Restated 2013 \$	2014 \$	Restated 2013 \$	2014 \$	2013 \$
<b>Balance at beginning of year</b>	2,438,863,945	2,425,890,146	1,963,537,727	1,952,178,181	390,325,398	398,495,279	85,000,820	75,216,986
Adjustment to opening balance	-	3,252,205	-	(2,647,308)	-	5,899,513	-	-
Restated balances	2,438,863,945	2,429,142,651	1,963,537,727	1,949,530,873	390,325,398	404,394,792	85,000,820	75,216,986
Not result attributable to Council	(770,147,589)	23,790,688	(770,147,589)	23,790,688	-	-	-	-
Other comprehensive income for the year								
Adjustment to asset revaluation surplus:								
Property, plant & equipment	67,139,608	(14,069,394)	-	-	67,139,608	(14,069,394)	-	-
<b>Total comprehensive income for year</b>	(703,007,981)	9,721,294	(770,147,589)	23,790,688	67,139,608	(14,069,394)	-	-
<b>Transfers to and from reserves</b>								
Transfers from general reserves	-	-	58,163,753	31,065,105	-	-	(58,163,753)	(31,065,105)
Transfers to general reserves	-	-	(29,866,815)	(40,848,939)	-	-	29,866,815	40,848,939
<b>Total transfers to and from reserves</b>	-	-	28,296,938	(9,783,834)	-	-	(28,296,938)	9,783,834
<b>Balance at end of year</b>	1,735,855,964	2,438,863,945	1,221,687,076	1,963,537,727	457,465,006	390,325,398	56,703,882	85,000,820

Council has made a retrospective restatement as a consequence of correction of prior period error(s) and therefore, in accordance with AASB 101 has presented restated comparative information in the prior reporting period. Details are disclosed in Note 38.

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.



## ROCKHAMPTON REGIONAL COUNCIL

## Statement of Cash Flows

For the year ended 30 June 2014

	Note	2014 \$	Restated 2013 \$
<b>Cash flows from operating activities</b>			
Rates, levies and charges		141,850,260	152,614,656
Fees and charges		28,378,088	29,348,318
Grants, subsidies and contributions		15,750,053	17,349,645
Interest received		4,819,030	5,829,437
Other income		21,000,424	22,265,444
Net GST paid		191,442	420,066
Payments to suppliers		(49,626,140)	(63,773,389)
Payments to employees		(75,939,211)	(92,169,777)
Interest expense		(11,318,546)	(12,733,551)
<b>Net cash inflow from operating activities</b>	35	<u>75,105,400</u>	<u>59,150,849</u>
<b>Cash flows from investing activities</b>			
Government subsidies and grants		16,040,634	8,407,985
Capital contributions		10,417,141	6,969,914
Payments for property, plant and equipment		(86,554,353)	(80,199,169)
Payments for intangible assets		(644,590)	(1,089,821)
Net transfer from/(to) cash investments		35,000,000	(56,000,000)
Proceeds from sale of property plant and equipment		1,875,404	2,435,925
Transfer on restructure of local government	34	(33,003,070)	-
<b>Net cash outflow from investing activities</b>		<u>(56,868,834)</u>	<u>(119,475,166)</u>
<b>Cash flows from financing activities</b>			
Proceeds from borrowings		10,306,321	38,400,000
Repayment of borrowings		(16,159,797)	(18,469,477)
<b>Net cash (outflow)/inflow from financing activities</b>		<u>(5,853,476)</u>	<u>19,930,523</u>
<b>Net increase/(decrease) in cash and cash equivalents held</b>		<u>12,383,090</u>	<u>(40,393,794)</u>
Cash at beginning of reporting year		27,897,808	68,291,602
<b>Cash at end of reporting year</b>	15	<u>40,280,898</u>	<u>27,897,808</u>

Council has made a retrospective restatement as a consequence of correction of prior period error(s) and therefore, in accordance with AASB 101 has presented restated comparative information in the prior reporting period.

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.



## ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements  
For the year ended 30 June 2014

**1 Significant accounting policies****1.1 Basis of preparation**

These general purpose financial statements are for the period 1 July 2013 to 30 June 2014 and have been prepared in compliance with the requirements of the *Local Government Act 2009* and the *Local Government Regulation 2012*. Consequently, these financial statements have been prepared in accordance with all Australian Accounting Standards, Australian Accounting Interpretations and other authoritative pronouncements issued by the Australian Accounting Standards Board.

These financial statements have been prepared under the historical cost convention except for the revaluation of certain non-current assets.

**1.2 Statement of compliance**

These general purpose financial statements comply with all accounting standards and interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to Council's operations and effective for the current reporting period. Because the Council is a not-for-profit entity and the Australian Accounting Standards include requirements for not-for-profit entities which are inconsistent with International Financial Reporting Standards (IFRS), to the extent these inconsistencies are applied, these financial statements do not comply with IFRS. The main impacts are the offsetting of revaluation and impairment gains and losses within a class of assets, and the timing of the recognition of non-reciprocal grant revenue.

**1.3 Constitution**

The Rockhampton Regional Council is constituted under the *Queensland Local Government Act 2009* and is domiciled in Australia.

**1.4 Date of authorisation**

The financial statements were authorised for issue on the date they were submitted to the Auditor-General for final signature. This is the date the management certificate is signed.

**1.5 Currency**

The Council uses the Australian Dollar as its functional currency and its presentation currency.

**1.6 Adoption of new and revised Accounting Standards**

In the current year, Council adopted all of the new and revised Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to its operations and effective for the current reporting period. The adoption of the new and revised Standards and Interpretations has not resulted in any material changes to Council's accounting policies. However the Application of AASB 13 *Fair Value Measurement* and AASB 2011-8 *Amendments to Australian Accounting Standards* arising from AASB 13 for the first time this year has resulted in greater disclosures.

At the date of authorisation of the financial statements, the Standards and Interpretations listed below were in issue but not yet effective:

	<b>Effective for annual report periods beginning on or after:</b>
AASB 9 <i>Financial Instruments</i> (December 2009)	1 January 2017
AASB 10 <i>Consolidated Financial Statements</i>	1 January 2014
AASB 11 <i>Joint Arrangements</i>	1 January 2014
AASB 12 <i>Disclosure of interests in other entities</i>	1 January 2014
AASB 127 <i>Separate Financial Statements</i> (replaces the existing standard together with AASB 10)	1 January 2014
AASB 128 <i>Investments in Associates and Joint Ventures</i> (replaces the existing standard)	1 January 2014
AASB 1055 <i>Budgetary Reporting</i>	1 July 2014
2009-11 <i>Amendments to Australian Accounting Standards arising from AASB 9</i> (December 2009)	1 January 2015
AASB 2010-7 <i>Amendments to Australian Accounting Standards arising from AASB 9</i> (December 2010)	1 January 2015
AASB 2011-7 <i>Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangements Standards</i>	1 January 2014
AASB 2012-3 <i>Amendments to Australian Accounting Standards – Offsetting Financial Assets and Financial Liabilities</i> [AASB 132]	1 January 2014

## ROCKHAMPTON REGIONAL COUNCIL

**Notes to the financial statements**

For the year ended 30 June 2014

AASB 2013-1 Amendments to AASB 1049 - Relocation of Budgetary Reporting Requirements	1 July 2014
AASB 2013-3 Amendments to AASB 136 – Recoverable Amount Disclosures for Non-Financial Assets	1 January 2014
AASB 2013-4 Amendments to Australian Accounting Standards – Novation of Derivatives and Continuation of Hedge Accounting [AASB 139]	1 January 2014
AASB 2013-5 Amendments to Australian Accounting Standards – Investment Entities [AASB 1, AASB 3, AASB 7, AASB 10, AASB 12, AASB 107, AASB 112, AASB 124, AASB 127, AASB 132, AASB 134 & AASB 139]	1 January 2014
AASB 2013-6 Amendments to AASB 136 arising from Reduced Disclosure Requirements	1 January 2014
AASB 2013-7 Amendments to AASB 1038 arising from AASB 10 in relation to consolidation and interests of policyholders [AASB 1038]	1 January 2014
AASB 2013-8 Amendments to Australian Accounting Standards – Australian Implementation Guidance for Not-for-Profit Entities – Control and Structured Entities [AASB 10, AASB 12 & AASB 1049]	1 January 2014
AASB 2013-9 Amendments to Australian Accounting Standards – Conceptual Framework, Materiality and Financial Instruments	Refer Title column
[Operative dates: Part A Conceptual Framework – 20 Dec 2013; Part B Materiality – 1 Jan 2014; Part C Financial Instruments – 1 Jan 2015]	
Interpretation 21 Levies	1 January 2014

**AASB 9 Financial Instruments (effective from 1 January 2015)**

AASB 9, which replaces AASB 139 *Financial Instruments: Recognition and Measurement*, is effective for reporting periods beginning on or after 1 January 2015 and must be applied retrospectively. The main impact of AASB 9 is to change the requirements for the classification, measurement and disclosures associated with financial assets. Under the new requirements the four current categories of financial assets stipulated in AASB 139 will be replaced with two measurement categories: fair value and amortised cost and financial assets will only be able to be measured at amortised cost where very specific conditions are met.

**Consolidation Standards**

The following accounting standards apply to Council from reporting periods beginning on or after 1 January 2014:

- AASB 10 Consolidated Financial Statements
- AASB 11 Joint Arrangements
- AASB 12 Disclosure of Interests in Other Entities
- AASB 127 Separate Financial Statements
- AASB 128 Investments in Associates and Joint Ventures
- AASB 2011-7 Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangements Standards
- AASB 2013-8 Amendments to Australian Accounting Standards - Australian Implementation Guidance for Not-for-Profit Entities - Control and Structured Entities

These standards aim to improve the accounting requirements for consolidated financial statements, joint arrangements and off balance sheet vehicles.

AASB 12 contains the disclosure requirements for interests in other entities including unconsolidated structured entities. While the Council is yet to complete a review of disclosure, no significant changes are anticipated, based on those presently made.

**1.7 Critical accounting judgements and key sources of estimation uncertainty**

In the application of Council's accounting policies, management is required to make judgements, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and ongoing assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in future periods as relevant.

Judgements, estimates and assumptions that have a potential significant effect are outlined in the following financial statement notes:

- Discontinued operations - Note 1.15 and Note 14
- Assets classified as held for sale - Note 1.17 and Note 19
- Valuation of property, plant and equipment - Note 1.19(c) and Note 20
- Impairment of property, plant and equipment - Note 1.21 and Note 20
- Provisions - Note 1.24 (e), Note 1.26 and Note 24
- Contingencies - Note 31 and Note 36
- Capital Income - Note 5
- Capital Expenses - Note 11

## ROCKHAMPTON REGIONAL COUNCIL

## Notes to the financial statements

For the year ended 30 June 2014

**1.8 Reporting entities**

The financial statements include the value of all revenues, expenses, assets, liabilities and equity of the Council.

The following controlled entities are not consolidated with the Council's financial statements as the transactions and balances are not material to the Council's operations.

**The Rockhampton Art Gallery Trust**

The Rockhampton Art Gallery Trust's operations are audited by the Auditor-General of Queensland. The financial statements receive a qualified audit opinion, as is normal for organisations of this type, because it cannot demonstrate that it has identified and recorded all revenue from donations.

The results for the 2013/14 financial year are as follows:

Art Gallery		
	2014	2013
	\$	\$
Receipts	51,290	28,695
Disbursements	(48,433)	(55,345)
<b>Net surplus/deficit</b>	<b>2,857</b>	<b>(26,650)</b>
Assets	68,712	65,854
Liabilities	-	-
<b>Net assets</b>	<b>68,712</b>	<b>65,854</b>

**1.9 Revenue**

Rates, levies, grants and other revenue are recognised as revenue on receipt of funds or earlier upon unconditional entitlement to the funds.

**(a) Rates, levies and charges**

Where rate monies are received prior to the commencement of the rating period, the amount is recognised as revenue in the period in which they are received, otherwise rates are recognised at the commencement of the rating period.

**(b) Grants and subsidies**

Grants, subsidies and contributions that are non-reciprocal in nature are recognised as revenue in the year in which Council obtains control over them. An equivalent amount is transferred from retained earnings to the relevant reserve until the funds are expended. Unspent non-reciprocal capital grants are placed in the unspent or constrained grants reserve.

Where grants are received that are reciprocal in nature, revenue is recognised over the term of the funding arrangements. Council does not currently have any reciprocal grants.

**(c) Non-cash contributions**

Non-cash contributions with a value in excess of the recognition thresholds, are recognised as revenue and as non-current assets. Non-cash contributions below the thresholds are recorded as revenue and expenses.

Physical assets contributed to Council by developers in the form of road works, stormwater, water and wastewater infrastructure and park assets are recognised as revenue when the development becomes "on maintenance" (i.e. Council obtains control of the assets and becomes liable for any ongoing maintenance) and there is sufficient data in the form of drawings and plans to determine the approximate specifications and values of such assets. All non-cash contributions are recognised at the fair value of the contribution received on the date of acquisition.

## ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements  
For the year ended 30 June 2014

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**(d) Cash Contributions**

Council receives cash contributions from property developers to construct assets such as roads and footpaths and to connect new property developments to water and sewerage networks in the local government area. Where agreements between Council and the developers relating to these contributions are determined to fall within the scope of AASB Interpretation 18 *Transfers of Assets from Customers* these contributions are recognised as revenue when the related service obligations are fulfilled.

Developers may also make cash contributions towards the cost of constructing existing and proposed water supply and sewerage headworks in accordance with Council's planning scheme policies. (Headworks include pumping stations, treatment works, mains, sewers and water pollution control works). Cash contributions in relation to water supply and sewerage headworks are not within the scope of AASB Interpretation 18 because there is no performance obligation associated with these contributions. Consequently, these cash contributions are recognised as income when received.

For new development applications, since the 3rd January 2012, developers pay infrastructure charges for trunk infrastructure, such as pumping stations, treatment works, mains, sewers and water pollution control works. These infrastructure charges are not within the scope of AASB Interpretation 18 because there is no performance obligation associated with them. Consequently, those infrastructure charges are recognised as income when received.

**(e) Interest received**

Interest received from term deposits is accrued over the term of the investment.

**(f) Sales revenue**

Sale of goods is recognised when the significant risks and rewards of ownership are transferred to the buyer, generally when the customer has taken undisputed delivery of the goods.

The council generates revenues from a number of services including contracts for road and earthworks. Revenue from contracts and recoverable works generally comprises a recoupment of material costs together with an hourly charge for use of equipment and employees. Contract revenue and associated costs are recognised by reference to the stage of completion of the contract activity at the reporting date. Revenue is measured at the fair value of consideration received or receivable in relation to that activity. Where consideration is received for the service in advance it is included in other liabilities and is recognised as revenue in the period when the service is performed.

**(g) Fees and charges**

Fees and charges are recognised upon unconditional entitlement to the funds. Generally this is upon lodgement of the relevant applications or documents, issuing of the infringement notice or when the service is provided.

**(h) Other recurrent income**

Other revenue is recognised as a receivable when it is probable that it will be received and the amount is known, otherwise the amount is recognised upon receipt. Rental revenue is recognised as income on a periodic straight line basis over the lease term.

**1.10 Financial assets and financial liabilities**

Council recognises a financial asset or a financial liability in its Statement of Financial Position when, and only when, Council becomes a party to the contractual provisions of the instrument.

Rockhampton Regional Council has categorised and measured the financial assets and financial liabilities held at balance date as follows:

Financial assets

Cash and cash equivalents (Note 1.11)

Investments (Note 1.12)

Trade and other receivables - measured at amortised cost (Note 1.13)

Financial liabilities

Payables - measured at amortised cost (Note 1.23)

Borrowings and borrowing costs - measured at amortised cost (Note 1.25)

Financial assets and financial liabilities are presented separately from each other and offsetting has not been applied.

## ROCKHAMPTON REGIONAL COUNCIL

**Notes to the financial statements**

For the year ended 30 June 2014

The fair value of financial instruments is determined as follows:

The fair value of cash and cash equivalents and non-interest bearing monetary financial assets and financial liabilities approximate their carrying amounts and are not disclosed separately.

The fair value of borrowings, as disclosed in Note 25 to the accounts, is determined by reference to published price quotations in an active market and/or by reference to pricing models and valuation techniques. It reflects the value of the debt if the Council repaid it in full at balance date. As it is the intention of the Council to hold its borrowings for their full term, no adjustment provision is made in these accounts.

The fair value of trade receivables approximates the amortised cost less any impairment. The fair value of payables approximates the amortised cost.

Rockhampton Regional Council does not recognise financial assets or financial liabilities at fair value in the Statement of Financial Position.

All other disclosures relating to the measurement and financial risk management of financial instruments are included in Note 39.

**1.11 Cash and cash equivalents**

Cash and cash equivalents includes cash on hand, all cash and cheques received but not banked at the year end, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value, and bank overdrafts.

**1.12 Investments**

Term deposits in excess of three months are reported as investments, with deposits of less than three months being reported as cash equivalents.

**1.13 Trade and other receivables**

Trade receivables are recognised at the amounts due at the time of sale or service delivery i.e. the agreed purchase price / contract price. Settlement of these amounts is required within 30 days from invoice date.

The collectability of receivables is assessed periodically and if there is objective evidence that Council will not be able to collect all amounts due, the carrying amount is reduced for impairment. The loss is recognised in finance costs. The amount of the impairment is the difference between the asset's carrying amount and the present value of the estimated cash flows discounted at the effective interest rate.

All known bad debts were written-off at 30 June. Subsequent recoveries of amounts previously written off in the same period are recognised as finance costs in the Statement of Comprehensive Income. If an amount is recovered in a subsequent period it is recognised as revenue.

Because Council has the power under the *Local Government Act 2009* to sell an owner's property to recover outstanding rate debts, Council will only impair rate receivables when outstanding debt exceeds unimproved capital values.

Loans and advances are recognised in the same way as other receivables. Security is not normally obtained.

**1.14 Inventories**

Stores and raw materials held for resale are valued at the lower of cost and net realisable value and include, where applicable, direct material, direct labour and an appropriate portion of variable and fixed overheads. Costs are assigned on the basis of weighted average cost.

Inventories held for distribution (internal consumption) are:

- goods to be supplied at no, or nominal, charge, and
- goods to be used for the provision of services at no, or nominal, charge.

Inventory for distribution is valued at cost, adjusted when applicable for any loss of service potential.

## ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements  
For the year ended 30 June 2014

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**1.15 Discontinued operations**

The de-amalgamation of Livingstone Shire Council from Rockhampton Regional Council occurred as at 1 January 2014 as per the Local Government (De-amalgamation Implementation) Regulation 2013. In line with AASB 5 *Non-Current Assets Held for Sale and Discontinued Operations* the revenue and expense of the discontinued operations have been separated. Note 14 supplies a summary of the operational results of the discontinued operations and Note 34 supplies a summary of the assets and liabilities in the disposal which have been recorded in accordance with AASB 3 *Business Combinations*.

**1.16 Land held for resale**

Land acquired with the intention of reselling it (with or without further development) is classified as inventory. As inventory this land is valued at the lower of cost or net realisable value. Inventory land is treated as a current asset except where it is anticipated that a material portion of land value will not be sold within 12 months.

Profit arising upon sale of land is recognised in the Statement of Comprehensive Income on the signing of a valid unconditional contract of sale.

**1.17 Other assets classified as held for sale**

Non-current assets and disposal groups are classified as held for sale if their carrying amount will be recovered principally through a sale or disposal process, rather than through continuing use. This condition is regarded as met only when the sale or disposal is highly probable and the non-current asset (or disposal group) is available for immediate sale or disposal in its present condition. Management must be committed to the sale or disposal, and/or directed by law or regulation, which should be expected to qualify for recognition as a completed sale or disposal within one year from the date of classification.

When the above commitment to a sale or disposal process exists, all appropriate assets and liabilities are classified as held for sale. Non-current assets (and disposal groups) classified as held for sale are measured at the lower of their previous carrying amount and fair value less cost to sell. Details of land held for sale can be found in Note 19.

**1.18 Investment property**

Investment property is property held for the primary purpose of earning rentals and/or capital appreciation. This includes land held by Council for a currently undetermined future use.

Investment property is measured using the fair value model. This means all investment property is initially recognised at cost (including transaction costs) and then subsequently revalued annually at the balance sheet date. Where investment property is acquired at no or nominal cost it is recognised at fair value.

Property that is being constructed or developed for future use as investment property is classified as investment property. Investment property under construction is measured at fair value, unless fair value cannot be reliably determined for an individual property (in which case the property concerned is measured at cost until fair value can be reliably determined).

Gains or losses arising from changes in the fair value of investment property are included in the Statement of Comprehensive Income for the period in which they arise. Investment property is not depreciated and is not tested for impairment.

**1.19 Property, plant and equipment**

Each class of property, plant and equipment is stated at cost or fair value less, where applicable, any accumulated depreciation and accumulated impairment loss. Items of plant and equipment with a total value of less than \$5,000, and infrastructure assets, site improvements, airport assets and buildings with a total value of less than \$10,000 are treated as an expense in the year of acquisition. All other items of property, plant and equipment are capitalised.

## ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements  
For the year ended 30 June 2014

The classes of property, plant and equipment recognised by the Council are:

Land  
Site Improvements  
Buildings  
Plant and Equipment  
Infrastructure Assets:  
    Road and Drainage Network  
    Bridge Network  
    Water Assets  
    Sewerage Assets  
Airport Assets  
Heritage and Cultural Assets  
Work in Progress

**(a) Acquisition of assets**

Acquisitions of assets are initially recorded at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including freight in, architect's fees and engineering design fees and all other establishment costs.

Property, plant and equipment received in the form of contributions, are recognised as assets and revenues at fair value by Council valuation where that value exceeds the recognition thresholds for the respective asset class. Fair value is the price that would be received to sell the asset in an orderly transaction between market participants at the measurement date.

**(b) Capital and operating expenditure**

Wage and materials expenditure incurred for the acquisition or construction of assets are treated as capital expenditure. Routine operating maintenance, repair costs and minor renewals to maintain the operational capacity of the non-current asset is expensed as incurred, while expenditure that relates to replacement of a major component of an asset to maintain its service potential is capitalised.

**(c) Valuation**

Land, site improvements, buildings, airport, heritage and cultural and all infrastructure assets are measured on the revaluation basis, at fair value, in accordance with AASB116 *Property, Plant and Equipment* and AASB 13 *Fair Value Measurement*. Other plant and equipment and work in progress are measured at cost.

Non-current physical assets measured at fair value are revalued, where required, so that the carrying amount of each class of asset does not materially differ from its fair value at the reporting date. This is achieved by engaging professionally qualified valuers (internal/external) to determine the fair value for each class of property, plant and equipment assets at least once every 5 years. This process involves the valuer physically sighting Council's assets across all asset classes and making their own assessments of the condition of the assets at the date of inspection.

In the intervening years, Council uses mostly internal resources to assess the condition and cost assumptions associated with all property, plant and equipment assets, measured on the revaluation basis, the results of which are considered in combination with the Australian Bureau of Statistics Indexes for Queensland, and other measures deemed suitable. For the 2013/14 year management has engaged independent, professionally qualified valuers to determine suitable indices for the buildings, airport, bridge and heritage and cultural asset classes. Together these are used to form the basis of a management valuation for property, plant and equipment asset classes, measured on the revaluation basis, in each of the intervening years.

The Producer Price Indexes for Queensland provided by Australian Bureau of Statistics that are used for property, plant and equipment assets are:

Buildings - Index Number ; 30 Building construction Queensland ;  
Water and Sewerage - Index Number ; 3020 Non-residential building construction Queensland ;  
Road and Drainage Network, Bridge Network and Airport - Index Number ; 3101 Road and bridge construction Queensland ; and  
Site Improvements used the combination of indices above.

## ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements  
For the year ended 30 June 2014

Any revaluation increment arising on the revaluation of an asset is credited to the appropriate class of the asset revaluation surplus, except to the extent it reverses a revaluation decrement for the class previously recognised as an expense. A decrease in the carrying amount on revaluation is debited to the appropriate revaluation surplus of that asset class. Should this revaluation surplus be exhausted, then the remainder of the revaluation decrease is charged as an expense.

On revaluation, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of remaining useful life.

Separately identified components of assets are measured on the same basis as the assets to which they relate.

**(d) Capital work in progress**

The cost of property, plant and equipment being constructed by the Council includes the cost of purchased services, materials, direct labour and an appropriate proportion of labour overheads.

**(e) Depreciation**

Land is not depreciated as it has an unlimited useful life. Depreciation on other property, plant and equipment assets is calculated on a straight-line basis so as to write-off the net cost or revalued amount of each depreciable asset, less its estimated residual value, progressively over its estimated useful life to the Council. Management believe that the straight-line basis appropriately reflects the pattern of consumption of all Council assets.

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time an asset is completed and commissioned ready for use.

Where assets have separately identifiable components that are subject to regular replacement, these components are assigned useful lives distinct from the asset to which they relate. Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset to the Council.

Major spares purchased specifically for particular assets that are above the asset recognition threshold are capitalised and depreciated on the same basis as the asset to which they relate.

The depreciable amount of improvements to or on leasehold land is allocated progressively over the estimated useful lives of the improvements to the Council or the unexpired period of the lease, whichever is the shorter.

Landfill rehabilitation assets are depreciated on a straight line basis over the period remaining until the forecast date of closure of the landfill area. Council annually assesses the remaining life of landfill cells and accordingly, depreciation rates are adjusted to reflect these estimates.

Depreciation methods, estimated useful lives and residual values of property, plant and equipment assets are reviewed at the end of each reporting period and adjusted where necessary to reflect any changes in the pattern of consumption, physical wear and tear, technical or commercial obsolescence, or management intentions. The condition assessments performed as part of Councils asset management processes, for assets measured at depreciated current replacement cost are used to estimate the useful lives of these assets at each reporting date. Details of the range of estimated useful lives for each class of asset are shown in Note 20.

**(f) Land under roads**

Land under roads acquired before 30 June 2008 is recognised as a non-current asset where the Council holds title or a financial lease over the asset. The Rockhampton Regional Council currently does not have any such land holdings.

Land under the road network within the Council area that has been dedicated and opened for public use under the *Land Act 1994* or the *Land Title Act 1994* is not controlled by Council but is controlled by the state pursuant to the relevant legislation. Therefore this land is not recognised in these financial statements.



## ROCKHAMPTON REGIONAL COUNCIL

## Notes to the financial statements

For the year ended 30 June 2014

**1.20 Intangible assets**

Intangible assets with a cost or other value exceeding \$10,000 are recognised as intangible assets in the financial statements, items with a lesser value being expensed.

Expenditure on research activities relating to internally-generated intangible assets is recognised as an expense in the period in which it is incurred.

Costs associated with the development of computer software are capitalised and are amortised on a straight-line basis over the period of expected benefit to Council.

It has been determined that there is not an active market for any of the Council's intangible assets. Therefore, the assets are recognised and carried at cost less accumulated amortisation and accumulated impairment losses.

Amortisation methods, estimated useful lives and residual values are reviewed at the end of each reporting period and adjusted where appropriate. Details of the estimated useful lives assigned to each class of intangible assets are shown in Note 22.

**1.21 Impairment of non-current assets**

Each non-current physical and intangible asset and group of assets is assessed for indicators of impairment annually. If an indicator of possible impairment exists, the Council determines the asset's recoverable amount. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss. The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use.

An impairment loss is recognised as an expense in the Statement of Comprehensive Income, unless the asset is carried at a revalued amount. When the asset is measured at a revalued amount, the impairment loss is offset against the asset revaluation surplus of the relevant class to the extent available.

Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised as income unless the asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation surplus increase.

**1.22 Leases**

Leases of plant and equipment under which the Council as lessee assumes substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are classified as finance leases. Other leases, where substantially all the risks and benefits remain with the lessor, are classified as operating leases.

**(a) Operating leases**

Payments made under operating leases are expensed in equal instalments over the accounting periods covered by the lease term, except where an alternative basis is more representative of the pattern of benefits to be derived from the leased property.

**1.23 Payables**

Trade creditors are recognised upon receipt of the goods or services ordered and are measured at the agreed purchase/contract price net of applicable discounts other than contingent discounts. Amounts owing are unsecured and are generally settled on 30 day terms.

**1.24 Liabilities - employee benefits**

Liabilities are recognised for employee benefits such as wages and salaries, annual leave and long service leave in respect of services provided by the employees up to the reporting date. Liabilities for employee benefits are assessed at each reporting date. Where it is expected that the leave will be paid in the next twelve months or that Council does not have an unconditional right to defer settlement of the liability for at least 12 months, the liability is treated as a current liability. Otherwise the liability is treated as non-current. Council has adopted the changes in AASB 119 *Employee Benefits* during the 2013/14 year. This standard is effective for periods commencing on or after 1 January 2013. The transitional provisions of this standard require restatement of the earliest prior period. Council has assessed the impact of these changes on the prior financial year and adjusted the classification of leave provisions, but determined that as the changes are not material, no restatement to the total amounts will be made.

## ROCKHAMPTON REGIONAL COUNCIL

## Notes to the financial statements

For the year ended 30 June 2014

**(a) Salaries and wages**

A liability for salaries and wages is recognised and measured as the amount unpaid at the reporting date at current pay rates in respect of employees' services up to that date. This liability represents an accrued expense and is reported in Note 23 as a payable.

**(b) Annual leave**

A liability for annual leave is recognised. Amounts expected to be settled within 12 months are calculated on current wage and salary levels and includes related employee on-costs. Amounts not expected to be settled within 12 months are calculated on projected future wage and salary levels and related employee on-costs, and are discounted to present values. This liability represents an accrued expense and is reported in Note 23 as a payable.

**(c) Sick leave**

Council has an obligation to pay sick leave on termination to certain employees and therefore a liability has been recognised for this obligation. This liability represents an accrued expense and is reported in Note 23 as a payable.

**(d) Superannuation**

The superannuation expense for the reporting period is the amount of the contribution the Council makes to the superannuation plan which provides benefits to its employees. Details of those arrangements are set out in Note 32.

**(e) Long service leave**

A liability for long service leave is measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date. The value of the liability is calculated using current pay rates and projected future increases in those rates and includes related employee on-costs. The estimates are adjusted for the probability of the employee remaining in the Council's employment or other associated employment which would result in the Council being required to meet the liability. Adjustments are then made to allow for the proportion of the benefit earned to date, and the result is discounted to present value. The interest rates attaching to Commonwealth Government guaranteed securities at the reporting date are used to discount the estimated future cash outflows to their present value. This liability is reported in Note 24 as a provision.

**1.25 Borrowings and borrowing costs**

Borrowings are initially recognised at fair value plus any directly attributable transaction costs. Subsequent to initial recognition these liabilities are measured at book value at date of reporting.

In accordance with the *Local Government Regulation 2012* Council adopts an annual debt policy that sets out Council's planned borrowings for the next nine years. Council's current policy is to only borrow for capital projects and for a term no longer than the expected life of the asset. Council also aims to comply with the Queensland Treasury Corporation's borrowing guidelines and ensure that sustainability indicators remain within acceptable levels at all times.

All borrowing costs are expensed in the period in which they are incurred. No borrowing costs are capitalised on qualifying assets.

Borrowings are classified as current liabilities except for the principal amount that is due and payable, under the contractual terms of the loan agreement, 12 months after the end of the reporting period. This amount is classified as a non-current amount. Further details are provided in Note 25.

**1.26 Restoration provision**

A provision is made for the cost of restoration of landfill facilities and quarries where it is probable the Council will be liable, or required, to incur such a cost on the cessation of use of these facilities. Further details can be found in Note 24.

Landfill restoration

The provision represents the present value of the anticipated future costs associated with the closure of the landfill facilities and monitoring of historical residues on these sites. The calculation of this provision requires assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for landfill facilities is reviewed at least annually and updated based on the facts and circumstances available at the time.

## ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements  
For the year ended 30 June 2014

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The provision is measured at the expected cost of the work required, discounted to current day values using an appropriate rate. The Commonwealth Government guaranteed securities, with a maturity date corresponding to the anticipated date of restoration, is considered an appropriate rate.

Changes to the provision resulting from the passing of time (the unwinding of the discount) are treated as a finance cost.

Quarry rehabilitation

The provision represents the present value of the anticipated future costs associated with the closure of the quarries and rehabilitation of these sites. The calculation of this provision requires assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. The provision recognised for quarry rehabilitation is reviewed at least annually and updated based on the facts and circumstances available at the time. Management estimates that the restoration will occur on an ongoing basis.

The provision is measured at the expected cost of the work required, discounted to current day values using an appropriate rate. The Commonwealth Government guaranteed securities, with a maturity date corresponding to the anticipated date of restoration, is considered an appropriate rate.

Changes to the provision resulting from the passing of time (the unwinding of the discount) are treated as a finance cost.

**1.27 Asset revaluation surplus**

The asset revaluation surplus comprises adjustments relating to changes in value of property, plant and equipment that do not result from the use of those assets. Net incremental changes in the carrying value of classes of non-current assets since their initial recognition are accumulated in the asset revaluation surplus.

Increases and decreases on revaluation are offset within a class of assets.

Where a class of assets is decreased on revaluation, that decrease is offset first against the amount remaining in the asset revaluation surplus in respect of that class. Any excess is treated as an expense.

When an asset is disposed of, the amount reported in surplus in respect of that asset is retained in the asset revaluation surplus and not transferred to retained surplus.

**1.28 Reserves held for future capital expenditure**

These are cash backed reserves and represent funds that are accumulated within the Council to meet anticipated future capital assets needs. In each case the amount relates to a perceived future requirement which is not currently a liability.

**(a) Unspent grants reserve**

This reserve is credited with all grants and subsidies received during the reported period and constrained for the purpose of funding specific capital expenditure. As the expenditure is incurred on specified capital assets the equivalent funds are transferred from the reserve to the capital account. The closing balance reported at the period end represents funds not yet expended and must be retained until expended in the manner for which the grant was received.

**(b) Constrained grants and contributions reserve**

This reserve is credited with all contributions of monetary revenue received during the reported period and constrained for the purpose of funding specific capital expenditure. As the expenditure is incurred on specified capital assets the equivalent funds are transferred from the reserve to the capital account. The closing balance reported at the period end represents funds not yet expended and must be retained until expended in the manner specified by the contributor.

**(c) Airport development reserve**

This reserve was created to set aside funds for future Airport capital upgrades and expansion.

**(d) Capital works reserve**

This reserve was created to provide funds for the future replacement of assets.

**(e) Plant reserve**

This reserve was created to provide funds for the future replacement of plant and equipment.

## ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements  
For the year ended 30 June 2014

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**(f) Water reserve**

This reserve was created to provide funds for the future replacement of water infrastructure.

**(g) Sewerage reserve**

This reserve was created to provide funds for the future replacement of sewerage infrastructure.

**(h) Waste management reserve**

This reserve was created to provide funds for the future replacement of waste assets.

**(i) Year-end uncompleted works reserve**

This reserve was created to assist with the management of the transition of uncompleted works between financial years in a transparent and timely manner.

**1.29 Reserves held for funding future recurrent expenditure**

These are cash backed reserves and represent funds that are accumulated within the Council to meet anticipated future recurrent or operating expenditure needs. In each case the amount relates to a perceived future requirement which is not currently a liability.

**(a) Operating projects reserve**

This reserve was created to set aside funds for specific recurrent expenditure, including unspent operational grants.

**(b) Asset maintenance reserve**

This reserve was created to meet unexpected asset maintenance expenditure.

**1.30 Retained surplus**

This represents the amount of Council's net funds not set aside in reserves to meet specific future needs.

**1.31 National competition policy**

The Council has reviewed its activities to identify its business activities. Details of these activities are disclosed in Note 40.

**1.32 Rounding and comparatives**

Amounts included in the financial statements have been rounded to the nearest \$1.

Comparative information has been restated where necessary to be consistent with disclosures in the current reporting period.

**1.33 Trust funds held for outside parties**

Funds held in the trust account on behalf of outside parties include those funds from the sale of land for arrears in rates recovery, deposits for the contracted sale of land, security deposits lodged to guarantee performance and unclaimed monies (e.g. wages) paid into the trust account by the Council. The Council performs only a custodial role in respect of these monies and because the monies cannot be used for Council purposes, they are not considered revenue nor brought to account in the financial statements.

The monies are disclosed in the notes to the financial statements for information purposes only in Note 33.

**1.34 Carbon pricing**

In 2011 the Australian Government introduced a Clean Energy Legislation package which introduced a pricing mechanism for greenhouse gas emissions in the Australian economy from 1 July 2012. This legislation was repealed on the 17 July 2014 to effectively remove Carbon Pricing from 1 July 2014.

For Rockhampton Regional Council, the Lakes Creek Landfill was above the emissions threshold and as such was liable for Carbon Tax on the emissions during the period in which the legislation was effective.

**1.35 Taxation**

Income of local authorities and public authorities is exempt from Commonwealth taxation except for Fringe Benefits Tax and Goods and Services Tax ('GST'). The net amount of GST recoverable from the ATO or payable to the ATO is shown as an asset or liability respectively.

The Council pays Payroll Tax to the Queensland Government on certain activities.

## ROCKHAMPTON REGIONAL COUNCIL

## Notes to the financial statements

For the year ended 30 June 2014

**2 Analysis of results by function****(a) Components of Council functions**

The activities relating to the Council's components reported on in Note 2(b) are as follows:

**Resourcing**

Includes recognition and allocation of general rate and grant revenue as well as interest revenue and expenses not allocated to business units.

**Office of CEO**

Incorporates the offices of the Mayor, Councillors and the Chief Executive Officer. Includes governance and Council innovation as well as marketing engagement functions.

**Infrastructure Services**

Includes roadworks, street lighting, stormwater drainage, recoverable works, depot and workshop operations, engineering administration and engineering planning. Also includes development assessment, development compliance and strategic planning.

**Corporate Services**

Includes communication and information technology, administration services, financial services, workforce and strategy, asset management, rationalisation and realisation of land and building assets, organisational development services and fleet and plant services. Also includes the lease of caravan parks and Gracemere saleyards.

**Community Services**

Includes libraries, art services, theatre and venue management, heritage preservation, child care, aged services, and community assistance. Management, maintenance and operation of Council facilities, reserves and parks. Maintenance and beautification of entrances into the region and road reserves where these are Council controlled. Local law enforcement (dog registration and regulation of parking) within Council boundaries. Manages operations of public health, environmental health, health planning and natural resource management.

**Airports**

Encompasses Rockhampton Airport operations.

**Waste & Recycling**

Includes waste collection and disposal, recycling collection, and management of Council's landfill facilities.

**Fitzroy River Water**

Council's commercialised water and sewerage business. Includes provision of water and sewerage services to the residents of Rockhampton Regional Council including operation of the barrage, water treatment plant, reservoirs, water distribution network, water quality control, sewerage treatment plants, trunk sewers, sewerage pump stations, sewerage mains and services.

ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements  
For the year ended 30 June 2014

2 Analysis of results by function

(b) Revenue, expenses and assets have been attributed to the following functions:

Functions	Income		Total Income	Total Expenses	Net Result	Assets
	Recurring					
	Grants	Other				
	2014	2014				
	\$	\$	\$	\$	\$	\$
Resourcing	3,258,489	74,192,294	77,450,783	830,877,710	(753,426,927)	225,386,070
Office of CEO	-	34,721	34,721	5,511,110	(5,476,389)	31,606
Infrastructure Services	17,403,907	53,617,679	71,021,586	59,198,406	11,823,180	878,491,126
Corporate Services	915,189	3,005,242	3,920,431	16,886,747	(12,966,316)	42,758,454
Community Services	6,821,104	8,646,203	15,467,307	52,411,266	(36,943,959)	169,188,370
Airports	25,976	13,991,295	14,017,271	13,665,344	351,927	79,227,199
Waste & Recycling	539,745	16,774,304	17,314,049	18,388,392	(1,054,343)	29,994,561
Fitzroy River Water	2,529,528	81,917,419	84,446,947	56,901,709	27,545,238	530,565,679
<b>Total</b>	<b>31,493,938</b>	<b>252,179,157</b>	<b>283,673,095</b>	<b>1,053,820,684</b>	<b>(770,147,589)</b>	<b>1,955,643,065</b>

The analysis of results by function for the current year reflects the restructure of local government. This loss on restructure is included in the total expenses for Resourcing. This note should be read in conjunction with Note 14, Note 19 and Note 34.

Functions	Restated		Restated	Restated	Restated	Restated
	Income		Total Income	Total Expenses	Net Result	Assets
	Recurring					
	Grants	Other				
2013	2013					
	\$	\$	\$	\$	\$	\$
Resourcing	8,262,488	79,526,574	87,789,062	(29,198,303)	116,987,365	268,424,824
Office of CEO	-	5,869,186	5,869,186	17,334,162	(11,464,976)	11,112
Infrastructure Services	11,859,685	37,722,886	49,582,571	78,659,268	(29,076,697)	1,403,206,267
Corporate Services	627,275	2,684,867	3,312,142	21,636,985	(18,324,844)	55,904,570
Community Services	4,309,078	8,592,993	12,902,071	56,286,237	(43,384,167)	192,430,531
Airports	48,000	12,908,779	12,956,779	12,924,086	32,693	78,023,453
Waste & Recycling	-	21,538,697	21,538,697	20,639,805	896,892	24,853,150
Fitzroy River Water	172,662	76,114,397	76,287,059	68,164,637	8,122,422	723,638,481
<b>Total</b>	<b>25,279,188</b>	<b>244,958,379</b>	<b>270,237,567</b>	<b>246,446,877</b>	<b>23,790,688</b>	<b>2,746,492,386</b>

The amounts for the prior year analysis of results by function, were maintained for the total Rockhampton Regional Council in the prior year, ie. with the inclusion of the amounts relating to the de-amalgamating Livingstone region, as this was deemed to give the most informative position for Rockhampton Regional Council for the comparative years. This note should be read in conjunction with Note 14 and Note 19.

## ROCKHAMPTON REGIONAL COUNCIL

## Notes to the financial statements

For the year ended 30 June 2014

	Note	\$ 2014	\$ Restated 2013
<b>3 Revenue analysis</b>			
<b>(a) Rates, levies and charges</b>			
General rates		47,296,140	40,698,980
Separate rates		16,021,095	14,595,592
Special rates		109,701	214,390
Water		27,475,150	23,637,384
Sewerage		23,681,427	21,500,339
Garbage charges		13,667,728	12,208,168
Rates and utility charge revenue		<u>128,251,241</u>	<u>112,854,853</u>
Less: Discounts		(9,809,308)	(8,695,423)
Less: Pensioner remissions		(1,447,204)	(1,120,726)
Net rates and utility charges		<u>116,994,729</u>	<u>103,038,704</u>
<b>(b) Fees and charges</b>			
Airport fees		10,183,557	9,043,264
Waste and recycling fees		4,723,052	4,602,613
Venues, events, tourism and cultural fees		3,612,948	2,987,565
Building, plumbing and development fees		3,248,618	3,888,374
Local laws and health licencing fees		1,071,971	898,109
Irrigator and commercial water fees		1,549,947	1,560,020
Other fees		1,120,110	970,113
		<u>25,510,203</u>	<u>23,950,058</u>
<b>(c) Interest received</b>			
Investments		3,229,240	2,628,905
Overdue rates and utility charges		441,918	465,232
		<u>3,671,158</u>	<u>3,094,137</u>
<b>(d) Sales revenue</b>			
Recoverable and private works		12,201,532	11,615,571
		<u>12,201,532</u>	<u>11,615,571</u>
The amount recognised as revenue from contract works during the period is the amount receivable in respect of invoices issued during the period.			
The contract work carried out is not subject to retentions.			
<b>(e) Other recurrent income</b>			
Rental / lease income		2,963,257	3,766,098
Commission and collection fees		1,920,670	370,320
Other income		2,245,422	2,977,766
		<u>7,129,349</u>	<u>7,114,184</u>

ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements  
For the year ended 30 June 2014

4 Grants, subsidies and contributions	2014	Restated 2013
(a) Recurrent - grants, subsidies and contributions are analysed as follows:		
General purpose grants	2,743,390	6,533,263
Government subsidies and grants	11,454,479	5,817,757
Contributions	278,186	337,302
Total recurrent revenue	<u>14,476,055</u>	<u>12,688,322</u>
(b) Capital - grants, subsidies, and contributions are analysed as follows:		
(i) Monetary revenue designated for capital funding purposes:		
Government subsidies and grants	12,957,824	6,353,595
Contributions	4,950,368	4,685,157
	<u>17,908,193</u>	<u>11,048,752</u>
(ii) Non-monetary revenue received is analysed as follows:		
Developer assets contributed by developers at fair value	23,867,849	24,793,945
Other physical assets contributed at fair value	9,886,808	708,955
20	<u>33,854,657</u>	<u>25,502,900</u>
Total Capital Revenue	<u>51,762,850</u>	<u>36,551,652</u>
Contributions recognised as income during the reporting period and which were obtained on the condition that they be expended in a manner specified by the contributor but had not been expended at the reporting date:		
Non-reciprocal grants for expenditure on recurrent Government subsidies and grants	1,049,775	210,128
Non-reciprocal grants for expenditure on capital Government subsidies and grants	82,222	32,735
	<u>1,131,997</u>	<u>242,863</u>
<b>5 Capital income</b>	<b>2014</b>	<b>2013</b>
Gain on the disposal of non-current assets	6	187,437
Gain from assets not previously recognised	20	452,966
Quarry rehabilitation - change from revision of future restoration expenditure	24	66,971
Quarry rehabilitation - reduction in rehabilitation provision for future costs, due to a change in discount rate	24	23,185
Landfill restoration - change from revision of future restoration expenditure	24	170,948
Landfill restoration - reduction in rehabilitation provision for future costs, on land not controlled by Council, due to a change in discount rate	24	309,606
Total capital income	<u>187,437</u>	<u>1,023,676</u>



## ROCKHAMPTON REGIONAL COUNCIL

## Notes to the financial statements

For the year ended 30 June 2014

6	Gain on the disposal of non-current assets	2014	2013
	(a) Proceeds from disposal of land	541,989	-
	Less: Book value of land disposed	<u>(195,769)</u>	<u>-</u>
		346,220	-
	(b) Proceeds from disposal of plant and equipment	1,126,810	-
	Less: Book value of plant and equipment disposed	<u>(1,335,827)</u>	<u>-</u>
		(209,017)	-
	(c) Proceeds from disposal of site improvements	120,565	-
	Less: Book value of site improvements disposed	<u>(70,331)</u>	<u>-</u>
		50,234	-
	Total gain on the disposal of non-current assets	<u>187,437</u>	<u>-</u>
7	Employee benefits	2014	Restated 2013
	Total staff wages and salaries	56,425,284	58,299,658
	Councillors' remuneration	1,015,410	1,107,197
	Annual, sick and long service leave entitlements	7,376,533	8,145,566
	Superannuation	6,754,242	7,218,355
		<u>71,571,469</u>	<u>74,770,776</u>
	Other employee related expenses	2,407,134	2,986,085
		<u>73,978,603</u>	<u>77,756,861</u>
	Less: Capitalised employee expenses	<u>(10,922,034)</u>	<u>(9,563,604)</u>
		<u>63,056,569</u>	<u>68,193,257</u>
	Councillor remuneration represents salary and other allowances paid in respect of carrying out their duties.		
	Total Council employees at the reporting date:		
	Elected members	8	11
	Administration staff	459	668
	Depot and outdoors staff	349	515
	Total full time equivalent employees	<u>816</u>	<u>1,194</u>
8	Materials and services	2014	Restated 2013
	Audit of annual financial statements by the Auditor-General of Queensland	218,962	208,978
	Advertising and marketing	696,452	609,905
	Administration supplies and consumables	896,722	829,582
	Communications and IT	2,561,293	1,828,086
	Consultants	2,932,570	2,330,251
	Contractors	6,449,452	7,518,320
	Donations paid	1,126,166	1,494,845
	Insurance	1,890,359	1,717,451
	Electricity	6,156,652	5,555,896
	Repairs and maintenance	19,170,827	22,909,570
	Rentals - operating leases	250,777	139,873
	Other materials and services	1,042,995	764,888
		<u>43,393,227</u>	<u>45,907,645</u>

## ROCKHAMPTON REGIONAL COUNCIL

## Notes to the financial statements

For the year ended 30 June 2014

<b>9</b>	<b>Finance costs</b>		<b>2014</b>	<b>2013</b>
	Finance costs charged by the Queensland Treasury Corporation		9,002,213	8,432,480
	Bank charges		385,193	279,351
	Impairment of receivables		115,617	265,036
	Quarry rehabilitation - change in present value over time	24	24,845	13,689
	Landfill sites - change in present value over time	24	125,798	105,102
			<u>9,653,666</u>	<u>9,085,658</u>
<b>10</b>	<b>Depreciation and amortisation</b>		<b>2014</b>	<b>2013</b>
	<b>(a) Depreciation of non-current assets</b>			
	Site improvements		2,868,291	1,730,734
	Buildings		5,957,811	5,895,165
	Heritage and Cultural assets		156,533	
	Plant and equipment		5,472,810	5,944,424
	Road and drainage network		15,393,920	15,035,957
	Bridge network		410,360	414,984
	Water		5,643,705	5,125,699
	Sewerage		5,412,311	5,338,815
	Airport		1,376,417	1,580,528
	Total depreciation of non-current assets	20	<u>42,692,158</u>	<u>41,061,306</u>
	<b>(b) Amortisation of intangible assets</b>			
	Computer software		737,912	540,730
	Total amortisation of intangible assets	22	<u>737,912</u>	<u>540,730</u>
	Total depreciation and amortisation		<u>43,430,070</u>	<u>41,602,036</u>
<b>11</b>	<b>Capital expenses</b>		<b>2014</b>	<b>Restated 2013</b>
	Loss on the disposal non-current assets	12		569,454
	Write off of non-current assets	13	9,415,791	7,080,199
	Quarry rehabilitation - change from revision of future restoration expenditure	24	29,779	
	Quarry rehabilitation - increase in rehabilitation provision for future costs, due to a change in discount rate	24	18,719	
	<b>Flood Events</b>			
	Flood event 2013 asset adjustments	37		1,634,565
	Flood event 2011 asset adjustments	37		(2,724,751)
	<b>Landfill Rehabilitation</b>			
	Closure cost now recognised	13	-	1,773,890
	Total capital expenses		<u>9,464,289</u>	<u>8,333,357</u>

## ROCKHAMPTON REGIONAL COUNCIL

## Notes to the financial statements

For the year ended 30 June 2014

12 Loss on the disposal non-current assets	2014	2013
(a) Proceeds from disposal of land	-	(5,388)
Less: Book value of land disposed	-	40,276
	<u>-</u>	<u>34,888</u>
(b) Proceeds from disposal of plant and equipment	-	(2,430,537)
Less: Book value of plant and equipment disposed	-	2,965,103
	<u>-</u>	<u>534,566</u>
Total loss on the disposal of non-current assets	<u>-</u>	<u>569,454</u>
<b>13 Write off of non-current assets</b>	<b>2014</b>	<b>Restated 2013</b>
Heritage and cultural	-	414,000
Intangible assets	3,828	3,749
Buildings	273,355	925,625
Plant and equipment	3,695	221,021
Site improvements	211,570	19,581
Road and drainage network	7,170,223	5,046,645
Bridge network	481,596	-
Water	747,944	387,396
Sewer	523,580	62,150
Airport	-	32
11	<u>9,415,792</u>	<u>7,080,199</u>
<b>Additional information regarding landfill rehabilitation assets</b>		
<b>Additional site and closure recognition for landfill rehabilitation</b>		
Capital closure cost transferred to rehabilitation asset	-	2,083,808
Additional site closure costs for ongoing maintenance and environment rehabilitation	-	(309,918)
11	<u>-</u>	<u>1,773,890</u>

## ROCKHAMPTON REGIONAL COUNCIL

## Notes to the financial statements

For the year ended 30 June 2014

## 14 Discontinued operations

The de-amalgamation of Livingstone Shire Council from Rockhampton Regional Council occurred as at 1 January 2014 as per the *Local Government (De-amalgamation Implementation) Regulation 2013*. Rockhampton Regional Council have considered all relevant impacts, legislation, transactions and modelling on its assets and liabilities as at 31 December 2013 and beyond, as a result of the de-amalgamation process. In accordance with AASB 5 *Non-current Assets Held for Sale and Discontinued Operations*, all revenue and expenses for the de-amalgamating Livingstone Shire Council have been separated for the six months ended 31 December 2013, and summarised as per Note 14.

Revenue and expenses were mainly apportioned on the basis of geographical location. Where a geographical apportionment was not possible, a population based distribution method was used, while other allocation methodologies were only used where they provided meaningful separation.

	2014	Restated 2013
	\$	\$
<b>Income</b>		
<b>Revenue</b>		
<b>Recurrent revenue</b>		
Rates, levies and charges	26,043,939	48,573,274
Fees and charges	2,867,885	5,398,260
Interest received	1,133,657	2,142,211
Sales revenue	1,129,258	1,982,828
Other recurrent income	381,944	804,006
Grants, subsidies and contributions	1,273,997	4,661,324
	<u>32,830,680</u>	<u>63,561,903</u>
<b>Capital revenue</b>		
Grants, subsidies and contributions	18,908,651	8,196,132
<b>Total revenue</b>	<u>51,739,331</u>	<u>71,758,035</u>
<b>Capital Income</b>	448	-
<b>Total income</b>	<u>51,739,779</u>	<u>71,758,035</u>
<b>Expenses</b>		
<b>Recurrent expenses</b>		
Employee benefits	(13,364,908)	(24,747,276)
Materials and services	(9,925,555)	(19,423,881)
Finance costs	(2,419,799)	(4,444,712)
Depreciation and amortisation	(9,646)	(16,909,249)
	<u>(25,719,908)</u>	<u>(65,525,118)</u>
<b>Capital expenses</b>	(22,020)	(8,386,580)
<b>Total expenses</b>	<u>(25,741,928)</u>	<u>(73,911,698)</u>
<b>Surplus/(deficit) from discontinued operations</b>	<u>25,997,851</u>	<u>(2,153,663)</u>
<b>Cash flows from discontinued operations</b>		
Net cash inflows from operating activities	5,340,510	15,838,113
Net cash (outflows) from investing activities	(5,034,243)	(19,202,109)
Net cash (outflows) from financing activities	(3,154,390)	5,071,313
<b>Net cash (outflows)/inflows</b>	<u>(2,848,123)</u>	<u>1,807,317</u>

In the preparation of accounting entries for the disposal of Livingstone Shire Council as at 31 December 2013, a review of the allocation of revenue and expenses in the 2012/13 financial year was undertaken. With the benefit of new or improved information, some items of revenue and expenses in 2012/13 were subsequently reallocated between continuing and discontinued operations. The effect of the reallocations on revenue, expenses, and cash flows is summarised as follows:

## ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements  
For the year ended 30 June 2014

	Note	\$	\$
<b>Restatement of prior year accounts</b>		<b>2014</b>	<b>Restated 2013</b>
<b>Revenue</b>			
Interest received			(27,878)
Sales revenue			284,745
Grants, subsidies and contributions			(327,098)
<b>Total movement in revenue</b>			<u>(70,231)</u>
<b>Expenses</b>			
Employee benefits			2,025,114
Materials and services			(3,089,117)
<b>Total movement in expenses</b>			<u>(1,064,003)</u>
<b>Net movement due to restatement</b>			<u>(1,134,234)</u>
<b>Restatement of cash flows from discontinued operations</b>			
Net cash inflows from operating activities			(233,287)
Net cash (outflows) from investing activities			470,504
Net cash (outflows)/inflows from financing activities			
<b>Net cash inflows</b>			<u>237,217</u>
<b>15 Cash and cash equivalents</b>		<b>2014</b>	<b>Restated 2013</b>
Cash in operating bank account		1,882,256	1,113,447
Cash in other banks and on hand		27,500	27,350
Deposits and investments held with QTC		27,989,881	13,524,558
Balance as per statement of financial position		29,899,637	14,665,355
Component of cash held for transfer to Livingstone Shire		10,381,261	13,232,453
Balance as per statement of cash flows		<u>40,280,898</u>	<u>27,897,808</u>
Cash at bank funds are held with the Commonwealth Bank. Deposits at call consist of funds held in a Queensland Treasury Corporation Cash Fund, which has a short term credit rating of A1+ and a long term rating of AA-, with a floating interest rate (3.38% for 30 June 2014).			
Externally imposed expenditure restrictions at the reporting date relate to the following cash assets:			
Unspent government grants and subsidies		372,693	1,047,861
Unspent developer contributions		16,434,564	26,131,295
Cash balance to be transferred to Livingstone Shire Council		10,381,261	-
Total unspent restricted cash		<u>27,188,518</u>	<u>27,179,156</u>
<b>16 Investments</b>		<b>2014</b>	<b>2013</b>
Opening balance as at 1 July 2013		59,000,000	36,000,000
Add back assets held for transfer to Livingstone Shire Council as at 30 June 2013		33,000,000	-
Transfers (to)/from operating bank account		(2,000,000)	56,000,000
Assets held for transfer to Livingstone Shire Council			(33,000,000)
Amount transferred on restructure of local government	34	(33,000,000)	-
Closing balance of term deposits		<u>57,000,000</u>	<u>59,000,000</u>
Term deposits at fixed interest rates are held with the following financial institutions: Westpac (A1+), National Australia Bank (A1+), ME Bank (A2) and The Rock (A3). Maturity ranges from 4 months to 1 year and bear interest rates from 3.65% to 4.03%.			

## ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements  
For the year ended 30 June 2014

	Note	\$	\$
		2014	Restated 2013
<b>17 Trade and other receivables</b>			
<b>Current</b>			
Rateable revenue and utility charges		7,277,106	6,252,617
Less: impairment		(30,940)	(23,546)
		<u>7,246,166</u>	<u>6,229,071</u>
Water charges yet to be levied		308,487	50,092
GST recoverable		639,820	579,682
Other debtors		9,085,367	8,134,710
Less: impairment		(483,683)	(427,675)
		<u>9,549,991</u>	<u>8,336,809</u>
Prepayments		1,610,910	1,404,314
		<u>18,407,067</u>	<u>15,970,194</u>
Interest is charged on outstanding rates at a rate of 11% per annum (2013 - 11%). There is no concentration of credit risk for rates and utility charges, fees and other debtors receivable.			
Community loans arise from time to time and are subject to negotiated interest rates.			
Movement in accumulated impairment losses (trade and other receivables) is as follows:			
Opening balance		451,220	400,183
Impairment debts written off during the year		(63,582)	(131,355)
Additional impairments recognised		126,985	182,392
Closing balance		<u>514,623</u>	<u>451,220</u>
<b>18 Inventories</b>		<b>2014</b>	<b>2013</b>
Inventories held for sale			
Other trading stocks		235,559	279,028
		<u>235,559</u>	<u>279,028</u>
Inventories held for internal use:			
Quarry and road materials		355,039	162,027
Stores and materials		1,139,567	1,018,080
		<u>1,494,606</u>	<u>1,180,107</u>
Valued at cost, adjusted when applicable for any loss of service potential.		<u>1,730,165</u>	<u>1,459,135</u>

## ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements  
For the year ended 30 June 2014

	Note	\$	\$
19 Assets classified as held for sale and transfer		2014	Restated 2013
Land held for sale	(a)	3,719,000	1,442,210
Assets held for transfer to Livingstone Shire Council	(b)	10,381,261	939,386,285
		<u>14,100,261</u>	<u>940,828,495</u>
Liabilities held for transfer to Livingstone Shire Council	(b)	-	101,669,972

(a) Council has decided to sell vacant land. It has been placed with real estate agents or subject to negotiation and is expected to be sold within one year. These assets are measured at the lower of the assets' carrying amounts and their fair values less costs to sell. These assets are not depreciated or amortised.

(b) The de-amalgamation of Livingstone Shire Council from Rockhampton Regional Council occurred as at 1 January 2014 as per the *Local Government (De-amalgamation Implementation) Regulation 2013*. Assets and liabilities anticipated to be transferred to the Livingstone Shire Council are as follows:

Cash, investments and cash equivalents		10,381,261	46,232,455
Trade and other receivables		-	5,207,872
Inventories		-	846,795
Property, plant and equipment		-	885,763,331
Intangible assets		-	857,764
Land held for sale		-	478,068
Assets of Livingstone Shire Council classified as held for sale and transfer	(b)	<u>10,381,261</u>	<u>939,386,285</u>
Trade and other payables		-	7,064,528
Provisions		-	14,532,944
Loans		-	79,419,045
Other liabilities		-	653,455
Liabilities of Livingstone Shire Council classified as held for sale and transfer	(b)	<u>-</u>	<u>101,669,972</u>
<b>Net assets and liabilities to be transferred</b>		<u>10,381,261</u>	<u>837,716,313</u>

In the preparation of accounting entries for the disposal of Livingstone Shire Council as at 31 December 2013, a review of the allocation of assets and liabilities in the 2012/13 financial year was undertaken. With the benefit of new or improved information, some asset items as at 30 June 2013 were subsequently reallocated between current assets and assets held for transfer to Livingstone Shire Council. The effect of the reallocations is summarised below:

**Restatement of prior year (movement in balances)**

<b>Assets</b>		
Cash, investments and cash equivalents		2,686,176
Trade and other receivables		71,852
<b>Total change in assets</b>		<u>2,758,028</u>
<b>Net movement due to restatement</b>		<u>2,758,028</u>

ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements  
For the year ended 30 June 2014

20 (a) Property, plant and equipment

Basis of measurement	Note	Land	Site improvements	Buildings	Plant and equipment	Road and drainage network	Bridge network	Water	Sewerage	Airport	Heritage and cultural assets	Work in Progress	Total
		Valuation	Valuation	Valuation	Cost	Valuation	Valuation	Valuation	Valuation	Valuation	Valuation	Cost	
Asset values		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Opening gross value as at 1 July 2013 - Rockhampton Regional Council		104,130,460	67,227,197	235,678,918	61,462,121	1,076,032,170	32,903,029	460,593,592	320,926,015	65,513,798	21,319,922	33,946,882	2,479,734,104
Add assets held for transfer to Livingstone Shire Council		50,774,106	29,769,721	39,182,819	18,756,814	583,452,462	28,689,388	237,382,288	109,891,720	-	330,990	12,809,340	1,111,039,648
Opening gross value as at 1 July 2013		154,904,566	96,996,919	274,861,738	80,218,936	1,659,484,633	61,592,417	697,975,880	430,817,735	65,513,798	21,650,912	46,756,222	3,590,773,756
Additions at cost		59,488	923,167	2,294,192	6,232,708	16,657,308	575,639	6,444,438	8,493,673	27,246	23,028	42,438,074	84,167,960
Contributed assets at valuation	4(b)(ii)&14	3,000	-	-	110,191	38,063,426	71,278	3,654,895	3,344,440	-	149,764	-	45,396,994
Reassessment of landfill restoration cost		-	(714,734)	-	-	-	-	-	-	-	-	-	(714,734)
Transfers between classes		2,931	8,209,130	3,065,904	181,045	5,235,710	26,142	2,600,052	2,277,323	122,106	-	(21,720,355)	-
Disposals		(195,769)	(161,460)	-	(4,828,172)	-	-	-	-	-	-	-	(5,185,421)
Assets classified as held for sale - land	19	(1,814,521)	-	-	-	-	-	-	-	-	-	-	(1,814,521)
Revaluation adjustment to asset revaluation surplus	28	25,517,410	10,501,709	-	-	-	-	61,507,089	(34,222,052)	-	-	-	83,304,157
Flood event 2011 asset adjustments	37(a)	-	-	-	-	1,089,030	-	-	-	-	-	-	1,089,030
Write offs	13 & 14	-	(1,753,224)	(1,244,305)	(245,145)	(9,769,684)	(663,061)	(3,288,748)	(2,528,574)	-	-	-	(19,492,741)
Transfer to intangible assets	22	-	-	-	-	-	-	-	-	-	-	(644,590)	(644,590)
Assets transferred to Livingstone Shire Council	34	(50,850,547)	(28,162,865)	(39,557,263)	(19,492,335)	(589,195,195)	(29,043,666)	(238,475,913)	(110,427,863)	-	(329,190)	(23,924,355)	(1,129,458,292)
Closing gross value as at 30 June 2014		127,625,458	85,838,622	239,420,266	62,177,228	1,121,565,228	32,558,749	530,417,703	297,754,682	65,663,150	21,494,514	42,904,996	2,627,420,598

Accumulated depreciation and impairment

Opening gross value as at 1 July 2013 - Rockhampton Regional Council		-	19,007,226	101,742,049	25,698,739	258,572,048	9,266,863	163,590,938	163,189,616	22,135,147	3,932,800	-	767,135,426
Add assets held for transfer to Livingstone Shire Council		-	6,379,585	16,195,238	7,743,675	74,122,598	6,493,639	90,162,284	24,179,297	-	-	-	225,276,316
Opening balance as at 1 July 2013		-	25,386,812	117,937,289	33,442,414	332,694,646	15,760,502	253,753,222	187,368,915	22,135,148	3,932,800	-	992,411,748
Depreciation provided in period	10(a)	-	2,868,367	5,957,811	5,482,220	15,394,080	410,360	5,643,705	5,412,311	1,376,417	156,533	-	42,701,804
Depreciation on disposals		-	(91,149)	-	(3,406,753)	-	-	-	-	-	-	-	(3,497,902)
Revaluation adjustment to asset revaluation surplus	28	-	5,762,214	-	-	-	-	25,887,470	(34,631,568)	-	-	-	(2,981,884)
Flood event 2011 asset adjustments	37(a)	-	-	-	-	235,460	-	-	-	-	-	-	235,460
Depreciation on write offs	13 & 14	-	(1,541,654)	(870,949)	(241,450)	(2,577,442)	(181,466)	(2,540,804)	(2,004,995)	-	-	-	(10,058,760)
Assets transferred to Livingstone Shire Council	34	-	(6,021,380)	(16,199,410)	(7,500,425)	(73,290,304)	(6,524,082)	(90,138,828)	(24,179,297)	-	-	-	(223,847,526)
Accumulated depreciation as at 30 June 2014		-	26,363,210	106,730,741	27,776,006	272,456,440	9,465,314	192,604,965	131,965,366	23,511,565	4,089,333	-	794,962,940

Net value at 30 June 2014		127,625,458	59,475,412	132,689,524	34,401,222	849,108,788	23,093,435	337,812,738	165,789,316	42,151,585	17,405,181	42,904,996	1,832,457,658
Residual value		-	5,999,626	-	11,213,177	308,161,245	-	9,536,208	5,206,471	22,340,805	-	-	362,457,532
Range of estimated useful life in years		Not depreciated	10 - 102	10 - 80	3 - 40	4 - 130	10 - 100	15 - 120	15 - 100	12 - 120	Buildings only 15 - 75	-	-

Additions comprise:

Continuing operations	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Renewals	-	248,944	640,465	4,201,020	12,325,082	575,639	3,280,978	2,178,527	22,559	-	4,954,481	28,427,695	
Other additions	58,488	668,713	1,599,434	1,153,980	3,163,394	-	3,163,461	6,315,146	4,887	23,028	25,961,084	43,273,415	
Total additions	58,488	917,657	2,239,899	5,355,000	16,630,476	575,639	6,444,439	8,493,673	27,246	23,028	30,905,565	71,701,110	

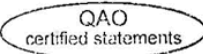
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ROCKHAMPTON REGIONAL COUNCIL  
Notes to the financial statements  
For the year ended 30 June 2014

20 (b) Property, plant and equipment - prior year

Note	Restated 2013	Restated 2013	Restated 2013	Restated 2013	Restated 2013	Restated 2013	Restated 2013	Restated 2013	Restated 2013	2013	Restated 2013	Restated 2013
	Land	Site improvements	Buildings	Plant and equipment	Road and drainage network	Bridge network	Water	Sewerage	Airport	Heritage and cultural assets	Work in Progress	Total
Basis of measurement	Valuation	Valuation	Valuation	Cost	Valuation	Valuation	Valuation	Valuation	Valuation	Valuation	Cost	Cost
Asset values	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Opening gross value as at 1 July 2012	146,482,138	79,685,973	270,686,164	80,095,722	1,636,734,979	61,077,663	663,883,048	429,735,761	65,568,698	19,606,354	73,447,201	3,527,013,701
Adjustment to opening value	38	2,536,774	(10,487,836)	532,893	(11,000)	(363,227)	468,366	13,111,567	(13,841,676)	(277,000)	-	(13,959,182)
Additions at cost	46,804	2,821,582	4,117,533	9,407,806	19,259,186	32,412	7,448,515	5,608,991	233,796	25,909	27,100,747	76,103,281
Contributed assets at valuation	4(b)(ii) & 13	42,521	35,900	-	67,596	22,922,870	-	2,525,637	3,376,525	-	708,955	29,680,004
Assets not previously recognised	-	-	131,302	18,320	281,580	-	-	-	-	50,318	-	481,520
Establishment of future landfill closure and maintenance asset	13	-	21,715,282	-	-	-	-	-	-	-	(2,083,808)	19,631,474
Transfers between classes	-	10,681	3,290,316	1,059,898	326,549	16,794,153	94,676	13,237,191	8,162,492	2,304	6,794	(44,985,054)
Disposals	19	(402,640)	-	-	(8,452,772)	-	-	-	-	-	-	(8,855,412)
Assets classified as held for sale - land	19	6,178,288	-	-	-	-	-	-	-	-	-	6,178,288
Revaluation adjustment to asset revaluation surplus	28	-	-	5,098	-	510,388	-	-	-	1,666,582	-	2,182,068
Flood event 2013 asset adjustments	37(b)	-	-	-	-	(9,777,691)	-	-	-	-	-	(9,777,691)
Flood event 2011 asset adjustments	37(b)	-	-	-	-	(13,978,418)	-	-	-	-	-	(13,978,418)
Write offs	13 & 14	-	(69,298)	(1,671,150)	(1,233,285)	(14,899,187)	(80,700)	(6,496,990)	(2,224,358)	(14,000)	(414,000)	(27,102,968)
Impairment and reversal of impairment	28	-	-	-	-	-	-	4,266,912	-	-	-	4,266,912
Transfer to intangible assets	22	-	-	-	-	-	-	-	-	-	(1,089,821)	(1,089,821)
Assets held for transfer to Livingstone Shire Council	-	(50,774,106)	(29,769,721)	(39,182,819)	(18,756,814)	(583,452,462)	(28,689,388)	(237,382,288)	(109,891,720)	-	(330,990)	(1,111,039,648)
Closing gross value as at 30 June 2013	104,130,460	67,227,198	235,678,919	61,462,122	1,076,032,171	32,903,029	460,593,592	320,026,015	65,513,798	21,319,922	33,946,882	2,479,734,108
<b>Accumulated depreciation and impairment</b>												
Opening balance as at 1 July 2012	-	24,904,503	112,200,508	32,158,363	323,721,949	15,064,796	253,164,923	189,643,419	20,583,335	-	-	971,441,796
Adjustment to opening value	38	-	(1,840,387)	(536,871)	(8,017)	(303,131)	-	(6,592,320)	(7,915,915)	(14,747)	-	(17,211,388)
Depreciation provided in period	10(a) & 14	-	2,372,413	7,019,177	7,792,001	22,684,608	767,498	8,419,090	7,154,473	1,580,528	-	57,789,788
Depreciation on disposals	-	-	-	-	(5,487,669)	-	-	-	-	-	-	(5,487,669)
Revaluation adjustment to asset revaluation surplus	28	-	-	-	-	-	-	-	-	3,932,800	-	3,932,800
Flood event 2013 asset adjustments	37(b)	-	-	-	-	(1,790,974)	-	-	-	-	-	(1,790,974)
Flood event 2011 asset adjustments	37(b)	-	-	-	-	(8,467,989)	-	-	-	-	-	(8,467,989)
Depreciation on write offs	13 & 14	-	(49,717)	(745,526)	(1,012,264)	(3,149,817)	(71,792)	(3,742,784)	(1,513,063)	(13,968)	-	(10,298,931)
Impairment and reversal of impairment	28	-	-	-	-	-	-	2,504,313	-	-	-	2,504,313
Assets held for transfer to Livingstone Shire Council	-	(6,379,585)	(16,195,238)	(7,743,675)	(74,122,598)	(6,493,639)	(90,162,284)	(24,179,297)	-	-	-	(225,276,316)
Accumulated depreciation as at 30 June 2013	-	19,007,227	101,742,050	25,696,739	258,572,048	9,266,863	163,590,938	163,189,617	22,135,148	3,932,800	-	767,135,430
Net value at 30 June 2013	104,130,460	48,219,971	133,936,869	35,765,383	817,460,123	23,636,166	297,002,654	157,736,398	43,378,650	17,387,122	33,946,882	1,712,598,678
Residual value	-	-	-	16,619,622	297,271,914	-	-	-	22,294,349	-	-	336,185,865
Range of estimated useful life in years	Not depreciated	4 - 145	10 - 80	2 - 40	4 - 130	10 - 100	10 - 150	20 - 100	12 - 120	Buildings only 15 - 75	-	-
<b>Additions comprise:</b>												
Continuing operations	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Renewals	-	255,095	3,290,071	6,615,835	9,105,552	-	3,750,736	1,939,694	114,302	-	5,994,374	31,065,659
Other additions	46,069	1,530,355	375,048	635,391	4,637,058	-	572,119	2,447,452	119,494	25,909	18,904,010	29,292,906
Total additions	46,069	1,785,450	3,665,119	7,251,226	13,742,610	-	4,322,855	4,387,146	233,796	25,909	24,898,384	60,358,565



## ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements  
For the year ended 30 June 2014

## 21 Fair value measurements

## (e) Recognised fair value measurements

Council measures and recognises the following assets at fair value on a recurring basis:

- Property, plant and equipment
  - Land
  - Site Improvements
  - Buildings
  - Road and drainage network
  - Bridge network
  - Water
  - Sewerage
  - Airport
  - Heritage and cultural assets

Council does not measure any liabilities at fair value on a recurring basis.

Council has assets and liabilities which are not measured at fair value, but for which fair values are disclosed in other notes.

Council borrowings are measured at amortised cost with interest recognised in profit or loss when incurred. The fair value of borrowings disclosed in Note 25 is provided by the Queensland Treasury Corporation and represents the contractual undiscounted cash flows at balance date (level 2).

The carrying amounts of trade receivables and trade payables are assumed to approximate their fair values due to their short-term nature (level 2).

Council also has assets measured at fair value on a non-recurring basis as a result of being reclassified as assets held for sale. This comprises land held for sale as disclosed in Note 19. A description of the valuation techniques and the inputs used to determine the fair value of this land is included below under the heading "Land (level 2)".

In accordance with AASB 13 fair value measurements are categorised on the following basis:

- Fair value based on quoted prices (unadjusted) in active markets for identical assets or liabilities (level 1)
- Fair value based on inputs that are directly or indirectly observable for the asset or liability (level 2)
- Fair value based on unobservable inputs for the asset and liability (level 3)

The following table categorises fair value measurements as either level 2 or level 3 in accordance with AASB 13. Council does not have any assets or liabilities measured at fair value which meet the criteria for categorisation as level 1.

The fair values of the assets are determined using valuation techniques which maximise the use of observable data, where it is available, and minimise the use of entity specific estimates. If all significant inputs required to value an asset are observable, the asset is included in level 2. If one or more of the significant inputs is not based on observable market data, the asset is included in level 3. This is the case for all Council assets, which are of a specialist nature for which there is no active market for similar or identical assets. These assets are valued using a combination of observable and unobservable inputs.

The table presents the Council's assets and liabilities measured and recognised at fair value at 30 June 2014. Comparative information has not been provided as allowed by the transitional provisions of AASB 13 *Fair Value Measurement*.

At 30 June 2014	Note	Level 2	Level 3	Total
		(Significant other observable inputs)	(Significant unobservable inputs)	
		\$	\$	\$
<b>Recurring fair value measurements - Assets:</b>				
Land	20	78,569,000	49,056,458	127,625,458
Site improvements	20	-	59,475,412	59,475,412
Buildings	20	-	132,689,524	132,689,524
Road, drainage and bridge network	20	-	849,108,788	849,108,788
Bridge network	20	-	23,093,435	23,093,435
Water	20	-	337,812,738	337,812,738
Sewerage	20	-	165,789,316	165,789,316
Airport	20	-	42,151,585	42,151,585
Heritage and cultural assets	20	-	17,405,181	17,405,181
<b>Total recurring fair value measurements</b>		<b>78,569,000</b>	<b>1,676,582,437</b>	<b>1,755,151,437</b>
<b>Non-recurring fair value measurements - Assets:</b>				
Land held for sale	19	2,524,000	1,195,000	3,719,000

ROCKHAMPTON REGIONAL COUNCIL

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There were no transfers between levels 1 and 2 during the year, nor between levels 2 and 3.

Council's policy is to recognise transfers in and out of the fair value hierarchy levels as at the end of the reporting period.

**(b) Valuation techniques used to derive fair values for level 2 and level 3 valuations**

Council adopted AASB13 *Fair Value Measurement* for the first time this financial year and has reviewed each valuation to ensure compliance with the requirements of the new standard. There have been no changes in valuation techniques as a result of this review. The last full valuation of road and drainage, buildings, airport, bridge and heritage and cultural assets were valued under AASB116 *Property, Plant and Equipment*.

Where land is used for community benefit purposes there is generally a difference between the current use and highest and best use, including cemeteries, parks, sporting facilities and the showgrounds.

**Specific valuation techniques used to value Council assets comprise:**

**Land (level 2) / Land held for sale (level 2)**

Land fair values were determined by independent valuer, APV Valuers & Asset Management effective, 30 April 2014. Level 2 valuation inputs were used to value land in freehold title as well as land used for special purposes which is restricted in use under current zoning rules. Sales prices of comparable land sites in close proximity are adjusted for differences in key attributes such as property size. The most significant inputs into this valuation approach are price per square metre.

**Land (level 3) / Land held for sale (level 3)**

Where there was no observable market evidence for a land asset due to its configuration, council zoning restrictions, contamination or similar factors that result in there being no directly comparable market evidence level 3 valuation inputs were used. For these assets significant assumptions needed to be made to determine the fair value. These were subsequently valued at the level 3 valuation input hierarchy by using the professional judgment of a Registered Valuer who adjusted the price per square metre of sales from sites not in close proximity which provided only a low level of comparability. The highest and best alternate use was utilised in the determination of the replacement cost where there was no directly comparable market evidence for the current use.

Land classified as held for sale during the reporting period was measured at the lower of its carrying amount and fair value less cost to sell at the time of reclassification. The fair value of the land was determined using the sales comparison approach described in the preceding paragraph.

The following table provides a summary of the unobservable inputs and an assessment of the sensitivity of these to the fair value measurement.

**Sensitivity of valuation to unobservable inputs**

Significant unobservable input	Range of inputs	Relationship of unobservable inputs to fair value
Price per square metre	\$0.50 - \$1 000	The higher the price per square metre, the higher the fair value.

**Buildings (level 3)**

The fair value of buildings is measured at written down current replacement cost. The last comprehensive revaluation was undertaken by AssetVal Pty Ltd, Registered Valuers, under AASB 116 *Property Plant & Equipment*, as at 30 June 2012. The indexed based review conducted by AssetVal Pty Ltd and Council's review of indices as at 30 June 2014 found no material movement in values, and as a result no valuation adjustment was undertaken.

ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements  
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**Current replacement cost (CRC)**

Where Council buildings are of a specialist nature and there is no active market for the assets, fair value has been determined on the basis of replacement with a new asset having similar service potential. Published or available market data for recent projects, and/or published cost guides are utilised to determine the estimated replacement cost, including allowances for preliminaries and professional fees.

**Accumulated depreciation**

In determining the level of accumulated depreciation the asset has been disaggregated into significant components which exhibit different useful lives. Allowance has been made for the typical asset life cycle and renewal treatments of each component. An assessment of the economic life and remaining economic life of the various assets has been derived from valuer experience.

Estimated useful lives and residual values (nil for buildings) are disclosed in Note 20.

**Sensitivity of valuation to unobservable inputs**

The table below summarises the effect that changes in the most significant unobservable inputs would have on the valuation:

Significant unobservable input	Range of inputs	Relationship of unobservable inputs to fair value
Replacement cost per square metre	\$64 - \$5 605	The higher the replacement cost per square metre, the higher the fair value.
Remaining useful life	2 - 80 years	The longer the remaining useful life, the higher the fair value.

**Site Improvements (level 3)**

The fair value of site improvements were determined by Cardno (Qld) Pty Ltd, Registered Valuer, as at 30 April 2014, at written down current replacement cost.

**Current replacement cost (CRC)**

Where site improvement assets are of a specialist nature and there is no active market for the assets, fair value has been determined on the basis of replacement with a new asset having similar service potential. The unit rates (labour and materials) and quantities applied to determine the CRC of an asset are based on the full replacement cost, including components that may not need to be replaced. The unit rates were derived from valuer databases and cost curves, scheduled rates for construction of assets or similar assets, published cost guides and supplier quotations and calibrated where applicable. Valuation unit rates (replacement costs) were increased by 15% to allow for project overheads including survey, environmental and investigation costs, engineering design, planning, and project management.

**Accumulated depreciation**

In determining the level of accumulated depreciation, the asset has been disaggregated into significant components which exhibit different useful lives. Allowance has been made for the consumed or expired future economic benefits of the asset by reference to the useful life and condition of the asset.

Site inspections were undertaken on 50% of the site improvements. For the inspected assets a condition rating was allocated which determined the remaining useful life as per the following table:

Condition rating	Remaining useful life %
0-1	80%-100%
1-2	60%-80%
2-3	40%-60%
3-4	20%-40%
4-5	0%-20%

Where site inspections were not conducted, the remaining useful life was calculated based on age. Where assets have not been inspected and did not have a construction date, an average condition rating based on the 50% inspected assets was extrapolated to those assets and remaining useful life calculated accordingly.

Estimated useful lives and residual values (nil for site improvements) are disclosed in Note 20.

ROCKHAMPTON REGIONAL COUNCIL

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**Sensitivity of valuation to unobservable inputs**

The table below summarises the effect that changes in the most significant unobservable inputs would have on the valuation:

Significant unobservable input	Range of inputs	Relationship of unobservable inputs to fair value
Material cost	20% - 75% of replacement cost	The higher the material cost, the higher the fair value.
Labour cost	15% - 70% of replacement cost	The higher the labour cost, the higher the fair value.
Replacement cost	\$70 - \$5 999 626	The higher the replacement cost, the higher the fair value.
Condition rating	0.1 - 4	The worse the asset condition, the lower the fair value.
Residual value	\$0 - \$5 999 626	The higher the residual value the higher the fair value.
Useful life	10 - 102 years	The longer the useful life, the higher the fair value.

**Infrastructure assets (level 3)**

All Council infrastructure assets were valued using written down current replacement cost. This valuation comprises the asset's current replacement cost (CRC) less accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Council first determined the gross cost of replacing the full service potential of the asset and then adjusted this amount to take account of the expired service potential of the asset.

CRC was measured by reference to the lowest cost at which the gross future economic benefits of the asset could currently be obtained in the normal course of business. Where existing assets were over designed, had excess capacity, or were redundant an adjustment was made so that the resulting valuation reflected the cost of replacing the existing economic benefits based on an efficient set of modern equivalent assets to achieve the required level of service output within the council's planning horizon.

The unit rates (labour and materials) and quantities applied to determine the CRC of an asset or asset component were based on a "Greenfield" assumption meaning that the CRC was determined as the full cost of replacement with a new asset including components that may not need to be replaced, such as earthworks. The depreciated replacement cost was determined using methods relevant to the asset class as described under individual asset categories below.

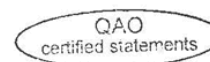
**Road and drainage network (level 3)**

**Current replacement cost (CRC)**

Council categorises its road infrastructure according to the NAASRA functional road classifications and then categorises these into sealed and unsealed. Both urban and rural roads are managed in segments of varying lengths. This can be dependent on construction type, environment and surroundings. All road segments are then componentised into formation, pavement and surface (where applicable). Council assumes that environmental factors such as soil type, climate and topography are consistent across each segment. Council also assumes a segment is constructed to the same standard and uses consistent unit rates.

CRC was calculated by reference to asset linear and area specifications, estimated labour and material inputs, services costs, and overhead allocations. Council assumes that formation, pavement and surfaces are constructed to the standard drawings set out in the Capricorn Municipal Design Guidelines. For internal construction estimates, material and services prices are based on existing supplier contract rates or supplier price lists and labour wage rates were based on Council's Enterprise Bargaining Agreement (EBA). All direct costs were allocated to assets at standard usage quantities according to recently completed similar projects. Where construction is outsourced, CRC was based on the average unit rates of completed similar projects over the last few years.

The last full valuation of road and drainage infrastructure was undertaken effective 30 June 2012 by suitably qualified officers of Rockhampton Regional Council under AASB116 *Property, Plant and Equipment*. A review of indices as at 30 June 2014 using the ABS Producers Price Index "Roads and Bridges Construction - Queensland (3101) A2333727L" found that there was no material movement in values, and as a result no valuation adjustment was undertaken.



ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements  
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**Accumulated depreciation**

In determining the level of accumulated depreciation, roads were disaggregated into significant components which exhibited different useful lives.

Assessment of expired service potential and remaining useful lives was undertaken based on a straight line basis derived from the associated benchmark life for the type of asset or condition information where reliable information is available.

Estimated useful lives and residual values are disclosed in Note 20.

**Road and drainage sensitivity of valuation to unobservable inputs**

As detailed above, Council's road and drainage network has been valued using written down current replacement cost. This method utilises a number of inputs that require judgement and are therefore classed as unobservable. While these judgements are made with the greatest care, and based upon years of experience, different judgements could result in a different valuation. The table below summarises the effect that changes in the most significant unobservable inputs would have on the valuation:

Significant unobservable input	Range of inputs	Relationship of unobservable inputs to fair value
Number of labour hours	Varies depending on type of assets	The higher the labour hours, the higher the fair value.
Number of plant hours and type of plant used	Varies depending on type of assets	The higher the plant hours and more costly the plant used in the process, the higher the fair value.
Standard material usage quantities	Varies depending on type of assets	The higher the usage quantities, the higher the fair value.
Remaining useful life	2 -120 years	The longer the remaining useful life, the higher the fair value.
Residual value	Varies depending on type of assets 0 - 100%	The higher the residual value, the higher the fair value.

**Bridge network (level 3)**

The fair value of the bridge network is measured at written down current replacement cost. The last comprehensive revaluation was undertaken by AssetVal Pty Ltd, Registered Valuers, under AASB 116 *Property Plant & Equipment*, as at 30 June 2012. The indexed based review conducted by AssetVal Pty Ltd and Council's review of indices as at 30 June 2014 found no material movement in values, and as a result no valuation adjustment was undertaken.

**Current replacement cost**

Where Council bridges are of a specialist nature and there is no active market for the assets, fair value has been determined on the basis of replacement with a new asset having similar service potential. Published or available market data for recent projects, and/or published cost guides are utilised to determine the estimated replacement cost, including allowances for preliminaries and professional fees.



**ROCKHAMPTON REGIONAL COUNCIL**

**Notes to the financial statements**  
For the year ended 30 June 2014

**Accumulated depreciation**

In determining the level of accumulated depreciation the asset has been disaggregated into significant components which exhibit different useful lives. Allowance has been made for the typical asset life cycle and renewal treatments of each component. An assessment of the economic life and remaining economic life of the various assets has been derived from Valuer experience.

Estimated useful lives and residual values (nil for bridge network) are disclosed in Note 20.

**Sensitivity of valuation to unobservable inputs**

The table below summarises the effect that changes in the most significant unobservable inputs would have on the valuation:

Significant unobservable input	Range of inputs	Relationship of unobservable inputs to fair value
Number of labour hours	5-100 hours/component	The higher the labour hours, the higher the fair value.
Raw material usage quantities	Varies depending on type of assets and application	The higher the usage quantities, the higher the fair value.
Remaining useful life	2 - 100 years	The longer the remaining useful life, the higher the fair value.

**Water and Sewerage (level 3)**

The fair value of water and sewerage assets were determined by AssetVal Pty Ltd, Registered Valuer, as at 30 April 2014, at written down current replacement cost.

**Current replacement cost (CRC)**

The water and sewer assets were segregated into active and passive assets. For passive assets (water and sewer mains; water meters) unit rates were applied based on similar recent project costs, unit rate databases, indices, Rawlinson's construction rates and quotations and reviews by Council engineers. The active assets of treatment, pumping and storage assets were componentised and valued independently, with allowances for complexity, size, function and site factors. Raw costs were increased by up to 30% depending on project complexity to allow for project overheads including survey, environmental and investigation costs, engineering design, planning and project management.

**Accumulated depreciation**

In determining the level of accumulated depreciation for major assets, the assets have been disaggregated into significant components which exhibit different patterns of consumption (useful lives). Residual value (the value at the time the asset is considered no longer available) is also a factor. A condition assessment is applied on a component basis, which is based on factors such as the age of the asset, overall condition at the time of inspection, economic and/or function obsolescence. The condition assessment directly translates to the level of depreciation applied.

For the above ground active water and sewer assets there was a 95% inspection undertaken. Where site inspections were not conducted the remaining useful life was calculated on asset age and estimated useful life.



ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements  
For the year ended 30 June 2014

The condition rating inputs can be defined in the following table:

Description	Rating	Percentage of life remaining
Brand new or rehabilitated to new	10	100%
Near new with no visible deterioration	9	90%
Excellent overall condition early stages of deterioration	8	80%
Very good overall condition with obvious deterioration evident	7	70%
Good overall condition, obvious deterioration, serviceability impaired very slightly	6	60%
Fair overall condition, obvious deterioration, some serviceability loss	5	50%
Fair to poor overall condition, obvious deterioration, some serviceability loss	4	40%
Poor overall condition, obvious deterioration, some serviceability loss, high maintenance costs	3	30%
Very poor overall condition, severe deterioration, very high maintenance costs. Consider renewal	2	20%
Extremely poor condition, severe serviceability problems, renewal required immediately	1	10%
Failed asset, no longer serviceable. Should not remain in service	0	0%

Estimated useful lives and residual values are disclosed in Note 20.

Sensitivity of valuation to unobservable inputs

Significant unobservable input	Range of inputs	Relationship of unobservable inputs to fair value
Number of labour hours per component	5-100 hours/linear metre	The higher the labour hours, the higher the fair value.
Raw material usage quantities	Varies depending on type and application	The higher the usage quantities, the higher the fair value.
Condition rating	Water: 1 - 9	The higher the condition score, the higher the fair value.
	Sewer: 1 - 9	
Remaining useful life	Water: 1 - 116 years	The longer the remaining useful life, the higher the fair value.
	Sewer: 1 - 86 years	
Residual value	Water: \$0 - \$2 173 600	The higher the residual value, the higher the fair value.
	Sewer: \$0 - \$2 079 000	



ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements  
For the year ended 30 June 2014

**Airport (level 3)**

The fair value of the airport assets are measured at written down current replacement cost. The last comprehensive revaluation was undertaken by AssetVal Pty Ltd, Registered Valuers, under AASB 116 *Property Plant & Equipment*, as at 30 June 2012. The indexed based review conducted by AssetVal Pty Ltd and Council's review of indices as at 30 June 2014 found no material movement in values, and as a result no valuation adjustment was undertaken.

**Current replacement cost**

Where Council's airport assets are of a specialist nature and there is no active market for the assets, fair value has been determined on the basis of replacement with a new asset having similar service potential. Published or available market data for recent projects, and/or published cost guides are utilised to determine the estimated replacement cost, including allowances for preliminaries and professional fees.

**Accumulated depreciation**

In determining the level of accumulated depreciation the asset has been disaggregated into significant components which exhibit different useful lives. Allowance has been made for the typical asset life cycle and renewal treatments of each component and residual values at the time the asset is considered to be no longer available for use. Airport hardstand pavements have a residual of 40% with a formation residual of 100%. An assessment of the economic life and remaining economic life of the various assets has been derived from valuer experience.

Estimated useful lives and residual values are disclosed in Note 20.

**Sensitivity of valuation to unobservable inputs**

The table below summarises the effect that changes in the most significant unobservable inputs would have on the valuation:

Significant unobservable input	Range of inputs	Relationship of unobservable inputs to fair value
Number of labour hours per component	5-100 hours/near metre	The higher the labour hours, the higher the fair value.
Raw material usage quantities	Varies depending on type and application	The higher the usage quantities, the higher the fair value.
Remaining useful life	2 - 118 years	The longer the remaining useful life, the higher the fair value.
Residual value	\$0 - \$4 300 000	The higher the residual value, the higher the fair value.

**Heritage and Cultural Assets (level 3)**

The fair value of heritage buildings is measured at written down current replacement cost; with the fair value of artworks, heritage collections, rare books and museum collections valued on a market based approach. The last comprehensive revaluation was undertaken by byjoe!, Registered Valuer for artworks, and AssetVal Pty Ltd, Registered Valuers, for all other items, under AASB 116 *Property Plant & Equipment*, as at 30 June 2013. The indexed based review conducted by AssetVal Pty Ltd; and byjoe! (Artworks), as at 30 June 2014 found no material movement in values, and as a result no valuation adjustment was undertaken.

**Current replacement cost**

As Council's heritage buildings are of a specialist nature and there is no active market for the assets, fair value has been determined on the basis of replacement with a new asset having similar service potential. Published or available market data for recent projects, and/or published cost guides are utilised to determine the estimated replacement cost, including allowances for preliminaries and professional fees. The artworks and collections were valued under a market based approach reflecting the intrinsic importance, rarity and uniqueness in their values.

**Accumulated depreciation**

In determining the level of accumulated depreciation the asset has been disaggregated into significant components which exhibit different useful lives. An assessment of the economic life and remaining economic life has been derived by the valuer from experience valuing similar assets.



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Notes to the financial statements  
For the year ended 30 June 2014

Heritage buildings - estimated useful lives and residual values (nil for heritage buildings) are disclosed in Note 20.

**Sensitivity of valuation to unobservable inputs**

The table below summarises the effect that changes in the most significant unobservable inputs would have on the valuation:

**(a) Heritage and cultural assets - buildings and collections**

Significant unobservable input	Range of inputs	Relationship of unobservable inputs to fair value
<b>Heritage buildings:</b>		
Replacement cost per square metre	\$100 - \$2 160	The higher the replacement cost per square metre, the higher the fair value.
Remaining life	2 - 44 years	The longer the remaining life, the higher the fair value.
<b>Collections - heritage and museum:</b>		
Rate per unit or metre	\$2.40 - \$380 000	The higher the input unit rate, the higher the fair value.

**(b) Artworks**

Significant unobservable input	Range of inputs	Relationship of unobservable inputs to fair value
Replacement cost	\$1 - \$850 000	The higher the replacement cost, the higher the fair value.

**(c) Changes in fair value measurements using significant unobservable inputs (level 3)**

The changes in level 3 assets with recurring fair value measurements are detailed in Note 20 (Property, plant and equipment).

There have been no transfers between level 1, 2 or 3 measurements during the year.

**(d) Valuation processes**

The Council engages external, independent and qualified valuers to determine the fair value of the land, site improvements, buildings, infrastructure, airport and heritage and cultural assets on a regular basis within a five year cycle. An annual assessment is undertaken to determine whether the carrying amount of the assets is materially different from the fair value. If any variation is considered material a revaluation is undertaken either by comprehensive revaluation or by applying an interim revaluation using appropriate indices.

Changes in level 2 and 3 fair values are analysed at the end of each reporting period and reviewed by Finance, Chief Executive Officer and Audit and Business Improvement Committee.

## ROCKHAMPTON REGIONAL COUNCIL

## Notes to the financial statements

For the year ended 30 June 2014

	Note	\$	\$
22 Intangible assets		2014	2013
Net carrying value at period end:			
Computer software		2,048,277	1,970,532
		<u>2,048,277</u>	<u>1,970,532</u>
<b>Computer software</b>			
Opening gross carrying value		3,930,504	5,034,161
Add assets held for transfer to Livingstone Shire Council as at 30 June 2013		1,700,999	-
Adjustment to opening value		494,955	-
Transfer from work in progress	20	644,590	1,089,821
Value of asset write off in the period		(11,117)	(492,479)
Assets held for transfer to Livingstone Shire Council		-	(1,700,999)
Assets transferred to Livingstone Shire Council as at 31 December 2013	34	(1,711,990)	-
		<u>5,047,941</u>	<u>3,930,504</u>
<b>Accumulated amortisation</b>			
Opening balance		1,959,972	2,570,440
Add assets held for transfer to Livingstone Shire Council as at 30 June 2013		843,235	-
Adjustment to opening value		494,955	-
Amortisation in the period	10(b)	737,912	721,497
Amortisation written off in the period		(7,291)	(488,730)
Assets held for transfer to Livingstone Shire Council		-	(843,235)
Assets transferred to Livingstone Shire Council as at 31 December 2013	34	(1,029,119)	-
		<u>2,999,664</u>	<u>1,959,972</u>
Net carrying value at period end		<u>2,048,277</u>	<u>1,970,532</u>

Estimated useful life in years - 4 to 10 years  
 Straight line amortisation has been used with no residual value.

ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements  
For the year ended 30 June 2014

	Note	\$	\$
23 Trade and other payables		2014	Restated 2013
<b>Current</b>			
Creditors and accruals		14,464,383	8,252,425
Annual leave		7,890,940	7,598,786
Sick leave		127,482	136,801
Other entitlements		692,703	961,377
Balance of cash payable for restructure of local government	19 & 34	10,381,261	-
		<u>33,556,769</u>	<u>16,949,389</u>

In accordance with revised AASB 119 *Employee Benefits*, all annual leave and sick leave has been reclassified to a current liability and restatement for the prior year has now occurred.

24 Provisions		2014	Restated 2013
<b>Current</b>			
Quarry rehabilitation		50,264	49,287
Landfill restoration		1,024,447	2,116,193
Carbon tax		371,000	-
Long service leave		10,721,692	10,043,717
		<u>12,167,403</u>	<u>12,209,197</u>
<b>Non-current</b>			
Quarry rehabilitation		483,301	410,935
Landfill restoration		11,084,006	12,762,950
Long service leave		1,586,256	1,485,335
		<u>13,153,563</u>	<u>14,659,220</u>

Details of movements in provisions:

<b>Quarry rehabilitation</b>			
Balance at beginning of financial year		460,222	761,261
Add back liabilities held for transfer to Livingstone Shire Council as at 30 June 2013		192,575	-
Increase in provision due to change in time		28,126	19,417
Increase/(decrease) in provision due to change in discount rate		18,719	(32,886)
Increase/(decrease) in estimate of future cost		29,779	(94,995)
Liabilities held for transfer to Livingstone Shire Council		-	(192,575)
Liabilities transferred to Livingstone Shire Council as at 31 December 2013	34	(195,856)	-
Balance at end of financial year		<u>533,585</u>	<u>460,222</u>

ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements

For the year ended 30 June 2014

	Note	\$	\$
		2014	2013
<p>This is the present value of the estimated cost of restoring the quarry sites to a usable state at the end of their useful life. The projected cost is \$717,852 and this cost is expected to be incurred over the period 2015 to 2034.</p>			
<b>Landfill restoration</b>			
Balance at beginning of financial year		14,879,142	5,622,111
Add back liabilities held for transfer to Livingstone Shire Council as at 30 June 2013		9,655,646	-
Decrease in provision for rehabilitation asset expenditure		(2,181,754)	-
Additional sites and closure cost recognitions		-	19,530,968
Increase in provision due to change in time		162,674	171,307
Decrease in provision due to change in discount rate		(1,243,678)	(533,345)
Increase/(decrease) in estimate of future cost		528,944	(256,253)
Liabilities held for transfer to Livingstone Shire Council		-	(9,655,646)
Liabilities transferred to Livingstone Shire Council as at 31 December 2013		(9,692,521)	-
Balance at end of financial year		<u>12,108,453</u>	<u>14,879,142</u>

This is the present value of estimated future closure, maintenance and monitoring cost of landfill sites to the end of their useful lives and regulated periods. The projected cost is \$16,357,320 and this cost is expected to be incurred over the period 2015 to 2046.

**Carbon tax liability**

Balance at beginning of financial year		-	-
Increase in liability		371,000	-
Balance at end of financial year		<u>371,000</u>	-

**Long service leave**

Balance at beginning of financial year		11,529,052	15,231,683
Add back liabilities held for transfer to Livingstone Shire Council as at 30 June 2013		4,684,723	-
Long service leave entitlement arising		1,906,699	3,094,275
Long service entitlement extinguished		(522,850)	(1,129,923)
Long service entitlement paid		(691,347)	(982,260)
Liabilities held for transfer to Livingstone Shire Council		-	(4,684,723)
Liabilities transferred to Livingstone Shire Council as at 31 December 2013		(4,598,329)	-
Balance at end of financial year		<u>12,307,948</u>	<u>11,529,052</u>

The non-current portion of long service leave are discounted to the present value.

In accordance with revised AASB 119 *Employee Benefits*, the unconditional portion of long service leave is reclassified to a current liability and restatement for the prior year has occurred.

ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements  
For the year ended 30 June 2014

	Note	\$	\$
25 Borrowings		2014	2013

(a) Bank overdraft

The Council does not have a bank overdraft facility.

(b) Unsecured borrowings

Unsecured borrowings are provided by the Queensland Treasury Corporation. All borrowings are in Australian dollar denominated amounts and carried at amortised cost, interest being expensed as it accrues. No interest has been capitalised during the current or comparative reporting period. Expected final repayment dates vary between 15 December 2022 to 4 June 2023.

There have been no defaults or breaches of the loan agreement during the period. Principal and interest repayments are made quarterly in arrears.

Details of borrowings at balance date are:

Current

Queensland Treasury Corporation	14,407,449	19,396,425
Liabilities to be transferred to Livingstone Shire Council	-	(6,128,970)
	<u>14,407,449</u>	<u>13,267,455</u>

Non-current

Queensland Treasury Corporation	143,495,888	220,625,047
Liabilities to be transferred to Livingstone Shire Council	-	(73,290,075)
	<u>143,495,888</u>	<u>147,334,972</u>

Details of movements in borrowings:

Queensland Treasury Corporation

Opening balance	160,602,426	220,090,948
Add liabilities held for transfer to Livingstone Shire Council as at 30 June 2013	79,419,045	-
Loans raised	10,306,321	38,400,000
Principal repayments	(16,159,797)	(18,469,477)
	<u>234,167,995</u>	<u>240,021,471</u>
Liabilities held for transfer to Livingstone Shire Council	-	(79,419,045)
Liabilities transferred to Livingstone Shire Council as at 31 December 2013	(76,264,659)	-
Book value at year end	<u>157,903,336</u>	<u>160,602,426</u>

The OTC loan market value for all loans at the reporting date was \$171,244,149. This represents the value of the debt if Council repaid it at that date. As it is the intention of Council to hold the debt for its term, no provision is required to be made in these accounts.

## ROCKHAMPTON REGIONAL COUNCIL

## Notes to the financial statements

For the year ended 30 June 2014

	Note	\$	\$
<b>26 Other liabilities</b>		<b>2014</b>	<b>2013</b>
<b>Current</b>			
Unearned revenue		533,319	317,378
		<u>533,319</u>	<u>317,378</u>
<b>Non-current</b>			
Developer contributions		2,472,710	1,220,860
		<u>2,472,710</u>	<u>1,220,860</u>
The developer contribution liability reflects cash contributions from developers for which the related service obligations have yet to be fulfilled by Council. Refer Note 1.9 (d).			
<b>27 Retained surplus/(deficiency)</b>		<b>2014</b>	<b>Restated 2013</b>
<b>Movement in the retained surplus</b>			
Retained surplus/(deficit) at beginning of the year		1,963,537,727	1,952,178,181
Adjustment to opening balance	38	-	(2,647,308)
Restated balances		1,963,537,727	1,949,530,873
Net result attributable to Council		(770,147,589)	23,790,688
		<u>1,193,390,138</u>	<u>1,973,321,561</u>
Transfers (to)/from reserves for future capital funding purposes:			
(i) Unspent capital grants reserve		675,177	3,327,194
(ii) Constrained grants and contributions reserve		11,543,868	(2,414,654)
(iii) Airport development reserve		477,266	(159,083)
(iv) Capital works reserve		1,175,470	(113,216)
(v) Plant reserve		(1,892,059)	(194,293)
(vi) Water reserve		1,929,392	134,587
(vii) Sewerage reserve		370,716	-
(viii) Waste management reserve		78,905	-
(ix) Year end uncompleted works reserve		12,463,519	(9,780,209)
Transfers (to)/from reserves for future general funding purposes:			
(i) Operating projects reserve		1,455,142	(584,160)
(ii) Asset maintenance reserve		19,542	-
Balance at the end of financial year		<u>1,221,687,076</u>	<u>1,963,537,727</u>

ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements  
For the year ended 30 June 2014

	Note	\$	\$
28 Asset revaluation surplus		2014	Restated 2013
<b>Movements in the asset revaluation surplus were as follows:</b>			
Balance at beginning of the year		390,325,398	398,495,279
Adjustment to opening balance	38	-	5,899,513
Restated balance		390,325,398	404,394,792
Net adjustment to non-current assets to reflect a change in current fair value:			
Water - impairment and reversal of previous impairment			1,762,599
Road and drainage network - flood and other adjustments		853,570	(13,570,873)
Buildings - revaluation			5,098
Site improvements - revaluation		4,739,495	
Sewerage - revaluation		408,516	
Water - revaluation		35,619,617	
Land revaluation		25,517,410	
Heritage and cultural assets - revaluation			(2,266,218)
Balance at end of the year		457,465,006	390,325,398
<b>Asset revaluation surplus analysis</b>			
The closing balance of the asset revaluation surplus is comprised of the following asset categories:			
Land		48,314,787	22,797,377
Site improvements		6,607,543	1,868,048
Buildings		28,353,361	28,353,361
Road and drainage network		229,586,865	228,733,295
Bridge network		2,048,224	2,048,224
Water		51,283,891	15,664,274
Sewerage		69,918,398	69,508,882
Airport		16,940,328	16,940,328
Heritage and cultural assets		4,411,609	4,411,609
		457,465,006	390,325,398



## ROCKHAMPTON REGIONAL COUNCIL

## Notes to the financial statements

For the year ended 30 June 2014

## 29 Other reserves

Note	\$	\$	\$
<b>(a) Other reserves - current year</b>			
	<b>Balance at beginning of financial year</b>	<b>Transfers to/from retained earnings</b>	<b>Balance at the end of financial year</b>
<b>Movements in capital reserves are analysed as follows:</b>			
(i) Unspent capital grants reserve	1,047,870	(675,177)	372,693
(ii) Constrained grants and contributions reserve	27,978,432	(11,543,868)	16,434,564
(iii) Airport development reserve	3,934,804	(477,266)	3,457,538
(iv) Capital works reserve	6,422,539	(1,175,470)	5,247,069
(v) Plant reserve	2,268,006	1,892,059	4,160,065
(vi) Water reserve	2,460,306	(1,929,392)	530,914
(vii) Sewerage reserve	2,125,029	(370,716)	1,754,313
(viii) Waste management reserve	1,067,176	(78,905)	988,271
(ix) Year end uncompleted works reserve	27,078,343	(12,463,519)	14,614,824
	<u>74,382,505</u>	<u>(26,822,254)</u>	<u>47,560,251</u>
<b>Movements in operating reserves are analysed as follows:</b>			
(i) Operating projects reserve	10,222,104	(1,455,142)	8,766,962
(ii) Asset maintenance reserve	396,211	(19,542)	376,669
	<u>10,618,315</u>	<u>(1,474,684)</u>	<u>9,143,631</u>
<b>Total other reserves</b>	<u>85,000,820</u>	<u>(28,296,938)</u>	<u>56,703,882</u>
<b>(b) Other reserves - prior year</b>			
	<b>Balance at beginning of financial year</b>	<b>Transfers to/from retained earnings</b>	<b>Balance at the end of financial year</b>
<b>Movements in capital reserves are analysed as follows:</b>			
(i) Unspent capital grants reserve	4,375,064	(3,327,194)	1,047,870
(ii) Constrained grants and contributions reserve	25,563,778	2,414,654	27,978,432
(iii) Airport development reserve	3,775,721	159,083	3,934,804
(iv) Capital works reserve	6,309,323	113,216	6,422,539
(v) Plant reserve	2,073,713	194,293	2,268,006
(vi) Water reserve	2,594,893	(134,587)	2,460,306
(vii) Sewerage reserve	2,125,029	-	2,125,029
(viii) Waste management reserve	1,067,176	-	1,067,176
(ix) Year end uncompleted works reserve	17,298,134	9,780,209	27,078,343
	<u>65,182,831</u>	<u>9,199,674</u>	<u>74,382,505</u>
<b>Movements in operating reserves are analysed as follows:</b>			
(i) Operating projects reserve	9,637,944	584,160	10,222,104
(ii) Asset maintenance reserve	396,211	-	396,211
	<u>10,034,155</u>	<u>584,160</u>	<u>10,618,315</u>
<b>Total other reserves</b>	<u>75,216,986</u>	<u>9,783,834</u>	<u>85,000,820</u>

These reserves are cash backed as per cash and investments held in Notes 15, 16 & 19.

ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements  
For the year ended 30 June 2014

	Note	2014 \$	2013 \$
<b>30 Commitments for expenditure</b>			
<b>Operating leases</b>			
Minimum lease payments in relation to non-cancellable operating leases are as follows:			
Within one year		4,728	9,557
One to five years		16,736	40,593
		<u>21,464</u>	<u>50,150</u>
<b>Contractual commitments</b>			
Contractual commitments at end of financial year but not recognised in the financial statements are as follows:			
Airport		5,726,308	967,829
Waste and Recycling		4,931,186	19,041,080
Fitzroy River Water		1,908,763	1,018,725
Communities		2,592,567	910,015
De-amalgamation		-	906,061
Other		514,814	817,936
		<u>15,673,638</u>	<u>23,661,646</u>
<b>31 Contingent liabilities</b>			
Details and estimates of maximum amounts of contingent liabilities are as follows:			
(i) Community loans			
Under approval from Queensland Treasury, Council has guaranteed loans to Diggers Memorial Bowls Club (\$13.33) and Rockhampton Basketball Inc (\$209,401.01) as at 30 June 2014.		<u>209,414</u>	<u>244,414</u>
(ii) Local Government Workcare			
The Rockhampton Regional Council is a member of the Queensland local government workers compensation self-insurance scheme, Local Government Workcare. Under this scheme the Council has provided a bank guarantee to cover bad debts which may remain should the self insurance licence be cancelled and there was insufficient funds available to cover outstanding liabilities. Only the Queensland Government's workers compensation authority may call on any part of the guarantee should the above circumstances arise. The Council's maximum exposure to the bank guarantee is:		<u>4,160,251</u>	<u>3,909,040</u>



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Notes to the financial statements  
For the year ended 30 June 2014

	2014	2013
(iii) Local Government Mutual		
<p>The Council is a member of the local government mutual liability self-insurance pool, LGM Queensland. In the event of the pool being wound up or it is unable to meet its debts as they fall due, the trust deed and rules provide that any accumulated deficit will be met by the individual pool members in the same proportion as their contribution is to the total pool contributions in respect to any year that a deficit arises.</p> <p>The financial statements for 30 June 2013 reported an accumulated surplus and it is not anticipated any liability will arise.</p>		
(iv) As at 30 June 2014, the following cases were filed in the courts naming the Rockhampton Regional Council as defendant:		
Workplace Health and Safety prosecution	Number of cases	Number of cases
A workplace health and safety prosecution has commenced however there is a dispute in regards to whether Council should remain as defendant. An appeal is currently with the Supreme Court of Queensland to determine whether Council is in fact the defendant. The penalty imposed should Council be listed as defendant and found in breach would be determined following a hearing.	1	0
Yeppoon to Rockhampton pipeline Supreme Court case.		
The above case has been detailed under Contingent Liabilities for a number of years in the financial statements of Rockhampton Regional Council. This case was settled on the 28th May 2014, releasing all parties involved from all liability in respect of the claims in the case, once all conditions of the settlement agreement has been met. All the conditions have now been met.	0	1
(v) Possible liability arising from the de-amalgamation of Livingstone Shire Council from Rockhampton Regional Council		
<p>The substantial and involved de-amalgamation process between the above two councils has progressed almost to completion as at the reporting date. The process was guided by legislation consisting of the <i>Local Government (De-amalgamation Implementation) Regulation 2013</i>, supported by the De-amalgamation Transfer Methodology.</p> <p>Due to the numerous assumption and interpretation options available for consideration within this legislative environment, there was always the possibility of contrasting interpretations. The position of Rockhampton Regional Council is that they have met all the conditions of the de-amalgamation legislation, and that all matters were dealt with in a timely and transparent manner via participation in the Transfer Committee.</p> <p>It is the recent contention of Livingstone Shire Council that some financial separation detail should have been dealt with differently, which would result in an improved cash outcome for Livingstone Shire Council. This matter could not be resolved by the Transfer Committee, and is in the process of being referred to the Minister for Local Government, Community Recovery and Resilience for his consideration.</p>		



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Notes to the financial statements  
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32 Superannuation

The Rockhampton Regional Council contributes to the Local Government Superannuation Scheme (Old) (the scheme). The scheme is a Multi-employer Plan as defined in the Australian Accounting Standard AASB 119 *Employee Benefits*.

The Queensland Local Government Superannuation Board, the trustee of the scheme, advised that the local government superannuation scheme was a complying superannuation scheme for the purpose of the Commonwealth Superannuation Industry (Supervision) legislation.

The scheme has three elements referred to as:

The City Defined Benefits Fund (CDBF) which covers former members of the City Super Defined Benefits Fund  
The Regional Defined Benefits Fund (Regional DBF) which covers defined benefit fund members working for regional local governments; and

The Accumulation Benefits Fund (ABF).

The ABF is a defined contribution scheme as defined in AASB 119. Council has no liability to or interest in the ABF other than the payment of the statutory contributions as required by the *Local Government Act 2009*.

Council does not have any employees who are members of the CDBF and, therefore, is not exposed to the obligations, assets or costs associated with this fund.

The Regional DBF is a defined benefit plan as defined in AASB119. The Council is not able to account for the Regional DBF as a defined benefit plan in accordance with AASB119 because the scheme is unable to account to the Council for its proportionate share of the defined benefit obligation, plan assets and costs. The funding policy adopted in respect of the Regional DBF is directed at ensuring that the benefits accruing to members and beneficiaries are fully funded as they fall due.

To ensure the ongoing solvency of the Regional DBF, the scheme's trustee can vary the rate of contributions from relevant local government employers subject to advice from the scheme's actuary. As at the reporting date, no changes had been made to prescribed employer contributions which remain at 12% of employee assets and there are no known requirements to change the rate of contributions.

Any amount by which either fund is over or under funded would only affect future benefits and contributions to the Regional DBF, and is not an asset or liability of the Council. Accordingly there is no recognition in the financial statements of any over or under funding of the scheme.

As at the reporting date, the assets of the scheme are sufficient to meet the vested benefits.

The most recent actuarial assessment of the scheme was undertaken as at 1 July 2012. The actuary indicated that "the Regional DBF is currently in a satisfactory but modest financial position and remains vulnerable to adverse short and medium term experience."

Following the previous actuarial assessment in 2009, Councils were advised by the trustee of the scheme, following advice from the scheme's actuary, that additional contributions may be imposed in the future at a level necessary to protect the entitlements of Regional DBF members. In the 2012 actuarial report the actuary has recommended no change to the employer contribution levels at this time.

Under the *Local Government Act 2009* the trustee of the scheme has the power to levy additional contributions on councils which have employees in the Regional DBF when the actuary advises such additional contributions are payable - normally when the assets of the DBF are insufficient to meet members' benefits.

There are currently 72 entities contributing to the Regional DBF plan and any changes in contribution rates would apply equally to all 72 entities. Rockhampton Regional Council made less than 4% of the total contributions to the plan in the 2013/14 financial year.

	2014	2013
	\$	\$
The next actuarial investigation will be conducted as at 1 July 2015.		
The amount of superannuation contributions paid by Rockhampton Regional Council to the scheme in this period for the benefit of employees was:	8,188,661	9,228,333



ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements

For the year ended 30 June 2014

	Note	2014 \$	2013 \$
<b>33 Trust funds</b>			
Trust funds held for outside parties:			
Monies collected or held on behalf of other entities yet to be paid out to or on behalf of those entities		2,086,597	2,210,679
		<u>2,086,597</u>	<u>2,210,679</u>

The Rockhampton Regional Council performs only a custodial role in respect of these monies and because the monies cannot be used for Council purposes, they are not brought to account in these financial statements.

**34 Disposal due to the de-amalgamation of Livingstone Shire Council**

On 11 April 2013 the Queensland State Government enacted the *Local Government (De-amalgamation Implementation) Regulation 2013* for the purpose of de-amalgamating several local government areas, including Rockhampton. Rockhampton Regional Council would continue with different boundaries and Livingstone Shire Council would be established as a new local government area. The de-amalgamation took effect on 1 January 2014. As part of the de-amalgamation process, the transfer committee for Livingstone Shire Council determined the assets and liabilities to transfer from Rockhampton Regional Council to Livingstone Shire Council. No compensation was received by either Council for the assets and liabilities transferred and a loss on restructure has been recorded in accordance with AASB 3 Business Combinations.

Cash was apportioned based on the opening balances inherited by Council on amalgamation and the reconstruction of the cash flows for the period of amalgamation. Similarly, loans were allocated based on the opening balances on amalgamation and the direct allocation of new borrowings and repayments over the period of amalgamation. Other assets and liabilities were mainly apportioned on the basis of geographical location. Where a geographical apportionment was not possible, a population based distribution method was used, while other allocation methodologies were only used where they provided meaningful separation.

**(a) Analysis of assets and liabilities over which control was lost**

<b>Current assets</b>			
Cash, investments and cash equivalents	34(b)	43,384,331	-
Trade and other receivables		3,929,796	-
Inventories		1,043,515	-
Land held for sale		15,799	-
<b>Non-current assets</b>			
Property, plant and equipment		905,611,761	-
Intangible assets		682,871	-
<b>Current liabilities</b>			
Trade and other payables		(4,275,874)	-
Provisions		(3,941,340)	-
Loans		(6,581,722)	-
Other liabilities		(126,785)	-
<b>Non-current liabilities</b>			
Provisions		(10,545,365)	-
Loans		(69,682,937)	-
Other liabilities		(433,118)	-
		<u>859,080,932</u>	<u>-</u>
Compensation received		-	-
Loss on restructure of local government		<u>859,080,932</u>	<u>-</u>

## ROCKHAMPTON REGIONAL COUNCIL

## Notes to the financial statements

For the year ended 30 June 2014

	Note	2014 \$	2013 \$
<b>(b) Net cash outflow on disposal of Livingstone Shire Council</b>			
Cash floats and petty cash transferred on restructure		3,070	-
Initial cash transfer made on restructure		33,000,000	-
		<u>33,003,070</u>	<u>-</u>
Balance of cash payable to Livingstone Shire Council	23	10,381,261	-
		<u>43,384,331</u>	<u>-</u>

In addition to the above, \$963,510 in trust monies was transferred to Livingstone Shire Council. As the Council only performed a custodial role in respect to these monies, they have not been brought to account in calculating the net loss on local government de-amalgamation.

**35 Reconciliation of net result attributable to Council to net cash flow from operating activities**

Net result attributable to Council		<u>(770,147,589)</u>	<u>23,790,688</u>
Non-cash operating items:			
Depreciation and amortisation		43,439,719	58,511,284
Landfill rehabilitation		849,220	5,185,709
Carbon tax		371,000	-
Change in restoration provisions expensed to finance costs		190,800	190,724
		<u>44,850,739</u>	<u>63,887,717</u>
Investing and development activities:			
Capital grants, subsidies and contributions		(70,671,502)	(44,747,784)
Capital income		(139,387)	(426,906)
Capital expenses		9,437,813	16,123,167
Loss on restructure of local government		859,080,932	-
		<u>797,707,856</u>	<u>(29,051,523)</u>
Changes in operating assets and liabilities:			
(Increase)/decrease in receivables		(1,158,795)	2,392,069
(Increase)/decrease in inventories (excluding land)		(467,749)	586,015
Increase/(decrease) in payables		3,437,466	(3,731,883)
Increase/(decrease) in provisions		692,501	982,092
Increase/(decrease) in other liabilities		190,971	295,672
		<u>2,694,394</u>	<u>523,965</u>
Net cash inflow from operating activities		<u>75,105,400</u>	<u>59,150,847</u>

**36 Contingent assets**

Council has an agreement with RLX Investment Company Pty Ltd for a lease over Council controlled reserves, known as the Gracemere Saleyards. The lease commenced 1 January 2010 for a period of thirty years. The lessee has agreed as part of the agreement to construct fixtures upon the land for their own purpose. It has been agreed that a sum of approximately \$14 million will be expended in additions and refurbishments over the term of the lease. Council obtaining control of this asset is contingent upon the expiration/surrender of the lease agreement. Until such time that the fixtures revert back to Council control they will not be included in Council's non-current assets.

ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements

For the year ended 30 June 2014

37 Accounting for natural disaster events

2013 flood event

In January 2013, the Rockhampton area experienced an unprecedented amount of rainfall within a 24 hour period from Cyclone Oswald which led to flash flooding as well as a moderate flood in the Fitzroy River. As a result of this event, road infrastructure asset values were adjusted to reflect their damaged condition.

2011 flood event

In January 2011, the Rockhampton area experienced a major flood from Cyclone Yasi and in the reporting period ended 30 June 2011, similar entries were performed to that of the January 2013 event above. However, adjustments were required to this data in the 2012/13 financial year, as below:

Corrections to revaluation adjustments posted at 30 June 2012 due to incorrect asset dimensions being used.

Reversal of asset write-offs in the year ended 30 June 2011 due to the preliminary nature of information used.

In the current year the flood restoration works and asset entries were finalised. Any remaining estimated corrections to revaluation adjustments undertaken in 2012/13 were reinstated to the asset values, as below.

	Note	\$	\$	\$	\$
(a) Current Year		Cost	Accumulated Depreciation	Asset Revaluation Surplus	Capital Expenses
<b>(i) 2013 flood event:</b>					
Asset adjustments	20 & 28	-	-	-	-
Write off of assets for 2013 flood event	20 & 28	-	-	-	-
<b>(ii) 2011 flood event:</b>					
Reinstatement of asset values - 2012/13 adjustments not required	20 & 28	1,089,030	235,460	853,570	-
Increase in asset values due to 2011 flood event	20 & 28	1,089,030	235,460	853,570	-
<b>(b) Prior Year</b>					
		Cost	Accumulated Depreciation	Asset Revaluation Surplus	Capital Expenses
<b>(i) 2013 flood event:</b>					
Asset adjustments	20 & 28	9,777,691	1,790,974	5,355,165	2,631,553
Assets held for transfer Livingstone Shire Council	34	(3,412,306)	(986,104)	(1,429,215)	(996,988)
Write off of assets for 2013 flood event	11	6,365,385	804,870	3,925,950	1,634,565
<b>(ii) 2011 flood event:</b>					
Asset adjustments	20 & 28	13,978,418	8,467,989	8,726,095	(3,215,667)
Assets held for transfer Livingstone Shire Council	34	(3,791,733)	(1,673,666)	(2,608,982)	490,916
Reduction in asset values due to 2011 flood event	11	10,186,685	6,794,323	6,117,113	(2,724,751)

ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements  
For the year ended 30 June 2014

38 Correction of error

(a) Restatement of Opening Balances for 1 July 2012:

The opening balances for assets and equity as at 1 July 2012 have been amended in the financial statements for the below items as were the comparative amounts for 2012/13.

The additional assets recognised (existing assets not previously recognised and contributed assets) incorporate depreciation to 1 July 2013 in the asset values.

Note	Comparatives 2012/13 prior to adjustment		Correction of error	Comparatives 2012/13 restated		
	Opening balance 1 July 2012	Closing balance 30 June 2013		Opening balance 1 July 2012	Closing balance 30 June 2013	
Property Plant and Equipment - asset value (decrease)	20(b)	3,527,013,701	2,487,076,576	(13,959,183)	3,513,054,518	2,479,734,108
Property Plant and Equipment - accumulated depreciation (decrease)	20(b)	971,441,796	784,125,382	17,211,388	954,230,408	767,135,430
<b>Total Property Plant and Equipment (Increase)</b>	<b>20(b)</b>	<b>2,555,571,905</b>	<b>1,702,951,194</b>	<b>3,252,205</b>	<b>2,558,824,110</b>	<b>1,712,598,678</b>
Asset revaluation surplus (increase)	28	398,495,279	384,425,885	5,899,513	404,394,792	390,325,398
Retained surplus (decrease)	27	1,952,178,181	1,959,789,759	(2,647,308)	1,949,530,873	1,963,537,729
<b>Equity</b>		<b>2,350,673,460</b>	<b>2,344,215,644</b>	<b>3,252,205</b>	<b>2,353,925,665</b>	<b>2,353,863,127</b>

	2013	Retained Earnings 1/7/2012	Restated 2013		
Capital Expenses - restated 2012/2013	11 & 13	14,728,633	(6,395,278)	6,395,278	8,333,357

Note: no retrospective adjustment has been made to the depreciation expense for the 2012/13 year, as the effect of the above adjustments on annual depreciation has been assessed as immaterial.





ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements  
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(b) Correction of error by asset class:		Land	Site Improvements	Buildings	Plant and Equipment	Road and drainage network	Bridge network	Water	Sewerage	Airport	Work in Progress	Total
<b>Asset values</b>												
(i) Assets not previously recognised	38(c) & (d)	32,012	9,828,006	1,222,893	-	650,872	468,366	21,142,287	3,534,475	-		36,878,911
(ii) Contributed assets - prior years	38(c) & (d)	4,818,400	-	-	-	1,741,206	-	382,966	618,511	-		7,561,083
(iii) Assets previously recognised incorrectly	38(c) & (d)	(1,761,261)	(27,539)	-	(11,000)	(2,753,097)	-	(5,475,068)	(15,633,901)	-		(25,661,866)
(iv) Disposals (renewals) not previously recorded	38(c) & (d)	(552,377)	(125,533)	(690,000)	-	(2,208)	-	(2,938,618)	(2,360,761)	(277,000)		(6,946,497)
(v) Reassessment of landfill rehabilitation treatment	38(e)	-	(20,157,770)	-	-	-	-	-	-	-	(5,633,043)	(25,790,813)
<b>Total asset values</b>	20(b)	<b>2,536,774</b>	<b>(10,462,836)</b>	<b>532,893</b>	<b>(11,000)</b>	<b>(363,227)</b>	<b>468,366</b>	<b>13,111,567</b>	<b>(13,841,676)</b>	<b>(277,000)</b>	<b>(5,633,043)</b>	<b>(13,959,182)</b>
<b>Accumulated depreciation</b>												
(vi) Assets previously recognised incorrectly	38(c) & (d)	-	(14,157)	-	(8,017)	(303,014)	-	(4,236,230)	(6,176,156)	-		(10,737,574)
(vii) Disposals (renewals) not previously recorded	38(c) & (d)	-	(67,729)	(536,871)	-	(117)	-	(2,356,090)	(1,739,759)	(14,747)		(4,715,313)
(viii) Reassessment of landfill rehabilitation treatment	38(e)	-	(1,758,501)	-	-	-	-	-	-	-		(1,758,501)
<b>Total accumulated depreciation</b>	20(b)	<b>-</b>	<b>(1,840,387)</b>	<b>(536,871)</b>	<b>(8,017)</b>	<b>(303,131)</b>	<b>-</b>	<b>(6,592,320)</b>	<b>(7,915,915)</b>	<b>(14,747)</b>	<b>-</b>	<b>(17,211,388)</b>
<b>Total correction of errors</b>	20(b)	<b>2,536,774</b>	<b>(8,642,449)</b>	<b>1,069,764</b>	<b>(2,983)</b>	<b>(60,096)</b>	<b>468,366</b>	<b>19,703,887</b>	<b>(5,925,761)</b>	<b>(262,253)</b>	<b>(5,633,043)</b>	<b>3,252,206</b>
<b>Corrections to opening balances (1 July 2012) :</b>												
<b>Assets:</b>												
Asset value	20(b)	2,536,774	(10,462,837)	532,893	(11,000)	(363,227)	468,366	13,111,567	(13,841,676)	(277,000)	(5,633,043)	(13,959,183)
Accumulated depreciation	20(b)	-	(1,840,387)	(536,871)	(8,017)	(303,131)	-	(6,592,320)	(7,915,915)	(14,747)	-	(17,211,388)
<b>Total property plant and equipment</b>		<b>2,536,774</b>	<b>(8,642,450)</b>	<b>1,069,764</b>	<b>(2,983)</b>	<b>(60,096)</b>	<b>468,366</b>	<b>19,703,887</b>	<b>(5,925,761)</b>	<b>(262,253)</b>	<b>(5,633,043)</b>	<b>3,252,205</b>
<b>Equity:</b>												
Asset revaluation surplus	28	-	-	-	-	(645,674)	-	(5,253,838)	-	-	-	(5,899,512)
Retained surplus/(deficiency)	27	(2,536,774)	8,642,450	(1,069,764)	2,983	705,770	(468,366)	(14,450,049)	5,925,762	262,253	5,633,043	2,647,308
<b>Net impact</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



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**(c) As Identified as part of the ongoing asset improvement processes**

As part of a continual asset data integrity and completeness improvement process, which commenced in 2010/11, the identification of existing assets not previously recorded, disposals from prior years, including where renewals were undertaken (water and sewerage), assets recorded in error and contributed assets that have not previously been recognised have been corrected as an adjustment to comparative periods. This encompasses the reconciliation of information within the asset systems, asset register and graphical information system, and physical verification where appropriate.

**(d) As Identified in the 2013/14 year as part of the valuation process**

During the process of valuing Council's assets at 30 June 2014, additional assets not previously recognised, recognised incorrectly and contributed were identified and brought to account. Disposals of assets that had been renewed in prior years were identified and corrected as an adjustment to the comparative period. These asset classes previously underwent a comprehensive revaluation in June 2009 upon amalgamation, with this year being the final year in the revaluation cycle for all asset classes since amalgamation.

**(e) Landfill rehabilitation**

(i) Landfill rehabilitation asset: In the prior year Council corrected an error and brought to account for the first time an asset for the establishment of future landfill closure and maintenance costs, amounting to \$24,534,788 in accordance with AASB 116 *Property, Plant and Equipment*. In the current year, during the annual assessment of Council's provision for the restoration of landfills and the related rehabilitation asset, it was identified that this amount should have been reduced by \$11,459,102 in order to appropriately reflect the pattern of existing consumption of the related landfill asset as at that date.

(ii) Leachate assets: Disposal of leachate assets that relate to expenditure incurred for landfill restoration prior to 1 July 2012 amounting to \$15,392,715. A portion of this amount, \$9,214,782, relates to assets previously written off in 2012/13 (Site improvements - \$3,581,739 and Capital closure costs - \$5,633,043); disposal of these assets is now processed as correction of error, consistent with current accounting treatment.

**(f) Internal revenue restatement**

Council allocates internal revenue and expense between Council departments for the provision of internal services. Any internal revenues and expenses would normally be netted off against each other for consolidated reporting. However, in the 2012/13 financial year, rates and utility charges for Council controlled properties were not netted off, resulting in the overstatement of rates, levies and charges revenue and the overstatement of materials and services. The correction of error to both of the respective lines in the Statement of Comprehensive Income is \$2,930,985, however as there is offsetting reductions to both revenue and expense, there is no impact on Council's net result.



ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements  
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39 Financial instruments

Rockhampton Regional Council's activities expose it to a variety of financial risks including interest rate risk, credit risk, and liquidity risk.

Exposure to financial risks is managed in accordance with Council approved policies on financial risk management. These policies focus on managing the volatility of financial markets and seek to minimise potential adverse effects on the financial performance of the Council.

The Council minimised its exposure to financial risk in the following ways:

- Investments in financial assets are only made where those assets are with a bank or other financial institution in Australia.
- The Council does not invest in derivatives or other high risk investments.

- When the Council borrows, it borrows from the Queensland Treasury Corporation unless another financial institution can offer a more beneficial rate, taking into account any risk. Borrowing by the Council is constrained by the provisions of the *Statutory Bodies Financial Arrangements Act 1982*.

Rockhampton Regional Council measures risk exposure using a variety of methods as follows:

Risk exposure	Measurement method
Credit risk	Ageing analysis
Liquidity risk	Maturity analysis
Interest rate risk	Sensitivity analysis

(i) Credit risk

Credit risk exposure refers to the situation where the Council may incur financial loss as a result of another party to a financial instrument failing to discharge their obligations.

In the case of rate receivables, the Council has the power to sell the property to recover any defaulted amounts. In effect this power protects the Council against credit risk in the case of these debts.

In other cases, the Council assesses the credit risk before providing goods or services and applies normal business credit protection procedures to minimise the risk.

The Council is exposed to credit risk through its investments with the Queensland Treasury Corporation (QTC) and deposits held with banks or other financial institutions. The QTC Cash Fund is an asset management portfolio that invests with a wide variety of high credit rating counterparties. Deposits are capital guaranteed. Other investments are held with highly rated and regulated banks and whilst not capital guaranteed, the likelihood of a credit failure is remote.

The maximum exposure to credit risk at balance date in relation to each class of recognised financial asset is the gross carrying amount of those assets inclusive of any provisions for impairment.

No collateral is held as security relating to the financial assets held by the Council.

The following table represents the Council's maximum exposure to credit risk:

	Note	2014 \$	2013 \$
<b>Financial assets</b>			
Cash and cash equivalents	15	29,899,637	14,665,355
Investments	16	57,000,000	59,000,000
Receivables - rates	17	7,246,166	6,229,071
Receivables - other	17	9,549,990	8,336,809
<b>Other credit exposures</b>			
Guarantee	31	4,369,665	4,153,454
		<u>108,065,458</u>	<u>92,384,689</u>

Past due or impaired

No financial assets have had their terms renegotiated so as to prevent them from being past due or impaired, and are stated at the carrying amounts as indicated.

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The following represents an analysis of the age of the Council's financial assets that are either fully performing, past due or impaired:

30-Jun-14	Fully performing	Past due				Less impairment	Total
		Less than 30 days	30-60 days	61-90 days	Over 90 days		
	\$	\$	\$	\$	\$	\$	\$
Receivables	10,499,061	2,747,915	315,183	49,330	3,699,290	(514,624)	16,796,157
Net receivables	10,499,061	2,747,915	315,183	49,330	3,699,290	(514,624)	16,796,157

30-Jun-13	Fully performing	Past due				Less impairment	Total
		Less than 30 days	30-60 days	61-90 days	Over 90 days		
	\$	\$	\$	\$	\$	\$	\$
Receivables	9,001,443	1,187,897	93,862	525,302	4,280,448	(451,220)	14,637,732
Net receivables	9,001,443	1,187,897	93,862	525,302	4,280,448	(451,220)	14,637,732

(ii) Liquidity risk

Liquidity risk refers to the situation where the Council may encounter difficulty in meeting obligations associated with financial liabilities that are settled by delivering cash or another financial asset. The Council is exposed to liquidity risk through its trading in the normal course of business and borrowings from the Queensland Treasury Corporation for capital works.

The Council manages its exposure to liquidity risk by maintaining sufficient undrawn facilities, both short and long term, to cater for unexpected volatility in cash flows. These facilities are disclosed in the borrowings Note 25.

The following table sets out the liquidity risk of financial liabilities held by the Council in a format as it might be provided to management. The amounts disclosed in the maturity analysis represent the contractual undiscounted cash flows at balance date.

	0 to 1 year	1 to 5 years	Over 5 years	Total	Carrying amount
	\$	\$	\$	\$	\$
<b>2014</b>					
Trade and other payables	14,464,383	-	-	14,464,383	14,464,383
Loans - QTC	22,752,408	90,898,238	86,096,417	199,747,063	157,903,336
	<u>37,216,791</u>	<u>90,898,238</u>	<u>86,096,417</u>	<u>214,211,446</u>	<u>172,367,719</u>
<b>2013</b>					
Trade and other payables	8,252,425	-	-	8,252,425	8,252,425
Loans - QTC	21,999,697	80,225,681	124,920,476	227,145,854	160,602,427
	<u>30,252,122</u>	<u>80,225,681</u>	<u>124,920,476</u>	<u>235,398,279</u>	<u>168,854,852</u>

The outflows in the above table are not expected to occur significantly earlier and are not expected to be for significantly different amounts than indicated in the table.

(iii) Interest rate risk

The Council is exposed to interest rate risk through its finance lease borrowings, borrowings from the Queensland Treasury Corporation and investments held with financial institutions.

The risk in borrowing is effectively managed by borrowing from financial institutions which provide access to a mix of floating and fixed funding sources such that the desired interest rate risk exposure can be constructed. Interest rate risk in other areas is minimal.

The Council does not undertake any hedging of interest rate risk.

ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements  
For the year ended 30 June 2014

**Interest rate sensitivity analysis**

The following interest rate sensitivity analysis is based on a report similar to that which would be provided to management, depicting the outcome to profit and loss should there be a 1% increase in market interest rates. The calculations assume that the rate would be held constant over the next financial year, with the change occurring at the beginning of that year. It is assumed that interest rates on overdue rates would not change. If the rates decreased by 1% the impact would be equal in amount in the reverse direction.

	Net carrying amount		Profit/Loss		Equity	
	2014	2013	2014	2013	2014	2013
	\$	\$	\$	\$	\$	\$
Financial assets	86,872,137	76,324,180	868,721	763,242	868,721	763,242
Financial liabilities	(157,903,336)	(160,602,427)	(1,579,033)	(1,606,024)	(1,579,033)	(1,606,024)
Net total	(71,031,199)	(84,278,247)	(710,312)	(842,782)	(710,312)	(842,782)



## ROCKHAMPTON REGIONAL COUNCIL

## Notes to the financial statements

For the year ended 30 June 2014

## 40 National competition policy

## (a) Type 1 and type 2 activities

## Definitions of type 1 and 2 activities :

Before the end of each financial year, the Minister for Local Government must decide for the financial year, the expenditure amounts (the "threshold amounts") for identifying a "significant business activity" that should be a type 1 or 2 business activity.

## Type 1.

A significant business activity where the threshold expenditure has been set by the Minister for the year ended 30 June 2014 follows :-

(a) for water and sewerage combined activities - \$42,640,000

(b) for other activities - \$25,540,000

## Type 2.

(a) for water and sewerage combined activities - \$12,770,000

(b) for other activities - \$8,550,000

The Council has resolved to commercialise the following activities which fall into the expenditure guidelines above.

Waste and Recycling

Fitzroy River Water

Airport

## (b) Activities to which the code of competitive conduct is applied

A "business activity" of a local government is any activity that involves trading in goods or services.

The code of competitive conduct (CCC) must be applied to the following business activities:

## (a) A building certifying activity that:

- (i) involves performing building certifying functions within the meaning of the Building Act, section 8; and
- (ii) is prescribed under a regulation\*.

\*Section 38 of the *Local Government Regulation 2012* lists the local government's whose activities are prescribed building certifying activities.

## (b) A roads activity, other than a roads activity for which business is conducted only through a sole supplier arrangement, that involves:

- (i) the construction or maintenance of state controlled roads for which the local government submits an offer to carry out work in response to a tender invitation.
- (ii) construction or road maintenance on another local government's roads which the local government has put out to tender.

Each local government may elect to apply a Code of Competitive Conduct (CCC) to any other identified business activities. However, for any with current expenditure of \$300,000 or more, the local government must decide, by resolution each year, whether to apply the CCC to that activity.

In general, applying the competitive code of conduct means that the competitive neutrality principle is applied to the business activity.

Under the competitive neutrality principle, an entity that is conducting a business activity in competition with the private sector should not enjoy a net advantage over competitors only because the entity is in the public sector.

The competitive neutrality principle may be applied by commercialisation or full cost pricing. This includes removing any competitive advantage or disadvantage, where possible, and charging for goods and services at full cost.

In addition the cost of performing community service obligations, less any revenue received from carrying out those obligations, must be treated as revenue for the business activity.

ROCKHAMPTON REGIONAL COUNCIL

Notes to the financial statements

For the year ended 30 June 2014

A community service obligation is an obligation the local government imposes on a business activity that is not in its commercial interest. For example, giving a concession to pensioners.

A local government's financial statements must contain an activity statement for each business activity to which the CCC applies.

The Rockhampton Regional Council applies the competitive code of conduct to the following activities:

Building Certification

This requires the application of full cost pricing, identifying the cost of community service obligations (CSO) and eliminating the advantages and disadvantages of public ownership within that activity.

The CSO value is determined by Council, and represents an activities cost(s) which would not be incurred if the primary objective of the activities was to make a profit. The Council provides funding from general revenue to the business activity to cover the cost of providing non-commercial community services or costs deemed to be CSO's by the Council.

The following activity statements are for for activities subject to the code of competitive conduct:

(c) Financial performance of activities subject to competition reforms:

Building Certification	
2014	2013
\$	\$
-	-
Revenue for services provided to the Council	
Revenue for services provided to external clients	161,473
Community service obligations	92,295
272,468	253,768
272,468	253,768
Less : expenditure	
Surplus/(deficiency)	-

(d) Community Service Obligations were paid during the reporting period to the following activities:

Activities	CSO description	Actual
		\$
Building Certification	Non-commercial private certification services	113,567
Fitzroy River Water	Combined lines charges (capital)	99,938
	Combined line charges (operational)	107,901
	Manholes/access chambers (capital)	96,644
	Remissions to community and sporting bodies	157,886
	Storage of water allocations	38,646
	Site rental Ergon Energy 270 Limestone Creek Road	2,656
	Marlborough water supply return on capital	33,144
		650,382
Rockhampton Airport	Capricorn Rescue Helicopter Service and Royal Flying	10,213
	Royal Flying Doctor Service	66,787
		77,000
Waste and Recycling	Non commercial community services	1,347,223



## ROCKHAMPTON REGIONAL COUNCIL

## Financial statements

For the year ended 30 June 2014

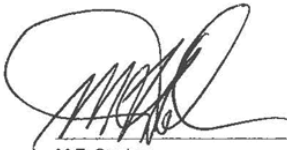
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**Management Certificate**  
For the year ended 30 June 2014

These general purpose financial statements have been prepared pursuant to sections 176 and 177 of the *Local Government Regulation 2012* (the Regulation) and other prescribed requirements.

In accordance with section 212(5) of the Regulation we certify that:

- (i) the prescribed requirements of the *Local Government Act 2009* and *Local Government Regulation 2012* for the establishment and keeping of accounts have been complied with in all material respects; and
- (ii) the general purpose financial statements, as set out on pages 1 to 60, present a true and fair view, in accordance with Australian Accounting Standards, of the Council's transactions for the financial year and financial position at the end of the year.



M.F. Strelow  
Mayor

Date: 24 October 2014



E.A. Pardon  
Chief Executive Officer

Date: 24 October 2014



**INDEPENDENT AUDITOR'S REPORT**

To the Mayor of Rockhampton Regional Council

**Report on the Financial Report**

I have audited the accompanying financial report of Rockhampton Regional Council, which comprises the statement of financial position as at 30 June 2014, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and certificates given by the Mayor and Chief Executive Officer.

*The Council's Responsibility for the Financial Report*

The Council is responsible for the preparation of the financial report that gives a true and fair view in accordance with prescribed accounting requirements identified in the *Local Government Act 2009* and *Local Government Regulation 2012*, including compliance with Australian Accounting Standards. The Council's responsibility also includes such internal control as the Council determines is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

*Auditor's Responsibility*

My responsibility is to express an opinion on the financial report based on the audit. The audit was conducted in accordance with the *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. Those standards require compliance with relevant ethical requirements relating to audit engagements and that the audit is planned and performed to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control, other than in expressing an opinion on compliance with prescribed requirements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Council, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.

*Independence*

The *Auditor-General Act 2009* promotes the independence of the Auditor-General and all authorised auditors. The Auditor-General is the auditor of all Queensland public sector entities and can be removed only by Parliament.

The Auditor-General may conduct an audit in any way considered appropriate and is not subject to direction by any person about the way in which audit powers are to be exercised. The Auditor-General has for the purposes of conducting an audit, access to all documents and property and can report to Parliament matters which in the Auditor-General's opinion are significant.

*Opinion*

In accordance with s.40 of the *Auditor-General Act 2009* –

- (a) I have received all the information and explanations which I have required; and
- (b) in my opinion -
  - (i) the prescribed requirements in relation to the establishment and keeping of accounts have been complied with in all material respects; and
  - (ii) the financial report presents a true and fair view, in accordance with the prescribed accounting standards, of the financial performance and cash flows of Rockhampton Regional Council for the financial year 1 July 2013 to 30 June 2014 and of the financial position as at the end of that year.

**Other Matters - Electronic Presentation of the Audited Financial Report**

Those viewing an electronic presentation of these financial statements should note that audit does not provide assurance on the integrity of the information presented electronically and does not provide an opinion on any information which may be hyperlinked to or from the financial statements. If users of the financial statements are concerned with the inherent risks arising from electronic presentation of information, they are advised to refer to the printed copy of the audited financial statements to confirm the accuracy of this electronically presented information.



P J FLEMMING CPA  
as Delegate of the Auditor-General of Queensland



Queensland Audit Office  
Brisbane

**ROCKHAMPTON REGIONAL COUNCIL**  
 Current-year Financial Sustainability Statement  
 For the year ended 30 June 2014

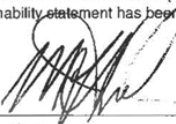

**Measures of Financial Sustainability**

**Council's performance at 30 June 2014 against key financial ratios and targets:**

	<b>How the measure is calculated</b>	<b>Actual - Council</b>	<b>Target</b>
Operating surplus ratio	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	11.4%	Between 0% and 10%
Asset sustainability ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	68.2%	greater than 90%
Net financial liabilities ratio	Total liabilities less current assets divided by total operating revenue (excluding capital items)	60.6%	not greater than 60%

**Note 1 - Basis of Preparation**

The current year financial sustainability statement is a special purpose statement prepared in accordance with the requirements of the *Local Government Regulation 2012* and the *Financial Management (Sustainability) Guideline 2013*. The amounts used to calculate the three reported measures are prepared on an accrual basis and are drawn from the Council's audited general purpose financial statements for the year ended 30 June 2014.

Certificate of Accuracy For the year ended 30 June 2014	
This current-year financial sustainability statement has been prepared pursuant to Section 178 of the <i>Local Government Regulation 2012</i> (the Regulation).	
In accordance with Section 212(5) of the Regulation we certify that this current-year financial sustainability statement has been accurately calculated.	
 _____ M.F. Strelow Mayor  Date: 24 October 2014	 _____ E.A. Pardon Chief Executive Officer  Date: 24 October 2014



**INDEPENDENT AUDITOR'S REPORT**

To the Mayor of Rockhampton Regional Council

**Report on the Current-Year Financial Sustainability Statement**

I have audited the accompanying current-year financial sustainability statement, which is a special purpose financial report of Rockhampton Regional Council for the year ended 30 June 2014, comprising the statement and explanatory notes, and certificate given by the Mayor and Chief Executive Officer.

*The Council's Responsibility for the Current-Year Financial Sustainability Statement*

The Council is responsible for the preparation and fair presentation of the current-year financial sustainability statement in accordance with the *Local Government Regulation 2012*. The Council's responsibility also includes such internal control as the Council determines is necessary to enable the preparation and fair presentation of the statement that is accurately calculated and is free from material misstatement, whether due to fraud or error.

*Auditor's Responsibility*

My responsibility is to express an opinion on the current-year financial sustainability statement based on the audit. The audit was conducted in accordance with the *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. Those standards require compliance with relevant ethical requirements relating to audit engagements and that the audit is planned and performed to obtain reasonable assurance about whether the statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the statement. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Council's preparation and fair presentation of the statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Council, as well as evaluating the overall presentation of the statement.

My responsibility is to form an opinion as to whether the statement has been accurately calculated based on the Council's general purpose financial report. My responsibility does not extend to forming an opinion on the appropriateness or relevance of the reported ratios, nor on the Council's future sustainability.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.

*Independence*

The *Auditor-General Act 2009* promotes the independence of the Auditor-General and all authorised auditors. The Auditor-General is the auditor of all Queensland public sector entities and can be removed only by Parliament.

The Auditor-General may conduct an audit in any way considered appropriate and is not subject to direction by any person about the way in which audit powers are to be exercised. The Auditor-General has for the purposes of conducting an audit, access to all documents and property and can report to Parliament matters which in the Auditor-General's opinion are significant.

*Opinion*

In accordance with s.212 of the *Local Government Regulation 2012*, in my opinion, in all material respects, the current-year financial sustainability statement of Rockhampton Regional Council, for the year ended 30 June 2014, has been accurately calculated.

*Emphasis of Matter – Basis of Accounting*

Without modifying my opinion, attention is drawn to Note 1 which describes the basis of accounting. The current-year financial sustainability statement has been prepared in accordance with the *Financial Management (Sustainability) Guideline 2013* for the purpose of fulfilling the Council's reporting responsibilities under the *Local Government Regulation 2012*. As a result, the statement may not be suitable for another purpose.

**Other Matters - Electronic Presentation of the Audited Statement**

Those viewing an electronic presentation of this special purpose financial report should note that audit does not provide assurance on the integrity of the information presented electronically and does not provide an opinion on any information which may be hyperlinked to or from the financial statements. If users of the financial statements are concerned with the inherent risks arising from electronic presentation of information, they are advised to refer to the printed copy of the audited financial statements to confirm the accuracy of this electronically presented information.



P J FLEMMING CPA  
as Delegate of the Auditor-General of Queensland



Queensland Audit Office  
Brisbane

ROCKHAMPTON REGIONAL COUNCIL  
 Long-Term Financial Sustainability Statement  
 Prepared as at 30 June 2014

Measures of Financial Sustainability	Measure	Target	Actuals at 30 June 2014	Projected for the years ended								
				30 June 2015	30 June 2016	30 June 2017	30 June 2018	30 June 2019	30 June 2020	30 June 2021	30 June 2022	30 June 2023
<b>Consolidated</b>												
Operating surplus ratio	Net result divided by total operating revenue	Between 0% and 10%	11.4%	2.5%	3.8%	4.3%	4.9%	5.4%	5.8%	6.1%	6.6%	7.1%
Asset sustainability ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	greater than 90%	68.2%	131.7%	99.8%	95.1%	101.4%	102.0%	103.9%	103.4%	103.8%	103.8%
Net financial liabilities ratio	Total liabilities less current assets divided by total operating revenue	not greater than 60%	60.6%	77.3%	75.2%	71.1%	67.0%	63.2%	59.3%	55.5%	51.3%	47.0%

**Council's Financial Management Strategy**

Council measures revenue and expenditure trends over time as a guide to future requirements and to make decisions about the efficient allocation of resources to ensure the most effective provision of services. Council ensures that its financial management strategy is prudent and that its long-term financial forecast shows a sound financial position whilst also being able to meet the community's current and future needs.

Certificate of Accuracy	
For the long-term financial sustainability statement prepared as at 30 June 2014	
This long-term financial sustainability statement has been prepared pursuant to Section 178 of the <i>Local Government Regulation 2012</i> (the Regulation).	
In accordance with Section 225(5) of the Regulation we certify that this long-term financial sustainability statement has been accurately calculated.	
 M.F. Strelow Mayor Date: 24 October 2014	 E.A. Pardon Chief Executive Officer Date: 24 October 2014

## **STATUTORY INFORMATION**

LOCAL GOVERNMENT ACT 2009 AND WATER SUPPLY SAFETY AND RELIABILITY ACT 2008

### **FITZROY RIVER WATER**

#### **ANNUAL STATEMENT ON OPERATIONS OF COMMERCIAL BUSINESS UNIT**

With the de-amalgamation of the Livingstone Shire Council as at 1 January 2014 reference is given to 'Continuing Operations' which implies that the figures pertain only to the continuing business activities of Fitzroy River Water under the Rockhampton Regional Council and does not include activities of the Livingstone Shire Council (Discontinued Operations).

#### **Nature and Scope of Activities**

Fitzroy River Water is a commercial business unit of Council and is responsible for operating and maintaining water and sewer assets totalling approximately \$840.3 million (replacement value).

General functions of these assets include the storage and supply of raw water for urban, commercial and agricultural purposes, treating and distributing potable water for urban and industrial use and the collection, treatment and discharge of treated effluent.

Broadly, the scope of Fitzroy River Water (based upon 2013/14 year) is as follows:

<b>Item</b>	<b>RRC</b>	<b>Whole of Council</b>
Total income (operating)	\$58.6M	\$68.4M
Total expenses (operating)	\$30.9M	\$37.4M

#### **Annual Operations Report**

##### **Financial Indicators**

<b>Item</b>	<b>2013/14 Target</b>	<b>2013/14 Achieved</b>
Operating surplus ratio	35.60%	45.25%
Interest coverage ratio	6.20%	5.09%
Asset consumption ratio	59.50%	60.78%
Gross revenue	\$71,372,265	\$68,357,014
Earnings before Interest, Tax, Depreciation and Amortisation (EBITDA)	\$45,857,156	\$45,640,455
Competitive neutrality ratio (% of gross revenue)	30.30%	29.35%
Depreciation ratio	22.50%	16.43%
Total written down asset value	\$675,013,227	\$513,366,344
Return on assets	1.50%	3.96%

**Financial Performance****Operational**

Continuing operations of Fitzroy River Water raised operational income of \$58.6 million with the majority raised through utility charges. Operating revenue in 2013-2014 has increased by 13.06% from the 2012-2013 period. This increase is predominantly evident in utility charges largely influenced by water consumption.

Continuing operational expenditure for the 2013-2014 financial period was \$30.9 million, which has decreased from the 2012-13 financial period.

Employee costs, materials and services and depreciation continually remain to be the largest portion of expenditure for Fitzroy River Water each year. The 2013-2014 year is no different in this respect; however there has been a decrease in material and service costs.

**Net Result Attributable to Fitzroy River Water**

Fitzroy River Water net result before tax of \$48.3 million is the difference between total income and total expenditure. Included in the total income and total expenditure are items of capital revenue and capital expenditure which fluctuate from year to year. After appropriations (payment of return to Council, transfers of capital income and expenditure and application of previous years' deficit for continuing and discontinuing operations) Fitzroy River Water incurred a retained surplus of \$17.4 million.

**Capital**

Total capital expenditure for the 2013-2014 year was \$31.9 million including debt redemption. Extensive refurbishment programs of underground water and sewerage assets were undertaken and also construction of new aboveground infrastructure was prominent.

The year saw the commencement and/or completion of these projects:

- Completion of the North Rockhampton and Yeppoon Sewerage Treatment Plant dewatering facilities
- Completion of the Breakspear St sewerage main
- Completion of the relocation of Lakes Ck Rd sewerage main
- Completion of the Gracemere Industrial Area water and sewerage expansion
- Completion of Stage 1 of 300mm trunk water main duplication to Gracemere
- Continuation of stage 2 of the 300mm trunk water main duplication to Gracemere
- Continuation of the augmentation of Gracemere and South Rockhampton sewerage treatment plants
- Continuation of the Glenmore Water Treatment Plant Highlift pump station upgrades
- Continuation of the Mount Morgan Sewerage scheme expansion
- Continuation of the 300mm Gracemere rising sewerage main
- Continuation of the Gracemere Sewerage Treatment Plant effluent return
- Continuation of the refurbishment of the sewerage network, and
- Continuation of the replacement of water mains.

**Directions the Local Government gave the Unit – Non Commercial Directives**

Community service obligations arise as a result of Fitzroy River Water receiving a direction from Rockhampton Regional Council to undertake activities that would generally be considered not to be in the interests of a commercial entity to undertake. The amount attributed to community service obligations reflects the value of the non-commercial concessional benefit provided by the business to the community. This is equal to either the cost of providing the service less any attributable revenue received or, alternatively, the benchmarked cost of providing the service less any attributable revenue received where the benchmark has been obtained from equivalent service providers.



The following table summarises the types of community service obligation revenue received by Fitzroy River Water during the 2013/14 year:

<b>Water</b>	
Storage of Water Allocations	\$38,646
Lease of land to Ergon Energy	\$2,656
Marlborough Water Supply Return on Capital	\$33,144
Remissions to Community & Sporting Bodies	\$27,312
<b>Sewerage</b>	
Combined Line Charges (expenses)	\$107,901
Combined Line Charges (Capital)	\$99,938
Raising Manholes (Capital)	\$96,644
Sporting Bodies Sewerage Access	\$130,573
<b>TOTAL</b>	<b>\$536,814</b>

The following Community Service Obligations (CSO) were funded by a contribution from Council to FRW:

<b>WATER</b>	<b>OBJECTIVE</b>
Other Rate Remissions	RRC upon review of applications, at times grants remissions for Water Charges. These amounts are then claimed as a CSO by FRW.
Sporting Bodies Rate Remissions	RRC upon review of applications, at times grants remissions for Water Charges. These amounts are then claimed as a CSO by FRW. Refer to Council Rate Rebates and Remissions Policy.
Storage of Water Allocations	A resolution dated 23 December 2008 states that "a Community Service Obligation of 2.5% be applied to the Annual Increase in the Full Commercial Cost".
Lease of land to Ergon Energy – Mt Barmoya	A resolution dated 24 August 2010 states that "a Community Service Obligation to the value of \$5,000pa (increased by CPI) be allocated to FRW" in relation to the 99 year peppercorn lease (nil rent) by Ergon Energy Corporation Limited for part of Mt Barmoya
Marlborough Water Supply Return on Capital	A resolution dated 27 April 2010 states that "Council will fund a Community Service to FRW to the value of the return of capital employed."
<b>SEWERAGE</b>	<b>OBJECTIVE</b>
Combined Line Charges (expenses)	A resolution dated 22 June 1999 states that "Council continue its current policy of maintaining combined line house drains and fund all such work carried out by FRW as a Community Service Obligation".
Combined Line Charges (Capital)	Further to the above resolution regarding the maintenance of combined lines, FRW has begun a full replacement program of these assets. As a result the cost of the replacement of these Combined Lines also constitutes a CSO and the full cost incurred is claimed.
Raising Manholes (Capital)	A resolution dated 29 May 2000 states that "FRW carries out the raising of sewerage manholes and claims this as a community service obligation".
Sporting Bodies Rate Remissions	RRC upon review of applications, at times grants remissions for Sewerage Charges. These amounts are then claimed as a CSO by FRW. Refer to Council Rate Rebates and Remissions Policy.
Other Rate Remissions	RRC upon review of applications grants remissions for Sewerage Charges. These amounts when remitted are then claimed as a CSO by FRW.

**STATUTORY INFORMATION**

**Asset Management**

Compliance with an approved Strategic Asset Management Plan (SAMP) should ensure continuity of supply of services for customers, and should help a service provider to maintain its current assets and plan future needs to meet customer demand. A SAMP provides performance indicators and targets for service standards. This annual report compares those targets with actual performances. A summary of the performance indicators and targets set out in Fitzroy River Water's SAMP, actual performance and confidence gradings are outlined below. Where performance has not met the minimum targets set, commentary is provided qualifying the data, including action to be taken.

**Confidence Gradings**

The confidence levels (reliability and accuracy bands) used in this report are based on both a "reliability band" and an "accuracy band" for each item of data reported as defined by the Regulator and assessed by Fitzroy River Water. Relevant bands include:

**Reliability and Accuracy Bands**

Reliability Bands			Accuracy Bands	
A	Highly reliable	Data is based on sound records, procedures, investigations or analyses that are properly documented and recognised as the best available assessment methods.	1	+/- 1%
			2	+/- 5%
			3	+/- 10%
B	Reliable	Generally as in "A", but with minor shortcomings eg. some of the documentation is missing, the assessment is old, or some reliance on unconfirmed reports; or there is some extrapolations from such reports/inspections/analysis.	4	+/- 25%
			5	+/- 50%
			6	+/- 100%
C	Unreliable	Generally as in "A" or "B" but data is based on extrapolations from records which cover more than 30% (but less than 50%) of the service provider's system.		
D	Highly unreliable	Data is based on unconfirmed verbal reports and/or cursory inspections or analysis, including extrapolations from such reports/inspections/analysis.		

COMPARISON WITH ANNUAL PERFORMANCE PLAN

**Water Services Performance**

Table 1: Water - Day to Day Continuity - Potable and Non Potable Water Schemes

CSS Reference	Performance indicator	Potable Water Schemes						Potable Water Schemes					
		1st qtr	2nd qtr	3rd qtr	4th qtr	Annual Target	Year to Date	1st qtr	2nd qtr	3rd qtr	4th qtr	Annual Target	Year to Date
		Rockhampton and Gracemere Water Supply Scheme <b>Number of access charges - 35,280 as at 1 January 2014</b>						Mount Morgan Water Supply Scheme <b>Number of access charges - 1,454 as at 1 January 2014</b>					
CSS1	Extent of unplanned interruptions - connections based (no. per 1,000 connections per year)	11	12	14	11	<80	48	40	18	77	31	<80	166
CSS2	Extent of unplanned interruptions - incidents based (no. per 100 km of main per year) Rockhampton and Gracemere 744.4km Mount Morgan 71.5km	10	10	19	15	<30	54	14	3	15	7	<30	39
CSS3	Time for restoration of service - unplanned interruptions (% restored within 5 hours)	94%	94%	97%	100%	>90%	96%	100%	100%	94%	100%	>90%	99%
CSS4	<b>Customer interruption frequency:</b>												
	1 interruption per year	1.83%	1.98%	2.53%	1.52%	12%	7.86%	8.13%	3.35%	7.84%	5.19%	12%	24.51%
	2 interruptions per year	0.20%	0.15%	0.07%	0.04%	2%	0.46%	0.14%	0.06%	0.34%	0.13%	2%	0.67%

	3 interruptions per year	0.00%	0.00%	0.00%	0.00%	<b>1%</b>	0.00%	0.00%	0.00%	0.00%	0.00%	<b>1%</b>	0.00%
	4 interruptions per year	0.00%	0.00%	0.00%	0.00%	<b>0.50%</b>	0.00%	0.00%	0.00%	0.00%	0.00%	<b>0.50%</b>	0.00%
	5 or more interruptions per year	0.00%	0.00%	0.00%	0.00%	<b>0.25%</b>	0.00%	0.00%	0.00%	0.00%	0.00%	<b>0.25%</b>	0.00%
CSS5	Relative incidence of planned and unplanned interruption incidents (% of planned versus total number of interruptions)	25%	14%	8%	9%	<b>&gt;30%</b>	14%	10%	50%	8%	29%	<b>&gt;30%</b>	24%
CSS6	Average interruption duration - planned and unplanned (hours)	0.54	0.62	2.93	1.72	<b>3</b>	1.45	0.81	5.98	2.26	4.2	<b>3 hs</b>	3.31
CSS7	<b>Response time</b>												
	<b>Priority 1</b> – 1 hour response	92%	76%	81%	78%	<b>95%</b>	82%	67%	100%	83%	50%	<b>95%</b>	75%
	<b>Priority 2</b> – 2 hours response	87%	94%	87%	88%	<b>95%</b>	89%	88%	100%	67%	71%	<b>95%</b>	82%
	<b>Priority 3</b> – 24 hours response	97%	98%	93%	98%	<b>95%</b>	97%	100%	88%	88%	89%	<b>95%</b>	91%
	<b>Restoration time</b>												
	<b>Priority 1</b> – 5 hours restoration	92%	94%	88%	83%	<b>95%</b>	89%	100%	100%	86%	83%	<b>95%</b>	92%
	<b>Priority 2</b> – 24 hours restoration	96%	97%	99%	98%	<b>95%</b>	98%	100%	100%	100%	86%	<b>95%</b>	97%
	<b>Priority 3</b> – 5 days restoration	99%	100%	98%	99%	<b>95%</b>	99%	100%	100%	88%	89%	<b>95%</b>	94%

## COMPARISON WITH ANNUAL PERFORMANCE PLAN

## Water Services Performance

Table 2: Adequacy and Quality of Normal Supply of Water Supply

CSS Reference	Performance indicator	Potable Water Schemes						Potable Water Schemes						
		Rockhampton and Gracemere Water Supply Scheme Number of access charges - 35,280 as at 1 January 2014						Mount Morgan Water Supply Scheme Number of access charges - 1,454 as at 1 January 2014						
CSS8	Minimum pressure standard at the water meter (kPa)	220	220	220	220	<b>220 kPa</b>	220	220	220	220	220	220	<b>220 kPa</b>	220
CSS9	Minimum flow standard at the water meter	9 L/min	9 L/min	9 L/min	9 L/min	<b>9 L/min</b>	9 L/min	9 L/min	9 L/min	9 L/min	9 L/min	9 L/min	<b>9 L/min</b>	9 L/min
CSS10	Connections with deficient pressure and/or flow (% of total connections)	<2.5%	<2.5%	<2.5%	<2.5%	<b>&lt;2.5%</b>	0.0%	<2.5%	<2.5%	<2.5%	<2.5%	<2.5%	<b>&lt;2.5%</b>	0.0%
CSS11	Drinking water quality (compliance with industry standard)	100%	100%	100%	100%	<b>&gt;98%</b>	100%	100%	100%	100%	100%	100%	<b>&gt;98%</b>	100%
FRW's Drinking Water Quality Management Plan identifies the following key water quality parameters as reference indicators for customer service purposes: Physical and Chemical Water Quality Parameters - Target: >99% of all samples tested compliant with Australian Drinking Water Guidelines and E.coli - Target: None detected in >98% of all samples tested.														
CSS12	Drinking water quality complaints (number per 1,000 connections)	0.37	0.45	0.43	0.34	<b>&lt;5</b>	1.59	2.05	1.37	0	4.81	<b>&lt;5</b>	8.23	
CSS13	Drinking water quality incidents (number per 1,000 connections)	0	0	0	0	<b>&lt;5</b>	0	0	0	0	0	<b>&lt;5</b>	0	

COMPARISON WITH ANNUAL PERFORMANCE PLAN

**Water Services Performance**

Table 3: Long Term Continuity of Water Services Potable and Non Potable Water Schemes

CSS Reference	Performance indicator	Potable Water Schemes						Potable Water Schemes					
		Rockhampton and Gracemere Water Supply Scheme Number of access charges - 35,280 as at 1 January 2014						Mount Morgan Water Supply Scheme Number of access charges - 1,454 as at 1 January 2014					
		1st qtr	2nd qtr	3rd qtr	4th qtr	Annual Target	Year to Date	1st qtr	2nd qtr	3rd qtr	4th qtr	Annual Target	Year to Date
CSS14	Water main breaks (number per 100 km main) Rockhampton and Gracemere 744.4km Mount Morgan 71.5km	4	10	6	3	<40	23	11	3	10	8	<40	32
CSS15	Water services breaks (number per 1,000 connections)	5	5	6	5	<40	21	8	3	3	4	<40	18
CSS16	System water loss (litres per connection per day)	227	161	185	331	< 200 L	226	172	175	138	73	≤ 200 L	140

COMPARISON WITH ANNUAL PERFORMANCE PLAN

Water Services Performance

Table 4: Effective Transportation of Sewage

CSS Reference	Performance indicator	Sewerage Schemes						Sewerage Schemes					
		Rockhampton and Gracemere Sewerage Scheme Number of access connections - 43,892 as at 1 January 2014						Mount Morgan Sewerage Scheme Number of access connections - 225 as at 1 January 2014					
		1st qtr	2nd qtr	3rd qtr	4th qtr	Annual Target	Year to Date	1st qtr	2nd qtr	3rd qtr	4th qtr	Annual Target	Year to Date
CSS17	Sewage overflows – total (number per 100 km main) Rockhampton and Gracemere 689.1km Mount Morgan 10.6km	12.53	1271	13.64	12.92	<30	51.8	0	0	0	0	<10	0
CSS18	Sewage overflows to customer property (number per 1,000 connections)	2.13	1.98	2.14	2.03	<10	8.28	0	0	0	0	<5	0
CSS19	Odour complaints (number per 1,000 connections)	0.12	0.2	0.43	0.32	<1	1.07	0	0	0	0	<1	0
CSS20	<b>Response time</b>												
	<b>Priority 1</b> – 1 hour response	82%	88%	94%	84%	>95%	87%	100%	100%	100%	100%	>95%	100%
	<b>Priority 2</b> – 2 hours response	84%	89%	84%	84%	>95%	85%	100%	100%	100%	100%	>95%	100%
	<b>Priority 3</b> – 24 hours response	96%	100%	97%	100%	>95%	98%	100%	100%	100%	100%	>95%	100%
	<b>Restoration time</b>												
	<b>Priority 1</b> – 5 hours restoration	94%	96%	94%	100%	>95%	96%	100%	100%	100%	100%	>95%	100%
	<b>Priority 2</b> – 24 hours restoration	97%	99%	95%	96%	>95%	97%	100%	100%	100%	100%	>95%	100%
	<b>Priority 3</b> – 5 days restoration	98%	100%	98%	100%	>95%	99%	100%	100%	100%	100%	>95%	100%

Table 5: Long Term Continuity of Sewerage Services

CSS21	Sewer main breaks and chokes (number per 100 km main) Rockhampton and Gracemere 689.1km Mount Morgan 10.6km	20.36	20.92	25.25	19.16	<50	85.69	0	0	0	0	<20	0
CSS22	Sewer inflow and infiltration (ratio of Peak Day Flow to Average Day Flow)	1.2	1.5	4.78	3.57	<5	2.76	1.36	1.21	1.7	1.4	<5	1.42

**Reference Codes**

A blank field should contain one of the following:

- a. **0** (zero)
- b. **ND** (no data is available, although the indicator is relevant)
- c. **NR** (not relevant; the indicator is not relevant to that scheme)



## COMPARISON WITH ANNUAL PERFORMANCE PLAN

**Customer Service Standards**

A summary of the additional performance indicators and targets set out in FRW's Customer Service Standards (CSS), actual performance and confidence gradings is outlined below. Where performance has not met the minimum targets set, commentary is provided qualifying the data.

Table 6: Customer Service Targets

Performance indicator	1st qtr	2nd qtr	3rd qtr	4th qtr	Target	Year to Date
Installation of new water connections (within the water service area)	83%	77%	82%	81%	15 working days	81%
Installation of sewerage connections (within the sewered area)	40%	75%	53%	20%	15 working days	47%
Complaints – (excluding maintenance of water and sewerage services) – advise outcome	100%	100%	100%	100%	20 working days	100%

Table 7: Financial Performance Targets

Performance indicator	1st qtr date reported	2nd qtr date reported	3rd qtr date reported	4th qtr date reported	Target
RRC Operational Plan Reporting Frequency: quarterly	29/07/2013	10/01/2014	03/04/2014	02/07/2014	Initiatives successfully completed by year end
Operating Budget Reporting Frequency: quarterly or when variations arise	30/09/2013	31/12/2013	31/03/2014	30/06/2014	Conduct all activities in accordance with required timelines and budget
Annual Revenue Reporting Frequency: quarterly or when variations arise	30/09/2013	31/12/2013	31/03/2014	30/06/2014	Timely reporting of any significant variations to budget revenue and collection timing
Capital Works Reporting Frequency: quarterly or when variations arise	30/09/2013	31/12/2013	31/03/2014	30/06/2014	Completion of capital program in accordance with adopted timeframe and budget (within 3%)

**Reference Codes**

A blank field should contain one of the following:

- a. 0 (zero)
- b. ND (no data is available, although the indicator is relevant)
- c. NR (not relevant; this indicator is not relevant to that scheme)

## Non Compliance Comments

CSS Reference	Scheme	Comment
CSS1	Mount Morgan Water Supply Scheme	Mount Morgan experienced 6 main breaks and 6 service breaks. A total of 5 unplanned incidents affecting 45 service connections.
CSS2	Rockhampton and Gracemere Water Supply Scheme	A total of 23 broken water mains for fourth quarter affecting a total of 378 unplanned interruptions. The total for YTD is 183 watermains. The number of interruptions to our customers remains above our target the capital water mains replacement program will provide improvement to support meeting the required target.
CSS2	Mount Morgan Water Supply Scheme	A total of 6 broken water mains for fourth quarter affecting a total of 45 unplanned interruptions. The total for YTD is 22 watermains
CSS4	Mount Morgan Water Supply Scheme	The percentage exceeds the target due to 6 water main breaks for the 4th quarter. The total number of water incidents was 37 (22 of those relate to watermains). The affected water mains have been included in the capital renewal programme.
CSS5	Rockhampton and Gracemere Water Supply Scheme	Due to the ageing infrastructure Rockhampton has had 115 unplanned versus 12 planned water shut downs. A water mains replacement program is in place.
CSS5	Mount Morgan Water Supply Scheme	Due to the ageing infrastructure Mount Morgan has had 27 unplanned versus 6 planned water shut downs. A water mains replacement program is in place.
CSS6	Mount Morgan Water Supply Scheme	The planned duration for the quarter is 515 minutes based on 6 planned incidents compared to 241 minutes based on 5 unplanned incidents. A water main replacement program is in place.
CSS7	Rockhampton and Gracemere Water Supply Scheme	<p><b>Response</b>  P1 - Total requests 18 and 14 responded to within 1 hour.  P2 - Total requests 49 and 43 responded to within 2 hours.</p> <p><b>Restoration</b>  P1 - Total requests 18 and 15 restoration to within 5 hours.</p> <p>Continue to monitor weekly reporting of priorities. The output of that monitoring will be to identify both issues and areas for improvement.</p>

CSS7	Mount Morgan Water Supply Scheme	<p><b>Response</b> P1 - Total requests 6 and 3 responded to within 1 hour. P2 - Total requests 7 and 5 responded to within 2 hours. P3 - Total requests 9 and 8 responded to within 24 hours.</p> <p><b>Restoration</b> P1 - Total requests 6 and 5 restored to within 5 hours. P2 - Total requests 7 and 6 restored to within 24 hours. P3 - Total requests 9 and 8 restored to within 5 days.</p> <p>Continue to monitor weekly reporting of priorities. The output of that monitoring will be to identify both issues and areas for improvement.</p>
CSS12	Mount Morgan Water Supply Scheme	A small number (7) of discoloured water complaints were received in May and June and given the relatively low number of connections this relatively small number of complaints led to an exceedance of the compliance target. Follow-up actions to help prevent further similar events have been identified.
CSS16	Rockhampton and Gracemere Water Supply Scheme	Water loss per connection per day 331 litres. Flow meters have recently been installed at major reservoirs outlets. Once communications have been established with these flow meters the current water loss calculations will be drilled down to supply zone level to more accurately assess the current water loss calculations.
CSS17	Rockhampton and Gracemere Sewerage Supply Scheme	A total number of 132 blockages and 89 overflows.
CSS19	Rockhampton and Gracemere Sewerage Supply Scheme	A slightly elevated number of complaints in the last two quarters has led to the compliance target being exceeded by a very small margin. Improved management of wet season events may help to reduce the number of odour complaints that are associated with high sewage inflow events.
CSS20	Rockhampton and Gracemere Sewerage Supply Scheme	<p><b>Response</b> P1 - Total requests 32 and 27 responded to within 1 hour. P2 - Total requests 104 and 87 responded to within 2 hours.</p> <p>Network Service supervisory staff continue to work with staff on improving resource</p>
CSS21	Rockhampton and Gracemere Sewerage Supply Scheme	Rockhampton and Gracemere sewerage system sustained 132 breaks and chokes during the fourth quarter. A total of 34 were mainline blockages and 89 overflows.

**INFORMATION REQUIRED UNDER THE ACT**

**Water Supply (Safety and reliability) act 2008**

The Water Supply (Safety and Reliability) Act 2008 underwent significant change in May 2014. These changes were to simplify regulatory requirements and remove the need for service providers to have multiple management plans in place. The new reporting requirements will come into force for the 2014/15 year.

Fitzroy River Water is a commercial business unit of Rockhampton Regional Council and this Annual Report covers its SAMP (approved 22 February 2012), CSS and SLMP (approved 19 November 2010).

Fitzroy River Water's Drinking Water Quality Management Plan (DWQMP) was approved by the Office of the Water Supply Regulator in August 2012. The DWQMP is the regulatory document used by Fitzroy River Water to manage all risks posed to the safety of drinking water supply.

**STATUTORY INFORMATION**

**Overview of Services**

Type	Scheme Name
Retail Water	Rockhampton Water Supply Scheme (including Gracemere) (Potable) Mount Morgan Water Supply Scheme (Potable)
Recycled Water Scheme	Gracemere Recycled Water Scheme Mount Morgan Recycled Water Scheme
Irrigation / Other Scheme	Fitzroy River Barrage Water Supply (Raw-partially treated water scheme)
Sewerage	North Rockhampton Sewerage System South Rockhampton Sewerage System West Rockhampton Sewerage System Gracemere Sewerage System Mount Morgan Sewerage System

**INFORMATION REQUIRED UNDER THE ACT****CUSTOMER SERVICE STANDARDS PROCESSES****Service Connections****Water**

Fitzroy River Water aims to install all new connections in the Water Service Area within 15 working days of approval of the application and payment of the related fee; or by the installation date agreed with the customer outside the 15 day period.

A standard fee for water connections applies within each scheme. An application may be made for water connections to properties outside the Water Service Area. If approved, the applicant will be required to meet all associated costs.

**Sewerage**

A standard sewerage connection is provided free to each property within existing sewerage areas. Any additional connection or reconnection where a service is removed will incur the appropriate fee. Where a request is made for a sewerage connection outside the Sewerage Area, FRW will assess if it is practical to make the service available or if the Sewerage Scheme should be extended. The applicant will be required to meet all associated costs where it is a connection outside an existing Sewerage Area and, in the case of the extension of a Sewerage Scheme; FRW will assess the costs to be apportioned amongst the relevant property owners.

Fitzroy River Water aims to install all new sewerage connections within the Sewerage Area within 15 working days of approval of the application and payment of the related fee or by the installation date agreed with the customer outside the 15 day period.

**Trade Waste Services**

Trade waste is any wastewater that is acceptable either treated or untreated for discharge to sewer. Trade waste specifically excludes any sewage discharged from private residential premises. A customer may discharge trade waste into the sewerage system provided the customer has first entered into a Trade Waste Agreement with Fitzroy River Water and in accordance with the adopted Trade Waste Policy.

**INFORMATION REQUIRED UNDER THE ACT****Metering and Billing**

Water consumption bills are individually and independently issued by Fitzroy River Water on a quarterly basis.

Fitzroy River Water's water access and sewer charges are integrated with Rockhampton Regional Council rate notices which are issued twice a year.

**Accounting**

If a customer is over charged, the amount over charged will be credited to the customer's next bill or refunded at the customer's request. If a customer is under charged, the next account will be adjusted or an additional payment will be required.

Customers who choose to pay their account in full including arrears and interest accrued daily (if any) by the date specified will receive a discount on current half yearly rates and utility charges excepting water consumption charges on which there is no discount applicable.

**Payment can be made in the following manner:**

Payment by BPAY

Payment via Mail

Direct debit

Payment via Australia Post

Personal payment to Council – payments can be made at a Customer Service Centre via the Internet through Council's website

Phone – Call 1300 BPOINT.

Customers who hold a Pensioners Concession Card or a Department of Veterans Affairs Card are eligible for government funded concessions on rates and utility charges only.

**Complaints**

All complaints received regarding maintenance of water and sewerage services will be acted upon to meet the stated performance indicators. Other complaints will be investigated and Fitzroy River Water will endeavour to advise of the outcome within 20 working days.

**Dispute Resolution**

Customers not satisfied with Fitzroy River Water's response to an enquiry or complaint, can address their concerns in writing to the Chief Executive Officer at:

Chief Executive Officer  
Rockhampton Regional Council

PO Box 1860

Rockhampton Qld 4700

Customers not happy with the response at this point, may raise their concerns with the Queensland Ombudsman's Office on (07) 3005 7000 or toll free 1800 068 908.

**INFORMATION REQUIRED UNDER THE ACT****REVIEW AND AUDIT**

Rockhampton Regional Council, as a water and sewerage service provider, has previously been required to have an approved SAMP certified by a Registered Professional Engineer, for ensuring continuity of supply of each of the service provider's registered services.

**Review of the SAMP**

The requirements for a SAMP are currently under review by the Department of Energy and Water Supply (DEWS). Indications are the requirements to produce a SAMP to show how we are managing assets will be replaced by reporting on key performance indicators (KPIs). To replace the SAMP a Water and Sewer Asset Management Plan (AMP) is being put together. The AMP will include all of what was contained in the SAMP as well as a Forward Plan for New Works. Draft Asset Management Plans will be completed by April 2015.

**Review of the System Leakage Management Plan (SLMP)**

Service providers are required to regularly review their approved SLMP. Fitzroy River Water is currently undertaking a detailed review of the existing SLMP with this to be completed by 30 June 2015.

**Review of Customer Service Standards (CSS)**

Legislation requires service providers to review the CSS every year. Fitzroy River Water's performance against financial and non-financial targets and key strategies are reported to Council on a quarterly basis in accordance with the adopted 2013/14 Performance Plan. The Annual Performance Plan report as at 30 June 2014 was presented to Council with the Customer Service Standards on 3 September 2014. As part of the changes to the Water Supply (Safety and Reliability) Act, Fitzroy River Water will need to set Customer Service Standards by the end of 2014.

The current CSS are available on Fitzroy River Water's website.

## ROCKHAMPTON REGIONAL WASTE & RECYCLING

### ANNUAL STATEMENT ON OPERATIONS OF COMMERCIAL BUSINESS UNIT

With de-amalgamation of the Livingstone Shire Council from 1 January 2014 reference is given to 'Continuing Operations' which implies that the figures pertain only to the continuing business activities of Rockhampton Regional Waste and Recycling under Rockhampton Regional Council and does not include activities of the Livingstone Shire Council (Discontinued Operations).

#### Nature and Scope of Activities

Rockhampton Regional Waste and Recycling is a commercial business unit of Rockhampton Regional Council and is responsible for the operation and maintenance of waste and recycling assets totalling approximately \$18.1M (replacement value).

General functions of these assets include the provision of waste collection points for the bulk transport of waste to three landfills, and the provision of 'airspace' to receive the Region's waste in an environmentally sound process and associated recycling and reuse support facilities at the four landfills.

Broadly, the scope of Rockhampton Regional Waste and Recycling (based upon 2013/14 year) is as follows:

Item	Whole of Council
Total Income (operating)	\$21.7M
Total Expenses (operating)	\$19.1M
Number of staff	31
Properties served– General Waste	31,029
Properties served– Recycling	30,839
Total waste to Landfill – including kerbside waste collection but not including cover material (tonnes)	75,656
Kerbside Waste Collected (tonnes)	27824
Recycling Collected (tonnes)	7196
Landfill	2
Transfer Stations (manned)	3
Roadside Bin Stations	9
Recycling Kerbside Drop Off Stations (unmanned)	0

#### Financial Indicators

Item	2013/14 Target	2013/14 Achieved
Operating Surplus Ratio	11.4%	12.2%
Interest Coverage Ratio	10.9%	9.7%
Asset Consumption Ratio	77%	76.1%
Depreciation Ratio	5.9%	7.7%



## COMPARISON WITH ANNUAL PERFORMANCE PLAN

## Non-Financial Performance Targets

CSS Reference	Performance Indicator	Target	Rockhampton	Gracemere	Capricorn Coast	Mount Morgan
			Actual	Actual	Actual	Actual
WCSS1	Weekly collection of domestic waste on the same day every week	98%	99.99%	99.99%	99.99%	99.97%
WCSS2	Weekly collection of commercial waste	95%	99.78%	Included in WCSS1#	99.99%	Included in WCSS1#
WCSS3	Fortnightly collection of domestic recyclable waste	98%	99.93%	99.96%	99.96%	99.95%
WCSS4	Fortnightly collection of commercial recyclable waste	98%	99.71%	Included in WCSS3#	99.97%	Included in WCSS3#
WCSS5	Missed service collection provided within two working days from notification when notification is within one working day of scheduled collection	95%	100%	100%	100%	100%
WCSS6	Collection services will be made available within four working days upon application by the owner	98%	100%	100%	100%	100%
WCSS7	Provision of assisted services within ten working days from application by the resident	100%	100%	100%	100%	100%
WCSS8	Repair or replacement of stolen, removed, damaged, vandalised mobile bins within four working days from notification	100%	100%	100%	100%	100%

# Unable to separate domestic and commercial data for Gracemere and Mount Morgan. Staff currently working on this to enable these indicators to be reported on in future.

Performance indicator	Target	1st qtr date reported	2nd qtr date reported	3rd qtr date reported	4th qtr date reported
RRC Operational Plan Reporting Frequency: quarterly	<b>Initiatives successfully completed by year end</b>	1/09/2013	31/12/2014	31/03/2014	30/06/2014
Operating Budget Reporting Frequency: quarterly or when variations arise	<b>Conduct all activities in accordance with required timelines and budget</b>	30/09/2013	31/12/2013	31/03/2014	30/06/2014
Annual Revenue Reporting Frequency: quarterly or when variations arise	<b>Timely reporting of any significant variations to budget revenue and collection timing</b>	30/09/2013	31/12/2013	31/03/2014	30/06/2014
Capital Works Reporting Frequency: quarterly or when variations arise	<b>Completion of capital program in accordance with adopted timeframe and budget (within 3%)</b>	30/09/2013	31/12/2013	31/03/2014	30/06/2014

**Review of Customer Service Standards**

Legislation requires service providers to review the Customer Service Standards every year. Rockhampton Regional Waste and Recycling's performance against financial and non-financial targets and key strategies are reported to Council on a quarterly basis in accordance with the adopted 2013/14 Performance Plan. The Annual Performance Plan report as at 30 June 2014 was presented to Council with the Customer Service Standards on 03 October 2014.

Significant work has been undertaken during the reporting period on initiatives and work practices that will improve business performance. These include, monitoring of actual performance against response targets for job requests and the assessment of the number and type of actual jobs requiring rework and associated financial performance.

**FINANCIAL PERFORMANCE****Operational (Continuing Operations)**

Rockhampton Regional Waste and Recycling raised operational income of \$21.7 million, including internal charges revenue, with the majority raised through utility and landfill fees and charges.

Operating revenue in 2013/14 is higher than the 2012/13 period. This is partly attributed to the carbon tax price increase which has been netted off in operational expenditure. Rates revenue was up by 17.9% compared to the 2012/13 financial year and landfill fees and charges were higher by 5.0% in comparison to last year, all of which contain an increase due to the Carbon tax price increase.

Operational expenditure for the continuing Regional Waste and Recycling 2013/14 financial period was \$15.3 million; this does not include capital expenditure, company tax equivalents.

Materials and services and employee costs formed the largest portion of expenditure for the continuing RRWR in the financial period. Expenditure incurred for materials and services (60%) is essential in providing critical waste services to the community and maintaining Rockhampton Regional Waste and Recycling property, plant and equipment. Rockhampton Regional Waste and Recycling also supports a medium sized in-house workforce in order to provide and maintain these services for today and into the future with employee costs being 19% of operational expenditure.

**Net Result Attributable to Rockhampton Regional Waste and Recycling**

Rockhampton Regional Waste and Recycling net result before tax of \$89.5 thousand is the difference between total income and total expenditure. Included in the total income and total expenditure are items of capital revenue and capital expenditure which fluctuate from year to year. After appropriations (payment of return to Council, transfers of capital income and expenditure and application of previous year's deficit for continuing and discontinuing operations) Fitzroy River Water incurred a retained deficit of \$5.1 million.

**Capital**

Total capital expenditure for the 2013/14 year was \$11.5 million, including debt redemption.

The year saw the commencement and/or completion of these projects:

- Continuation of waste transfer station construction
- Replacement of bins under the Rockhampton Regional Waste and Recycling replacement bin program.

**Directions the Local Government gave the Unit – Non Commercial Directives**

Community service obligations arise as a result of Rockhampton Regional Waste and Recycling receiving a direction from Rockhampton Regional Council to undertake activities that would generally be considered not to be in the interests of a commercial entity to undertake. The amount attributed to community service obligations reflects the value of the non-commercial concessional benefit provided by the business to the community. This is equal to either the cost of providing the service less any attributable revenue received or, alternatively, the benchmarked cost of providing the service less any attributable revenue received where the benchmark has been obtained from equivalent service providers.

The following table summarises the types of community service obligation revenue received by Rockhampton

Regional Waste and Recycling during the 2013/14 year:

DESCRIPTION	ACTUAL COST
Great Keppel Island Collections and Landfill	\$45,933
Roadside Bin Operations	\$ 395,917
Roadside Bin Disposal Costs	\$290,993
Tyres, Oils & Chemicals	\$25,380
Old Landfill Maintenance Works	\$78,397
Green Waste Vouchers	\$337,444
Green Waste/Mulch Loading Trial	-\$72,686
CQLGA Membership	\$186,753
Boat Ramp Services	\$7,357
Charity Waste Policy	\$44,111
Waste Audit	\$7,624
<b>TOTAL COMMUNITY SERVICE OBLIGATIONS</b>	<b>\$1,347,223</b>

In accordance with Rockhampton Regional Council's Community Service Obligation Policy, the following requests have been approved:

Authorised Group	Date	Limit	Expiry
The Umbrella Network	01/07/2013	3 tonne	30/06/2014
Lifeline Rockhampton (Uniting Care Community)	01/07/2013	250 tonne	01/07/2014
Anglicare Central Queensland Ltd	01/07/2013	60 tonne	02/07/2014
The Salvation Army	01/07/2013	120 tonne	03/07/2014
St Vincent de Paul Society	01/07/2013	120 tonne	04/07/2014
Endeavour Foundation	01/07/2013	20 tonne	05/07/2014
Rockhampton Women's Shelter	01/07/2013	25 tonne	06/07/2014

## ROCKHAMPTON AIRPORT

### ANNUAL STATEMENT ON OPERATIONS OF COMMERCIAL BUSINESS UNIT

#### Nature and Scope of Activities

Rockhampton Airport is a commercial business unit of Rockhampton Regional Council and is a major Australian regional airport that services the City of Rockhampton and Central Queensland, with flights to Brisbane, Gladstone, Mackay, Townsville and Cairns.

The Airport is used by both domestic and international airlines using a mix of aircraft including wide-bodied aircraft such as the B747 to B777 and A340 types. There are future plans to expand the Airport to accommodate a new customs quarantine section for future international flights.

Rockhampton Regional Airport is responsible for the operation and maintenance of Airport assets totalling approximately \$110.1 million (replacement value).

#### Annual Operations Report

Item	As at 30 June 2014
Total income	\$14.1M
Total expenses	\$9.4M
Passenger movements	677,442
Number of staff	24
Number of paid parking car parks	637
Aircraft movements	35,350

### COMPARISON WITH ANNUAL PERFORMANCE PLAN

#### Annual Performance Report

The 2013/14 financial year was the first period that the Rockhampton Airport operated as a Significant Business Activity under the Local Government Act. This necessitated the requirement of an Annual Performance Plan. The non-financial performance targets and corresponding results are included below.

Performance Indicator	Target	Annual Result
Increase Passenger numbers	2%	-5.1%
Increase Aircraft Movements	1%	-5.2%
Bird Strikes	Less than 40	38
Lost Time Days – workplace injuries	0	1
Reported Public Injuries on Airport Precinct	0	5
Customer Requests Actioned	100%	100%
Airline Engagement Meetings held Quarterly	Yes	Yes
All Military Exercise Briefings Attended	Yes	Yes

**FINANCIAL PERFORMANCE****Operational**

Total Income for the financial period was \$14.1 million; this includes capital income for grants received for capital purposes.

Despite passenger numbers being down 4.9% over the previous financial year operating income was higher in comparison to the previous financial year by 9%. This can be attributed mostly to passenger landing charges.

Operational expenditure for the 2013/14 financial period was \$9.4 million, this does not include capital expenditure and company tax equivalents. Total expenditure for the financial period was \$10.9 million.

Materials and services, depreciation and employee costs formed the largest portion of expenditure for the Rockhampton Regional Airport in the financial period. Expenditure incurred for materials and services (47.95%) is essential in providing critical services to the community and maintaining the Rockhampton Regional Airport property, plant and equipment. Rockhampton Regional Airport also supports a reasonable size in-house workforce in order to provide and maintain these services for today and into the future with employee costs being 26.14% of total expenditure.

Rockhampton Regional Airport total net result of \$4.6 million before income tax is the difference between total income and total expenditure. Included in the total income and total expenditure are items of capital revenue and capital expenditure which fluctuate from year to year. Overall Rockhampton Regional Airport achieved a surplus of \$ 3.1 million for the 2013/14 financial year. After appropriations (payment of return to Council, transfers of capital income and expenditure and application of previous years surplus) Rockhampton Regional Airport incurred a retained deficiency of \$381k.

**Capital**

Total capital expenditure for the 2013/14 year was \$2.8 million which fell short of the capital program budgeted of \$5 million.

During this period a major refurbishment to the terminal was completed allowing the progress of further business opportunities. In addition work commenced on Stage 1 of a runway lighting project with the final 2 stages to be completed over the next 2 financial years.

Work was also completed on upgrading the storm water management system and expanding the ground maintenance shed to improve operational support. Works were also undertaken to rejuvenate the asphalt on the bay six apron and resurface the tower crescent road to reduce potential operational hazards.

**Directions the Local Government gave the Unit – Non Commercial Directives**

Community service obligations arise as a result of Rockhampton Regional Airport receiving a direction from Rockhampton Regional Council to undertake activities that would generally be considered not to be in the interests of a commercial entity to undertake. The amount attributed to community service obligations reflects the value of the non-commercial concessional benefit provided by the business to the community. This is equal to either the cost of providing the service less any attributable revenue received or, alternatively, the benchmarked cost of providing the service less any attributable revenue received where the benchmark has been obtained from equivalent service providers.

The following table summarises the types of community service obligation revenue received by Rockhampton Regional Airport during the 2013/14 year.

Description	Actual Cost
Royal Flying Doctors Service & Capricorn Rescue Helicopter Service	\$77,000

**BENEFICIAL ENTERPRISES (s41 LGA 2009)****Identifying beneficial enterprises**

- Caravan Parks
- Building Certification

**SIGNIFICANT BUSINESS ACTIVITIES (s45 LGA 2009)****All business activities**

- Water and Sewerage
- Regional Waste
- Rockhampton Airport

**Identify all significant business activities stating where new for the financial year and whether Competitive Neutrality Principles were applied**

- Water and Sewerage
- Regional Waste
- Rockhampton Airport

Code of Competitive Conduct was applied to all significant business activities.

All significant business activities were conducted in the previous year.

**COUNCIL PERFORMANCE s190(a)****Assessment of Council Performance in implementing 5 year corporate plan**

Performance against the Corporate Plan activities was measured on a quarterly basis and the majority of activities were achieved by all Departments.

**Assessment of Council performance in implementing the annual operational plan** Honest, transparent and accountable corporate governance in line with corporate values has resulted in the majority of key outcome targets being achieved with those results reported to Council via its Operational Plan on an annual basis. The detailed results for the 2013/2014 Operational Plan were reported to Council's Performance and Service Committee meeting on the 29 July 2014 in accordance with s104 *Local Government Act 2009* and s174 *Local Government Regulation 2012*.

**Particulars of other issues relevant to making an informed assessment of the local government's operation and performance in the financial year**

No contingent issues impacted the assessment of Council's performance for the period under review.

**Details of any action taken for, and expenditure on a service, facility or activity supplied by another Council for conducting a joint government activity and for which the Council levied special rates/charges for the financial year**

Council has not been engaged in providing services to any other local government or joint local government.

**Number of invitations to change tenders under section 228(7) during the financial year**

One (1)

**List of the registers kept by Council**

- Register of Designated Natural Hazard Management Areas (Flood)
- Register of Thermostatic Mixing Valves
- Register of Development Applications
- Register of Subdivisions Approved under the repealed Local Government (Planning and Environment) Act 1990
- Register of Zonings, Rezoning and Consents Approved under the repealed Local Government (Planning and Environment) Act 1990
- Adopted Infrastructure Charges Register
- Infrastructure Charges Register
- Regulated Infrastructure Charges Register
- Register of Declared Pest Permits
- Register of Pest Control and Entry Notices
- Register of Testable Backflow Prevention Devices
- Register of Installed On-site Sewerage and Greywater Use Facilities
- Register of Resolutions About Land Liable to Flooding made under the Building Act
- Register of Master Plan Applications
- Register of Administrative Action Complaints Received
- Register of Complaints about the conduct or performance of Councillors
- Register of Contact with Lobbyists
- Register of Interests of Councillors
- Register of Interests of persons related to a Councillor
- Register of Interests of Senior Executive Employees and Persons related to a senior executive employee
- Register of Interests of Chief Executive Officer and Persons related to Chief Executive Officer
- Asset Register
- Register of Activities for Competitive Neutrality
- Register of Beneficial Enterprises
- Register of Roads and Road Maps
- Register of Cost-Recovery Fees (Council Fees and Charges)
- Register of Pre-qualified Suppliers
- Register of Delegations
- Register of Authorised Persons (Environmental Protection Act 1994)
- Asbestos Register
- Cat and Dog Registry
- Register of Impounded Animals
- Cemetery Register
- Local Law Register
- Register of Environmental Authorities
- Register of Surrendered Environmental Authorities
- Register of Suspended or Cancelled Environmental Authorities
- Register of Environmental Evaluations
- Register of Environmental Reports
- Register of Monitoring Programs
- Register of Results of Monitoring Programs
- Register of Transitional Environmental Programs
- Register of Temporary Emissions Licences
- Register of Environmental Protection Orders
- Register of Direction Notices



**Summary of all concessions for rates and charges granted by the local government****Approved Government Pensioners:**

Rate remissions/subsidies are available to approved pensioners, who are in receipt of a pension for entitlements from Centrelink or the Department of Veterans' Affairs or Widow's allowance.

The Scheme is directed to the elderly, invalid or otherwise disadvantaged citizens of the community whose principal or sole source of income is a pension or allowance paid by Centrelink or the Department of Veterans' Affairs and who are the owners of property in which they reside and have responsibility for payment of Council rates and charges thereon.

**Eligibility**

Approved Pensioner – A Person who:

- 1) is and remains an eligible holder of a Queensland "Pensioner Concession Card" issued by Centrelink or the Department of Veterans' Affairs, or a Queensland "Repatriation Health Card – For All Conditions" issued by the Department of Veterans Affairs; and
- 2) is the owner or life tenant (either solely or jointly) of the property which is his/her principal place of residence; and
- 3) has, either solely or jointly with a co-owner, the legal responsibility for the payment of rates and charges which are levied in respect of the property.

Approved Widow/er – A Person who:

- 1) is and remains in receipt of a Widow's Allowance.

Unless stated otherwise the terms and conditions of the Queensland Government Pensioner Rate Subsidy Scheme shall apply to the application of the Council subsidy.

**Close of Applications**

Applications for remissions will be considered at any time during the rating period (i.e. half year). Applications received after the date of levy will be considered only from the commencement of the current rating period. Rebates will not be granted retrospectively without prior approval from the State Government Concessions Unit.

Applications must be made in writing using Council's approved form and a new application will need to be submitted where a change of address occurs.

**Amount of Remission**

Persons who qualify for a subsidy under the Queensland Government Pensioner Rate Subsidy Scheme guidelines will be eligible for a Council remission of 20% (to a maximum of \$200) on all rates levied in respect of each eligible property, excluding environment separate charge, special rates/charges and rural and state fire levies/charges.

A person in receipt of a Widow's Allowance will also be entitled to a subsidy of 20% (to a maximum of \$200) on all rates levied in respect of the property the person owns and occupies, excluding environment separate charge, special rates/charges and rural and state fire levies/charges.

Should an applicant/person be entitled to only part of the State Subsidy, because of part ownership of the property, or other relevant reason, the Council remission would be similarly reduced.

**Not-For-Profit/Charitable Organisations**

Rate remissions are available to approved organisations whose objectives do not include the making of profit and who provide services to their membership and the community at large.

**Eligibility**

Not-For-Profit/Community Organisation – An incorporated body who:

- 1) does not include the making of profit in its objectives.
- 2) does not charge a commercial fee for service.
- 3) is located within Rockhampton Regional Council area and the majority of its members reside in the Council area.
- 4) does not receive income from gaming machines and/or from the sale of alcohol in an organised manner (e.g. bar with regular hours of operation with permanent liquor license).
- 5) is the owner, lessee or life tenant of the property and which is the incorporated bodies main grounds/base/club house or residence.
- 6) has, either solely or jointly with a co-owner, the legal responsibility for the payment of rates and charges which are levied in respect of the property; and
- 7) is not a religious body or entity or educational institution recognised under State or Federal statute or law.

Should an applicant only have part ownership of the property the Council remission would be similarly reduced.

**Close of Applications**

Eligibility for a remission will be assessed by Council on annual basis prior to issue of the first rate notice each financial year (generally June/July). Organisations who are not automatically provided with a remission, and who believe that they meet the relevant criteria, may apply for approval at any time. If an application is approved by Council, remissions will be applied from the beginning of the current rating period (remissions will not be applied retrospectively).

**Amount of Remission****(a) Category One (1) – Surf Life Saving Organisations**

Remission Level General Rates – 100%  
Remission Level Separate Rates/Charges – 100%  
Remission Level Special Rates/Charges – 0%  
Remission Level Water Access Charges – 25%  
Remission Level Water Consumption Charges – Charged at residential rates  
Remission Level Sewerage Charges – 25%  
Remission Level Waste Charges – 25%  
Cap – N/A

**(b) Category Two (2) - Showground Related Organisations**

Remission Level General Rates – 100%  
Remission Level Separate Rates/Charges – 100%  
Remission Level Special Rates/Charges – 0%  
Remission Level Water Access Charges – 50%  
Remission Level Water Consumption Charges – Charged at residential rates  
Remission Level Sewerage Charges – 50%  
Remission Level Waste Charges – 50%  
Cap – N/A

**(c) Category Three (3) – Kindergartens**

Remission Level General Rates – 50%  
Remission Level Road Network Separate Charge – 50%  
Remission Level Special Rates/Charges – 0%  
Remission Level Environment Separate Charge – 0%  
Remission Level Water Access Charges – 25%  
Remission Level Water Consumption Charges – Charged at residential rates  
Remission Level Sewerage Charges – 25%  
Remission Level Waste Charges – 25%  
Cap - \$ 700.00

**(d) Category Four (4) – Charitable Organisations Benefiting the Aged/Disadvantaged**

Remission Level General Rates – 100%  
Remission Level Separate Rates/Charges – 100%  
Remission Level Special Rates/Charges – 0%  
Remission Level Water Access Charges – 25%  
Remission Level Water Consumption Charges – 0%  
Remission Level Sewerage Charges – 25%  
Remission Level Waste Charges – 25%  
Cap - \$ 700.00

**(e) Category Five (5) – Sporting Clubs & Associations – Without Liquor & Gaming Licenses**

Remission Level General Rates – 100%  
Remission Level Separate Rates/Charges – 100%  
Remission Level Special Rates/Charges – 0%  
Remission Level Water Access Charges – 25%  
Remission Level Water Consumption Charges – Charged at residential rates  
Remission Level Sewerage Charges – 25%  
Remission Level Waste Charges – 25%  
Cap - \$ 700.00

**(f) Category Six (6) – Sporting Clubs & Associations – With Liquor Licenses but No Gaming Licenses**

Remission Level General Rates – 50%

Remission Level Road Network Separate Charge – 50%  
Remission Level Environment Separate Charge – 0%  
Remission Level Special Rates/Charges – 0%  
Remission Level Water Access Charges – 25%  
Remission Level Water Consumption Charges – Charged at residential rates  
Remission Level Sewerage Charges – 25%  
Remission Level Waste Charges – 25%  
Cap - \$ 700.00

*(g) Category Seven (7) – Sporting Clubs & Associations situated on highly valued leasehold land – With Liquor Licenses but No Gaming Licenses*

Remission Level General Rates – 75%  
Remission Level Road Network Separate Charge – 75%  
Remission Level Environment Separate Charge – 0%  
Remission Level Special Rates/Charges – 0%  
Remission Level Water Access Charges – 25%  
Remission Level Water Consumption Charges – Charged at residential rates  
Remission Level Sewerage Charges – 25%  
Remission Level Waste Charges – 25%  
Cap - \$ 700.00 for Service Charges only

*(h) Category Eight (8) – Sporting Clubs & Associations – With Liquor & Gaming Licenses*

Remission Level General Rates – 0%  
Remission Level Separate Rates/Charges – 0%  
Remission Level Special Rates/Charges – 0%  
Remission Level Water Access Charges – 0%  
Remission Level Water Consumption Charges – 0%  
Remission Level Sewerage Charges – 0%  
Remission Level Waste Charges – 0%  
Cap – N/A

*(i) Category Nine (9) - All Other Not-For- Profit/Charitable Organisations*

Remission Level General Rates – 100%  
Remission Level Separate Rates/Charges – 100%  
Remission Level Special Rates/Charges – 0%  
Remission Level Water Access Charges – 25%  
Remission Level Water Consumption Charges – Charged at residential rates  
Remission Level Sewerage Charges – 25%  
Remission Level Waste Charges – 25%  
Cap - \$ 700.00

*(j) Category Ten (10) - Rural Fire Brigade*

Remission Level General Rates – 100%  
Remission Level Separate Rates/Charges – 100%  
Remission Level Special Rates/Charges – 0%  
Remission Level Water Access Charges – 100%  
Remission Level Water Consumption Charges – 100%  
Remission Level Sewerage Charges – 100%  
Remission Level Waste Charges – 100%  
Cap - N/A

NOTE: Sewerage charges are not to be levied in respect of public amenities blocks that are locked and controlled by the clubs.

**General Rate Remissions**

In accordance with Part 10 of the *Local Government (Finance, Plans & Reporting) Regulation 2010*, the properties where 100% remission of general rates applies may be exempted from payment of general rates in lieu of the provision of a remission.

**Permits to Occupy (Pump Sites)**

Council will grant a remission on the following basis for those assessments that only contain a permit to occupy for pump sites provided the ratepayer as shown on the assessment is the owner of another property in the Council area on which the rate or charge has been levied:

- (a) Separate Charges – 100% remission
- (b) General Rates – Maximum remission of \$600.00.

**Water Consumption Charges**

Council will grant a remission on the following basis for the following assessments:

- 148543 – Gracemere Lakes Golf Club
- 148545 – Gracemere Bowling Club

Water Consumption Charges – 50% remission.

**Lot 1 South Ulam Rd, Bajool**

Council will grant a remission on the following basis for the following assessment:

- 146963-2 – being Lot 1 South Ulam Rd, Bajool (L1 MLG80014 Parish of Ultimo)
  - a) General Rate 100%
  - b) Road Network Charge 100%
  - c) Environment Separate Charge 100%

**Exclusions from Capping of General Rates as an Unintended Consequence**

Council will grant a remission of general rates for those assessments impacted as a result of an unintended consequence which negates or negatively impacts upon the application of the intent of capping of general rates as per Council's Revenue Policy. (For example, minor changes to property area as a result of boundary realignment.)

The amount of remission will be that required to reduce the amount of general rates payable to the amount that would have been levied if capping had been applied to the individual assessment subject to the event leading to the unintended consequence.

**REPORT ON INTERNAL AUDIT FOR THE YEAR s190(1)(h) (FPA) Reg 2012**

The Internal Audit Function and Audit Committee (Renamed Audit and Business Improvement Committee) are mandatory compliance requirements of the Local Government Act 2009.

**Audit and Business Improvement Committee**

This Advisory Committee operates under best practice guidelines with a majority membership consisting of 3 external independent experts. Its responsibilities are to review and monitor the effectiveness of Governance, Risk and Compliance functions, including oversight of the overall audit process, and make recommendations to Council.

**Internal Audit**

The Internal Audit Unit's mission is to independently examine and evaluate Council activities as a service to the Council, Management and the Community.

Internal Audit provides analyses, appraisals, recommendations for improvement, and evaluation of internal controls across all areas of operations which assist the Council in the effective discharge of its responsibilities. These in-house services extend to investigations for fraud and corruption. Internal Audit reports administratively to the CEO but is also empowered to report functionally independently directly to the Audit and Business Improvement Committee, thus following a best practice governance approach to protect the public interest.

**Internal Audit Plan**

Specific audits planned and undertaken during the financial year 2013-2014 included:

- Cash Floats and Petty Cash
- Public Event Management Process (including public safety)
- Child Care Centre Regulatory Review
- Engineering Records and Associated Systems Review
- Animal Management Business Process Improvement Review
- De-Amalgamation Compliance Review
- Follow-Up Audits from previous years' audit recommendations

**SENIOR EMPLOYEES s201(1) a&b**

**The total of all remuneration packages that are payable (in the year to which the annual report relates) to the senior management of the local government.**

The total remuneration packages that were payable to senior management for the financial year was \$1,203,812.46.

**Number of employees in senior management who are being paid each band of remuneration.**

Three senior contract employees with a total remuneration package in the range of \$200,000-\$299,000.

One senior contract employee with a total remuneration package in the range of \$300,000-\$399,000.

Please note: Packages include base salary, vehicle allocation, annual leave loading and superannuation.

**Administrative Action Complaints (s187 LGA 2009)**

Council takes all complaints about its services seriously and is committed to responding quickly and efficiently. Complaints may be lodged by an affected person either in writing, by telephone or face to face. The department referred to in the complaint will be responsible for the initial investigation.

Complainants not satisfied with the outcome of the investigation undertaken by the department may appeal the decision to the CEO for investigation under the Administrative Action Complaint Management Procedure.

Council manages complaints through the Actionable Communications Procedure initially and if the customer is dissatisfied with the outcome that may appeal to the CEO to have the complaint investigated under Council's Complaint Management Policy and Administrative Action Complaint Procedure. A separate investigation report will be provided to the CEO for action.

A total of 54 complaints were received by council under the above policies and procedures this financial year. 42 of those complaints were able to be resolved before the end of the financial year, along with 10 complaints from the previous financial year.

Number of administrative action complaints received in financial year	54
Number of administrative action complaints resolved in financial year	52
Number administrative action complaints not resolved in financial year	12
Number of administrative action complaints that were from a previous financial year	2

## INFORMATION REQUIRED UNDER THE ACT COUNCILLORS

### **Audit and Business Improvement Advisory Committee**

Council's Audit and Business Improvement Advisory Committee oversees the audit, control and risk management functions. The Audit Committee is comprised of five members; two councillors and three external representatives appointed by Council.

### **Statement about the local government's activities during the year to implement its plan for equal opportunity in employment**

The *Local Government Regulation 2012* does not require this plan therefore the plan does not need to be implemented.

### **Summary of investigation notices given in the year under section 49 for competitive neutrality complaints**

Nil

### **Responses in the financial year on the QCA's recommendations on any competitive neutrality complaints under section 52(3)**

Nil

### **Resolutions made under s250(1) LG Regulation 2012 (Requirement to adopt expenses reimbursement policy or Amendment)**

That the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy be amended as attached.

Moved by: Councillor Fisher  
Seconded by: Councillor Schwarten  
MOTION CARRIED

### **Resolutions made under section 206(2) LG Regulation 2012 (Valuation of non-current physical assets)**

That Council's Asset Capitalisation Policy be adopted including the separation of the Roads, Bridges and Drainage asset class as outlined in the report.

Moved by: Councillor Mather  
Seconded by: Councillor O'Brien  
MOTION CARRIED UNANIMOUSLY

**Remuneration and superannuation contributions paid to each Councillor s186(a)**

Councillor	YTD salary 'Work'	Employer Super	Gross
Mayor, Councillor M F Strelow	\$154,636	\$14,303	\$168,939
Councillor A P Williams	\$105,433	\$12,652	\$118,086
Councillor R A Swadling	\$91,375	\$10,965	\$102,341
Councillor G A Belz	\$91,375	\$10,965	\$102,341
Councillor S J Schwarten	\$91,375	\$10,965	\$102,341
Councillor N K Fisher	\$91,375	\$8,223	\$99,599
Councillor C R Rutherford	\$91,375	\$10,965	\$102,341
Councillor C E Smith	\$91,375	\$10,965	\$102,341
Councillor G M Mather	\$49,202	\$5,904	\$55,106
Councillor F W Ludwig	\$49,202	\$5,904	\$55,106
Councillor T A Wyatt	\$49,202	\$5,904	\$55,106

**Expenses incurred by and provided to each Councillor under the Expenses Reimbursement Policy s186(a) LG Regulation 2012**

Councillor	Travel / Expenses / Allowances
Mayor, Councillor M F Strelow	\$39,728.51
Councillor G M Mather	\$12,966.15
Councillor T A Wyatt	\$15,635.13
Councillor F W Ludwig	\$14,792.78
Councillor C E Smith	\$23,405.09
Councillor C R Rutherford	\$19,364.55
Councillor G A Belz	\$21,847.90
Councillor S J Schwarten	\$15,489.92
Councillor A P Williams	\$26,083.27
Councillor R A Swadling	\$32,143.14
Councillor N K Fisher	\$32,790.69

**Expenses Reimbursement Policy s186(a) LG Regulation 2012****1. Purpose:**

This Policy will ensure accountability and transparency in the reimbursement of expenses incurred, or to be incurred, by the Mayor, Deputy Mayor and Councillors.

This Policy will also ensure that elected members are provided with reasonable facilities to assist them in carrying out their civic duties.

(This Policy does not provide for salaries or other form of Councillor remuneration. Councillor remuneration is in accordance with the determination of the Local Government Remuneration Tribunal.)

**2. Reference (e.g. Legislation, related documents):**

- Local Government Act 2009
- Local Government (Operations) Regulation 2010
- Local Government (Finance, Plans and Reporting) Regulation 2010
- Income Tax Assessment Act 1997
- Taxation Rulings issued by the Australian Taxation Office
- RRC Travel and Conference Attendance Policy
- RRC Travel and Conference Attendance Procedure
- RRC Corporate Uniform Policy
- Procurement Policy and Purchasing Guidelines
- Councillors Vehicle Use Policy

**3. Definitions:**

To assist in interpretation, the following definitions shall apply:

*Authorising person:* shall mean the person with delegated authority to approve expenditure or reimbursement for Councillor expenses and facilities.

*Council business:* shall mean official business conducted on behalf of Council, where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council, for example official Council meetings, Councillor forums and workshops, Committees/Boards as Council's official representative, scheduled meetings relating to portfolios or Council appointments.

Council Business should result in a benefit being achieved either for the local government and/or the local government area, for example Council may decide that Council business includes civic ceremony duties such as opening a school fete.

Participating in a community group event or being a representative on a Board not associated with Council is not regarded as Council business.

*Councillors:* shall mean the Mayor, Deputy Mayor and Councillors.

*Expenses:* shall mean costs reasonably incurred, or to be incurred, in connection with Councillors discharging their duties. The expenses may be either reimbursed to Councillors or paid direct by Council for something that is deemed a necessary cost or charge.

Expenses are not included as remuneration.

*Facilities:* shall mean the facilities deemed necessary to assist Councillors in their role.

*Public record:* shall mean any record created, received or kept in an official capacity.

*Reasonable:* shall mean Council must make sound judgements and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.

**4. Context:**

The payment and/or reimbursement of expenses and provision of facilities for Councillors must only be for the actual cost of legitimate business use and only in accordance with the *Local Government Act 2009* and the *Local Government (Operations) Regulations 2010*.

Council is committed to ensuring that Councillors are provided with the facilities required to enable them to perform their duties.

The payment and/or reimbursement of expenses and provision of facilities for Councillors:

- is to be open and transparent, prudent, responsible, acceptable to the community and in accordance with statutory requirements;
- based on ensuring economy and efficiency; and
- subject to budget provisions.

Council's Annual Report must contain the information as stipulated in the Local Government Act and associated Regulations.

- Spouses, partners and family members of Councillors are not entitled to reimbursement of expenses or to have access to facilities allocated to Councillors.



The following expenses refer to actual expenses deemed necessary for Council business. Councillors are only entitled to the expenses contained in the categories listed below.

#### **4.1 Representing Council at Events**

Councillors may be required to attend a range of events and functions as part of their role in attending to Council business. Councillors may, for example, be required to attend significant sporting and other community events in an official capacity.

Council will pay for expenses associated with Councillors attending events for the purpose of addressing Council's advocacy strategy and to provide support for community social and economic development activities.

#### **4.2 Travel as Required to Represent Council**

All Councillor travel, excluding that undertaken in a Council provided vehicle as per this Policy, requires the approval of Council via a report to Council identifying the relevance of such event to the Council and as far as practicable indicate the cost of attendance. The Mayor will not be required to have the approval of Council if attending functions or meetings relevant to the role of Mayor.

Council may approve local, intrastate, interstate, and overseas travel for Councillors where Council considers it appropriate to promote or represent the Rockhampton Regional area for a local government purpose.

Where time does not permit the presentation of a report to Council:

- a) The CEO may approve any requests for travel by the Mayor subject to a report being submitted to the next available Council Meeting; and
- b) The Mayor may approve any Councillor's travel subject to a report being submitted to the next available Council Meeting.

All travel and conference arrangements must be made in accordance with Council's Travel and Conference Attendance Policy and associated Procedure. All expenses incurred in relation to travel and conference attendance will be reimbursed in accordance with Council's Travel and Conference Attendance Policy and associated Procedure.

All requests for travel (including associated registrations) should be made in sufficient time to take advantage of discounts and gain access to the widest range of accommodation and flights. Failure to do so will limit flight and accommodation options.

#### **4.2.1 Meeting Attendance**

Where Councillors are attending to Council business such as meetings, functions or other activities in an official capacity, Council will pay for the approved expenses associated with that activity.

The following restrictions apply in the following circumstances:

*Mayor:* No limit to travel to attend meetings to represent Council in undertaking his/her responsibilities.

*Committee Chair:* No limit to travel to attend meetings to represent the interest of the Committee in line with the Committee's Terms of Reference or when directed by Council to attend.

*Councillors:* No limit to travel to attend meetings to represent Council when nominated or requested by the Mayor, Committee Chair or CEO or when directed by Council to attend.

#### **4.2.2 Council Delegates**

Where Councillors are appointed by the Council as Council's representative on a Committee or Association, all travel and accommodation associated with the Councillor's fulfilment of that role is deemed as approved without the need for a further report to Council.

#### **4.2.3 Conference Attendance**

The CEO, where possible, will advise Councillors of upcoming conferences. Councillors shall give notice of their desire to attend a conference by giving notice to the CEO ten (10) days prior to the relevant Committee/Council Meeting.

#### **4.3 Professional development**

There are two categories of professional development for Councillors – Mandatory Training and Discretionary Training.

#### 4.3.1 Mandatory training

Mandatory training is where one or more Councillors are required to attend courses, workshops, seminars or conferences for skill development related to the Councillor's role. This includes events directly relating to the role of Councillor such as Councillor Induction, Meeting Procedures and Legislative Obligations, events that are relevant for a Chairperson of a Committee, or events where a Councillor has been appointed as an official Council delegate.

If a Chairperson or Council delegate is unable to attend an event and an alternative Councillor is appointed by Council then this will be deemed as mandatory. Council will meet all costs associated with mandatory training.

#### 4.3.2 Discretionary training

Discretionary training is where one or more Councillor wishes to attend a course, workshop, seminar or conference outside the provisions of mandatory training.

In addition to any mandatory training required, the following limits apply to any discretionary training attendance:

- Mayor No limit
- Deputy Mayor 5 events per year
- Committee Chairs 4 events per year
- Councillors 3 events per year

Where the Councillor wishes to attend a conference and has exceeded the above limits, the CEO will submit a report to the table and the Council will determine if the Councillor is able to attend.

#### 4.4 Hospitality Expenses

Where Councillors incur hospitality expenses while conducting Council business, apart from official civic receptions organised by the Council, the maximum amount that may be reimbursed is:

- \$500 per annum for each Councillor; and
- \$6,000 per annum for the Mayor

Hospitality expenses related to official receptions and other functions organised by council officers are met from relevant approved budgets.

#### 4.5 Provision of Facilities

Facilities provided for Councillors must be deemed necessary and required to assist Councillors in their official capacity. In accordance with statutory provisions, Council may only provide Councillors with the facilities listed below.

Council determines the reasonable standard for facilities for Councillors. If a Councillor chooses a higher standard of facility than that prescribed by Council, any difference in cost must be met by the Councillor personally.

All facilities provided to Councillors remain the property of Council and must be accounted for during annual equipment audits. The facilities must be returned to Council when the Councillor's term expires, unless Council agrees to dispose of the facility in some other manner.

##### 4.5.1 Administrative tools and office amenities

###### *Office space and access to meeting rooms*

The Mayor and Deputy Mayor will be provided with a dedicated office in the Rockhampton Office.

Council provides access to occasional office accommodation and meeting rooms for all Councillors to meet with constituents and the public. Such accommodation should be booked through the Councillor Support Section.

###### *Secretarial support*

The Mayor's office will be staffed with a Personal Assistant and an Administrative Assistant as a minimum. Additional staffing will be provided as deemed to be warranted from time to time by the CEO based on workloads.

Secretarial support will be provided to all Councillors as warranted by the CEO and based on demand.

*Computer and Printer for business use*

Councillors are provided with a laptop computer and printer for Council business use. The standard of computer shall be similar to that available to Council managers. An iPad will also be made available on request to the CEO

*Photocopier and paper shredder*

Councillors are entitled to access photocopiers and paper shredders for business use at the various Council offices. Access to domestic photocopiers/scanners may be provided for the home based offices, on request by Councillors.

*Stationery*

Councillors are provided stationery for official purposes only, including, but not limited to:

- Pens and pen sets
- Paper
- Note paper
- Letterhead
- Business cards
- Envelopes
- Briefcase
- 'With Compliments' slips

Council stationery is not to be converted or modified in any way and may only be used for carrying out the functions of the role of Councillor. Stationery does not include any form of advertising by Council.

*Telecommunication needs*

Councillors will be provided with a mobile telephone or hand held device as designated by the CEO. Council will pay for all costs associated with the business use. Any personal calls made by the Councillor should be reimbursed to Council. The Mayor and Deputy Mayor are entitled to have the full cost of Council business related mobile phone/PDA charges paid by Council. It is recognised that community obligations and demands on the Mayor/Deputy Mayor are such that generally all mobile phone/PDA charges are deemed to be council business.

Individual or personal mobile phone plans will not be reimbursable under this policy.

*Publications*

Councillors are provided access to copies of relevant legislation, books and journals considered necessary for undertaking their duties.

*Other administrative necessities*

Subject to Council approval, Councillors may be provided with any other administrative necessities to meet the business of Council.

*Advertising*

Council will not reimburse or provide funds, services or facilities for the purposes of advertising for Councillors.

*Community consultation*

Councillors may use facilities provided to correspond with community representatives for the purpose of clarifying issues that are relevant to their division or the region in general. Where a Councillor chooses to undertake further community consultation on a particular matter, in addition to that approved by Council, the Councillor is responsible for those costs.

**4.5.2 Home office**

Councillors may be provided with home office equipment in addition to the abovementioned laptop computer comprising a computer, screen, printer, lockable filing cabinet, desk and chair and internet access for business use only. Where Councillors elect to establish a home office, Council will provide a land line connection to enable phone and internet access for business use only. It is the responsibility of each Councillor to ensure that where a home office is established, all WHS legislative requirements are met and where required, Council's WHS unit can provide assistance.

**4.5.3 Name badge and uniforms**

Councillors will be provided with any safety equipment such as overalls, safety shoes, safety helmets or glasses, as required, in their role. Councillors will be provided with uniforms in accordance with the Corporate Uniform Policy and Procedure, comprising five (5) items and a Blazer, and a name badge if required.

**4.5.4 Vehicles**

Councillors, with the exception of the Mayor, may either:

- (a) Be provided with a Council vehicle for official business use, or
- (b) Use their own private vehicle for business purposes and claim a mileage allowance for the business use of the vehicle, as per mileage allowances recommended by the Australian Tax Office (ATO). Such claims shall be supported by ATO compliant records.

The standard of Council vehicle provided to Councillors for business use shall be as per the *Councillors Vehicle Use Policy*.

A Council vehicle may also be made available for private use by the Councillor as per the *Councillors Vehicle Use Policy*.

The Mayor is to be provided with a Council owned vehicle for Council business. It is recognised that community expectations and demands on the Mayor are such that generally all vehicle use is deemed to be Council business. The requirement to calculate private use under the provisions of this policy and the *Councillors Vehicle Use Policy* are not applicable to the Mayor.

During the term of Council, a Councillor may change vehicle arrangements providing it is cost neutral for Council. Should excessive costs to Council be apparent, the CEO may refuse the request or require the Councillor to reimburse such costs.

In the case of (b) above, Councillors may utilise Council’s Salary Packaging provider to facilitate the provision of a private vehicle.

**4.6 Payment of Expenses**

Reimbursement of personal expenses incurred whilst undertaking Council work will be paid to a Councillor through administrative processes approved by the CEO. All receipts requiring reimbursement must be submitted no later than 14<sup>th</sup> June or 14<sup>th</sup> December of that year.

Travel expenses will be paid subject to the limits outlined in this Policy and Council’s Travel and Conference Attendance Policy and associated Procedure subject to the following variation:

Expenses relating to the consumption of alcohol will be reimbursed only where such expenses is incurred with the provision of a meal and which on review would not be deemed as excessive.

Should the Councillor choose not to attend a provided meal/dinner, then the full cost of the alternative meal shall be met by the Councillor.

**4.7 Maintenance costs of any Council owned equipment**

Council will cover all ongoing maintenance costs associated with fair wear and tear of council owned equipment to ensure it is operating for optimal professional use.

**4.8 Legal costs and insurance cover**

Councillors will be covered under Council insurance policies while discharging civic duties. Specifically, insurance cover will be provided for public liability, professional indemnity, personal accident and/or workers compensation, international and domestic travel insurance. Any claims over and above that the stated will require the approval of a Council Resolution. In addition the liability of any legal costs incurred while discharging a Councillors civic duty will transfer to Council upon approval via a Council resolution.

**5. Evaluation Process:**

This Policy is reviewed when any of the following occur:

- 1. The related information is amended or replaced.
- 2. Other circumstances as determined from time to time by the CEO/Council

Notwithstanding the above, this Policy is to be reviewed at intervals of no more than two years.

**6. Responsibilities**

Sponsor	Chief Executive Officer
Business Owner	Executive Manager Office of CEO
Policy Owner	Executive Manager Office of CEO
Policy Quality Control	Corporate Improvement and Strategy

Details of the number of meetings attended by each councillor during the financial year

Meeting Attendance Figures  
July 2013 - December 2013

Councillor	Council Meeting	Special Council Meeting	Business Enterprise	Communities	Continuing Council	Health and Compliance	Infrastructure	Parks & Recreation	Performance and Service	Planning and Development	Water	Audit Advisory	Resource Industry Advisory
Mayor, Councillor M F Strelow	9	1	5	2	9	2	4	5	1	4	3	(1 Observer)	2
Deputy Mayor, Councillor A P Williams	9	1	(1 Observer)		8	1^	5	5	1	9	3		2
Councillor G M Mather	10	1				4	5	(1 Observer)	1	8	4	2	
Councillor T A Wyatt	10	1	3	5		4	5	4	1	8			
Councillor F W Ludwig	9	1		4				5	1	7			
Councillor C E Smith	10	1	4	4	8	5	(1 Observer)	(1 Observer)	1	9		2	2
Councillor C R Rutherford	6	1	5	4	7			5	1	(2 Observer)	3		0
Councillor G A Belz	7	1	3		8		3		1	(1 Observer)	3		0
Councillor S J Schwarten	4	0	3	1	0		0	1	0				0
Councillor R A Swadling	8	1		4	8			5	1	(1 Observer)			2
Councillor N K Fisher	9	1	5		9	5	5	5	1	7	4		2
<b>Total Meetings Held</b>	<b>10</b>	<b>1</b>	<b>5</b>	<b>5</b>	<b>9</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>1</b>	<b>9</b>	<b>4</b>	<b>1</b>	<b>2</b>

Meeting Attendance Figures  
January 2014 – June 2014

Councillor	Council Meeting	Special Council Meeting	Business Enterprise	Communities	Health and Compliance	Infrastructure	Parks & Recreation	Performance and Service	Planning and Development	Water	Audit Advisory	Resource Industry Advisory	South Rockhampton Flood Levee
Mayor, Councillor M F Strelow	5	2	5	5	5	4	5	4	7	5	1	1	1
Deputy Mayor, Councillor A P Williams	5	2	(1 Observer)		5	4	5	5	11	5	1	1	1
Councillor C E Smith	6	2	5	5	5	4	(2 Observer)	5	11		(1 Observer)	1	
Councillor C R Rutherford	6	1	5	5	(1 Observer)	(1 Observer)	5	4	10	5		1	
Councillor G A Belz	5	2	5			4		5	9	5		0	
Councillor S J Schwarten	6	1		4		2	3	3	8				
Councillor R A Swadling	6	1	4	5			4	3	7			1	
Councillor N K Fisher	6	2	5		5	4	5	4	11	5		1	
<b>Total Meetings Held</b>	<b>6</b>	<b>2</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>11</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>1</b>

\* In accordance with section 12(4)(h) of the Local Government Act 2009, Mayor Strelow is a member of each Standing Committee however is not required to attend all meetings  
^ Councillor Williams attended these meetings in his role as Acting Mayor  
Divisions 1, 2 and 3 no longer exist within Rockhampton Regional Council as of 1 January 2014 due to de-amalgamation. Committee memberships were reviewed at end of 2013.

**Councillors (S114)**

**Orders made under s180(2) or s180(4) LGA 2009 – Orders by Regional Conduct Review Panel**  
Nil

**Orders made under s181 LGA 2009 – Orders by Mayor/Chairperson for Inappropriate Conduct**  
Nil

**Description of the Order (misconduct, inappropriate conduct)**

(i)	complaints about the conduct or performance of councillors for which no further action was taken under section 176C(2) of the Act;	3
(ii)	complaints referred to the department's chief executive under section 176C(3)(a)(i) of the Act;	0
(iii)	complaints referred to the department's chief executive under section 176C(4)(a) of the Act;	0
(iv)	complaints assessed by the chief executive officer as being about official misconduct;	0
(v)	complaints heard by a regional conduct review panel;	0
(vi)	complaints heard by the tribunal;	0
(vii)	complaints to which section 176C(6) of the Act applied	0

**Summary of the Orders for Councillors**

(i)	complaints about the conduct or performance of councillors assessed as frivolous or vexatious under section 176C(2) of the Act;	0
(ii)	complaints about the conduct or performance of councillors for which no further action was taken under section 176C(2) of the Act;	3
(iii)	complaints referred to the department's chief executive under section 176C(3)(a)(i) of the Act;	0
(iv)	complaints referred to the department's chief executive under section 176C(4)(a) of the Act;	0
(v)	complaints assessed by the chief executive officer as being about official misconduct;	0
(vi)	complaints heard by a regional conduct review panel;	0
(vii)	complaints heard by the tribunal;	0
(viii)	complaints to which section 176C(6) of the Act applied	0

**OVERSEAS TRAVEL**

**Overseas travel by councillor or employee in an official capacity (s188 LGA 2009)**  
Nil

**EXPENDITURE ON GRANTS TO COMMUNITY ORGANISATIONS**

**Summary of expenditure for the financial year on grants to community organisations** (s189 LGA 2009)  
A total of \$323,576 was granted to community organisations during the 2013-14 financial year.

<b>2013-14 payments to community organisations</b>	
Community Assistance Program	247,199
Waste & Recycling Community Service Obligations	44,111
Community Entertainment Fund	
Australia Day Community Events	
Regional Arts Development Fund	32,266
	323,576

**Summary of expenditure from each councillor's discretionary fund detailing organisation, amount and purpose** (s189 LGA 2009)

**2013-2014 Councillors Discretionary Fund**

Due to de-amalgamation, funding for Divisions 1 - 3 were allocated \$2,500.00 as these Councillors will be transferring to the new Livingstone Shire Council as of 1 January 2014. Funding periods for the remaining Divisions remained at \$5,000.00 for the financial year.



**Mayor Margaret Strelow**

Community Organisation	Purpose	Amount
Rockhampton Bowls Club Inc	to assist with funding for prize money for the Mayoral Trophy	\$1,000.00
Australian High School Rodeo Association	to assist Gracemere students with the costs of competing in the Trans-Tasman	\$500.00
Rockhampton International Nurses Day Organising Committee	financial assistance towards 2014 International Nurses Day Celebrations	\$500.00
Rockhampton Regional Council - Parks Department	donation to fund a drink foundation in the Mt Morgan Skate Park	\$3,200.00
Meals on Wheels	contribution towards a donation for a silver brick to assist Meal on Wheels construct a new kitchen facility. Combined donation for the brick by Mayor Strelow, Councillor Williams, Councillor Rutherford & Councillor Schwarten.	\$200.00
The Salvation Army	donation towards the 2014 Red Shield Appeal	\$1,000.00
Royal Flying Doctor Service	financial assistance in memory of the late Graeme Acton	\$200.00
Gracemere Men's Shed Inc	financial assistance towards the purchase of a drop saw for use in the shed	\$500.00
Warripari Scout Group	financial assistance to assist children from low income earning families to fully participate in group activities	\$500.00
Rotary Club of North Rockhampton Inc	financial assistance towards the running of the hamburger stall at the 2014 Rockhampton Show	\$1,000.00
<b>TOTAL</b>		<b>\$8,600.00</b>

**Councillor Glenda Mather**

Community Organisation	Purpose	Amount
Milman State School P&C Association	to provide financial assistance for the Centenary Celebrations for the school	\$500.00
Barmoya Community Sports & Recreation Association	to assist with costs to purchase furniture and equipment for the association	\$500.00
The Byfield Hall Association Inc	to assist with the purchase of stackable chairs	\$500.00
Marlborough State Emergency Service	to assist with the purchase of folding chairs to use while on actions	\$400.00
Byfield & District Historical Society Inc	to assist with the purchase of termite traps and timber repair at the Raspberry Creek	\$300.00
Caves & District Lions Club Inc	to assist with costs associated with painting the exterior of the clubhouse	\$300.00
<b>TOTAL</b>		<b>\$2,500.00</b>

**Councillor Tom Wyatt**

Community Organisation	Purpose	Amount
Rockhampton and District Historical Society	to assist with the operations and maintenance of the society	\$250.00
Australian Volunteer Coast Guard Qf20 Keppel Sands	to assist with the costs towards providing a wheelchair access from the car park	\$500.00
Prostate Cancer Foundation of Australia	to assist with fundraising for Prostate Special Care Nurse to be located in Rockhampton	\$500.00
Mt Chalmers & District Progress Association Inc	to assist with costs to replace bore pump	\$500.00
Cooee Bay Progress & Sports Association Inc	to provide financial assistance towards the repair and upgrade of the travelling irrigator	\$500.00
<b>TOTAL</b>		<b>\$2,250.00</b>

**Councillor Bill Ludwig**

<b>Community Organisation</b>	<b>Purpose</b>	<b>Amount</b>
The Mill Gallery Yeppoon Inc	to assist with the purchase of catering equipment for the gallery	\$500.00
Yeppoon Seagulls Jnr Rugby League Football Club	to assist with the purchase of field gear and padding for corner posts	\$500.00
Keppel Coast District Girl Guides	to assist with the purchase of a marquee and cooking items for activities	\$500.00
132 Yeppoon Army Cadet Unit	to assist with the purchase of a new computer	\$500.00
Capricorn Coast Touch Association	to assist with the cost of Junior Referee Course and Development days	\$500.00
<b>TOTAL</b>		<b>\$2,500.00</b>

**Councillor Ellen Smith**

<b>Community Organisation</b>	<b>Purpose</b>	<b>Amount</b>
Capricorn Animal Aid	to assist with costs of veterinary treatment and care of homeless animals	\$500.00
Rockhampton and District Historical Society	to assist with operations and maintenance of the Society	\$150.00
Gracemere Men's Shed Inc	to assist with costs for submitting a Material Change of Use Application to Council	\$500.00
Gracemere State School P&C	to assist with costs for classes to students provided by Family Planning Qld	\$500.00
Marmor State School P&C Association	to assist with the purchase of an outdoor table for use by the students	\$200.00
Bouldercombe State School P&C	to assist with costs associated with the preparation of the School Fete	\$200.00
Bouldercombe Progress Association Inc	donation towards enlarging and updating the Bouldercome Progress Association hall	\$150.00
Mount Morgan State High School P&C Association	financial assistance towards 2013 awards ceremony	\$50.00
Gracemere Bowls Club	financial assistance towards building a shed	\$200.00
Gracemere pensioners' and Superannuants' League	financial assistance towards hire of a bus for a trip for the pensioners	\$500.00
Mount Morgan Promotion & Development	financial assistance towards 2013 Christmas Tree Festival	\$50.00
Gracemere Community Voice Association Incorporated	financial assistance towards holding a fundraiser with proceeds going to Gracemere RSL	\$50.00
Upper Ulam Recreation Grounds	financial assistance towards maintenance for playground equipment	\$500.00
Bajool School of Arts Committee	financial assistance towards Bajool School of Arts Centenary 2015	\$200.00
Balmoral Hack & Pony Club	financial assistance towards the purchase of 20 high visibility safety vests for use by volunteers at events	\$100.00
Rockhampton Show	sponsorship of the horse section in the 2014 Show	\$220.00
Mount Morgan Show Society	financial assistance towards hosting the 2014 Mount Morgan Show	\$100.00
Port Curtis Road State School P&C	donation towards the purchase of OX laptops for all students	\$250.00
Rockhampton Agricultural & Citizens Show Society	financial assistance towards Committee establishment	\$300.00
Local Spiritual Assembly of the Baha'is of Rockhampton Region	financial assistance towards hall hire fees for the Junior Youth Spiritual Empowerment Program	\$100.00
Capricorn Region Girl Guides - Gracemere District	financial assistance towards installing screens to the Guide Hut	\$180.00
<b>TOTAL</b>		<b>\$5,000.00</b>

**Councillor Cherie  
Rutherford**

Community Organisation	Purpose	Amount
Mount Morgan Branch Australian Pensioners and Superannuants League Queensland	to assist with fundraising activities	\$100.00
Kalapa Hall & Sports Committee Inc	to assist with funds to conduct the annual horse & novelty sports day on 31 August 2013	\$300.00
Rockhampton & District Historical Society Inc	to assist with the operations and maintenance of the Society	\$200.00
Mount Morgan Promotion and Development Group	sponsorship of the 2013 Mount Morgan Christmas Tree Festival	\$200.00
Mount Morgan State High School P&C	to assist with the Awards Ceremony being held on 6 November 2013	\$100.00
Ridgeland & District Sporting & Agricultural Assn Inc	donation to cover the cost of printing the 2014 Ridgeland & District Show programs	\$770.00
Rockhampton Show	sponsorship towards the cost of ribbons	\$220.00
Beezsafe Education Productions Pty Ltd	donation towards production of Safety Awareness DVDs to be distributed to Rockhampton Child Care Centres	\$275.00
Meals on Wheels	contribution towards a donation for a silver brick to assist Meal on Wheels construct a new kitchen facility. Combined donation for the brick by Mayor Strelow, Councillor Williams, Councillor Rutherford & Councillor Schwarten.	\$500.00
Rockhampton Mallet Sports Club Inc	donation towards the running of the club's four major events in 2014	\$100.00
Meals on Wheels	to assist with the garden development program	\$500.00
Jok Sang Martial Arts	financial assistance towards the purchase of the junior members' annual medal awards and new equipment	\$150.00
RSPCA Rockhampton Branch	financial assistance towards de-sexing, micro chipping and vaccinating rescued animals	\$400.00
Mount Morgan Australian Pensioners and Superannuants League Queensland	financial assistance towards the Mount Morgan APSL Seniors Week Morning Tea being held 18 August 2014	\$150.00
Mount Morgan Show Society	financial assistance towards the 2014 Mount Morgan Show	\$500.00
<b>TOTAL</b>		<b>\$4,465.00</b>

**Councillor Greg Belz**

Community Organisation	Purpose	Amount
Rockhampton Golf Club Ladies Committees of Rockhampton Golf Club	financial support for the Rockhampton Closed Ladies Golf Championship 2014	\$500.00
Rockhampton & District Historical Society	financial assistance to ward operating costs and research	\$500.00
Rockhampton Show	sponsorship of the horse section in the 2014 Show	\$330.00
Beezsafe Education Productions Pty Ltd	donation towards production of Safety Awareness DVDs to be distributed to Rockhampton Child Care Centres	\$275.00
Capricorn Region Girl Guides	financial assistance towards hiring a bus to transport Girl Guides to the Kinka Wetlands Discovery Tour	\$200.00
Jok Sang Martial Arts	financial assistance toward further expansion of the club's junior program and to assist with the replacement of training equipment	\$500.00
Warripari Scout Group	financial assistance towards scouting camp equipment	\$500.00
<b>TOTAL</b>		<b>\$2,805.00</b>

**Councillor Stephen  
Schwarten**

Community Organisation	Purpose	Amount
Neighbourhood Watch North Rockhampton Area 1	to assist with financial support	\$500.00
St Matthews Cottages Committee	to assist with costs towards the report of two sets of steps	\$500.00
Rockhampton Tennis Association Inc	to assist with sponsorship funding of the Queensland Age Champions	\$500.00
Five Star Community Service Club Inc	to purchase copies of 'Brigalow Scrub and Melon Holes' to give to regional schools	\$700.00
Central Queensland Filipino-Australian Association Inc	to assist the association with the facility hire costs for the Annual SportsFest Event	\$750.00
Central Queensland Tamil Mandram Inc	to assist the association with running costs	\$500.00
Park Avenue State School P&C Association	to assist with the cost of conducting the compulsory annual audit for the association	\$500.00
Rockhampton & District Indoor Bowls Association Inc	to assist with the cost of refurbishing club trophies	\$250.00
Meals on Wheels	contribution towards a donation for a silver brick to assist Meal on Wheels construct a new kitchen facility. Combined donation for the brick by Mayor Strelow, Councillor Williams, Councillor Rutherford & Councillor Schwarten.	\$300.00
Shalom Independent Units Residents Committee	financial assistance towards upgrades needed at the community hall	\$500.00
<b>TOTAL</b>		<b>\$5,000.00</b>

**Councillor Tony  
Williams**

Community Organisation	Purpose	Amount
Drug Awareness & Relief Foundation (Australasia)	sponsorship of one "Matters of Substance" manual	\$50.00
Sporting Wheelies & Disabled Association	sponsorship of Charity Golf Day being held 15 September 2013	\$300.00
Rockhampton Cricket Ground Management Committee	to cover costs associated with the application to Council for permission to erect billboards at Rockhampton Cricket ground	\$372.00
Rockhampton & District Historical Society	donation towards maintaining the society	\$100.00
Rockhampton District Neighbourhood Watch Committee	contribution towards payment of registration fees for the Committee's participation in the Cancer Council Queensland Christmas Parade	\$200.00
Anglicare Central Queensland	donation towards 2014 Annual Cent Sale	\$200.00
Rockhampton Show	sponsorship of Beef Cattle section in 2014 Rockhampton Annual Show	\$275.00
Queensland Blue Light Association	sponsorship of one child for 2014 Disadvantaged Children's Movie Day being held 1 March 2014	\$60.00
Beezsafe Education Productions	donation towards production of safety awareness DVDs to be distributed to Rockhampton Child Care Centres	\$495.00
Variety Queensland Inc	donation for 5 children to attend Children's Movie Spectacular being held on Rockhampton 22.06.2014	\$250.00
Meals on Wheels	contribution towards a donation for a silver brick to assist Meal on Wheels construct a new kitchen facility. Combined donation for the brick by Mayor Strelow, Councillor Williams, Councillor Rutherford & Councillor Schwarten.	\$500.00
Indoor Sports Arena	donation towards cost of Cancel Council Queensland Corporate Games Breakfast being held on 22 June 2014	\$500.00
Rockhampton Mallet Sports	donation towards the running of the club's four major events for 2014	\$100.00

Club Inc		
Umbrella Network	financial assistance towards purchase of 1725 DL Flyers	\$497.55
Rockhampton Tigers Junior Rugby League	financial assistance towards the purchase of sporting equipment	\$500.00
Capricorn Animal Aid	financial assistance towards promotional signage for adoption days	\$500.00
RSPCA Rockhampton Branch	financial assistance towards de-sexing, micro-chipping and vaccinating rescued animals	\$100.00
<b>TOTAL</b>		<b>\$4,999.55</b>

**Councillor Rose Swadling**

Community Organisation	Purpose	Amount
Crimestoppers Rockhampton Area Committee	assistance for education programs	\$250.00
Rockhampton Special School P&C	assistance for the Poker Run Charity Fundraiser	\$250.00
The Umbrella Network	to assist with ongoing costs of the Network	\$250.00
South Rockhampton Chaplaincy Committee	to assist with funds for the School Breakfast program	\$250.00
Girls Time Out Young Women's Support Service	to assist with ongoing support for the program	\$250.00
Sporting Wheelies & Disabled Association	sponsorship for Charity Golf Day	\$250.00
Rockhampton & District Blind Club	to assist with running costs of the club	\$250.00
All Blacks Sports Club	to purchase a banner for S.S.I 50th Anniversary celebrations	\$250.00
School Library Association of Queensland	to purchase book club award vouchers	\$245.00
Community Supporting Police	to assist with ongoing expenses and upkeep of the Sondra Lena Park	\$250.00
Cerebral Palsy League	to assist with the purchase of sensory equipment for the community centre	\$250.00
Azar House	to assist with the donation towards a lockable shed	\$250.00
RFDS Auxiliary	assistance with ongoing costs for the Royal Flying Doctor Service	\$255.00
Emmas College P&C	assist with the purchase of equipment for the school's eco-club	\$1,000.00
RSL Ladies Auxiliary	assist with costs of a bus trip	\$250.00
Red Cross (Walali Centre)	assist with various projects for the centre	\$250.00
Parkhurst State School P&C	assist with financial support for the school	\$250.00
<b>TOTAL</b>		<b>\$5,000.00</b>

**Councillor Neil Fisher**

Community Organisation	Purpose	Amount
Bundara Kindergarten	to assist purchasing books for the library	\$300.00
Diggers Memorial Ladies Bowling Club	sponsorship donation for Invitation Masters Four Carnival	\$500.00
Capricorn Region Bonsai Society Inc	financial assistance towards Annual Bonsai Exhibition	\$300.00
Rockhampton Show	sponsorship of the Horticulture section in 2014 Rockhampton Show	\$330.00
Bajool School of arts	financial assistance towards the Bajool School of Arts Centenary	\$200.00
Rockhampton & District Historical Society Inc	financial assistance towards maintenance of the Rockhampton & District Historical Society	\$100.00
Diggers Memorial Ladies Bowling Club	financial assistance towards sponsoring the Bowling Carnival	\$300.00
Rockhampton Agricultural and Citizens Show Society	financial assistance towards Committee establishment	\$300.00
Frenchville State School P&C Association	donation to provide outdoor seating to the shaded learning spaces	\$350.00
Mount Morgan Show Society	financial assistance towards hosting the 2014 Mount Morgan Show	\$100.00

Mount Archer State School P&C	financial assistance towards purchasing new small-medium appliances for the tuckshop kitchen	\$350.00
Meals on Wheels Rockhampton	to assist with the garden development program	\$1,870.00
<b>TOTAL</b>		<b>\$5,000.00</b>

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**8.6 FEDERAL GOVERNMENT "GREEN ARMY PROGRAM" 2014-2015 ROUND 2**

**File No:** 1171  
**Attachments:** 1. Green Army Project Guidelines - Round 2  
**Authorising Officer:** Michael Rowe - General Manager Community Services  
**Author:** Margaret Barrett - Manager Parks

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**SUMMARY**

*The report seeks endorsement for Council to submit an application under the Green Army program for park restoration, weed clearing and amenity improvements at Fraser Park, Mt Archer.*

**OFFICER'S RECOMMENDATION**

THAT Council endorse:

1. Submission of an application for Project Sponsor status under the Green Army program;
2. That the preferred Green Army project is park restoration, weed clearing and amenity improvements at Fraser Park, Mt Archer; and
3. That the project be included in Council's revised budget.

**COMMENTARY**

The Commonwealth Government has recently released information for Round Two (2) projects beginning in the 2014/2015 financial year for community organisations, environment groups and local councils to apply for Green Army projects in their region. Councils are best placed to apply to be 'Project Sponsors'. Projects are to deliver environment or heritage conservation activities and achieve the strategic objectives and outcomes of 'increasing restoration and rehabilitation of the natural environment, including protecting and conserving nationally and internationally significant species, ecosystems, ecological communities, places and values'.

Funding for Green Army projects is provided through nominated and approved Service Providers who deliver and manage the projects on the ground; involving recruiting Participants, managing work health and safety, provide training, pay allowances and oversee project management. Two of the five engaged Service Providers have a presence in Queensland. Projects are to be designed to involve a green army team of up to nine participants and a team Supervisor and to take between 20 and 26 weeks to complete.

Project Sponsors are responsible for designing and hosting the project and for materials that are required and are in addition to those materials provided by the Service Provider. Service Providers supply 'project specific materials' up to an average of \$10,000 per project.

Council has recently commenced a community engagement program to inform a master plan to activate Mt Archer. Charettes held with a range of community and government representatives have highlighted that Fraser Park holds great potential to provide an expanded range of recreation opportunities and experiences; many of which would be progressed with restoration of the park, weed clearing and amenity improvements informed by the engagement process.

Applications close on 9 December, 2014 and are submitted on-line. Projects are expected to be ready to commence between 1 January 2015 and 30 June 2015. Projects selected under Round 2 must finish no later than 31 December 2016.

**BUDGET IMPLICATIONS**

No funding is available directly to Council if successful as a Project Sponsor.

Project Sponsors are responsible for supplying project materials that are required by the project, but not supplied by the Service Providers. Service Providers supply 'project specific materials' up to an average of \$10,000 per project.

The 2014-2015 Budget includes an allocation of \$15,000 (Division 10: Mount Archer – Cleanup and re-establish plantings).

#### **STAFFING IMPLICATIONS**

The detailed application process requires considerable time and effort to complete. Discussions are still to be held with the Rockhampton office of the Service Provider to determine the potential availability of Green Army participants.

#### **CONCLUSION**

The Green Army Program has been well established for a number of years, focusing on environmental improvement and conservation initiatives. The restoration of Fraser Park has been identified as important to the enhancement of the Mt Archer precinct. Utilising the Green Army Program for this restoration provides an opportunity to link the community aspirations for this area with a Commonwealth Government priority.



**FEDERAL GOVERNMENT  
"GREEN ARMY PROGRAM" 2014-2015  
ROUND 2**

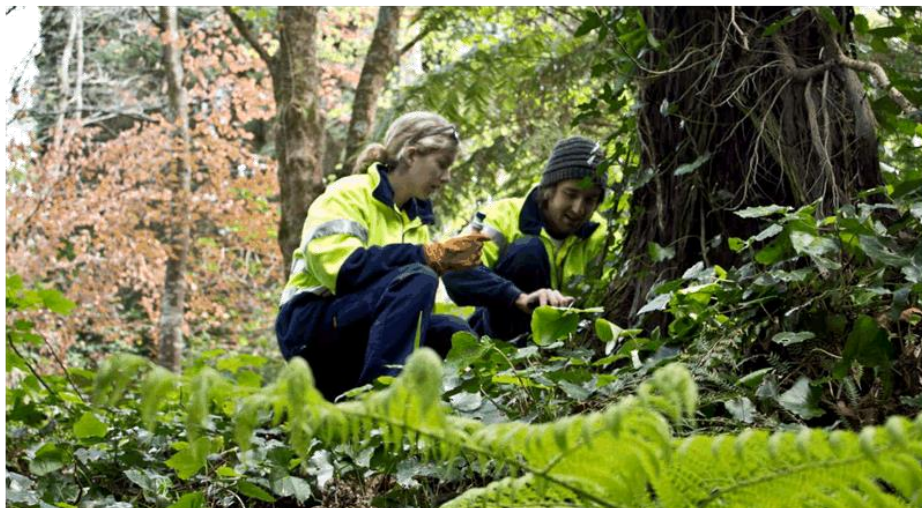
**Green Army Project Guidelines -  
Round 2**

**Meeting Date: 25 November 2014**

**Attachment No: 1**



## **Green Army Round Two Project Guidelines**



**November 2014**

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**IMPORTANT INFORMATION**

- ✓ Round Two of the Green Army will give all eligible entities an opportunity to apply for 2014-15 and 2015-16 Green Army Projects. Green Army Project Applications (**Applications**) must include at least one Green Army Project (**Project**) that commences between 1 January 2015 and 30 June 2015. All Projects under Round Two must finish no later than 31 December 2016.
- ✓ Five **Service Providers** have been engaged to deliver and manage the projects on the ground. This includes recruiting **Participants**, managing **Work Health and Safety**, providing training, paying allowances and overseeing project management. **Applicants** are encouraged to contact a Service Provider in their state or territory to discuss a project application. A list of Service Providers and the states and territories within which they operate can be found in Section 1.4.
- ✓ Each Project will involve a **Green Army Team** of up to nine Participants and a **Team Supervisor** participating for between 20 to 26 weeks to deliver environment or heritage conservation activities.
- ✓ Each successful Project Sponsor is eligible to receive approved **Project Specific Materials** (see Section 2.6). These will be up to an average of \$10,000 per Project and be sourced and provided by the Service Provider.
- ✓ All other materials required to deliver the Project, in addition to those provided by the Service Provider, will be the responsibility of the **Project Sponsor**.
- ✓ No cash funding is available for Project Sponsors.
- ✓ These Round Two Project Guidelines (**Guidelines**) provide information to help interested organisations or individuals to prepare an Application that includes either a single Project or multiple (consecutive or concurrent) Projects. These Guidelines include information on the Application process and criteria that will be used to assess Applications.
- ✓ An Application to the Australian Government under the Green Army Programme (**Programme**) may be for one or more (up to nine) Projects, to deliver specified environmental or heritage conservation outcomes (see Section 1.2).
- ✓ Multiple Projects within a single Application must work towards a common conservation outcome and be linked by a common location, site, or conservation theme.
- ✓ Successful Applicants will be invited to enter into a **Project Agreement** with a Service Provider, and become a Project Sponsor.
- ✓ **Project Sponsors are not responsible for recruiting or managing Participants or Team Supervisors.** A separate process with each Service Provider will be undertaken for young Australians to become a Green Army Team Participant or Team Supervisor. Further information is available at [www.environment.gov.au/green-army](http://www.environment.gov.au/green-army).

## KEY DATES

To be considered in Round Two, Applications need to be received by the Department of the Environment (**Department**) prior to **2:00pm AEDT (Canberra time) Tuesday 9 December 2014 (Closing Time)**.

## SUBMITTING AN APPLICATION

**Step 1:** Read these Guidelines and any other relevant information made available on the Department's website (<http://www.environment.gov.au/green-army>).

**Step 2:** Complete the online Application form available from the Department's website: <http://www.environment.gov.au/green-army>, addressing each of the selection criteria in the relevant fields.

**Please note that each downloaded Application form has an embedded unique identifier as a means to exclude duplicate submissions. This means that the same form cannot be submitted twice. A separate Application form will need to be downloaded from the online site for each individual Application.**

If the Applicant does not have access to the Internet, they may request a hard copy Green Army Application form by calling the Green Army Hotline on 1800 780 730.

**Step 3:** Submit the Application form(s) online prior to the Closing Time. Please ensure that a record of the Application submission number is retained. Additional information provided by the Applicant, but not requested in the Application form, will not be assessed.

Please do not email an Application form to the Department, as emailed Applications may not be accepted. It is advised that Applicants allow extra time to correct any errors in the electronic Application form that may be brought to the attention of the Applicant upon attempting to submit. Please contact the Department well before the Closing Time if any assistance is required to complete the form or correct errors.

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Cover image: Green Army participants removing ivy from native trees in the Dandenong Ranges, Victoria, Department of the Environment.

## PART 1: INTRODUCTION

### 1.1 About the Green Army Round Two Project Guidelines

The Australian Government is investing more than \$2 billion to manage our natural resources and heritage values and enable communities to take practical action to improve their local environment. The Programme will help realise the Government's vision for the future by protecting and improving our environment and heritage for generations to come.

The Green Army is helping local communities deliver environment and heritage conservation outcomes across Australia. Projects delivered by Green Army Teams will be guided by local community needs and contribute to Australia's environmental priorities and national and international obligations to conserve and rehabilitate Australia's natural, historic and Indigenous heritage assets.

The Programme is a voluntary programme available to a broad range of young Australians aged 17 to 24, including Indigenous Australians, school leavers, gap year students, graduates, and job seekers. It will provide young Australians with opportunities to develop skills, undertake training and gain experience in the delivery of conservation projects and, importantly, enhance opportunities for careers and further training in conservation. Eligibility requirements relating to age may be extended in future years.

The Australian Government has announced a number of successful Green Army Projects received through Round One. Through this second Round, the Government is providing an additional opportunity to submit a Project or suite of Projects commencing between 1 January 2015 and 30 June 2015, and be completed by 31 December 2016. Applicants seeking approval for multiple Projects should note that the approval of Projects in subsequent years will be conditional upon successful delivery of Projects in the first year.

Applications submitted under Round Two must deliver outcomes consistent with Strategic Objective 1 and, to improve the likelihood of success, one or all of the Strategic Objectives 2 to 4, as set out in [Section 1.2](#). They must also meet the Investment Priorities set out in [Section 5.1](#).

Terms in **bold** text in these Guidelines are defined in [Part 12: Glossary of terms](#).

### 1.2 Programme objectives

The Programme has a strong focus on achieving real and practical environmental and heritage conservation outcomes, and will help thousands of young Australians explore career opportunities while gaining practical and hands-on skills, training and experience.

The Programme aims to engage, train and deploy a total of 15,000 Participants to Green Army Projects between 1 July 2014 and 30 June 2017. From 2018-19 the Programme will engage 15,000 people per year.



The Programme has four strategic objectives and outcomes:

Strategic Objective	Strategic Outcome
1. <i>Environmental Conservation:</i> Support the delivery of enduring environment and heritage conservation outcomes at the local, regional, national and international level.	Increase restoration and rehabilitation of the natural environment, including protecting and conserving nationally and internationally significant species, ecosystems, ecological communities, places and values.
2. <i>Community Engagement:</i> Work cooperatively with community groups, and help raise awareness of environment and heritage values in the community.	Increase engagement and participation of the community, including landcare, farmers and Indigenous people, in sustainable natural resource management.
3. <i>Green Army Participation:</i> Engage and deploy young Australians to participate in Green Army Teams, having highest regard for Participant safety, wellbeing and personal need and development.	Teams of young and motivated Australians helping communities deliver local priorities and outcomes in a safe environment.
4. <i>Experience, skills and training:</i> Provide Participants with opportunities to undertake training recognised under the Australian Qualifications Framework, in a range of areas which increase their skills and qualifications.	Participants are successful in achieving skills, training and accreditation in a range of areas related to conservation management.

To receive support under the Programme, a Project must:

- ✓ meet the eligibility criteria set out in [Part 4](#);
- ✓ meet the Investment Priorities set out in [Section 5.1](#); and
- ✓ deliver outcomes consistent with Strategic Objective 1 as discussed below.

To improve the likelihood of success, a Project should also deliver outcomes consistent with one or all of Strategic Objectives 2 to 4. Whether a Project delivers outcomes consistent with the Strategic Objectives will be addressed against the Selection Criteria set out in [Section 5.2](#).

To deliver outcomes consistent with Strategic Objective 1, Projects must be directed towards Australia's relevant international obligations. Further information on Australia's relevant international obligations are contained in the following documents:

- i. the United Nations Framework Convention on Climate Change;
- ii. the Convention on Biological Diversity;
- iii. the Convention on Wetlands of International Importance especially as Waterfowl Habitat;
- iv. the Convention on the Conservation of Migratory Species of Wild Animals; and
- v. the Convention Concerning the Protection of the World Cultural and Natural Heritage.

Alternatively, to deliver outcomes consistent with Strategic Objective 1, Projects must be directed towards protecting and conserving Matters of National and Environmental Significance under the *Environment Protection and Biodiversity Conservation Act 1999* (Cth) (**EPBC Act**). Such Projects may include World Heritage Areas, Ramsar wetlands, national heritage and others. The importance of

biodiversity and ecosystem services is also recognised in Australia's Biodiversity Conservation Strategy 2010-2030 (ABCS), which is the overarching policy and guiding framework for national biodiversity conservation in Australia.

By investing in local projects, the Australian Government recognises the important contribution of local communities in assisting Australia to meet its relevant international obligations and to protect and conserve Matters of National Environmental Significance.

In Round Two, the Government will be seeking Applications including (but not limited to) those with activities in remote locations, those which address Indigenous outcomes and those which deliver threatened species outcomes.

#### **Remote area and Indigenous outcomes**

The Australian Government is committed to supporting Green Army Projects in remote parts of Australia and to providing opportunities for Indigenous Participants and communities in areas that have Indigenous environmental or heritage values.

The Programme is capable of supporting Participants and Projects in remote communities, and providing targeted training and ways to connect Indigenous Australians with their country, identity and culture. The Programme will support activities that include the implementation of traditional ecological knowledge and/or the protection and management of cultural sites, delivery of land management practices on Indigenous managed lands (for example: Indigenous Protected Areas), preserving Indigenous heritage values, weeding, **Revegetation**, fencing, gully remediation, clean up of waterways, or monitoring and surveys on Indigenous and non Indigenous lands.

The Department may, at its absolute and sole discretion, approve the engagement of Participants aged 25 years or older. This will only be approved in exceptional circumstances where requested jointly by a Service Provider and Project Sponsor. For Round Two of the Green Army Programme, these exceptional circumstances are limited to Indigenous Participants 25 years or older who bring Indigenous cultural knowledge critical for successful delivery of the outcomes of the project. Consideration will only be given after a project has been approved by the Minister for the Environment.

#### **Threatened Species outcomes**

The Australian Government recognises its position in protecting our unique and threatened species. The Programme seeks to complement the government's responsibilities for threatened species protection and recovery under both our national environmental law and international obligations.

The Australian Government is committed, through the Green Army programme, to working in partnership with state, territory and local governments, non-government organisations, **regional natural resource management organisations** and community groups to ensure the protection of our native species through activities such as revegetation, weeding, debris removal, public access management or surveying.

See [Part 3](#) and [Section 5.1](#) of these Guidelines for further details.

### 1.3 What does a successful Applicant (Project Sponsor) receive?

Project Sponsors are an Applicant who is successful in being awarded the services of a Green Army Team under the Programme and who subsequently enters into a Project Agreement with a Service Provider.

Each Project Sponsor will receive a Green Army Team of up to nine Participants and a Team Supervisor working to deliver conservation activities for between 20 and 26 weeks.

Under the Programme, Project Sponsors do not receive any cash funding for their Project.

Where approved by the Department, the Project Sponsor will be provided with Project Specific Materials (see [Section 2.6](#)). The Service Provider will be responsible for ensuring Project Sponsors receive their Project Specific Materials.

Any costs and resources required to deliver the Project (excluding those Project Specific Materials) must be provided by the Project Sponsor.

Project Sponsors will be required to negotiate a Project Agreement with their allocated Service Provider outlining how the Project is to be delivered and covering matters such as roles and responsibilities, insurance, resources, a work plan, Work Health and Safety, and reporting requirements.

### 1.4 How will the Green Army Programme be delivered?

Green Army Service Providers have now been appointed to deliver the Green Army projects on the ground. Below is the list of Service Providers that operate in each state and territory:

<u>Service Provider</u>	<u>State/Territory</u>	<u>Contact details</u>
<i>Conservation Volunteers Australia</i>	<b>Australian Capital Territory</b>	Phone: 1800 032 501  Email: <a href="mailto:info@conservationvolunteers.com.au">info@conservationvolunteers.com.au</a>  Website: <a href="http://www.conservationvolunteers.com.au/green-army">http://www.conservationvolunteers.com.au/green-army</a>
	<b>New South Wales</b>	
	<b>Northern Territory</b>	
	<b>Queensland</b>	
	<b>South Australia</b>	
	<b>Tasmania</b>	
	<b>Victoria</b>	
	<b>Western Australia</b>	

<i>Manpower Services (Australia) Pty Ltd and Landcare Australia Ltd</i>	<b>Australian Capital Territory</b>  <b>New South Wales</b>  <b>Queensland</b>  <b>South Australia</b>  <b>Tasmania</b>  <b>Victoria</b>  <b>Western Australia</b>	Phone: 1300 725 937  Email: <a href="mailto:greenarmyjobs@au.manpower.com">greenarmyjobs@au.manpower.com</a>  Website: <a href="https://www.manpower.com.au/job-seekers/greenarmy.aspx">https://www.manpower.com.au/job-seekers/greenarmy.aspx</a>
<i>Job Futures Ltd</i>	<b>Australian Capital Territory</b>  <b>New South Wales</b>  <b>Northern Territory</b>  <b>Victoria</b>  <b>Western Australia</b>	Phone: (03) 9606 1700  Email: <a href="mailto:greenarmy@jobfutures.com.au">greenarmy@jobfutures.com.au</a>  Website: <a href="https://www.jobfutures.com.au/index.php/our-activities/green-army.html#Contact">https://www.jobfutures.com.au/index.php/our-activities/green-army.html#Contact</a>
<i>Campbell Page Ltd and Skillset Ltd</i>	<b>Australian Capital Territory</b>  <b>New South Wales</b>  <b>Queensland</b>	Phone: 1300 139 920  Email: <a href="mailto:reception@campbellpage.org.au">reception@campbellpage.org.au</a>  Website: <a href="http://www.campbellpage.com.au/green-army/">http://www.campbellpage.com.au/green-army/</a>
<i>Workskil Australia Inc.</i>	<b>South Australia</b>	Phone: 08 8275 6100 or 1300 967 575  Email: <a href="mailto:greenarmy@workskil.com.au">greenarmy@workskil.com.au</a>  Website: <a href="http://www.workskil.com.au/youth/green-army/current-projects/">http://www.workskil.com.au/youth/green-army/current-projects/</a>

To keep up to date, current contact details for these Service Providers can be found on the Department's website at <http://www.environment.gov.au/land/green-army/service-providers>.

Applicants are encouraged to consult with Service Providers in developing their proposed Project. Service Providers will be able to help Applicants consider an Application, clarify aspects of the Programme and address issues that affect Project implementation. The Department will have absolute discretion in allocating Projects to Service Providers, but will have regard to consultations which have occurred with Service Providers in the development of the Applications.

Service Providers have received funding to cover costs directly associated with Green Army Teams.

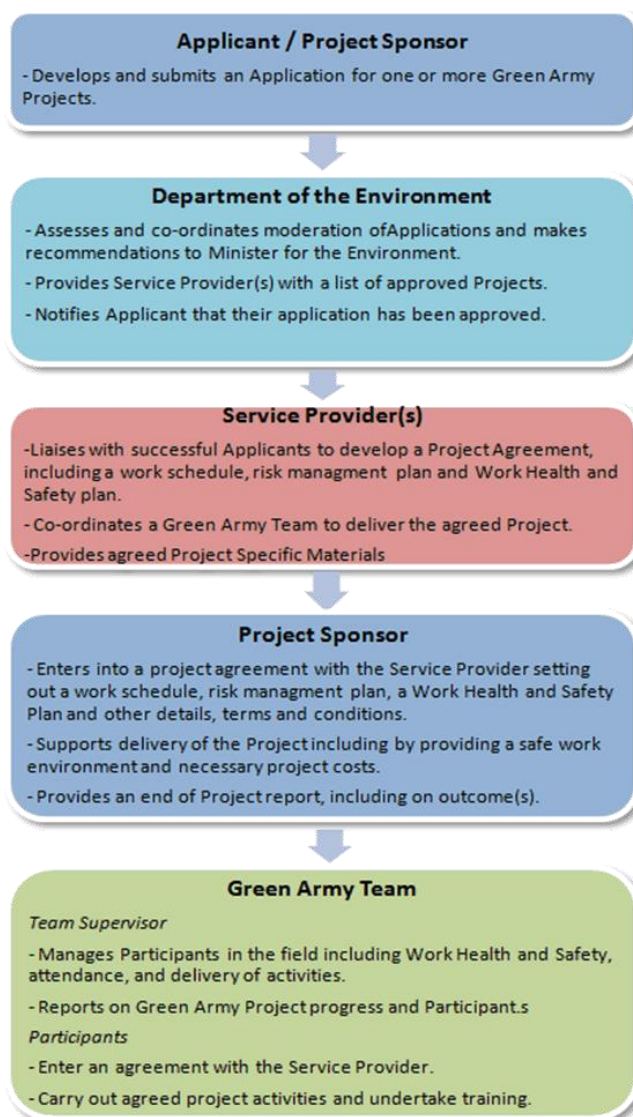
Service Providers will be responsible for recruiting, deploying and managing Participants. Participants must be Australian citizens or permanent residents between the ages of 17 and 24 and will be required to enter into a Participant Agreement with the Service Provider regarding their engagement in the Programme. Participants will be provided with an Allowance by the Service Provider and will be engaged primarily on a full time basis for 20 to 26 weeks. They will also undertake nationally recognised training and may come from the local area where the Project will be carried out.

Service Providers will be responsible for recruiting and deploying Team Supervisors and managing the delivery of each Project.

Team Supervisors engaged by Service Providers will manage Green Army Teams. Team Supervisors will be over 18 years old, be adequately experienced, and will be primarily responsible for supervising Participants in the field as part of a Project, managing attendance, Work Health and Safety requirements and field reporting.

Service Providers will deliver training to Participants directly, or through a previously agreed third party training provider.

Figure 1: Green Army parties and Programme delivery.



## **PART 2: GREEN ARMY PROJECTS AND APPLICATIONS**

### **2.1 Green Army Project**

A Project under this Round must involve activities to support a Green Army Team (of up to nine Participants and a Team Supervisor) engaged over a period of 20 to 26 weeks (see [Part 3](#) for a list of supported activities). Projects must support environmental and/or heritage conservation outcomes across Australia.

Projects must deliver outcomes consistent with Strategic Objective 1. That is, they must be directed towards meeting Australia's relevant international obligations or, alternatively, directed towards protecting and conserving Matters of National Environmental Significance (see [Section 1.2](#))

Projects may be carried out across urban, regional and remote Australia, on public land, Indigenous managed lands, or private land where there is a clear public and environmental and/or heritage benefit.

### **2.2 Green Army Applications**

Applicants may consider a single Application under this Round consisting of one Project (20 to 26 weeks) or a Multi-Project Application (with up to nine Projects) that delivers an overarching, specified conservation outcome. Multi-Project Applications may cover a period of up to 18 months (with each Project running for 20 to 26 weeks).

Where an Applicant would like a Green Army Team to undertake work for a period shorter than that permitted under the Programme (that is, less than the minimum 20 weeks), the Applicant may partner with one or more other organisations to develop a suite of activities linked by a common location, site or theme, which could be undertaken by a single Green Army Team over a 20 to 26 week period.

Applications can be developed by an individual, organisation or a consortium of organisations. Where a consortium has developed an Application, one organisation must take overall responsibility for the Application (including the proposed Projects) and be able to enter into a Project Agreement with the Service Provider as a Project Sponsor.

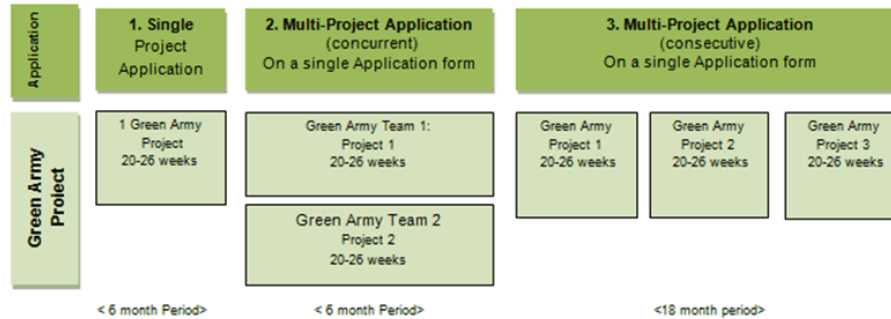
#### ***Multi-Project Applications***

Where Applications contain more than one Project, all Projects in the Application must work towards a common conservation outcome, and be defined by a common location, site or theme. The Application may include, for example, multiple Projects to deliver activities in relation to the conservation of a specific ecological community (or part thereof), heritage site, water body, or habitat.

Multi-Project Applications may seek to deliver concurrent (up to three Projects at the same time) and/or consecutive (back to back) Projects over a period of up to 18 months. An Application can include a maximum of nine Projects. All Projects within any Application must be completed by 31 December 2016, and at least one must commence between 1 January 2015 and 30 June 2015. Applicants seeking approval for multiple Projects should note that the approval of Projects in subsequent years will be conditional upon successful delivery of Projects in the first year.

[Figure 2](#) outlines three possible Application scenarios. Where an Applicant is seeking various Projects that do not clearly relate to a common conservation outcome, separate Applications should be lodged for each Project.

**Figure 2: Green Army Application scenarios**



Projects can be a combination of the concurrent and consecutive scenarios above.

**2.3 Consultation and community support**

Applicants are encouraged to consider engaging with a Service Provider to assist them with the development of their Application. In addition, Applicants should consult with relevant traditional owners, local government and planning authorities, community groups, land holders/managers, regional catchment and regional natural resource management organisations. This will help to ensure that activities are feasible, take into account natural and cultural values of the area and local knowledge, and are aligned with local community aspirations and relevant environment and heritage plans.

Applicants must ensure that their Application complies with all requirements set out in any applicable Commonwealth, state, territory, and local government laws, and ensure that all necessary planning, approvals and/or permits are in place prior to the commencement of a Project. This includes the necessary permits and the written consent of relevant traditional owners or appropriate Indigenous organisations where activities may directly affect Aboriginal and Torres Strait Islander sites, places, values or communities (see Part 4). Applicants are asked to consider approval times in considering their Project commencement date.

**2.4 Likely Participant interest**

Applicants developing an Application should consider whether there are likely to be young people from the local area who will be interested in the proposed Project(s). The Applicant is not required to coordinate or recruit teams of Green Army Participants. This will be undertaken by Service Providers. However, likely Participant interest is a practical issue that should be kept in mind when developing an Application, as availability of young people may be an issue in forming a Green Army Team to undertake the Project.

**2.5 Work Health and Safety**

Work Health and Safety is a high priority for the Programme. Project Sponsors must comply (and ensure that any subcontractors they are organising separately for the Project comply) with the



provisions of all relevant statutes, regulations, by-laws and requirements of any Commonwealth, state, territory or local authority including those arising under the **Work Health and Safety Laws**.

Service Providers are responsible for developing and consulting with relevant parties, including seeking input and agreement from Project Sponsors in the development of Project specific Work Health and Safety plans. Such plans must include the identification and assessment of safety risks, identification of mitigation strategies to address such risks (and the party responsible for implementing these strategies), and identification of any Participant training requirements to ensure their safety while on site.

Service Providers may require Project Sponsors to contact or provide the contact information for any other stakeholders, such as land managers who may have some shared responsibility for Work Health and Safety, for advice and agreement on the development of those plans.

**The Service Provider, through the Team Supervisor, will have primary responsibility for managing the Work Health and Safety of Participants while they are undertaking a Project.**

Project Sponsors also have a responsibility to facilitate safe working environments, in particular safe access to the site where work is being carried out (where they have control of this) and ensuring that any equipment provided (other than that provided by the Service Provider) for use in the Project is in good working order and meets necessary safety, performance and servicing standards. If a Project Sponsor is unable to facilitate a safe working environment, the Department may require changes to Project activities or terminate the Project.

The Applicant must consider the risks of the Project, and the Work Health and Safety risks for Participants working on the Project, and reflect an appropriate management or mitigation response in the Application form.

## 2.6 Project Specific Materials

The Programme will support Project Specific Materials with an average value of \$10,000 (GST inclusive) per Project. The Service Provider is responsible for ensuring Project Sponsors are provided with the Project Specific Materials, in addition to **Basic Materials** required to support delivery of a Project (see [Section 2.7](#)). Types of items eligible for inclusion in the Application include:

- seedlings
- herbicide
- mulch
- Jute Matting
- tree guards.

Project Specific Materials must directly support both:

- the delivery of the environmental and/or heritage objectives of the Project, and
- be used in an activity being undertaken by the Participants.

Where specified by the Department in an **Order**, the Service Provider must provide the Project Specific Materials in addition to basic materials. This may also be specified in the Project Agreement between the Service Provider and Project Sponsor.

It is not necessary to request materials that will already be supplied by the Service Provider, such as personal protective equipment or protective clothing. For the avoidance of doubt, Project Specific

Materials do not include acquisition or maintenance of assets, administrative costs, vehicle hire, community engagement activities, food, contractors, expert advice and waste removal fees. Service Providers may provide the use of other tools and equipment, such as brush-cutters, hoes or chemical spray packs for use by Participants. These will be retained by Service Providers for use on other Projects. These items are **not eligible** as Project Specific Materials.

Any costs or resources, in addition to Project Specific Materials and items not covered by the Service Provider to deliver the Project, must be covered by the Project Sponsor.

No cash funding will be provided to Project Sponsors.

## 2.7 Basic Materials

The Programme will support **Basic Materials** associated with Participant requirements and supplied by the Service Provider. Basic materials include:

- safety clothing,
- basic tools
- first aid kits.

Basic tools will generally be able to be used on multiple Projects, with the Service Provider replacing lost or broken tools where necessary.

It is not necessary to Project Sponsors request materials that will already be supplied by the Service Provider.

## 2.8 Participant training

Service Providers will be responsible for organising training for Participants in consultation with, and provided by, **Registered Training Organisations**. Project Sponsors do not organise the certified training of Participants.

Participants will be required to undertake a minimum level of training. This will include, for example, first aid training and Work Health and Safety training, and may include Project specific training such as training in the handling of herbicide chemicals, 'on-the-job' training or cultural awareness training.

In addition, Participants will have the opportunity to undertake training that is of particular interest to them. These opportunities will be negotiated between the Participant and the Service Provider and will be set out in the Participant's individual training plan agreed with the Service Provider.

## 2.9 Project monitoring and reporting

Data and information will be collected throughout the delivery of the Programme. This will be used to maintain a record of Project and Programme outcomes and ensure roles and responsibilities are met by all parties. Service Providers have primary responsibility for monitoring and reporting.

### *Project Sponsor reporting*

The Project Sponsor will be asked to complete a short end-of-Project survey, provided by the Department through the Service Provider, outlining how the Project(s) has helped them to achieve their conservation outcomes. The survey will also seek Project Sponsors' evaluation of their experience

of working with a Green Army Team and the Programme more generally. Surveys will need to be submitted to the Service Provider at the completion of each Project.

***Green Army Teams***

Service Provider's will facilitate reporting on the delivery of activities (including the monitoring activities) in an online reporting system. This may include photo point monitoring at Project sites. All monitoring and reporting data will be made public subject to confidentiality and privacy requirements.

All Participants will be required to complete a Participant survey, to be provided to the Service Provider at the completion of each Project.

Service Providers and Team Supervisors will also have responsibilities to report Work Health and Safety incidents and Participant attendance. These arrangements will be managed by the Service Provider.

***The Department***

The Department may conduct site visits and/or arrange inspections by third parties to monitor the progress of selected Projects, assess compliance of Projects with the contracted requirements, assess the performance of the Service Provider(s), and determine whether appropriate Work Health and Safety practices are being implemented.

The Department may also undertake Programme evaluation and monitoring activities. This may include publishing case studies of Projects detailing achievements, community engagement activities, Participant perspectives and lessons learnt.

### PART 3: GREEN ARMY PROJECT ACTIVITIES

Each Project should address locally relevant conservation priorities that deliver on the Programme's strategic objectives and outcomes. All Projects must deliver outcomes consistent with Strategic Objective 1. That is, they must be directed towards Australia's relevant international obligations or, alternatively, directed towards protecting and conserving Matters of National Environmental Significance (see [Section 1.2](#)).

Locally relevant priorities can include:

- cultural heritage conservation
- heritage value conservation
- environmental value conservation and **restoration**
- propagation and planting of native seedlings
- weed control
- re-vegetation and regeneration of local parks
- habitat protection and restoration
- improving water quality by cleaning up waterways
- re-vegetation of sand dunes and mangroves
- creek bank regeneration
- foreshore and beach restoration
- construction of boardwalks and walking tracks to protect local wildlife.

A list of specific activities (and their conditions) that can be undertaken by Green Army Teams is provided in [Table 1](#) below. These activities are relevant to the conservation of the environment and heritage (natural, cultural and Indigenous) assets and values and include a range of conservation, monitoring and awareness activities.

Activities should clearly relate to the conservation and/or heritage priorities and objectives of the Project and must deliver outcomes consistent with Strategic Objective 1. Where possible the activities delivered should be consistent with any relevant environmental or **Conservation Management Plans**, strategies or advices. Activities undertaken to address heritage values should be consistent with available best practice heritage guidelines.

Applicants should provide details of where Green Army Teams may require additional (third party) expert guidance or supervision to adequately deliver the activities. It will be the responsibility of the Project Sponsor to provide any expert consultation or supervision.

Applicants should consider whether activities associated with individual Projects are appropriate for the skill level of teams of young people aged between 17 and 24.

Table 1: Activities supported by the Programme

Green Army activities	Conditions
Weed treatment	Activities primarily involve the physical, chemical, or biological control of weed plant species. Activities must focus on reducing the spread and impact of existing weeds or local eradication or containment of new or emerging weeds. Preference will be given to activities focusing on weeds declared as <b>Weeds of National Significance</b> and weeds listed on the <b>National Environmental Alert List</b> .
Pest or disease management	<p>Activities focused on local eradication or reducing the impact and spread of existing pests or diseases.</p> <p>Project activities should demonstrate consistency with relevant local, regional, state or national pest animal strategies and plans, and recommended management codes of practice, such as the <b>Australian Pest Animal Strategy</b>, and the model codes of practice and standard operating procedures for the humane capture, handling, or destruction of feral animals in Australia.</p> <p>Care should be taken to minimise the risk of spreading pests and diseases when undertaking on-ground work, even when pest or disease management is not the primary activity.</p>
Revegetation	Activities aimed at establishing and managing mixed native species plantings appropriate to the site and type of vegetation community. Species that are known to be or have the potential to become an agricultural or environmental weed must not be used. Revegetation may involve direct seeding and/or planting activities.
Seed collection and plant propagation	Seed collection focused on species native to the region and should be closely managed to ensure native plant populations can continue to reproduce. This activity must be undertaken in connection with a not-for-profit revegetation activity. This activity also includes propagation from plant cuttings.
Fire management	Activities that use fire as a way to manage environmental and/or heritage assets. Activities specifically aimed at protecting life, property and non-environmental assets will not be supported except where this is related to the protection of built heritage values.
Debris removal	Activities must focus on the removal and appropriate disposal of rubbish from local waterways and bushland reserves, where it can be demonstrated that this activity is part of a <b>Threat Abatement Plan</b> or strategy, or will directly improve the ecological condition of the site. Rubbish removal activities aimed solely at improving visual and recreational amenity will not be funded. (Note that in some cases vegetation debris can be important additions to rivers and <b>Remnant Native Vegetation</b> as habitat enrichment).
Erosion management	Activities focused on stabilising or mitigating erosion of gullies, dune systems, river banks, creeks, estuaries etc. where it can be demonstrated that the activity is part of a Threat Abatement Plan or strategy and/or will directly improve the ecological condition of the site and/or the heritage values of a site.
Public access management.	Activities that aim to manage public access and visitor movements to reduce impacts on environmentally sensitive or valuable heritage areas. Activities may include the construction and maintenance of walking tracks, boardwalks, signage and railings.
Fencing	<p>Fencing will only be supported where it will provide high environmental or heritage benefits. For example, where it is the most cost effective management action for the protection of a sensitive riparian area, heritage landscape, revegetation, remnant native vegetation, critical habitat area (including for pest animal management), or is part of a strategy to reduce soil erosion.</p> <p>Fencing for the primary purpose of stock management will not be supported</p>

	unless it meets the above requirement.
Community participation and engagement  (Interpretation and visitor use facilities)	Activities that enhance visitor understanding and appreciation of the significant environmental and/or heritage values of an area.  Green Army Teams may assist in organising and participating in community open days, talks/presentations, on-country trips and activities and field days. These activities will only be supported as one component of a suite of Project activities.
Indigenous knowledge, use and maintenance	Activities to record and share Indigenous traditional knowledge to support environment and heritage conservation may be funded as a component of a suite of Project activities. Relevant activities could include activities with Indigenous school children to share traditional knowledge about country, engagement with traditional owners and young people to clean rock holes and transfer knowledge or working with scientists to share and record knowledge about species or management practices.  Applications proposing the use and recording of Indigenous knowledge should indicate how traditional owners will be engaged in and give consent for the activities, and how the knowledge will be stored so that access to sensitive cultural information is managed through traditional cultural protocols and assists Indigenous people to manage their information on culture and country.
Site preparation activities	Activities that are part of a suite of Participant activities within a Project, other than those listed elsewhere in the activities list that are primarily aimed at preparing a site for other activities that link to Programme objectives. This may include, for example, ripping soil prior to revegetation.
Surveying	Activities focused on plant, animal, water quality, weed or pest surveys using recognised methods and must be carried out under the supervision of an appropriately qualified and/or experienced person and with appropriate permits.
Vegetation monitoring and related monitoring activities	Activities that involve establishing monitoring sites and recording data on changes in vegetation type and condition (with reference made to condition thresholds as specified in <b>Conservation Advices</b> and <b>Recovery Plans</b> for some threatened vegetation communities, where possible). This data can be collected using one of the following recognised methods: <ul style="list-style-type: none"> <li>• Habitat Hectares</li> <li>• BioMetric: Terrestrial Biodiversity Tool</li> <li>• BioCondition</li> <li>• TasVeg: Tasmanian Vegetation Condition Assessment Method</li> <li>• Bushland Condition Monitoring</li> <li>• Native Vegetation Condition Assessment and Monitoring for WA</li> <li>• Ecological Monitoring Guide (Department of the Environment).</li> </ul>

In all cases, where possible, Applicants should demonstrate consistency with relevant local, regional, state or national vegetation legislation, plan and strategies.

### 3.1 Activities that are not supported through the Programme

In addition to activities excluded by the conditions in [Table 1](#) above, the Programme will not support activities which, in the Department's opinion:

- × do not clearly deliver outcomes consistent with Strategic Objective 1 (see [Section 1.2](#))
- × do not clearly support the delivery of conservation outcomes that align with the investment priorities, as outlined in the Application (see [Section 5.1](#)) (for example, activities primarily delivering a private benefit or commercial gain or are for the primary purpose of beautifying or improving amenity)
- × are outside of Australia and its territories

- × are required or are part of an approval under Commonwealth, state or territory legislation, for example, the requirements of an environmental offset under the EPBC Act;
- × are primarily for the purpose of beautifying or improving amenity;
- × involve flood/fire recovery work where this work is covered by insurance - the Applicant may be required to provide a letter from their insurer showing that the proposed works are not covered by the relevant insurance policy
- × are unable to be undertaken by Green Army Teams, for example, major construction which requires technical or professional expertise outside that which may be sourced through Green Army Teams
- × involve the use of firearms or present significant risk to the health and safety of Participants
- × are already funded through Australian Government programmes.

**PART 4: ELIGIBILITY**

Individuals, community groups, local councils, Indigenous organisations, heritage organisations, local catchment or regional natural resource management organisations, state and territory agencies and others are encouraged to apply, provided they, and the proposed Projects, meet the following eligibility requirements set out in [Section 4.1](#).

**4.1 Eligibility**

Applications that do not meet all of the eligibility criteria set out in this will not be eligible for support through Round Two.

***Eligibility of a Project Sponsor***

To be eligible to become a Project Sponsor, the Applicant must:

✓	<p>be a legal entity, for instance:</p> <ul style="list-style-type: none"> <li>• an individual (Australian citizen or permanent resident only)</li> <li>• a company</li> <li>• a partnership where each of the partners are legal entities</li> <li>• an Aboriginal or Torres Strait Islander organisation, council or incorporated association</li> <li>• an incorporated association or cooperative society.</li> </ul>
✓	<p>if in a partnership, the person signing the Application must have authority to sign for and bind the partners of the partnership jointly and severally.</p>

***Application eligibility***

To be eligible:

✓	<p>the Application must be submitted by an eligible Project Sponsor</p>
✓	<p>each Project proposed within the Application must be undertaken over a continuous period of no less than 20 weeks and no more than 26 weeks in duration</p>
✓	<p>each proposed Project within the Application must only contain activities being undertaken within Australia and its territories</p>
✓	<p>each proposed Project within the Application must deliver outcomes consistent with Strategic Objective 1, and contain activities consistent with those found in <a href="#">Part 3</a> of the Guidelines</p>



- ✓ for a single Project Application, the Project must commence between 1 January 2015 and 30 June 2015

or

- ✓ for multi-Project Applications, the Application must include at least one Project that commences between 1 January 2015 and 30 June 2015, with all Projects demonstrating one overarching primary conservation outcome, theme, location or site, and all Projects completed by 31 December 2016.

#### 4.2 Application declarations

Applicants will be required to make declarations regarding their Application which will be considered in the assessment process. Applications must include a declaration to the effect that:

- ✓ the Applicant has or is able to obtain the written consent of the property owner or property manager to implement the proposed Project(s) activities where the Applicant does not own or have management responsibility for the proposed Project(s) location(s) (including sites from which seeds or other materials will be collected).
- ✓ where proposed activities may directly or indirectly affect Indigenous sites or places of value, the Project has or will have the necessary permits and/or support from the relevant traditional owners and/or local Indigenous organisations.
- ✓ the Applicant has or is able to access adequate funds and/or resources to support delivery of the Project (other than Project Specific Materials requested in the Application) before the proposed date of commencement.
- ✓ the proposed Project(s) complies with all requirements set out in any applicable Commonwealth, state, territory, and local government laws, and that all necessary planning, approvals and/or permits are or can be in place prior to the commencement of the Project.
- ✓ the Applicant understands the Department reserves its discretion to conduct criminal history checks and exclude any Applicant that is deemed unfit.
- ✓ if the Application is supported through the Programme, the Applicant and all others engaged or deployed in relation to the Project will consent to undertake appropriate criminal records checks where a Project will involve working with **Vulnerable Persons**.
- ✓ written documentation supporting the above declarations will be provided to the Department upon request.

## PART 5: PROJECT CRITERIA

### 5.1 Investment Priorities

Applications will be assessed by the Department. Each Application will be assessed against the following criteria, including each individual Project in a multi-Project Application. In addressing the selection criteria, Applicants must demonstrate how their proposal aligns with at least one of the following investment priorities:

- increase the area, linkages between and condition of Australia's native vegetation
- protect and enhance **Aquatic Ecosystems**, including wetlands and sensitive coastal environments
- protect and conserve threatened species or ecological communities, migratory species, and regionally significant species as well as where they live
- protect and conserve Australia's natural, historic and/or Indigenous heritage.

As part of any Application that aligns with the priorities above, Applications should further demonstrate, where appropriate:

- increased community participation in environmental and/or heritage conservation activities and outcomes
- enhanced community environmental awareness
- provision of a variety of skills and experiences for Participants
- alignment with, building on or complementing existing Australian Government programmes.

### 5.2 Selection Criteria

To receive support under the Programme, a Project **must** deliver outcomes consistent with Strategic Objective 1. To improve the likelihood of success, a Project should also deliver outcomes consistent with one or all of Strategic Objectives 2 to 4. Whether a Project delivers outcomes consistent with the Strategic Objectives will be assessed against the selection criteria below.

Proposed Projects must be directed towards Australia's international obligations under one or more of the treaties identified in [Section 1.2](#), or be directed towards protecting and conserving Matters of National and Environmental Significance. Projects which cannot demonstrate how they focus on reducing the loss of natural habitats, degradation and fragmentation; protecting and conserving Matters of National Environmental Significance, including World Heritage Areas, Ramsar wetlands, national heritage etc., and reducing the number of nationally threatened species and improving their conservation status will not be supported.

**Table 2: Assessment criteria against which Applications for Green Army Round Two will be assessed. All assessment criteria are weighted equally.**

Selection Criteria	Considerations
<p><b>Selection Criterion 1.</b></p> <p>The proposed Project will deliver sustained environment and/or heritage conservation outcomes.</p>	<p>Assessment against this criterion will consider the extent to which the proposed Project:</p> <ul style="list-style-type: none"> <li>includes activities focused on reducing the loss of natural habitats, degradation and fragmentation; protecting and conserving Matters of National Environmental Significance, including World Heritage Areas, Ramsar wetlands, national heritage etc., and reducing the number of nationally threatened species and improving their conservation status.</li> </ul> <p><i>Note: As per Section 1.2, proposed activities must contribute to Australia's international obligations, or be directed towards protecting and conserving Matters of National and Environmental Significance as identified in part 3 of the EPBC Act (such as World heritage Areas, Ramsar wetlands, national heritage etc.).</i></p> <ul style="list-style-type: none"> <li>aligns with the Programme's investment priorities, and demonstrates that they align with, and strongly contribute to, implementation of relevant environmental or Conservation Management Plans, strategies or advice.</li> </ul> <p><i>Note: Relevant plans and strategies may include, but are not limited to, national strategies such as Australia's Biodiversity Conservation Strategy, relevant <b>Regional Natural Resource Management plans and strategies, Water Quality Improvement Plans, Protected Area Plans of Management and Indigenous Sea Country Plans, Conservation Advices, Recovery Plans, Threat Abatement Plans, and Conservation Management Plans. The Application should refer to the relevant plan by name where possible (see the Glossary in Part 12 for further information).</b></i></p> <ul style="list-style-type: none"> <li>demonstrates a commitment to the ongoing monitoring and management of the intended environment and/or heritage outcomes once the Green Army activities have been completed.</li> </ul>
<p><b>Selection Criterion 2.</b></p> <p>The proposed Project clearly demonstrates how it will work cooperatively with community groups, and help raise awareness of environmental and/or heritage conservation values in the community.</p>	<p>Assessment against this criterion will consider the extent to which the proposed Project demonstrates that:</p> <ul style="list-style-type: none"> <li>implementation of the Project will have a clear public benefit; and</li> <li>the proposed Project has the support of the local community, such as traditional owners, the local council, relevant local Indigenous organisations and/or boards, 'Friends of' groups and local community environment groups, and will help raise awareness of Projects in the community.</li> </ul> <p><i>Note: Applicants should be prepared to provide evidence of relevant local community support upon request from the Department. This may be in the form of letters of support from each relevant local community organisation or traditional owners.</i></p>
<p><b>Selection Criterion 3.</b></p> <p>The proposed Project demonstrates that it will support the enhancement of Green Army Participants' skills and experience for a range of conservation related activities.</p>	<p>Assessment against this criterion will consider the extent to which the proposed Project demonstrates:</p> <ul style="list-style-type: none"> <li>a diverse range of practical activities through which Participants can gain a variety of useful practical work related experience and skills.</li> <li>that they have considered the types of young people who may be able to participate as a Green Army Participant in the proposed Project and how this opportunity may be beneficial to them.</li> </ul>

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<p><b><u>Selection Criterion 4.</u></b></p> <p>For each proposed Project, there are a set of clearly defined and feasible activities that clearly relate to the environment and/or heritage outcomes being sought by the potential Project and represent value for money.</p>	<p>Assessment against this criterion will consider the extent to which the proposed Project demonstrates that:</p> <ul style="list-style-type: none"> <li>• it represents value for public monies. The proposed Project should also detail the value of any Project Specific Materials sought and demonstrate how these are eligible to be funded provided.</li> <li>• it is well planned, technically feasible and realistic, with clearly defined resources, activities and timeframes. The proposed Project should also clearly demonstrate an understanding of the skills required of the Green Army Participants to successfully deliver the proposed Project, and any specialist technical support that will be provided by the Project Sponsor in delivering Project activities.</li> <li>• the Applicant has the relevant skills and resources to support delivery of the proposed Project activities within the designated timeframe.</li> </ul>
<p><b><u>Selection Criterion 5.</u></b></p> <p>For each proposed Project, the risks and mitigation strategies are comprehensive, appropriate and clearly identified.</p>	<p>Assessment against this criterion will consider the extent to which the proposed Project demonstrates that:</p> <ul style="list-style-type: none"> <li>• the Applicant has past experience in the efficient and effective delivery of environment and/or heritage conservation projects.</li> </ul> <p><i>Note: Any activities related to natural, historic and/or Indigenous heritage works proposed in the Project should be carried out consistent with heritage best practice and in accordance with the <b>Burra Charter</b>. Activities related to historic heritage should be endorsed by an appropriate technical advisor (for example, a heritage architect).</i></p> <ul style="list-style-type: none"> <li>• risks associated with achieving the Project and its objectives are comprehensive and clearly defined and identify appropriate mitigation strategies for reducing or managing these risks</li> <li>• Work Health and Safety risks to Participants and the Team Supervisor associated with the Project have been comprehensive, considered, clearly defined and that appropriate mitigation strategies for reducing or managing these risks have been identified.</li> </ul> <p><i>Note: The management of risk is a high priority for the Australian Government. Applicants must carefully consider the Project and Work Health and Safety risks associated with the proposed Project(s) and clearly articulate these risks and their mitigation strategies in their Application. Enough detail should be provided to allow a determination of the level of risk the Project(s) may pose to the Participants and others who may be involved, and to completing the Project,.</i></p>

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## PART 6: SUBMITTING AN APPLICATION

An Application for a Project(s) can be lodged by an eligible legal entity. An Application may include one or more Projects (see [Section 2.2](#)). Each Application will be required to meet the eligibility requirements (see [Section 4.1](#)) and should address each of the selection criteria (see [Part 5](#)).

### 6.1 How to apply

#### *Online Applications*

The online Application form is available from the Department's website (<http://www.environment.gov.au/green-army>).

**Please note that each downloaded Application form has an embedded unique identifier as a means to exclude duplicate submissions. This means that the same form cannot be submitted for more than one Application.** For each individual Application, a separate Application form will need to be downloaded from the website.

Please do not email an Application form to the Department, as these may not be accepted. It is advised that Applicants allow extra time to correct any errors in the Application form prior to submitting. Please contact the Department well before the Closing Time if any assistance is required to complete the form or correcting errors.

#### *Hard copy Applications*

If the Applicant does not have access to the Internet, a hard copy Application form may be requested by calling the Green Army Hotline on 1800 780 730.

Please **do not** print the Application form from the Internet and complete it by hand. Essential questions may not be visible in this format. When completing an Application form, limit responses to the character limit indicated. Any excess text will not be considered.

If submitting a hard copy Application form, the submission date is the date on which the Application is received by the Department.

Please do not send hard copies of Applications that have already been submitted online. Hard copy Applications are to be addressed and delivered to:

Post:	Courier delivery:
Director Green Army Programme Biodiversity Conservation Division Department of the Environment GPO Box 787 CANBERRA ACT 2601	Director Green Army Programme Biodiversity Conservation Division Department of the Environment John Gorton Building, King Edward Terrace PARKES ACT 2600

Applicants should keep a copy of their Application for their records.

## 6.2 Things to know when completing an Application

- ✓ Applicants must complete all relevant sections of the Application form. Mandatory fields are denoted by an asterisk (\*). Additional information provided by the Applicant but not requested in the Application form will not be assessed.
- ✓ **Electronic Applications are preferred.** Completed online Applications will be submitted automatically. Each online Application is given a unique identification number. An automatic receipt is generated once the online Application is submitted.
- ✓ Submission of the Application form online must be considered, approved and submitted by an authorised officer of the Applicant. Hard copy Applications must be signed and approved by an authorised officer of the Applicant.
- ✓ The Department may, at its sole discretion, extend the Closing Time. Any such extension will be published on the Department's website.
- ✓ Once submitted, changes to an Application can only be made by contacting the Green Army Hotline. Any requested changes will be considered by the Department however, the decision to accept or reject the requested change will be made at the Department's discretion.

## 6.3 Late Applications

A late Application is an Application that has not been received by the Department before the Closing Time of **2:00pm AEDT (Canberra time) on Tuesday 9 December 2014** for which an extension has not been granted.

The Department has no obligation to accept a late Application. Any decision by the Department to accept or not accept a late Application is at the Department's absolute discretion and will be final.

If an Applicant believes that their Application may not be received by the Department by the Closing Time, please contact the Green Army Hotline on 1800 780 730 or in writing at [greenarmy@environment.gov.au](mailto:greenarmy@environment.gov.au). **However, for a request for an extension to be considered by the Department, it must be received by the Department before the Closing Time.** The Department is under no obligation to agree to an extension.

## **PART 7: ASSESSMENT OF PROJECT APPLICATIONS**

### **7.1 Assessment process**

The Australian Government is committed to ensuring that the assessment process for the selection of Projects is fair and transparent. The assessment process will be overseen by an independent probity advisor to ensure processes are robust, transparent and equitable.

#### ***Receipt and registration***

Once an online Application is submitted, an automatic receipt will be generated. For Applications lodged in hard copy, Applicants will be notified in writing to confirm the Department's receipt of the Application.

#### ***Eligibility check***

All Applications will be screened by the Department against the eligibility requirements set out in [Section 4.1](#) of these Guidelines. The Applicant's response to the declaration requirements in the Application form will also be considered, as set out in [Section 4.2](#) of these Guidelines.

#### ***Assessment***

Each Application will be assessed by at least two Australian Government assessors with necessary expertise and technical specialisation as required for the Project being considered. Each Project will be assessed against whether it delivers outcomes consistent with the Strategic Objectives ([Section 1.2](#)), the investment priorities ([Section 5.1](#)) and the selection criteria ([Section 5.2](#)). This will include an assessment of the volume and type of Project Specific Materials, against the proposed value, as detailed in the Application form and whether they are eligible. Additional advice may be sought by the assessors to assist in their assessment, as required. Each Application will be given an overall score.

A **Moderation and Business Allocation Panel** will then consider the assessed Applications and provide advice to the Department. The Moderation and Business Allocation Panel will be independently chaired and may include representatives of Australian Government agencies. Advice may also be sought from Service Providers.

The Moderation and Business Allocation Panel may consider Applications in the context of:

- Constitutional risk to the Programme, including alignment with national and international obligations
- outcomes of the Green Army Round One
- commitments made by the Australian Government
- the geographic distribution of proposed Projects
- the balance of Project types
- the Programme budget
- the balance of organisation types
- the merit of individual Projects within multi-Project Applications
- the overall value for money of the proposed Projects, including the value of Project Specific Materials being sought

- the timing and duration of Projects
- the feasibility of delivering Projects relative to the capacity of the Service Providers.

For multi-Project Applications, information about each Project within the Application will be considered when assessing the Application. The Moderation and Business Allocation Panel may recommend that only certain Projects within a multi-Project Application be supported.

In making recommendations on the suitability of Projects for support through the Programme, the Moderation and Business Allocation Panel and/or the Department may determine a value, type or volume of Project Specific Materials that is below or different to that requested by the Project Sponsor. This determination may take into account the nature of the Project, and the other contributions to be provided by or on behalf of the Applicant, including in comparison with other Projects.

The Moderation and Business Allocation Panel will also determine the notional allocation of Projects to Service Providers. This will include consideration of the extent to which Project Sponsors have been engaging Service providers in the development of the proposed Project.

All assessors and members of the Moderation and Business Allocation Panel will be required to sign conflict of interest declarations, keep them up to date, and comply with the Australian Public Service Code of Conduct.

The Department may contact Applicants during the assessment process to seek clarification about the Application (for example where the information provided in the Application is ambiguous or where contradictory statements are made). The Department reserves the right to accept or disregard additional information provided by the Applicant and will not allow responses which materially improve or amend an Applicant's original Application.

The Department reserves the right to, at its absolute discretion, exclude from further consideration those Applications that do not contain sufficient information on which to make an assessment.

#### ***Selection and notification***

Following the deliberations of the Moderation and Business Allocation Panel, recommendations for supported Projects will be made to the Minister for the Environment by the Department. The Minister for the Environment will make the final decision on the Projects to be supported through the Programme. For multi-Project Applications, the Minister may choose to approve selected Projects within that Application.

The Minister's decision on the selection of successful Projects will be final. All successful and unsuccessful Applicants will be notified in writing of the outcome of assessment. Applicants will be able to receive feedback on their Application from the Department. Details of successful Projects will also be listed on the Department's website at [www.environment.gov.au](http://www.environment.gov.au), once Applicants have been informed.



## **PART 8: SUCCESSFUL PROJECTS**

### **8.1 Agreement with a Service Provider**

Once an Application (or part thereof) has been approved by the Minister for the Environment, the Department will provide information about the approval to Service Providers. The Department will also notify the Applicant of the outcome.

The relevant Service Provider will liaise with the Project Sponsor to determine Project specific details. Before the Project can commence, the Service Provider and the Project Sponsor will be required to negotiate a Project Agreement which sets out their respective roles and responsibilities in the delivery of the Project. Where an organisation partners with one or more other organisations, one organisation (a legal entity) must take overall responsibility for the Project, as a Project Sponsor, and be able to enter into a Project Agreement with the Service Provider.

The Project Agreement will be a legally enforceable agreement and both parties will be legally responsible for ensuring all of their obligations under the terms and conditions of the agreement are met.

Project Sponsors will be required to:

- enter into a Project Agreement with the relevant Service Provider setting out (amongst other things):
  - the Project details, including work schedule and details of training to be undertaken
  - resources to be provided by the Service Provider (that is the basic tools and Project Specific Materials) and any resources to be provided by Project Sponsor required to undertake the Project
  - a risk management plan including risk management strategies, roles and responsibilities
  - Work Health and Safety requirements (see [Section 2.6](#))
  - compliance with relevant laws, regulations and policies
  - the requirement for Participant criminal history checks to be obtained where required
- work with the Service Provider in the development of Project specific Work Health and Safety plans, particularly in relation to the provision of a safe work environment (for example, by considering the presence of asbestos, the use of specialised equipment or including safe access to the site where work is being carried out, where they have control of this)
- before commencement of a Project, ensure that all necessary planning, approvals and/or permits are in place, including the written consent of the relevant traditional owners or appropriate Indigenous organisations where activities may directly affect Indigenous sites, places, values or communities
- facilitate a safe work environment, including safe access to the site where work is being carried out, where they have control of this, or facilitate this where a third party (such as a land manager) is involved

- ensure that any equipment provided (other than that provided by the Service Provider) for use in the Project is in good working order and meets necessary safety, performance and servicing standards
- hold and maintain relevant insurance for their organisation (e.g. public liability and products liability insurance)
- facilitate the delivery of the Project in collaboration with the Service Provider and support a positive Participant experience, including with regard to Participant training and skills development opportunities, and facilitate local community support for, and engagement in, the Project as appropriate
- provide a short end-of-Project survey detailing Project Priorities and the experience of engaging in the Programme.

An approved Project must not commence before the Project Sponsor and Service Provider have entered into the Project Agreement. Applicants can seek further details about the Project Agreements via the Service Providers to inform the development of the Application.

## **8.2 Promotion and publicity**

Project Sponsors will be required to acknowledge Australian Government support. Any signage or publications related to the Project must contain an acknowledgement as reasonably required by the Department.

The Australian Government reserves the right to publicly disclose information about successful Projects.

**PART 9: RIGHTS AND RESPONSIBILITIES****9.1 Rights and responsibilities of the Applicant*****General obligations***

It is the responsibility of the Applicant to:

- fully and properly inform themselves of the requirements of the Programme, these Guidelines, and the requirements of the Application process
- ensure that their Application is complete and accurate, as the Department is not obliged to request additional or missing information
- ensure their Application is received by the Department before the Closing Time
- identify any information contained within their Application, which they consider should be treated as confidential and provide reasons for the request (noting the Department will not be in breach of any confidentiality obligations where disclosure is required as authorised in [Section 9.3](#))
- keep a copy of their Application and any attachments for their records
- after submitting their Application, inform the Department of any changes to their circumstances, which may affect their Application or their eligibility under the Programme.

***Conflict of interest***

Applicants are required to declare, in writing to the Department, where any actual, apparent, or potential conflict of interest exists or might arise in relation to their Application that may impact on it, the proposed Project(s), or any Project Agreement it may enter into with a Service Provider. A conflict of interest is any circumstance in which the Project Sponsor or any of the Project Sponsor's personnel has an interest (whether financial or non-financial) or an affiliation that affects, will affect, or could be perceived to affect, the Project Sponsor's ability to perform the Project(s), or its obligations under any agreement, fairly and independently.

A conflict of interest may exist, for example, if the Applicant or any of its personnel:

- has a relationship (whether professional, commercial or personal) with a party who is able to influence the Application assessment process, such as a Departmental staff member; or
- has a relationship with, or interest in, an organisation which is likely to interfere with or restrict the Applicant in carrying out the proposed activities fairly and independently; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain as a result of the receipt of support under the Programme.

***Risk, costs and expense***

The Applicant's participation in any stage of the Application process, or in relation to any matter concerning the process, is at the Applicant's sole risk, cost and expense. The Department will not be

responsible for any costs or expenses incurred by an Applicant in preparing or lodging an Application or in taking part in the process or the Programme.

***False and misleading information***

Applicants are entirely responsible for the accuracy of all information submitted in their Application. If Applicants knowingly provide inadequate, false or misleading information, the Application may be excluded from the assessment process. Applicants should be aware that the giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

If an Applicant discovers any material discrepancy, ambiguity, inconsistency or error in their Application, they must immediately bring it to the attention of the Department via the Green Army Hotline on 1800 780 730 or via email to [greenarmy@environment.gov.au](mailto:greenarmy@environment.gov.au).

The Department may request further information from an Applicant and allow an Applicant to remedy any discrepancy, ambiguity, inconsistency or error in an Application. The Department reserves the right to accept or disregard clarification information provided by an Applicant, and will not consider clarification information that materially improves or amends an Applicant's original Application. Projects may be terminated if it is identified that false or misleading information was provided in an Application.

## **9.2 Rights and responsibilities of the Australian Government**

The Australian Government is committed to ensuring:

- **fairness and impartiality:** Applicants will be treated equally and have the same opportunity to access information and advice
- **consistency and transparency of process:** Applications will be evaluated in a systematic manner against explicit predetermined selection criteria
- **security and confidentiality:** the processes adopted for receiving and managing Applicant information will ensure the security and confidentiality of information, as appropriate
- **identification and resolution of potential conflicts of interest:** staff involved in the Application and assessment process are required to declare and address any actual, potential or perceived conflict of interest prior to providing any advice or assessment
- **circumstances for waiving/amending criteria or process:** the Australian Government is committed to ensuring that the Programme is transparent and in accordance with published Guidelines. The Australian Government, however, reserves the right to amend these Guidelines by whatever means it may determine at its absolute discretion and will, where possible, provide reasonable notice of these amendments. The Government also reserves the right to vary, suspend or terminate the assessment process at any time and at its absolute discretion.

The Department will not accept responsibility for any misunderstanding arising from the failure by an Applicant to comply with these Guidelines, or arising from any discrepancies, ambiguities, inconsistencies or errors in their Application.

### 9.3 Confidentiality and privacy

Applicants must identify any information contained within their Application, which they consider should be treated as confidential and provide reasons for the request.

The Department will only consider a request for confidentiality where:

- the information to be protected is identified in specific rather than global terms
- the information is by its nature confidential and
- disclosure would cause detriment to the parties concerned.

The Department is subject to the legislative and administrative accountability and transparency requirements of the Australian Government, including disclosure to the Parliament and its Committees. Notwithstanding any obligation of confidentiality, the Department may disclose, or allow at any time the disclosure of, any information contained in or relating to any Application:

- to its advisers, employees or internal management for purposes related to the Application and assessment processes, including to evaluate or otherwise assess Applications and manage any resultant arrangements
- to the responsible Minister
- in response to a request by a House or a Committee of the Parliament of the Commonwealth of Australia
- within the Department, or with another agency, where this serves the Australian Government's legitimate interests
- where the information is authorised or required by law to be disclosed, noting that information submitted to the Australian Government is subject to the *Freedom of Information Act 1982* (Cth) and its requirements
- where the information is already in the public domain otherwise than due to a breach of any relevant confidentiality obligation by the Australian Government.

In submitting an Application, Applicants consent to the Department using the information submitted for the above mentioned purposes, for administering, monitoring and evaluating the Programme and any other incidental or related purpose.

Applicants should be aware that if they are successful, the Department may publish information on its website about the Project Sponsor, including but not limited to:

- the name of the person or entity receiving support under the Programme
- the title and purpose of the Project(s)
- the term and location of the Project(s).

By submitting an Application, the Applicant consents to publication of the above information by the Department if they are granted support through the Programme.

The Department will store and use the personal information collected by it in compliance with its obligations under the *Privacy Act 1988* (Cth). Applicants may access or correct personal information by either emailing the Department at [greenarmy@environment.gov.au](mailto:greenarmy@environment.gov.au) or sending a letter to the Department's postal address.

**PART 10: ENQUIRIES AND COMPLAINTS**

All enquiries will be handled consistent with the Department's Service Charter 2014-16, available from the Department's website at [www.environment.gov.au](http://www.environment.gov.au).

If an Applicant is dissatisfied with the way their Application has been handled by the Department, the Applicant can lodge a complaint by contacting the Department via

Email:

[greenarmy@environment.gov.au](mailto:greenarmy@environment.gov.au)

Postage:

Green Army Programme  
Biodiversity Conservation Division  
Department of the Environment  
GPO Box 787  
Canberra ACT 2601

The complaint will be managed in line with the Department's Complaints Management Policy. The Department is committed to consistent, fair and confidential handling of complaints and to resolving complaints as quickly as possible. Feedback and complaints will be handled impartially and in a confidential manner.

**PART 11: CONTACT DETAILS**

For more information about the Programme, or questions about the Application process, please contact us via:

Green Army Hotline:  
1800 780 730

Email:  
[greenarmy@environment.gov.au](mailto:greenarmy@environment.gov.au)

Postage:  
Green Army Programme  
Biodiversity Conservation Division  
Department of the Environment  
GPO Box 787  
Canberra ACT 2601

To ensure the query is dealt with promptly, please include 'Green Army Application' in the subject line of all emails.



**PART 12: GLOSSARY OF TERMS**

Term	Definition
<b>Allowance</b>	The allowance paid to Participants for each fortnight, or part thereof, of participation in the Programme.
<b>Applicant</b>	An entity that makes an Application. An Applicant may become a Project Sponsor should their Application be awarded.
<b>Application</b>	An Application to the Australian Government under Round Two for one or more (up to nine) Projects, to deliver specified conservation outcomes in accordance with these Guidelines.
<b>Aquatic Ecosystems</b>	Include rivers, streams, swamps, lakes, estuaries, marine systems, and underground aquifers. They have biodiversity values as well as resource values and provide many services to the environment and the community. The <a href="http://www.environment.gov.au/topics/water/commonwealth-environmental-water-office/monitoring-and-evaluation/aquatic-ecosystems">Aquatic Ecosystems Toolkit</a> ( <a href="http://www.environment.gov.au/topics/water/commonwealth-environmental-water-office/monitoring-and-evaluation/aquatic-ecosystems">http://www.environment.gov.au/topics/water/commonwealth-environmental-water-office/monitoring-and-evaluation/aquatic-ecosystems</a> ) may be of assistance in identifying the Aquatic Ecosystems of national, regional and local importance.
<b>Australia's Biodiversity Conservation Strategy</b>	Information on Australia's Biodiversity Conservation Strategy can be found here: <a href="http://www.environment.gov.au/node/14488">http://www.environment.gov.au/node/14488</a> .
<b>Australian Pest Animal Strategy</b>	The Australian Pest Animal Strategy address the undesirable impacts caused by exotic vertebrate animals (mammals, birds, reptiles, amphibians, and fish) that have become pests in Australia, and to prevent the establishment of new exotic vertebrate pests.
<b>Basic Materials</b>	Basic Materials refers to those materials that will be supplied (and replaced if lost or broken) by the Service Provider to enable Participants to complete their required activities. Basic materials include: <ul style="list-style-type: none"> <li>• safety clothing</li> <li>• basic tools</li> <li>• first aid kits.</li> </ul>
<b>Burra Charter</b>	The Burra Charter and its accompanying guidelines are considered the best practice standard for cultural heritage management in Australia. More information can be found here: <a href="http://australia.icomos.org/publications/charters/">http://australia.icomos.org/publications/charters/</a> .
<b>Closing Time</b>	The time by which Applications must be received by the Department, <b>2:00pm AEDT (Canberra time) Tuesday 9 December 2014</b> .
<b>Conservation Advices</b>	Conservation Advice provides guidance on immediate recovery and threat abatement activities that can be undertaken to ensure the conservation of a newly listed threatened species or ecological community under the EPBC Act. Conservation advice includes practical on-ground activities that can be implemented by local communities, natural resource management groups or interested individuals, such as landholders. It can also include broader management actions which can be undertaken by organisations such as local councils, government agencies or non-government organisations, to protect the species or ecological community on a regional level ( <a href="http://www.environment.gov.au/topics/biodiversity/threatened-species-ecological-communities/conservation-advices">http://www.environment.gov.au/topics/biodiversity/threatened-species-ecological-communities/conservation-advices</a> ).

<b>Conservation Management Plan</b>	A document that sets out what is significant in a place and what policies/strategies are appropriate to allow that significance to be kept in the future use and development of the place. Further information can be found at: <a href="http://australia.icomos.org/publications/the-conservation-plan/">http://australia.icomos.org/publications/the-conservation-plan/</a> .
<b>Department</b>	The Commonwealth Department of the Environment or any other agency that administers this Programme from time to time.
<b>EPBC Act</b>	The <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cth).
<b>Green Army Team</b>	A team of up to nine Participants and a Team Supervisor working over a period of 20 to 26 weeks to deliver a Project.
<b>Guidelines</b>	These Green Army Round Two Project Guidelines 2014-15.
<b>Indigenous Sea Country Plan</b>	Indigenous Sea Country Plans help Indigenous communities describe their objectives for the use, conservation and management of sea country and to work with others to achieve them. There are six prepare Sea Country Plans that seek to marry Indigenous community priorities and aspirations with those of others with an interest in sea country, including government. Plans are available at: <a href="http://www.environment.gov.au/indigenous/seacountry/">http://www.environment.gov.au/indigenous/seacountry/</a>
<b>Key threatening process</b>	A process, listed under the EPBC Act that threatens or may threaten the survival, abundance or evolutionary development of a native species or ecological community. For more information, see <a href="http://www.environment.gov.au/biodiversity/threatened/ktp.html">www.environment.gov.au/biodiversity/threatened/ktp.html</a> .
<b>Matters of National Environmental Significance</b>	The matters of national environmental significance identified in Part 3 of the EPBC Act, including: <ul style="list-style-type: none"> <li>• world heritage properties</li> <li>• national heritage places</li> <li>• wetlands of international significance (under the Ramsar Convention)</li> <li>• listed threatened species and ecological communities</li> <li>• migratory species protected under international agreements</li> <li>• Commonwealth marine areas</li> <li>• the Great Barrier Reef Marine Park.</li> </ul> For further information about Matters of Environmental Significance see <a href="http://www.environment.gov.au/epbc/what-is-protected">http://www.environment.gov.au/epbc/what-is-protected</a> .
<b>Moderation and Business Allocation Panel</b>	A panel with an Independent Chair that will moderate the assessed Applications, provide recommendations to the Department on Applications suitable for support through the Programme, and the allocation of projects to Service Providers.
<b>National Environmental Alert List</b>	the National Environmental Alert List (the Alert List) is a list of 28 non-native weeds that have established naturalised populations in the wild. Species were identified for the Alert List based on three criteria: <ul style="list-style-type: none"> <li>• posing a high or serious potential threat to the environment</li> </ul>

	<ul style="list-style-type: none"> <li>• having limited distribution within Australia at present</li> <li>• being amenable to successful eradication or containment programmes.</li> </ul>
<b>Order</b>	An order for Services made to the Service Provider by the Department in relation to the delivery of one or more Projects.
<b>Participant</b>	A Green Army Participant is an Australian citizen or permanent resident aged between 17 and 24, who is engaged to participate in a Team to work on a Project delivering environment and/or heritage conservation outcomes within the community.
<b>Participant Agreement</b>	An agreement between the Service Provider and the Participant in relation to the Programme, including provisions about the Allowance and training.
<b>Programme</b>	The Green Army Programme.
<b>Project</b>	A Green Army project is an agreed work schedule of 20 to 26 weeks to be undertaken by a Green Army Team.
<b>Project Agreement</b>	A written agreement between a Service Provider and the relevant Project Sponsor for each Project setting out their respective rights and obligations.
<b>Project Specific Materials</b>	Project Specific Materials refers to those materials that will directly support both the delivery of the environmental objectives of the Project <b>and</b> be used in an activity being undertaken by the Participants. Project Specific Materials will be provided by the Service Provider in addition to basic materials in delivery of a Project. The value of the agreed Project Specific Materials to be provided will be detailed in the Project Agreement.
<b>Project Sponsor</b>	An Applicant who is successful in being awarded the services of a Green Army Team under the Programme.
<b>Protected Area Plans of Management</b>	A plan setting out the individual needs of each declared Indigenous Protected Area, and usually includes weed and feral animal control, fire management, work to conserve cultural heritage and setting up infrastructure to manage visitor access.
<b>Public land</b>	Land owned by a government entity or government-related entity, except where such land is leasehold land (that is, the subject of a 99 year lease or a pastoral lease).
<b>Recovery Plans</b>	Recovery Plans set out the research and management actions necessary to stop the decline of, and support the recovery of, listed threatened species or threatened ecological communities. The aim of a Recovery Plan is to maximise the long term survival in the wild of a threatened species or ecological community. A full list of Recovery Plans is available at the Department's Species Profile and Threats Data Base <a href="http://www.environment.gov.au/topics/biodiversity/threatened-species-ecological-communities/recovery-plans/recovery-plans-made-or">http://www.environment.gov.au/topics/biodiversity/threatened-species-ecological-communities/recovery-plans/recovery-plans-made-or</a>
<b>Regional Natural Resource Management Plan</b>	A regional plan prepared by the regional natural resource management organisations based on community, local and regional consultation.

<b>Regional Natural Resource Management Organisation</b>	Regional natural resource management organisations are based on catchments or bioregions. A list of natural resource management regions and contacts is provided at: <a href="http://www.nrm.gov.au/about/nrm/regions/index.html">http://www.nrm.gov.au/about/nrm/regions/index.html</a> .
<b>Registered Training Organisation</b>	An organisation registered by a state or territory training authority or the National VET Regulator to deliver training and/or conduct assessments and issue nationally recognised qualifications in accordance with the VET Quality Framework. Information about these nationally recognised qualifications, including skill sets, may be found at <a href="http://www.training.gov.au">www.training.gov.au</a> and/or <a href="http://www.myskills.gov">www.myskills.gov</a> .
<b>Remnant Native Vegetation</b>	One or more areas of largely intact (structurally and/or compositionally) native vegetation that remains after the removal (usually by clearing) of parts of a natural area.
<b>Restoration</b>	The restoration or reconstructions of native vegetation to its former species and composition.
<b>Revegetation</b>	The re-establishment of vegetation in areas that have been cleared or highly modified. The mix of plant species may not be the same as that of the original vegetation.
<b>Service Provider</b>	A legal entity that has entered in to an agreement with the Department to deliver the Programme (or part thereof).
<b>Strategic Objectives</b>	The strategic objectives of the Programme, as set out in <a href="#">Section 1.2</a> of these Guidelines.
<b>Team Supervisor</b>	A Green Army Team Supervisor is engaged by Service Providers to manage a Green Army Team on a full-time basis. A Team Supervisor must be over 18 years old, be adequately experienced, and will be primarily responsible for supervising Participants in the field to carry out activities as part of a Project, manage attendance, Work Health and Safety requirements and field reporting.
<b>Threat Abatement Plans</b>	These plans provide for the research, management, and any other actions necessary to reduce the impact of a listed <b>key threatening process</b> on native species and ecological communities. Implementing the Threat Abatement Plan should assist the long term survival in the wild of affected native species or ecological communities. A list of approved Threat Abatement Plans can be found at: <a href="http://www.environment.gov.au/topics/biodiversity/threatened-species-ecological-communities/threat-abatement-plans/approved-threat">http://www.environment.gov.au/topics/biodiversity/threatened-species-ecological-communities/threat-abatement-plans/approved-threat</a>
<b>Vulnerable Persons</b>	An individual under the age of 18, or an individual aged 18 years and above who is or may be unable to take care of themselves or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason.
<b>Water Quality Improvement Plan</b>	Water Quality Improvement Plans (WQIPs), prepared consistent with the Framework for Marine and Estuarine Water Quality Protection, among other matters identify the most cost-effective and timely projects for investment by all parties including the Australian Government, State and Local Governments, and community and environment groups.

<b>Weeds of National Significance</b>	Weeds of National Significance (WoNS) are plant species that have been identified by Australian governments based on their invasiveness, potential for spread and environmental, social and economic impacts. For further information see: <a href="http://www.environment.gov.au/biodiversity/invasive/weeds/weeds/lists/wons.html">http://www.environment.gov.au/biodiversity/invasive/weeds/weeds/lists/wons.html</a>
<b>Work Health and Safety</b>	In the context of the Programme, protecting the health and safety of workers and other persons while in the workplace from exposure to hazards and risks, and the terms 'worker', 'workplace' and 'other persons' are defined and used in the relevant Work, Health and Safety Laws.
<b>Work Health and Safety Laws</b>	Applicable work, health and safety statute, regulation, by-law, ordinance or subordinate legislation in force from time to time in the relevant state or territory.

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**8.7 PROPOSED CORPORATE RISK REGISTER SUBMITTED FOR ADOPTION**

<b>File No:</b>	<b>8780</b>
<b>Attachments:</b>	<b>1. Draft Corporate Risk Register 2. Draft Corporate Risk Register - Summary Report</b>
<b>Authorising Officer:</b>	<b>Drew Stevenson - Acting General Manager Corporate Services Ross Cheesman - General Manager Corporate Services</b>
<b>Author:</b>	<b>Kisane Ramm - Risk Management Officer</b>

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**SUMMARY**

*The proposed Corporate Risk Register is presented to Council for consideration and adoption.*

**OFFICER'S RECOMMENDATION**

THAT the Corporate Risk Register, as presented in the attachment to this report, be adopted.

**COMMENTARY**

In keeping with legislated requirements and Council's overarching Enterprise Risk Management Framework, Policy and Procedures, the Corporate Risk Register has been developed for Council's consideration. This Register documents the risks, accepted by the Leadership Team, which go beyond the departmental operating risks that have the potential to impact on Council's corporate objectives.

**BACKGROUND**

Under Rockhampton Regional Council's Enterprise Risk Management Framework, adopted in June 2013, Council has the responsibility of:

- monitoring the management of risks with a high or very high current risk rating, including the effectiveness of associated controls, through the review and discussion of quarterly risk management reports;
- satisfying itself that the evaluation of As Low as Reasonably Practicable risks, with an existing high or very high current risk rating is tolerable;
- satisfying itself that risks with lower ratings are effectively managed, with appropriate controls in place and effective reporting structures; and
- approving major decisions affecting Council's risk profile or exposure.

The Corporate Risk Register, and the previously presented Departmental Risk Registers, have been developed to assist Council in meeting its responsibilities.

**LEGISLATIVE CONTEXT**

The *Local Government Regulation 2012, Chapter 5, Section 164* requires...(1) *a local government must keep a written record stating (a) the risks the local government's operations are exposed to...; and (b) the control measures adopted to manage the risks.*

**CONCLUSION**

In concluding, this document has been constructed in consultation with Managers from all departments of Council. It will be presented to Council on a quarterly basis for review. It is recommended that Corporate Risk Register, as presented in the attachment to this report, be adopted.

# **PROPOSED CORPORATE RISK REGISTER SUBMITTED FOR ADOPTION**

## **Draft Corporate Risk Register**

**Meeting Date: 25 November 2014**

**Attachment No: 1**

ROCHAMPTON REGIONAL COUNCIL DRAFT CORPORATE RISK REGISTER as at 31/11/14																									
IDENTIFY RISKS AND EXISTING CONTROL EFFECTIVENESS										RISK ANALYSIS				RISK EVALUATION & FUTURE RISK TREATMENT	FUTURE CONTROL & RISK TREATMENT PLANS						Risk Assurance				
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T						
Risk Identification	Links To Planning	Risk/Failure (including consequences)	Risk Categories	Risk Causations	Existing Controls Implemented By Risk Owner	Control Effectiveness	Control Owners	Rate the Consequence	Rate the Likelihood	CURRENT RISK RATINGS	Potential Exposure Rating	Risk Evaluation (Not Entered to Column M if risk is accepted)	Future Risk Controls	Control Implementation/Outlining	Resource/Budget Needed	Performance/Constraints	% Complete	Completion Date	To be completed by Risk Owner	Section / Unit	Risk Owner	Dept			
1	CEO/D	Council processes and services are provided without due recognition of economy, efficiency and effectiveness value for money exposing Council to increased costs, loss in reputation and eroding confidence and impacting service delivery	Business Process	(1) Poor asset management planning (2) Value for money principles have not been fully integrated into council operations. (3) Lack of established systems and mechanisms in the planning and acquisition phase to assess value for money and return on investment. (4) Too much weighting on the purchase price as compared to total lifecycle cost and other impediments. (5) Lack of robust forward financial plans.	(1) Established Asset Management plans (2) Non-asset based selection criteria included in the tender / quote assessment process to assist in the value for money assessment. (3) Tender evaluation plans with weighted selection criteria assessment that does not rely on price as having the highest weighting. (4) Capital Projects evaluation process includes whole of life cycle cost considerations. (5) Post asset assessment utilizes a whole of life cost model as part of the acquisition and operations process. (6) Long term financial forecasts based around asset management plans adopted.	4 Substantially Effective	GM Corporate Services; Manager Finance; Manager Corporate and Technology Services	4	B	High 5	4 Major	Accept Risk (ALARP)								GM Corporate Services	Corporate Services				
2	CORP	Non-existent or inadequate business continuity resilience leading to prolonged service / process disruption resulting in adverse community reactions and possible financial loss.	Business Process	(1) Lack of a business continuity framework and effective business continuity planning. (2) Untested / failed business continuity plans.	Business Continuity Plans for the more critical areas have been developed: - ITS (Business continuity and disaster recovery). - Records (Business continuity and disaster preparedness) - Customer Service - Fleet - Procurement and Logistics - Property and Insurance - Airport (quarterly core - business recovery documentation yet to be done) - FHW	4 Substantially Effective	Extended Leadership Team	3	C	Moderate 5	4 Major	Treat Risk	1. Business Continuity Framework to be developed and used to draft standardised Sectional BCP. 2. Additional continuity plans to be implemented across the organisation. 3. Regular review and testing required.	Manager Corporate and Technology Services (1); GM Corporate Services; GM Regional Services; GM Community Services	Additional resources required.	Constant - Lack of Resources.	30/06/2016		CEO	Office of CEO					
3	CORP	A highly visible constant SafePlan is not implemented, monitored and reviewed effectively, for the welfare of Council, its workers and contractors, to achieve the acceptable compliance level set annual WHS audits resulting in increased worker injuries, legislative breaches/legal action, reputational damage, reduced service levels, increased costs and non-compliance with a key council objective	People	(1) A WHS Management System Plan is not developed and implemented. (2) WHS Management System implementation and/or review is not effective or timely done on an ad hoc basis by management. WHS staff and operational auditors. (3) Council WHS policy/procedures/instructions/guidelines are not effective or lacking, to guide the processes. (4) Management not driving safety compliance throughout Council with breaches not acted on. (5) Staff are not aware of their responsibilities relating to legislation requirements, review, and monitoring, due to poor training. (6) Supervision and monitoring of staff and subcontractors/engaged contractors, including site inspections, is inadequate. (7) Lack of understanding, engagement and actual practice of safe working methods by staff and contractors. (8) Ineffective recording of, and timely action on, incident/concident investigation and hazard inspection findings. (9) Ineffective IT systems to support safety program data (creating difficulties in identifying safety incident trends or other events). (10) Legislation interpretation conducted in consultation with all WHS Team members. Where team with interpretation seek external assistance is requested from competent persons (program). (11) Annual audits conducted. (12) Implementation of the Rectification Action Plan (RAP) from audits.	(1) WHS Management System Plan developed and implemented. (2) Conduct annual review of WHS Management System. (3) Weekly reporting to Manager WHS from Safety and Training Coordinator on progress of Safety Management System implementation. (4) Council policy/procedures implemented and reviewed to reflect staff/manager requirements regarding WHS Act 2011 RRs. (5) Control/Preventive/Response Control procedures and associated documents have been reviewed and implemented in consultation with Procurement and Logistics. (6) CTS committed to safety as a fundamental to staff "We're signed and sealed & I'm proud to work here" and reports are reported on and where required investigations are completed to improve compliance. Timeframes are monitored for investigation completion. (5, 6) Monthly Action Plans have been developed and implemented for each Department to ensure compliance with WHS Management System Plan (6) WHS staff levels revised 2013 with the management process including Coordinator/Supervisors and Leadership Training Program developed. (7) Site visits, including Toolbox Talks, taking place by WHS staff. Includes review of WHS staff on site and providing the information where necessary/required. (8) Data currently collected and analysed using spreadsheets and presented as trends at RISK Safety Control Meeting. (9) Legislation interpretation conducted in consultation with all WHS Team members. Where team with interpretation seek external assistance is requested from competent persons (program). (10) Annual audits conducted. (11) Implementation of the Rectification Action Plan (RAP) from audits.	4 Substantially Effective	Manager Workforce and Strategy	2	B	Low 7	5 Catastrophic	Accept Risk (ALARP)										Workforce and Strategy Safety and Training	GM Corporate Services	Corporate Services	
4	CORP	Ineffective workforce planning leading to potential skills gaps in the workforce, poor staff retention, decreasing staff satisfaction and welfare, higher wage costs, and failure to meet the operational needs of Council.	People	(1) Lack of an effective workforce planning framework, including succession planning. (2) Specialised skill sets and matching remuneration can be hard to come by in regional areas. (3) Training needs analysis not done and matched with compliance/responsive training programs. (4) The adopted budget doesn't allow all staff's training/development needs to be covered to the extent needed to meet operational needs.	(1) Discontinued support available from some Vendors/Contractors in times of need to reduce impact. (2) Innovation in recruiting from outside of the region or overseas. (3) WHS committed to management/operations/trade training. (4) Training unit providing appropriate training such as Leadership Program. (1, 2, 4) Multi-stakeholder/industry success planning strategies.	4 Substantially Effective	Extended Leadership Team	2	C	Moderate 6	3 Moderate	Accept Risk (ALARP)									Workforce and Strategy Safety and Training	GM Corporate Services	Corporate Services		
5	CORP	Not providing strong governance / leadership practices to support the achievement of Council's goals and objectives resulting in, key milestones throughout the strategic planning cycle not being consistently achieved, an inconsistent approach to implementing governance frameworks, community dissatisfaction with council direction and service level, budget delays & impacts.	Strategic	(1) Framework and communication interdependencies are not effective preventing the required alignment of Council's strategic planning, including the long term financial strategy, corporate and operational plans, asset management plans, risk treatment and the budget. (2) Poor management oversight and communication. (3) Staff are not adequately trained or aware of their duties and responsibilities in achieving Council's corporate and operational objectives. (4) Governance policies and procedures are inadequate or not understood. (5) Limited external review of council's governance process and practices have been undertaken.	Legislation Council and Committee structure (decision making processes) Adopted Organisational structure. Adopted corporate strategies and operational plans. Adopted financial and asset management plans. Leadership Team and Extended Leadership Team meeting and communication program. Adopted policies & procedures. Adopted leadership development program. Internal Audit and External Audit oversight. Monthly reporting and monitoring program. Advisory resources	4 Substantially Effective	Council; CEO; Extended Leadership Team	3	B	Moderate 6	4 Major	Accept Risk (ALARP)									CEO	Office of CEO			
6	CORP	Council fails to develop, implement and maintain strategies for managing information and communications systems impacting operational management, knowledge transfer and performance improvements resulting in ineffective service delivery, negative impacts on corporate objectives, financial loss and reputational damage.	Information	(1) Poor or non-existent information systems governance framework, policies and asset management strategies. (2) Not delivering an adequate IT and Communication (eg network, two way radio, telemetry, etc) platform for the whole of Council. (3) Council's IT and hardware assets are not adequately secure and protected including from cyber attack. (4) Not addressing a sound wide culture of poor communication including across sections and departments. (5) Community consultation and communication is not effective. (6) Inadequate whole of council customer service response.	(1) Suite of IT and Communication policies implemented. (2) IT Strategic Plan implemented. (1) Established IT governance framework and processes. (1-4) Performance monitoring for effectiveness.	4 Substantially Effective	Manager Corporate and Technology Services	3	B	Moderate 6	4 Major	Accept Risk (ALARP)									GM Corporate Services	Corporate Services			



ROCHAMPTON REGIONAL COUNCIL DRAFT CORPORATE RISK REGISTER as at 31/11/14																								
IDENTIFY RISKS and EXISTING CONTROL EFFECTIVENESS											RISK ANALYSIS				RISK EVALUATION & FUTURE RISK TREATMENT	FUTURE CONTROL & RISK TREATMENT PLANS					Risk Assurance			
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T					
Risk Identification	Links To Planning	Risk/Failure (including consequences)	Risk Categories	Risk Causations	Existing Controls Implemented By Risk Owner	Control Effectiveness	Control Owners	Rate the Consequence	Rate the Likelihood	CURRENT RISK RATINGS	Potential Exposure Rating	Risk Evaluation (Start Entered to Column N if risk is accepted)	Future Risk Controls	Control Implementation/Outlook	Resource/Budget Needed	Performance Constraints	% Complete	Completion Date	To be completed by Risk Owner	Section / Unit	Risk Owner	Dept		
7	REG P 5	Council does not consider and plan for our region's future sustainable development to address community and economic needs resulting in non-compliance with relevant legislation, possible legal action, lost economic opportunities and damage to council's reputation.	Assets/Property	(1) Council's Planning scheme fails to adequately take into consideration changing weather patterns in terms of occurrence and timing of weather events. (2) Council does not respond to sustainable development opportunities in a timely manner. (3) Lack of or inadequate response to economic and/or infrastructure development opportunities.	(1) Council's Risk & Plan planning scheme has taken into account a level of 'climate change'. (2) The Risk & Plan planning scheme reflects the current knowledge of economic opportunities. (3) The Local Government Infrastructure Plan addresses growth forecast in the Risk & Plan planning scheme.	4 Substantially Effective	Manager Planning	3	B	Moderate 6	3. Moderate	Accept Risk (ALARP)								GM Regional Services	Regional Services			
8	REG E 5	Identified Disaster Mitigation strategies not addressed resulting in increased impact/effect of disaster events on the community and potential for increased costs to Council in recovery and restoration costs.	People	1. Lack of monitoring and review of disaster mitigation strategies. 2. Costs of, and budget restraints in, implementing disaster mitigation strategies.	(2) Identified disaster mitigation strategies implemented where possible within disaster management budget. (2) Appropriate funding opportunities identified and sourced to implement identified disaster mitigation strategies.	3 Partially Effective	GM Regional Services	4	B	High 4	4. Major	Treat Risk	(1) Annual review and report on implementation of disaster mitigation strategies. (2) Forward works program to be developed for disaster mitigation strategies to be submitted through Council's project evaluation and management system (PEMS) process, and for Natural Disaster Relief and Recovery Arrangements (NDRRA) funding applications.	Disaster Management Officer	Budgets for project specific mitigation strategies	Funding and resources	50%	31/07/2015		GM Regional Services	Regional Services			
9	CORP F 5	Council's financial operations fail to support and sustain Council's services provision, financial sustainability and the community's expectations resulting in revenue shortfalls, increased debt, reduced service levels, loss of reputation and community discontent.	Financial	(1) Council's Long Term Financial Strategy does not reflect the financial requirements of Council's strategic planning. (2) Failure to adhere to Council's Long Term Financial Strategy. (3) Inadequate asset management planning. (4) Inadequately qualified, trained or supervised Finance Services staff. (5) Council does not obtain the funding required (State and Federal) to develop infrastructure to support our region's economic/infrastructure development. (6) Council's financial operations lack adequate controls, processes and procedures and are not adequately reviewed or responded to by Council or management. (7) Poor project planning and oversight.	(1) Council's Long Term Financial Forecast includes forecasts from asset management plans. (2) Long Term Financial Forecasts are reviewed annually. (3) Asset Management Plans reviewed regularly. (4) Finance staff are adequately qualified as per the respective Position Descriptions. (5) Council seeks other levels of government for appropriate grants and subsidies. (6) Council financially operates in a surplus position. (7) Financial controls are monitored. Finance also works closely with Internal and External Audit in regards to internal controls. (8) Project Delivery procedure developed.	4 Substantially Effective	GM Corporate Services Manager Finance	4	B	High 4	5. Catastrophic	Accept Risk (ALARP)									GM Corporate Services	Corporate Services		
10	CEO D 1	Actions of Council, Councillors or employees that fail to meet the standards of behaviour outlined in the Local Government Act, Council's Code of Conduct and other associated policies or procedures resulting in damage to Council's reputation, financial loss and regulatory breaches against Council or individuals.	Legal	(1) Inadequate fraud and corruption prevention systems are implemented and monitored by Council. (2) Lack of awareness regarding obligations and responsibilities relating to applicable legislation, and Council's Code of Conduct, policies and procedures. (3) Failure to declare material interest or conflict of interest in relation to duties and responsibilities. (4) Inappropriate use or unauthorised public release of confidential or private information.	(1-4) Policy implemented. (3) Controls within Local Government Act and policy. (2-3) Training on obligations undertaken.	4 Substantially Effective	CEO	4	C	High 4	5. Catastrophic	Treat Risk	(1) Conduct fraud and corruption risk assessment across the organisation.	GM Corporate Services	Existing			30/03/2015		CEO	Office of CEO			
11	CEO D 1	Council does not provide adequate oversight and ongoing monitoring to ensure its operations are properly undertaken in accordance with income laws and regulations resulting in breach of legislation, possible legal sanction, financial loss and loss of public confidence.	Legal	(1) Compliance monitoring is ad-hoc and fragmented. (2) The volume of new legislation or legislative amendments applying to Council's impacts on Council's ability to fully meet their obligations. (3) Inadequate leadership and management practices. (4) Inadequate training and organisational development to create an awareness of the ever changing legislative landscape.	(1) Reporting structures in place to ensure compliance monitoring. (1) Council committees including Audit and Business Improvement Advisory Committee provided high level monitoring. (2) Monitoring of legislative changes is undertaken with an external service provider and LGAG. (3) Staff are appropriately employed and trained. (4) Programs are in place to provide training to staff, where required, to meet the changes in legislation.	4 Substantially Effective	CEO	3	C	Moderate 5	4. Major	Accept Risk (ALARP)								CEO	Office of CEO			

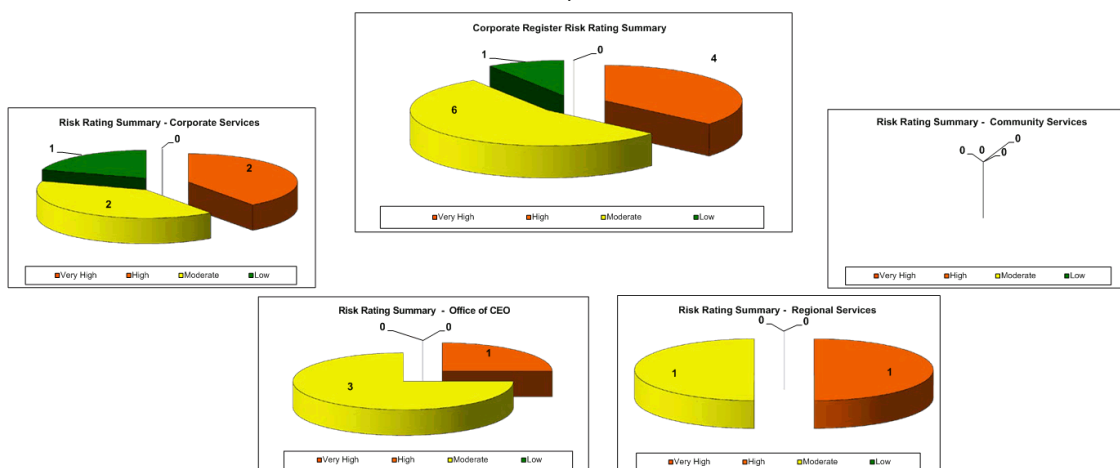
**PROPOSED CORPORATE RISK  
REGISTER SUBMITTED FOR  
ADOPTION**

**Draft Corporate Risk Register -  
Summary Report**

**Meeting Date: 25 November 2014**

**Attachment No: 2**

ERM RISK SUMMARY REPORT  
Corporate Risk Profile



Risks - 'Very High' and 'High'

Risk No.	Risk	Current Risk Rating	Current Controls	Risk Evaluation
1	Council processes and services are provided without due recognition of economy, efficiency and effectiveness (value for money) exposing Council to increased costs, loss in reputation and ratepayer confidence and impacting service delivery.	High 5	(1) Established Asset Management plans. (2) Non-price based selection criteria included in the tender / quote assessment process to assist in the value for money assessment. (3) Tender evaluation plans with weighted selection criteria assessment that does not rely on price as having the highest weighting. (4) Capital Projects evaluation process includes whole of life cycle cost considerations. (4.2) Fleet asset assessment utilises a whole of life cost model as part of the acquisition and operations process. (5) Long term financial forecasts based around asset management plans adopted.	Accept Risk (ALARP)
8	Identified Disaster Mitigation Strategies not actioned resulting in increased impact/effect of disaster events on the community and potential for increased costs to Council in recovery and restoration costs.	High 5	(2) Identified disaster mitigation strategies implemented where possible within disaster management budget. (2) Appropriate funding opportunities identified and sourced to implement identified disaster mitigation strategies.	Treat Risk
9	Council's financial operations fail to support and sustain Council's service provision, financial sustainability and the community's expectations resulting in revenue shortfalls, increased debt, reduced service levels, loss of reputation and community discontent.	High 5	(1) Council's Long Term Financial Forecast includes forecasts from asset management plans. (2) Long Term Financial Forecasts are reviewed annually. (3) Asset Management Plans reviewed regularly. (4) Finance staff are adequately qualified as per the respective Position Descriptions. (5) Council lobbies other levels of government for appropriate grants and subsidies. (5) Council financially operates in a surplus position. (6) Financial controls are monitored. Finance also works closely with Internal and External Audit in regards to internal controls. (7) Project Delivery procedure developed.	Accept Risk (ALARP)
10	Actions of Council, Councillors or employees that fail to meet the standards of behaviour outlined in the Local Government Act, Council's Code of Conduct and other associated policies or procedures resulting in damage to Council's reputation, financial losses and regulatory breaches against Council or individuals.	High 4	(1-4) Policy implemented. (3) Controls within Local Government Act and policy. (2-3) Training in obligations undertaken.	Treat Risk

Risks Requiring Further Treatment (ALL)

Risk No.	Risk	Current Risk Rating	Future Risk Control(s)	Resources / Budget	Performance / Constraints	% Complete	Completion Date	
2	Non-existent or inadequate business continuity initiatives leading to prolonged service / process disruptions resulting in adverse community reactions and possible financial loss.	Moderate 5	1. Business Continuity Framework to be developed and used to draft standardised Sectional BCPs. 2. Additional continuity plans to be implemented across the organisation. 3. Regular review and testing required.	Additional resources required.	Constraint - Lack of Resources.	0%	30/06/2016	Office of CEO
8	Identified Disaster Mitigation Strategies not actioned resulting in increased impact/effect of disaster events on the community and potential for increased costs to Council in recovery and restoration costs.	High 5	(1) Annual review and report on implementation of disaster mitigation strategies. (2) Forward works program to be developed for disaster mitigation strategies to be submitted through Council's project evaluation and management system (PEMS) process, and for Natural Disaster Relief and Recovery Arrangements (NDRRA) funding applications.	Budgets for project specific mitigation strategies.	Funding and resources	50%	01/07/2015	Regional Services
10	Actions of Council, Councillors or employees that fail to meet the standards of behaviour outlined in the Local Government Act, Council's Code of Conduct and other associated policies or procedures resulting in damage to Council's reputation, financial losses and regulatory breaches against Council or individuals.	High 4	(1) Conduct fraud and corruption risk assessment across the organisation.	Existing	0	0%	30/03/2015	Office of CEO

## 9 STRATEGIC REPORTS

### 9.1 ANNUAL OPERATIONAL PLAN QUARTER ONE PROGRESS REPORT

<b>File No:</b>	<b>11365</b>
<b>Attachments:</b>	<ol style="list-style-type: none"><li><b>1. Q1 Progress Report and Summary - CEO's Office</b></li><li><b>2. Q1 Progress Report and Summary - Corporate Services</b></li><li><b>3. Q1 Progress Report and Summary - Regional Services</b></li><li><b>4. Q1 Progress Report and Summary - Community Services</b></li></ol>
<b>Authorising Officer:</b>	<b>Tracy Sweeney - Manager Workforce and Strategy Ross Cheesman - General Manager Corporate Services</b>
<b>Author:</b>	<b>Kerrie Barrett - Coordinator Corporate Improvement &amp; Strategy</b>

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#### **SUMMARY**

*The 2014/15 operational plan progress report for quarter 1 as at 30 September 2014 is presented, pursuant to s174(3) Local Government Regulation 2012.*

#### **OFFICER'S RECOMMENDATION**

THAT the 2014/15 operational plan progress report for quarter 1 as at 30 September 2014 be 'received'.

#### **COMMENTARY**

The Operational Plan progress reports for the period 1 July to 30 September 2014 are attached for Council's consideration.

The attached performance reports display actual performance against quarterly targets. In addition, the report includes progress comments as determined appropriate by the responsible manager. Actual year to date expenditure and revenue has been included for comparison to the adopted 2014/15 operational budget.

To ensure performance of the 2014/15 Operational Plan KPI's, standardised monthly departmental reports are now presented to Committee. This ensures that the performance of each unit is consistent with Council's strategic direction.

Overall the majority of Corporate Plan activities have been achieved for the quarter. There are some individual Operational Plan KPI's that have not been met and comments have been provided in the attachment against those items.

#### **PREVIOUS DECISIONS**

The 2014/15 Operational Plan was adopted at the Special Council Meeting on 27 June 2014.

#### **LEGISLATIVE CONTEXT**

*s174(3) of the Local Government Regulation 2012 states:*

The Chief Executive Officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.

#### **CONCLUSION**

The 2014/15 Operational Plan progress report for quarter one as at 30 September 2014 has been prepared in accordance with legislation.

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# **ANNUAL OPERATIONAL PLAN QUARTER ONE PROGRESS REPORT**

## **Q1 Progress Report and Summary - CEO's Office**

**Meeting Date: 25 November 2014**

**Attachment No: 1**

**General Manager Office of the CEO Summary  
Operational Plan Report  
1st Quarter**

**Directorate**

- Activities within the Directorate have generally been directed towards ensuring the Departmental service deliverables and standards are met. A significant amount of resources were committed to the Community Cabinet meeting at Frenchville State School. Council has received positive responses from the State Government for the North Side Flood Mitigation project and the Mount Archer Activation Master Plan.
- Budget is predominantly on track however some transfers to or from other areas of Office of CEO budget are required at the budget revision, as a necessary consequence of the new Regional Promotions unit coming on board, and budget lines still needing to be created for those units.

**Economic Development**

- Departmental focus in Economic Development for the quarter has been on formalising the Regional Interest Group and establishing expenses reimbursement processes and governance frameworks to support the Resource Industry Executive liaison staffing resource commitment to the group to produce greater operational efficiencies and improved targeted area outcome effectiveness.
- Budget is on track
- Despite the recent resizing of a number of major resources industry businesses, we are still seeing positive signs from the industry that warrants our continued investment into this arena.

**Internal Audit**

- Internal Audit facilitated the Audit & Business Improvement Advisory Committee meeting on 10 September 2014. The Chief Audit Executive has provided the Internal Audit Plan to the CEO and work is progressing to finalise acceptance of the plan.
- Budget is on track

**Governance Support**

- The Governance Support unit is tracking adequately. There have been some staffing disruptions due to staff changes however as a whole the unit is on target.
- There have been a number of community engagements undertaken in the first quarter, all of which tracked on target. The unit continues to deliver services in accordance with program and customer service response timelines with statutory and regulatory requirements being met and maintained.
- Budget is predominantly on track. Some transfers to or from other areas of Office of CEO budget are required at the budget revision, as a necessary consequence of new units coming on board but budget lines still needing to be created for those units.

**Regional Promotion**

- This unit was formally established in September 2014.
- There will need to be a transfer of allocated budget from Office of CEO to Regional Promotion budget lines, which has not occurred in quarter 1 but will happen in Quarter 2 to correct the current budget lines, as identified in the Directorate and Governance Support section of this report.

**Evan Pardon**  
**Chief Executive Officer**



**2014 - 2015 OPERATIONAL PLAN  
CEO'S OFFICE**

**CEO DIRECTORATE**

Section Budget Summary		
Budget	Adopted	Actual YTD
Operating Revenue	\$91	\$91
Operating Expenses	\$1,761,129	\$179,766
Capital Revenue	\$0	\$0
Capital Expenses	\$0	\$0

**CORPORATE PLAN ACTIVITIES**

1. Provide leadership, corporate oversight and strategic direction

*CEO Directorate - The Office of the CEO directorate is led by Council's Chief Executive Officer who is responsible for managing the Council in a way that promotes: the effective, efficient and economical management of public resources, excellence in service delivery, continual improvement, responsiveness to the Council's policies and priorities and establishing and implementing goals and practices in accordance with the policies and priorities of the Council. The directorate consists of three units, Governance Support, Economic Development and Internal Audit.*

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

ACTIVITIES LEGEND	
R	Risk of Incompletion / Delay
OK	On Target
AT	Ahead of Target
C	Complete
I	Incomplete (Q4 only)

Q1	Q1-Q2	Q1-Q3	Q1-Q4
OK			

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
100%				100%	
100%				100%	
100%				100%	





2014 - 2015 OPERATIONAL PLAN  
CEO'S OFFICE

GOVERNANCE SECTION			ACTIVITIES LEGEND					
<b>Section Budget Summary</b>			R	Risk of Incompletion / Delay				
<b>Budget</b>	<b>Adopted</b>	<b>Actual YTD</b>	OK	On Target				
Operating Revenue	\$24,000	\$8,547	AT	Ahead of Target				
Operating Expenses	\$3,588,152	\$814,994	C	Complete				
Capital Revenue	\$0	\$0	I	Incomplete (Q4 only)				
Capital Expenses	\$0	\$0						
<b>CORPORATE PLAN ACTIVITIES</b>			<b>Q1</b>	<b>Q1-Q2</b>	<b>Q1-Q3</b>	<b>Q1-Q4</b>		
1. Increase the reach and consistency of key branding and associated taglines for the Rockhampton Region			OK					
2. Work collaboratively with other Council departments to increase awareness of Council's services			OK					
3. Use a variety of communication channels to regularly and accurately deliver Council messages and maintain a positive reputation			OK					
4. Increase staff familiarisation and compliance with the Community Engagement Policy, Framework and Procedure across Council			OK					
5. Work collaboratively with other Council departments to deliver campaigns which encourage responsible resident behaviour			OK					
6. Provide professional agenda management services			OK					
7. Manage relevant civic events			OK					
8. Facilitate Councillor interactions with constituents			OK					
9. Manage investigations as authorised by the CEO in accordance with legislation and Council's Complaints Management Process			OK					
<i>Governance - manages the Council's committee meeting processes collating reports to create agendas for the Council and Committee meetings, minute taking for those meetings and distribution of the meeting action sheets, Councillors discretionary funds, corporate travel arrangements, executive administrative support to the Mayor, Councillors and Chief Executive Officer, Councillor's customer service requests and diary management, public communications, media releases, marketing activities, civic events, citizenship ceremonies, administrative action complaints, and complaint referrals to state government departments.</i>								
<b>KEY PERFORMANCE INDICATORS</b>	<b>TARGET</b>	<b>TIMEFRAME</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>ANNUAL</b>	<b>COMMENTS</b>
Compliance with Customer Service Requests	100%	QTR	100%				100%	
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR	100%				100%	
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	100%				100%	Delivery of reception area finalised. This is the only Capital Project within Governance Support for year
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	100%				100%	
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	100%				100%	



2014 - 2015 OPERATIONAL PLAN  
CEO'S OFFICE

AUDIT SECTION			ACTIVITIES LEGEND					
<b>Section Budget Summary</b>			R	Risk of Incompletion / Delay				
<b>Budget</b>	<b>Adopted</b>	<b>Actual YTD</b>	OK	On Target				
Operating Revenue	\$0	\$0	AT	Ahead of Target				
Operating Expenses	\$255,361	\$51,399	C	Complete				
Capital Revenue	\$0	\$0	I	Incomplete (Q4 only)				
Capital Expenses	\$0	\$0						
<b>CORPORATE PLAN ACTIVITIES</b>			<b>Q1</b>	<b>Q1-Q2</b>	<b>Q1-Q3</b>	<b>Q1-Q4</b>		
1. Provide assurance, consulting and assigned investigation services			OK					
2. Provide independent reporting to an audit committee			OK					
3. Facilitate an audit advisory committee of Council			OK					
<i>Internal Audit - undertake risk based review of all management activity, systems, risks and processes; independent and objective (unbiased) assessment and review by highly qualified and certified staff based on professional internal audit (and other) standards; independent reporting, directly to an audit committee of Council, which includes external committee members; protection of the public interest; professional consulting (non-audit activities) services; assurance (audit activities) services in-house; fraud related services and risk management related services.</i>								
<b>KEY PERFORMANCE INDICATORS</b>			<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>ANNUAL</b>	<b>COMMENTS</b>
Compliance with Customer Service Requests	100%	QTR	N/A				0%	Not relevant to Internal Audit Unit
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR	100%				100%	
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	N/A				0%	Not relevant to Internal Audit Unit
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	N/A				0%	Not relevant to Internal Audit Unit
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	100%				100%	



**2014 - 2015 OPERATIONAL PLAN  
CEO'S OFFICE**

**ECONOMIC DEVELOPMENT SECTION**

Section Budget Summary		
Budget	Adopted	Actual YTD
Operating Revenue	\$0	\$0
Operating Expenses	\$548,192	\$153,424
Capital Revenue	\$0	\$0
Capital Expenses	\$0	\$0

**CORPORATE PLAN ACTIVITIES**

- Act as a Council ambassador to support development of key projects across the Region, in line with Council's strategic direction.
- Assist industry and developers with business expansion within the Region and advocate associated benefits
- Collaborate with government agencies to identify and foster the development of new industries in the Region
- Collaborate with Capricorn Enterprise to ensure the delivery of services to promote the tourist potential and economic development of our Region
- Assist developers through the development application process to facilitate economic growth

*Economic Development - handles Council's economic development interests; present topics of particular interest, development of the GIA, relations with the resources sector, Fitzroy Agricultural Corridor and broadband rollout; also answers development questions and helps developers through the development application process.*

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

ACTIVITIES LEGEND	
R	Risk of Incompletion / Delay
OK	On Target
AT	Ahead of Target
C	Complete
I	Incomplete (Q4 only)

	Q1	Q1-Q2	Q1-Q3	Q1-Q4
OK				
OK				
OK				
OK				
OK				

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	Performance against operational standards is shown, as no customer service requests relevant for Economic Development Unit
100%				100%	
N/A				0%	No Capital Projects for Economic Development Unit
100%				100%	
100%				100%	

# **ANNUAL OPERATIONAL PLAN QUARTER ONE PROGRESS REPORT**

## **Q1 Progress Report and Summary - Corporate Services**

**Meeting Date: 25 November 2014**

**Attachment No: 2**

**General Manager Corporate Services Summary  
Operational Plan Report  
1st Quarter**

The first quarter results, whilst still early in the reporting period, has not highlighted any major deviations or concerns. Throughout the first quarter the monthly performance reports presented to Council and Committees have tracked performance. Corporate Plan activities, at this stage of the year are also tracking on target.

Comments have been added throughout the report against KPI's that may be not quite at expected levels.

**Ross Cheesman  
General Manager  
Corporate Services**



**2014 - 2015 OPERATIONAL PLAN  
CORPORATE SERVICES**

**CORPORATE & TECHNOLOGY SECTION**

Section Budget Summary		
Budget	Adopted	Actual YTD
Operating Revenue	\$1,226,549	\$302,063
Operating Expenses	\$9,365,517	\$3,444,530
Capital Revenue	\$6,575,000	\$1,296,519
Capital Expenses	\$3,773,264	\$0

**CORPORATE PLAN ACTIVITIES**

1. Champion a customer service culture that complies with Council's statutory obligations and Customer Service Charter
2. Deliver fleet and plant asset management in an efficient operating environment
3. Efficiently manage and optimise use of Council's property portfolio
4. Manage and effectively administer Council's contract and tendering, inventory and purchasing processes in accordance with relevant legislative requirements and organisational needs
5. Strategically plan and actively manage Council's information systems to meet Council's needs
6. Ensure Council's recordkeeping practices are in accordance with legislative, policy obligations and Council's Recordkeeping Charter
7. Ensure Council operations are performed considering and addressing all potential risk occurrences to Council and the community

**Customer Service** - The first point of contact for customers with front-counter services in Rockhampton, Gracemere and Mount Morgan, and a call centre based in Rockhampton. Customer Service also provides OGAP (QLD Government Agency Program) services and facilitates park events and hall bookings.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

**Procurement & Logistics** - Ensures well governed and disciplined procurement activities and inventory management practices which comply with legislative and policy requirements whilst meeting organisational needs now and into the future. The Unit consists of four interrelated sub-units: Purchasing Compliance; Accounts Payable; Contracts & Tenders; and Logistics (3 x Stores) undertaking centralised purchasing for FRW, Civil Ops and RRWR.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

ACTIVITIES LEGEND	
R	Risk of Incompletion / Delay
OK	On Target
AT	Ahead of Target
C	Complete
I	Incomplete (Q4 only)

	Q1	Q1-Q2	Q1-Q3	Q1-Q4
OK				
OK				
OK				
OK				
OK				
OK				
OK				

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
N/A				0%	No planned/budgeted capital projects for this unit.
100%				100%	
100%				100%	

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
N/A				0%	No planned/budgeted capital projects for this unit.
100%				100%	
100%				100%	



## 2014 - 2015 OPERATIONAL PLAN CORPORATE SERVICES

**Information Systems** - A combined unit responsible for information technology and records management services. Information Technology Services' role is to acquire, manage and support information and communication technology related equipment and services for the organisation. Records Management oversees and assists with the management of Council records and is responsible for ensuring that Council's official records are captured and managed in a way that improves business processes and fulfils legislative requirements. Records also coordinates the RTI / IP processes.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

**Property & Insurance** - Management of Council owned and controlled properties by ensuring Council's and the community's interests are appropriately risk managed through the negotiation and establishment of formal lease arrangements. Responsible for the effective and efficient management of the day-to-day insurance claims processing; including liaising with Council's insurers, assessors, repair agents and claimants. Land resumptions, acquisitions and sales. Enterprise risk management.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

**Fleet** - Fleet Services has custodianship and management responsibility of all fleet, plant and equipment assets above the \$5,000 capitalisation threshold and / or all assets requiring registration with Queensland Transport. This includes capital and recurrent budgeting, renewal and maintenance planning, and disposal ensuring fit for purpose, safe, reliable and cost effective fleet, plant and equipment, enabling Council to deliver an optimum level of service. Council has a Fleet Asset base comprising just over 800 assets with a replacement value of approximately \$52.8M.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
100%				100%	48% of capital budget committed for planned IT projects program.
100%				100%	
100%				100%	

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
100%				100%	Planned land sales progressing on schedule.
100%				100%	
100%				100%	

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
100%				100%	37% of capital budget committed for planned Fleet renewal program.
100%				100%	
100%				100%	



**2014 - 2015 OPERATIONAL PLAN  
CORPORATE SERVICES**

**AIRPORT SECTION**

Section Budget Summary		
Budget	Adopted	Actual YTD
Operating Revenue	\$16,107,084	\$3,792,000
Operating Expenses	\$16,107,085	\$3,770,346
Capital Revenue	\$0	\$86,364
Capital Expenses	\$5,034,628	\$0

**CORPORATE PLAN ACTIVITIES**  
1. Operate and maintain the Rockhampton Airport to meet the transport needs of the regional community and in a manner that provides a commercial return.

*Airport Unit* is a commercialised business unit and the key objective is to operate a profitable and financially sustainable airport business that is resilient and progressive through ever changing times. The airport main activities are the core business, aeronautical, which involves managing the airside of the airport including the runways, taxiways and aprons in a safe and efficient manner. The landside component of the business involves the commercial activities related to management of the terminal precinct including the terminal and car parking operations as well as property leases on airport.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

ACTIVITIES LEGEND	
R	Risk of Incompletion / Delay
OK	On Target
AT	Ahead of Target
C	Complete
I	Incomplete (Q4 only)

Q1	Q1-Q2	Q1-Q3	Q1-Q4
OK			

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
76%				76%	19% of 25% in Q1 due to resourcing/tenders/quotations for work/additional scope of works and investigations required
100%				100%	
88%				88%	7 of 8 KPI's achieved. Passenger numbers continue to decline due to general economic conditions

**FINANCE SECTION**

Section Budget Summary		
Budget	Adopted	Actual YTD
Operating Revenue	\$455,660	\$137,985
Resourcing Revenue	\$66,677,783	\$29,768,096
Operating Expenses	\$5,941,880	\$1,178,394
Resourcing Expenses	\$25,604,506	\$6,498,205
Capital Revenue	\$0	\$0
Capital Expenses	\$0	\$0
Resourcing Capital Revenue	\$0	\$0
Resourcing Capital Expenses	\$1,000,000	\$0

**CORPORATE PLAN ACTIVITIES**  
1. Provide an Asset Services Section focusing on a clear communicative process and accurate data.  
2. Provide professional accounting and financial management functions and ensure statutory compliance is met.  
3. Manage the Council rating function in aspects of maintenance, levying and collection of rate revenue for Council.  
4. Manage the treasury functions of Council to ensure effective and optimised cash management as well as compliance with taxation.  
5. Provide accurate Geographical Information System (GIS) and spacial data information

ACTIVITIES LEGEND	
R	Risk of Incompletion / Delay
OK	On Target
AT	Ahead of Target
C	Complete
I	Incomplete (Q4 only)

Q1	Q1-Q2	Q1-Q3	Q1-Q4
OK			
OK			
OK			
OK			
OK			





## 2014 - 2015 OPERATIONAL PLAN CORPORATE SERVICES

**Assets & GIS** - Manage, support and develop Council's corporate GIS system ensuring records are accurately maintained and users' needs are supported. In addition the systems are continually developed for optimisation. Provides an interface to custodians of non-current assets to ensure Asset Registers and Asset Management Plans are maintained. The information is used for future investment decisions and legislative compliance.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

**Financial Systems** - Manage, support and develop Council's corporate financial system ensuring financial records are accurately maintained and users' needs are supported. In addition the systems are continually developed for optimisation.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

**Revenue & Accounting** - Provides the oversight of the financial governance of Council. This includes Long Term Financial Forecasting, Budget Preparation and Financial reporting within legislative requirements whilst meeting the organisational needs in this regard. The 4 inter-related sub-units related are Financial Accounting, Commercial Accounting, Treasury and Rates.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
N/A				0%	No relevant Customer Service requests for this unit.
100%				100%	
N/A				0%	No capital projects relevant for this unit.
100%				100%	
N/A				0%	No relevant adopted service levels for this unit.

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
N/A				0%	No relevant Customer Service requests for this unit.
100%				100%	
N/A				0%	No capital projects relevant for this unit.
100%				100%	
N/A				0%	No relevant adopted service levels for this unit.

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
N/A				0%	No capital projects relevant for this unit.
100%				100%	
100%				100%	



2014 - 2015 OPERATIONAL PLAN  
CORPORATE SERVICES

WORKFORCE & STRATEGY SECTION

Section Budget Summary		
Budget	Adopted	Actual YTD
Operating Revenue	\$40,500	\$22,810
Operating Expenses	\$3,827,683	\$739,992
Capital Revenue	\$0	\$0
Capital Expenses	\$0	\$0

CORPORATE PLAN ACTIVITIES

1. Implement and oversee a compliant safety management system
2. Provide rehabilitation and injury management support services
3. Manage Council's training and development programs
4. Provide human resource and industrial relations advisory support services
5. Provide payroll services to all of Council
6. Manage Council's strategic business planning function
7. Administer an appropriate corporate governance program

**Safety & Training** - provides specialist advisory services to all departments of Council for the functions of Workplace Health & Safety, Training and Injury Management.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

**Workforce Relations** - provides Human Resources, Industrial Relations, investigation and payroll services across the organisation.

The Human Resources Sub Unit is focused on delivering quality consultancy services to all areas of Council; enabling the achievement of objectives, while maintaining compliance with relevant legislation, policies and procedures and upholding the Council's values.

The Industrial Relations Sub Unit provides an internal investigation services and Award/Agreement interpretation, while managing the relationship between Council and the Crime and Misconduct Commission for matter of a more serious nature.

The Payroll Sub Unit is responsible for the provision of an accurate and timely payroll service.


KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

ACTIVITIES LEGEND	
R	Risk of Incompletion / Delay
OK	On Target
AT	Ahead of Target
C	Complete
I	Incomplete (Q4 only)

Q1	Q1-Q2	Q1-Q3	Q1-Q4
OK			
OK			
OK			
OK			
OK			
OK			
OK			

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
N/A				0%	No Capital Projects are relevant for Safety & Training.
100%				100%	
100%				100%	

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
N/A				0%	No Capital Projects are relevant for Workforce Relations.
100%				100%	
91%				91%	19 positions were recruited in Q1. 3 were not completed within the 30 days. These delays were due to Criminal History Checks, applicant advising available start date and unsuitability of interviewed applicants.

			<b>2014 - 2015 OPERATIONAL PLAN CORPORATE SERVICES</b>							
<i>Corporate Improvement &amp; Strategy - provides legislatively compliant performance planning and management frameworks that are fully integrated into Council's management and operational strategies maintaining a performance-based organisation.</i>										
<b>KEY PERFORMANCE INDICATORS</b>			<b>TARGET</b>	<b>TIMEFRAME</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>ANNUAL</b>	<b>COMMENTS</b>
Compliance with Customer Service Requests			100%	QTR	100%				100%	
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters			100%	QTR	100%				100%	
Achievement of Capital Projects within adopted budget and approved timeframes			100%	QTR	N/A				0%	No Capital Projects are relevant for CIS.
Achievement of Operational Projects within adopted budget and approved timeframes			100%	QTR	100%				100%	
Delivery of services and activities in accordance with Council's adopted Service Levels			100%	QTR	98%				98%	Staff resourcing has impacted on the under achievement of this KPI.
<b>CORPORATE SERVICES DIRECTORATE</b>										
<b>Section Budget Summary</b>					<b>ACTIVITIES LEGEND</b>					
<b>Budget</b>	<b>Adopted</b>	<b>Actual YTD</b>			R	Risk of Incompletion / Delay				
Operating Revenue	\$0	\$0			OK	On Target				
Operating Expenses	\$526,379	\$102,619			AT	Ahead of Target				
Capital Revenue	\$0	\$0			C	Complete				
Capital Expenses	\$0	\$0			I	Incomplete (Q4 only)				
<b>CORPORATE PLAN ACTIVITIES</b>					<b>Q1</b>	<b>Q1-Q2</b>	<b>Q1-Q3</b>	<b>Q1-Q4</b>		
1. Provide leadership, corporate oversight and strategic direction					OK					
<i>Corporate Services Directorate - The directorate of Corporate Services provides the oversight of this department. Corporate Services department contains the Financial functions of Council including asset management &amp; GIS, procurement &amp; supply, information technology, workforce &amp; strategy, fleet management, property management and customer service. In addition to this Airport Operations are also included.</i>										
<b>KEY PERFORMANCE INDICATORS</b>			<b>TARGET</b>	<b>TIMEFRAME</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>ANNUAL</b>	<b>COMMENTS</b>
Compliance with Customer Service Requests			100%	QTR	N/A				0%	No specific Customer Service Requests for Directorate.
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters			100%	QTR	100%				100%	
Achievement of Capital Projects within adopted budget and approved timeframes			100%	QTR	N/A				0%	No Capital projects specific to Directorate.
Achievement of Operational Projects within adopted budget and approved timeframes			100%	QTR	100%				100%	Work progressing on the Propel Alongside project.
Delivery of services and activities in accordance with Council's adopted Service Levels			100%	QTR	N/A				0%	No adopted service levels for the Directorate.

**COMMERCIAL BUSINESS UNITS**

The Airport Annual Performance Plan was adopted by Council on 12 August 2014. This Plan is a requirement of s175 Local Government Regulation 2012.

# **ANNUAL OPERATIONAL PLAN QUARTER ONE PROGRESS REPORT**

## **Q1 Progress Report and Summary - Regional Services**

**Meeting Date: 25 November 2014**

**Attachment No: 3**

**General Manager Regional Services Summary  
Operational Plan Report  
1st Quarter**

All sections of Regional Services have continued to deliver on their respective services with all operational areas progressing as per budget forecasts. There have been some minor overruns on response times for Customer Service Requests with most units hitting the 100% achievement whilst RRWR have delivered at 98% for the quarter. Development Assessment and Strategic Infrastructure are a little lower at 92% and 90% respectively with that due mainly to the volume received and, in respect of Strategic Infrastructure, generated through the proposed Planning Scheme consultation. Building Compliance was relatively low at 67% for Customer Service Requests and 82% for compliance with legislative timeframes and standards and these were as a result of staffing issues with vacancies in the Unit; however, these have now been addressed.

The capital programs across Regional Services are being completed in line with forecasts; however, there will be more discussion on this as we approach our capital budget review. Overall, the reporting period has been extremely busy for all sections of Regional Services with the following main issues highlighted:

- Continued South Rockhampton Flood Levee investigations;
- North Rockhampton Flood Mitigation Project;
- Proposed Planning Scheme;
- Local Creek Catchment modelling;
- Design work for capital program;
- CBD Revitalisation;
- Water supply security;
- Waste programs;
- Collaborative approach with Gladstone Regional Council for long term waste options; and
- A number of community awareness programs for FRW and RRWR.

**Robert Holmes  
General Manager  
Regional Services**



## 2014 - 2015 OPERATIONAL PLAN REGIONAL SERVICES

### CIVIL OPERATIONS SECTION

#### Section Budget Summary

Budget	Adopted	Actual YTD
Operating Revenue	\$9,498,584	\$2,100,057
Operating Expenses	\$35,778,982	\$7,652,223
Capital Revenue	\$7,014,624	\$55,345
Capital Expenses	\$33,828,259	\$0

#### CORPORATE PLAN ACTIVITIES

1. Provide value for money construction, maintenance and community response services for transport and drainage assets

*Urban Operations Unit - manages the construction and maintenance of road pavements and surfacings, bridges, kerb and channel, footpaths and cycle ways, stormwater drainage systems, guardrail, street signs, linemarking and traffic signals that are not on State controlled roads and road lighting for the urban areas of Rockhampton, Parkhurst, Gracemere and Mt Morgan.*

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

*Rural Operations Unit - manages the construction and maintenance of sealed and unsealed road pavements, bridges, stormwater drainage systems guardrail, road signs, linemarking in the rural towns and areas of the Region.*

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

ACTIVITIES LEGEND	
R	Risk of Incompletion / Delay
OK	On Target
AT	Ahead of Target
C	Complete
I	Incomplete (Q4 only)

Q1	Q1-Q2	Q1-Q3	Q1-Q4
OK			

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
100%				100%	
100%				100%	
95%				95%	Some minor overruns in timeframes.

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
100%				100%	
100%				100%	
95%				95%	Some minor overruns in timeframes.



## 2014 - 2015 OPERATIONAL PLAN REGIONAL SERVICES

### ENGINEERING SECTION

#### Section Budget Summary

Budget	Adopted	Actual YTD
Operating Revenue	\$132,000	\$76,511
Operating Expenses	\$3,932,350	\$539,137
Capital Revenue	\$2,920,024	\$0
Capital Expenses	\$1,152,200	\$0

#### CORPORATE PLAN ACTIVITIES

1. Provide engineering, infrastructure planning and project management services to meet the current and future needs of the community and organisation
2. Maintain a disaster management response capacity able to meet the community's needs when required.

*Infrastructure Operations* - responsible for the provision of engineering advice, assessment of development applications and compliance inspections involving reconfiguration of lots, material change of use and operational works as they relate to traffic, transport, stormwater, water supply and sewerage reticulation networks. The Unit is also responsible for the development and implementation of traffic and road safety initiatives.

#### KEY PERFORMANCE INDICATORS

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

*Disaster Management* - responsible for the planning, preparation, mitigation and operational response strategies required to ensure Council has the appropriate response capability and processes in place to assist the local community to be prepared for, respond to and recover from disaster events. The Unit also provides support to the State Emergency Service through the provision of a SES Local Controller.

#### KEY PERFORMANCE INDICATORS

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

*Civil Design* - responsible for the engineering survey and design of civil works principally undertaken by the Regional Services Department but also for various projects undertaken by other Council Departments when required.

#### KEY PERFORMANCE INDICATORS

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

ACTIVITIES LEGEND	
R	Risk of Incompletion / Delay
OK	On Target
AT	Ahead of Target
C	Complete
I	Incomplete (Q4 only)

Q1	Q1-Q2	Q1-Q3	Q1-Q4
OK			
OK			

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
80%				80%	Some minor delays in responding to inspection and advice requests.
100%				100%	
N/A				0%	Capital is moved to Civil Operations for undertaking the work.
100%				100%	
80%				80%	Development assessment Referral timeframes

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
N/A				0%	
100%				100%	
N/A				0%	
100%				100%	
100%				100%	No adopted service levels. LDMG has been reviewed

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	Receive minimal direct Customer Service Requests
100%				100%	
100%				100%	Future design program doesn't start until 3rd quarter.
100%				100%	
100%				100%	



2014 - 2015 OPERATIONAL PLAN  
REGIONAL SERVICES

**Strategic Infrastructure** - responsible for the investigation and planning of new and upgraded infrastructure within the roads, pathways, cyclepaths, public transport, stormwater, floodplain management, reticulated water supply and sewerage networks within the region.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
90%				90%	Minor overruns in response times.
100%				100%	
80%				80%	North Rockhampton Flood Mitigation Project has commenced. Gracemere Industrial Area Planning not commenced.
100%				100%	Programs underway in Transport, Stormwater and Roads Alliance areas.
100%				100%	

PLANNING SECTION

Section Budget Summary		
Budget	Adopted	Actual YTD
Operating Revenue	\$3,635,929	\$704,282
Operating Expenses	\$4,977,784	\$1,052,292
Capital Revenue	\$0	\$0
Capital Expenses	\$0	\$0

ACTIVITIES LEGEND	
R	Risk of Incompletion / Delay
OK	On Target
AT	Ahead of Target
C	Complete
I	Incomplete (Q4 only)

- CORPORATE PLAN ACTIVITIES**
1. Provide regulatory and compliance services in line with statutory requirements and best practice
  2. Contribute to the fair, orderly and sustainable use and development of the Region's resources
  3. Assist in the implementation of a growth management framework which facilitates economic growth whilst preserving the region's character
  4. Plan and deliver programmes, partnerships, regulation and education relevant to activities associated with town planning and operational works
  5. Implement a growth management framework which facilitates economic growth whilst preserving the Region's character
  6. Manage the Region's growth framework to compliment state legislation and policy
  7. Promote the sustainable development of natural and physical resources and the maintenance of ecological processes and genetic diversity
  8. Promote the sharing of responsibility for resource management and planning between the different spheres of government, the community and industry

Q1	Q1-Q2	Q1-Q3	Q1-Q4
OK			
OK			
OK			
OK			
OK			
OK			
OK			
OK			

**Building Compliance** - undertakes three primary functions, these being inspections and certification for building and plumbing, and ensuring compliance of all land use and development activities.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
67%				67%	Some delays in responding to Customer Requests.
82%				82%	Some slippage in timeframes due to staff movements. Now getting back on track.
N/A				0%	No Capital Programs
100%				100%	
75%				75%	Some slippage in timeframes due to staff movements. Now getting back on track.





## 2014 - 2015 OPERATIONAL PLAN REGIONAL SERVICES

**Strategic Planning** - provides strategic planning services to optimise quality of life and economic development opportunities for region residents and businesses through the provision of essential infrastructure, services and community amenities. To utilise strategic planning tools to deliver services in the most efficient and cost effective manner possible. To capture community needs and aspirations through active dialogue and engagement. To analyse and incorporate best practice planning tools in concert with understanding of future growth demands, changing demographics, changing lifestyle choices and the interests of other levels of government as they relate to the use of land in the planning area. Develop land use policies and guide settlement patterns to acknowledge and respond effectively and efficiently to these inputs. Plan for the efficient and timely delivery of necessary trunk infrastructure to service the settlement pattern in a Priority Infrastructure Plan (PIA) in collaboration with the Strategic Infrastructure unit. All planning products will manifest principally in the Planning Scheme (Town Plan) which is a statutory planning instrument requiring Local Council and State Government approval. It has a statutory life of 10 years.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

**Development Assessment** - manages development applications for material changes of use, reconfigurations of lots, operational works and building works assessable against the planning scheme through the Integrated Development Assessment System under the Sustainable Planning Act 2009. The Unit supports this primary role with ancillary services such as pre-lodgement meetings, negotiating decision notices, issuing infrastructure charges notices and managing development assessment matters in the Planning and Environment Court which involve Council as a party.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
96%				96%	Some minor delays in response times.
100%				100%	
N/A				0%	No Capital Programs
90%				90%	Planning Scheme
100%				100%	

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
92%				92%	Some minor delays in response times.
97%				97%	Some slippage in timeframes due to staff movements. Now getting back on track.
N/A				0%	No Capital Programs
N/A				0%	
100%				100%	



## 2014 - 2015 OPERATIONAL PLAN REGIONAL SERVICES

### FITZROY RIVER WATER

Section Budget Summary		
Budget	Adopted	Actual YTD
Operating Revenue	\$58,762,116	\$23,077,528
Operating Expenses	\$53,087,735	\$12,530,710
Capital Revenue	\$4,111,609	\$1,027,755
Capital Expenses	\$29,589,921	\$0

#### CORPORATE PLAN ACTIVITIES

- Operate water supplies and networks to ensure future regional water demand (potable water) is sustainable
- Operate and maintain sewerage network and treatment assets including re-use schemes

*Treatment and Supply - manages the planning, construction, operations and maintenance of water and sewage treatment plants, water and sewage pump stations, water reservoirs, and water storages enabling the delivery of high quality, safe, reliable and cost effective water and sewerage services to our customers. The unit also manages trade waste licensing, drinking water and environmental compliance reporting for FRW.*

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

*Network Services - manages the construction and maintenance of trunk and reticulation water and sewerage pipe network enabling the delivery of high quality, safe, reliable and cost effective water and sewerage services to our customers. The unit also conducts water meter reads, new water and sewerage connections and administers irrigator contracts for FRW.*

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

ACTIVITIES LEGEND	
R	Risk of Incompletion / Delay
OK	On Target
AT	Ahead of Target
C	Complete
I	Incomplete (Q4 only)

Q1	Q1-Q2	Q1-Q3	Q1-Q4
OK			
OK			

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
100%				100%	
100%				100%	
100%				100%	

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
95%				95%	A number of projects needed to be tendered externally which has taken place during the 1st quarter.
100%				100%	
100%				100%	Voluntary Transitional Environmental Program in place for Sewage Treatment Plants.



## 2014 - 2015 OPERATIONAL PLAN REGIONAL SERVICES

### ROCKHAMPTON REGIONAL WASTE & RECYCLING

#### Section Budget Summary

Budget	Adopted	Actual YTD
Operating Revenue	\$18,908,220	\$7,511,282
Operating Expenses	\$16,561,740	\$3,057,117
Capital Revenue	\$0	\$0
Capital Expenses	\$7,052,824	\$0

#### CORPORATE PLAN ACTIVITIES

1. Provide waste management facilities and services which meet the community's needs through the development and implementation of a Strategic Waste Management Plan

*Collections - Provision of a reliable kerbside collection service for waste and recyclables from domestic and some commercial premises from within declared waste areas across the Regional Council area. Administration of kerbside recycling collections contract.*

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

*Waste Operations - Provision and management of waste and recycling transfer and disposal facilities that are accessible and provided in a sustainable manner.*

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

#### ACTIVITIES LEGEND

R	Risk of Incompletion / Delay
OK	On Target
AT	Ahead of Target
C	Complete
I	Incomplete (Q4 only)

Q1	Q1-Q2	Q1-Q3	Q1-Q4
OK			

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
98%				98%	Marginal time delays in responding.
100%				100%	
100%				100%	
100%				100%	
100%				100%	

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
98%				98%	Marginal time delays in responding.
100%				100%	
100%				100%	
100%				100%	
100%				100%	



## 2014 - 2015 OPERATIONAL PLAN REGIONAL SERVICES

### REGIONAL SERVICES DIRECTORATE

Section Budget Summary		
Budget	Adopted	Actual YTD
Operating Revenue	\$0	\$0
Operating Expenses	\$610,185	\$134,293
Capital Revenue	-\$1,000,000	\$0
Capital Expenses	\$250,000	\$0

ACTIVITIES LEGEND	
R	Risk of Incompletion / Delay
OK	On Target
AT	Ahead of Target
C	Complete
I	Incomplete (Q4 only)

#### CORPORATE PLAN ACTIVITIES

1. Provide leadership, corporate oversight and strategic direction

*Regional Services Directorate - Overall corporate management and coordination of the service delivery and strategic direction of Civil Operations, Planning, Engineering, Fitzroy River Water and Rockhampton regional Waste & Recycling. The Directorate also provides media and community awareness programs for those areas.*

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

Q1	Q1-Q2	Q1-Q3	Q1-Q4
OK			

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
N/A				0%	No Capital Programs for Regional Services Directorate
100%				100%	
100%				100%	

#### COMMERCIAL BUSINESS UNITS

The FRW and Rockhampton Regional Waste & Recycling Performance Plans was adopted by Council on 7 October 2014. These Plans are a requirement of s175 Local Government Regulation 2012.

# **ANNUAL OPERATIONAL PLAN QUARTER ONE PROGRESS REPORT**

## **Q1 Progress Report and Summary - Community Services**

**Meeting Date: 25 November 2014**

**Attachment No: 4**

**General Manager Community Services Summary  
Operational Plan Report  
1st Quarter**

**Directorate**

Activities within the Directorate have generally been directed towards ensuring the Departmental service deliverables and standards are met, supporting the sectional staff re-alignments and maintaining the mandated operational strategic direction. Specific Directorate customer service requests are being met 100% within service delivery timelines and actual costs of the Directorate are 2% better than predicted quarter budget outcome.

**Parks**

Departmental focus of management activities in Parks for the quarter has been on the following:

- Re-alignment of staff resources to produce greater operational efficiencies and improved targeted area outcome effectiveness.
- Delivery of parks operational outcomes.

Despite an increase in hectares to be maintained and a shift in operational emphasis, maintenance service levels have been sustained and improved due to this effort with the actual budget outcome being 2% better than predicted for the quarter without increase in staffing levels.

The response time for all requests types has been able to be met in all categories with statutory and regulatory compliance being maintained well within organisational tolerance limits.

Specific operational projects such as the Yaamba Road medians, CBD "Spring Clean" and Gracemere Streetscape projects have been delivered within project parameters drawing favourable community feedback.

**Community and Facilities**

Section continues to deliver services in accordance with program and customer service response timelines with statutory and regulatory requirements being met and maintained.

Actual budget outcome for the quarter is 6% better than predicted for the quarter but when adjusted for the "lumpiness" of grant monies received (library grant, home assist subsidy) the quarterly result is in accordance with the quarterly outcome prediction.

The diversity of library programs and mix of care opportunities at the Child Care Centre has seen attendance rates at the library and child care facilities remain high with the current trend indicating increased attendance and utilisation for the year.

The integrity of Facilities unit maintenance schedules remains intact with programmed works occurring and the minor capital program has delivered improvements to City Hall, Walter Reid Cultural Centre, Rockhampton Showgrounds, Pilbeam Theatre, Gracemere Administration Centre, Botanic Gardens and Dooley Street depot within budget parameters.

**Health, Environment & Local Laws**

Departmental focus of management activities for the quarter has been:

- Amalgamation of the Environment & Public Health and Local Laws units
- Re-alignment of staffing resources to produce greater operational efficiencies and improved targeted area outcome effectiveness.
- Streamlining of administrative support processes.

These efforts have seen increased revenue achieved in Local Laws at reduced cost while maintaining staff levels and Health & Environment reducing costs through improved programming and more targeted activities.

Systematic inspections combined with education programmes in both operational areas are yielding increased compliance and positive community feedback.

**Arts and Heritage**

Holding responsibility for Council's major venues; a key component is the delivery of entertainment programming and the unit has been particularly effective in this regard over the quarter.

Attendances at the Pilbeam Theatre, Art Gallery and Heritage Village sites is increased over the previous year's comparative quarter with actual budget outcome for the quarter being 3% better than predicted outcome in the budget when adjusted for event cash flow impacts.

Of note, the "Cream" travelling exhibition, the first time the Gallery's principal artworks have travelled, commenced during the quarter and attendances at visitor gallery locations has been in excess of 30,000 thus far.

**Michael Rowe**  
**General Manager**  
**Community Services**



## 2014 - 2015 OPERATIONAL PLAN COMMUNITY SERVICES

### HEALTH & ENVIRONMENT SECTION

Section Budget Summary		
Budget	Adopted	Actual YTD
Operating Revenue	\$197,358	\$38,521
Operating Expenses	\$2,664,028	\$424,255
Capital Revenue	\$0	\$0
Capital Expenses	\$0	\$0

#### CORPORATE PLAN ACTIVITIES

1. Provide regulatory and compliance services in line with statutory requirements and best practice
2. Plan and deliver programmes, partnerships, regulation and education relevant to Environment and Public Health
3. Implement Pest Management Plan actions to control declared pests
4. Implement Vector Management Plan actions to establish vector control measures

**Health & Environment** - Responsible for licensing and inspecting activities particularly food businesses, environmentally relevant activities and higher risk personal appearance services as well as investigating complaints relating to environmental nuisance, public health risks and licensed activities and being a conduit for State based requirements.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

**Pest Management** - Responsible for controlling declared pests plants and animals on Council controlled land, inspecting and investigating declared pest activities and/or complaints and being a conduit for State based requirements.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

**Vector Management** - Responsible for the management of designated pests on Council controlled land, inspecting and investigating public health risk activities and/or complaints and being a conduit for State based requirements.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

ACTIVITIES LEGEND	
R	Risk of Incompletion / Delay
OK	On Target
AT	Ahead of Target
C	Complete
I	Incomplete (Q4 only)

Q1	Q1-Q2	Q1-Q3	Q1-Q4
OK			
OK			
OK			
OK			

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
N/A				0%	No capital projects are relevant to Health and Environment
N/A				0%	No operational projects are relevant to Health and Environment
N/A				0%	No adopted service levels

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
N/A				0%	No capital projects are relevant to Health and Environment
N/A				0%	No operational projects are relevant to Health and Environment
N/A				0%	No adopted service levels

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
N/A				0%	No capital projects are relevant to Health and Environment
N/A				0%	No operational projects are relevant to Health and Environment
N/A				0%	No adopted service levels





## 2014 - 2015 OPERATIONAL PLAN COMMUNITY SERVICES

PARKS SECTION		
Section Budget Summary		
Budget	Adopted	Actual YTD
Operating Revenue	\$644,816	\$178,895
Operating Expenses	\$17,473,624	\$4,071,175
Capital Revenue	\$234,783	\$82,311
Capital Expenses	\$2,244,916	\$0

### CORPORATE PLAN ACTIVITIES

1. Plan for appropriate open space within the Region.
2. Ensure botanical collections are maintained and developed
3. Provide a well maintained and managed zoological collection
4. Provide developmental programs for sporting and recreational groups
5. Maintain the Region's sports fields, parks, gardens, playgrounds and open spaces
6. Deliver regional cemetery and associated services that meet current and future burial and remembrance needs

**Parks Recreation Services** - manages the presentation, heritage conservation and maintenance of the Rockhampton Botanic Gardens and Zoo, Kershaw Gardens, and burial and memorial services at the Region's cemeteries. This unit is the liaison between Council and the various user groups of Council's parks and sport and recreation facilities to assist in building active and healthy communities.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

**Parks Operations** - manages the construction and maintenance of local parks and playgrounds, street trees and landscape. Amenity and cleansing activities in the high use urban areas of the region are also the responsibility of this unit.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

ACTIVITIES LEGEND	
R	Risk of Incompletion / Delay
OK	On Target
AT	Ahead of Target
C	Complete
I	Incomplete (Q4 only)

Q1	Q1-Q2	Q1-Q3	Q1-Q4
OK			
OK			
OK			
R			
OK			
OK			

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	The completion of the crocodile enclosures and relocation of freshwater crocodiles acquires an issue with Zoo BioSecurity licence conditions
100%				100%	All projects are underway.
100%				100%	All projects are underway.
80%				80%	Performance against operational standards is shown, as no service levels have been formally adopted by Council. Delays in finalising tenure renewals for community groups on council land. Resourcing issues will impact effective delivery of Sport & Health Expo; options being explored

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
100%				100%	All projects are underway.
100%				100%	All projects are underway.
100%				100%	Performance against operational standards is shown, as no service levels have been formally adopted by Council.



## 2014 - 2015 OPERATIONAL PLAN COMMUNITY SERVICES

**Parks Administration** - coordinates the workplace administration, allocation of customer work requests, park bookings, procurement and financial management for the Parks Section.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
N/A				0%	Parks Administration do not deliver Capital projects
100%				100%	
100%				100%	Performance against operational standards is shown, as no service levels have been formally adopted by Council.

### ARTS & HERITAGE SECTION

Section Budget Summary		
Budget	Adopted	Actual YTD
Operating Revenue	\$4,620,003	\$1,347,894
Operating Expenses	\$7,670,516	\$1,648,334
Capital Revenue	\$0	\$0
Capital Expenses	\$254,000	\$0

ACTIVITIES LEGEND	
R	Risk of Incompletion / Delay
OK	On Target
AT	Ahead of Target
C	Complete
I	Incomplete (Q4 only)

#### CORPORATE PLAN ACTIVITIES

- Develop and deliver targeted arts and heritage programs
- Deliver and facilitate community events and celebrations

Q1	Q1-Q2	Q1-Q3	Q1-Q4
OK			
OK			

**Venue Operations** - manages the Council's major venues including the Pilbeam Theatre, Walter Reid Cultural Centre and the Rockhampton Showgrounds while also providing auxiliary services such as food and beverage, ticketing and production services. The unit also delivers the See it Live Theatre program.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
100%				100%	
100%				100%	
100%				100%	Performance against operational standards is displayed as no service standards have been formally adopted by Council

**Heritage Services** - manages the Rockhampton Heritage Village, presenting and preserving the region's historical collections.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
100%				100%	
100%				100%	
100%				100%	Performance against operational standards is displayed as no service standards have been formally adopted by Council



## 2014 - 2015 OPERATIONAL PLAN COMMUNITY SERVICES

*Events - coordinates the development and delivery of the Council's major civic events and celebrations.*

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
100%				100%	
100%				100%	
100%				100%	Performance against operational standards is displayed as no service standards have been formally adopted by Council

*Art Gallery - manages the Rockhampton Art Gallery to meet community expectations through art collection, management and development, local and visiting exhibition presentation and inclusive and developmental public programs.*

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
100%				100%	
100%				100%	
100%				100%	Performance against operational standards is displayed as no service standards have been formally adopted by Council

### LOCAL LAWS SECTION

Section Budget Summary		
Budget	Adopted	Actual YTD
Operating Revenue	\$1,054,750	\$584,984
Operating Expenses	\$2,310,693	\$447,746
Capital Revenue	\$0	\$0
Capital Expenses	\$0	\$0

ACTIVITIES LEGEND	
R	Risk of Incompletion / Delay
OK	On Target
AT	Ahead of Target
C	Complete
I	Incomplete (Q4 only)

### CORPORATE PLAN ACTIVITIES

1. Provide compliance and regulatory services in line with legislative and community standards
2. Plan and deliver Local Laws programs, partnerships, regulation and education

Q1	Q1-Q2	Q1-Q3	Q1-Q4
OK			
OK			

*Operations - Enforces State Government Acts and Council's Local Laws in relation to Environmental Nuisances, animals, overgrown land, signage, parking and illegal use of Council land.*

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
N/A				0%	No capital projects are relevant to Local Laws
100%				100%	Projects ongoing throughout the year.
N/A				0%	No adopted service levels



## 2014 - 2015 OPERATIONAL PLAN COMMUNITY SERVICES

### COMMUNITY & FACILITIES SECTION

Section Budget Summary		
Budget	Adopted	Actual YTD
Operating Revenue	\$3,286,554	\$1,068,092
Operating Expenses	\$18,343,702	\$3,975,184
Capital Revenue	\$0	\$0
Capital Expenses	\$3,290,587	\$0

#### CORPORATE PLAN ACTIVITIES

1. Deliver a range of individual and organisational development services and programmes
2. Provide and maintain regional library services
3. Deliver targeted social programs relating to child care, youth and aged services
4. Facilitate community safety
5. Deliver facilities maintenance programs and projects

**Libraries Unit (Client Services, Collections and Systems)** - provides the community with access to community hubs of resources, services, programs and spaces for recreation, information, literacy (including digital literacy) development, learning and social connection.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

**Facilities** - responsible for the delivery of minor capital projects, maintenance, cleaning and security services for Council's building assets.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

**Home Assist** - delivers the CQ Home Assist Program to provide safety related information and referral to home owners or tenants with a disability or aged over 60 years, and subsidised assistance with home maintenance, modifications and repairs for eligible clients, to assist them to remain living in their homes.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

ACTIVITIES LEGEND	
R	Risk of Incompletion / Delay
OK	On Target
AT	Ahead of Target
C	Complete
I	Incomplete (Q4 only)

	Q1	Q1-Q2	Q1-Q3	Q1-Q4
OK				
OK				
OK				
OK				
OK				

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
100%				100%	
100%				100%	
100%				100%	

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	Requests responded to in line with scheduled response times
100%				100%	
100%				100%	
100%				100%	

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
N/A				0%	Customer Service requests and response times tracked externally.
100%				100%	
N/A				0%	No capital projects relevant to Home Assist
100%				100%	
100%				100%	



**2014 - 2015 OPERATIONAL PLAN  
COMMUNITY SERVICES**

*City Child Care Centre - provides quality long day and occasional care for children from 6 weeks to school age in accordance with the Early Years Learning Framework and National Quality Standard.*

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
N/A				0%	Not relevant to Child Care
100%				100%	
N/A				0%	No capital projects relevant to Child Care
100%				100%	
100%				100%	

**COMMUNITY SERVICES DIRECTORATE**

Section Budget Summary		
Budget	Adopted	Actual YTD
Operating Revenue	\$66,172	\$6,540
Operating Expenses	\$965,402	\$213,325
Capital Revenue	\$738,507	\$0
Capital Expenses	\$3,289,805	\$0

ACTIVITIES LEGEND	
R	Risk of Incompletion / Delay
OK	On Target
AT	Ahead of Target
C	Complete
I	Incomplete (Q4 only)

**CORPORATE PLAN ACTIVITIES**

1. Provide leadership, corporate oversight and strategic direction

*Community Services Directorate - The Community Services Directorate provides overall corporate management and coordination of the service delivery and strategic direction of the Health & Environment, Parks, Arts & Heritage, Locals Laws, and Community Services Sections.*

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

Q1	Q1-Q2	Q1-Q3	Q1-Q4
OK			

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%				100%	
100%				100%	
100%				100%	
100%				100%	
N/A				0%	No Council adopted Service Levels set during this quarter

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**9.2 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 OCTOBER 2014**

**File No:** 8148  
**Attachments:** 1. Income Statement - October 2014  
2. Key Indicator Graphs - October 2014  
**Authorising Officer:** Ross Cheesman - General Manager Corporate Services  
**Author:** Alicia Cutler - Manager Finance

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**SUMMARY**

*Manager Finance presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 October 2014.*

**OFFICER'S RECOMMENDATION**

THAT the Rockhampton Regional Council Summary Budget Management Report for the Period ended 31 October 2014 be 'received'.

**COMMENTARY**

The attached financial report and graphs have been compiled from information within Council's Finance One system. The reports presented are as follows:

1. Income Statement (Actuals and Budget for the period 1st July 2014 to 31 October 2014), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

Council should note in reading this report that normally after the completion of the first three months of the financial year, operational results should be approximately 33.3% of budget. All percentages for operational revenue and operational expenditure are measured against the adopted budget.

The percentages reported for capital revenue and capital expenditure are measured against the adopted budget with carryovers i.e. including carry-over capital budgets from 2013/14.

The following commentary is provided in relation to the Income Statement:

Total Operating Revenue is reported at 42%. Key components of this result are:

- Net Rates and Utility Charges are at 46% of budget. This positive variance is due to General Rates and Utility Charges for the six months ending 31 December 2014 having been processed in full.
- Private and Recoverable Works are behind budget at 26%.
- Interest Revenue is ahead of budget at 44%. There appears to be scope to increase the budget during December revised budget.
- All other revenue items are in proximity to budget.

Total Operating Expenditure is reported at 34%. Key components of this result are:

- Contractors and Consultants expenditure is ahead of budget at 41%. This is due to committed expenditure, as actual expenditure is only 21% of budget.
- Materials and Plant expenditure is below budget at 24%. This result is largely attributable to the Civil Works Maintenance area, where the majority of expenditure is budgeted against Materials and Plant, however actual expenditure is incurred not only against Materials and Plant, but also against other expenditure groups.
- Asset Operational Expenditure is ahead of budget at 42%. This is due to Council having already paid annual insurance premiums including, amongst others, Public Liability and Motor Vehicle premiums.

- Administrative Expenses are ahead of budget at 54%. This account group is also significantly impacted by committed expenditure, as actual expenditure is in line with budget at 31%. Council has also paid a number of annual Information Technology software licenses.
- Finance Costs are behind budget at 23%. Finance costs will remain below budget until the next quarterly repayment on Council's loan portfolio held with the Queensland Treasury Corporation.
- Other Expenses are ahead of budget at 40%. This is mostly due to Council having paid annual LGAQ membership as well as the first instalment to Capricorn Tourism and Economic Development.

The following commentary is provided in relation to capital income and expenditure, as well as investments and loans:

Total Capital Income is at 14% of budget. Receipt of Capital Income is anticipated to increase in coming months with Natural Disaster, GIA and Southside Pool funding as well as proceeds from asset sales.

Total Capital Expenditure is at 42% of budget with committals, or approximately 20% of budget without committals.

Total Investments are approximately \$96.9M as at 31 October 2014 which is a decrease from the \$104.3M as reported for end September 2014. Decreases should continue for November through to January 2015 prior to next half yearly rating period.

Total Loans are \$154.4M as at 31 October 2014.

## **CONCLUSION**

Operational Income is ahead of budget mainly due to the levying of the General Rates and Utility Charges for the six months ending 31<sup>st</sup> December 2014. Operational Expenditure is in line with budget at 34%, including committals.

Capital Revenue is behind budget at 14% and Capital Expenditure excluding committed expenditure is currently at 20% of budget. This is partly attributable to the carry-over capital addition to budget.

**SUMMARY BUDGET MANAGEMENT  
REPORT FOR THE PERIOD ENDED  
31 OCTOBER 2014**

**Income Statement - October 2014**

**Meeting Date: 25 November 2014**

**Attachment No: 1**





**Income Statement  
For Period July 2014 to October 2014  
33.3% of Year Gone**

	Adopted Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Adopted Budget	
	\$	\$	\$	\$		
<b>OPERATING</b>					01 04	
<b>Revenues</b>						
Net rates and utility charges	(124,312,081)	(57,047,736)	0	(57,047,736)	46% A	
Fees and Charges	(28,728,960)	(9,357,524)	4,588	(9,352,936)	33% A	
Private and recoverable works	(7,977,114)	(2,095,594)	0	(2,095,594)	26% A	
Rent/Lease Revenue	(2,973,053)	(989,342)	0	(989,342)	33% A	
Grants Subsidies & Contributions	(14,798,353)	(5,224,500)	223	(5,224,277)	35% A	
Interest revenue	(2,588,470)	(1,142,385)	0	(1,142,385)	44% A	
Other Income	(3,960,139)	(1,587,939)	0	(1,587,939)	40% A	
<b>Total Revenues</b>	<b>(185,338,169)</b>	<b>(77,445,021)</b>	<b>4,811</b>	<b>(77,440,210)</b>	<b>42% A</b>	
<b>Expenses</b>						
Employee Costs	70,866,820	22,204,293	223,682	22,427,975	32% A	
Contractors & Consultants	15,759,452	3,298,500	3,182,653	6,481,152	41% A	
Materials & Plant	18,730,644	3,409,580	1,029,080	4,438,659	24% A	
Asset Operational	19,139,029	6,807,245	1,187,774	7,995,019	42% A	
Administrative Expenses	10,568,893	3,322,275	2,335,674	5,657,950	54% A	
Depreciation	44,437,366	14,812,455	0	14,812,455	33% A	
Finance costs	10,063,252	2,346,866	0	2,346,866	23% A	
Other Expenses	1,480,408	539,145	52,078	591,222	40% A	
<b>Total Expenses</b>	<b>191,045,863</b>	<b>56,740,359</b>	<b>8,010,940</b>	<b>64,751,299</b>	<b>34% A</b>	
<b>Transfer / Overhead Allocation</b>						
Transfer/Overhead Allocation	(10,352,252)	(3,300,919)	1,416	(3,299,503)	32% A	
<b>Total Transfer / Overhead Allocation</b>	<b>(10,352,252)</b>	<b>(3,300,919)</b>	<b>1,416</b>	<b>(3,299,503)</b>	<b>32% A</b>	
<b>TOTAL OPERATING POSITION (SURPLUS)/DEFICIT</b>	<b>(4,644,557)</b>	<b>(24,005,582)</b>	<b>8,017,167</b>	<b>(15,988,414)</b>	<b>344% A</b>	
<b>CAPITAL</b>	<b>Adopted Budget</b>	<b>August Revised (inc Carry Forward)</b>	<b>YTD Actual</b>	<b>Commitments</b>	<b>YTD Actuals (inc commitments)</b>	<b>% of Revised Budget</b>
<b>Total Developers Contributions Received</b>	(3,600,000)	(3,600,000)	(1,078,164)	0	(1,078,164)	30%
<b>Total Capital Grants and Subsidies Received</b>	(6,344,000)	(10,897,134)	(971,986)	0	(971,986)	9%
<b>Total Proceeds from Sale of Assets</b>	(6,575,000)	(6,581,455)	(925,000)	0	(925,000)	14%
<b>Total Capital Income</b>	<b>(16,519,000)</b>	<b>(21,078,589)</b>	<b>(2,975,150)</b>	<b>0</b>	<b>(2,975,150)</b>	<b>14%</b>
<b>Total Capital Expenditure</b>	80,462,491	99,636,904	20,183,204	21,251,935	41,435,139	42%
<b>Net Capital Position</b>	<b>63,943,491</b>	<b>78,558,315</b>	<b>17,208,054</b>	<b>21,251,935</b>	<b>38,459,989</b>	<b>49%</b>
<b>TOTAL INVESTMENTS</b>			96,549,602			
<b>TOTAL BORROWINGS</b>			154,370,576			

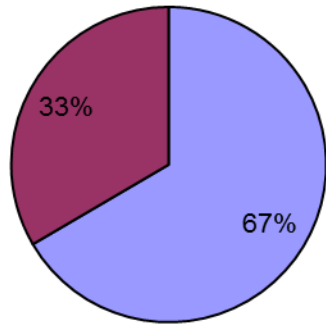
**SUMMARY BUDGET MANAGEMENT  
REPORT FOR THE PERIOD ENDED  
31 OCTOBER 2014**

**Key Indicator Graphs - October 2014**

**Meeting Date: 25 November 2014**

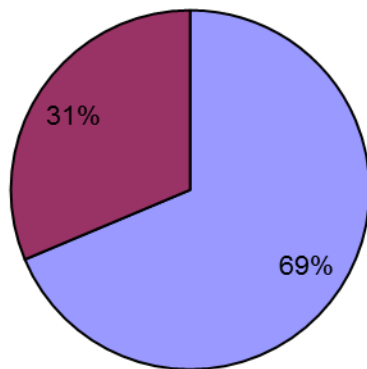
**Attachment No: 2**

**Operating Revenue  
(Excluding Net Rates and Utility Charges)  
(33.3% of Year Gone)**



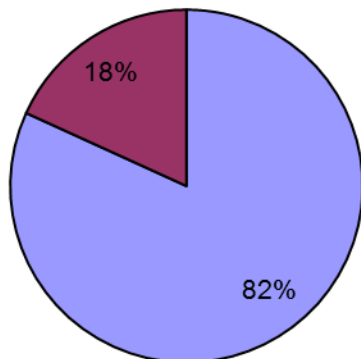
■ Uncollected  
Operating  
Revenue  
■ Collected  
Operating  
Revenue

**Operating Employee Costs  
(33.3% of Year Gone)**

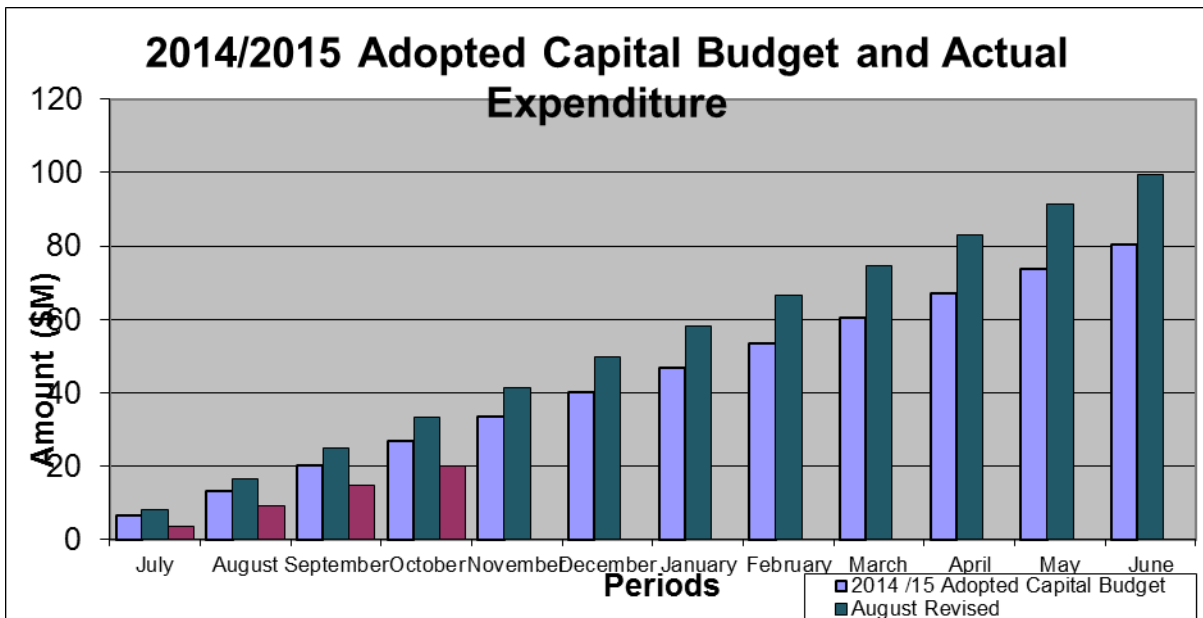
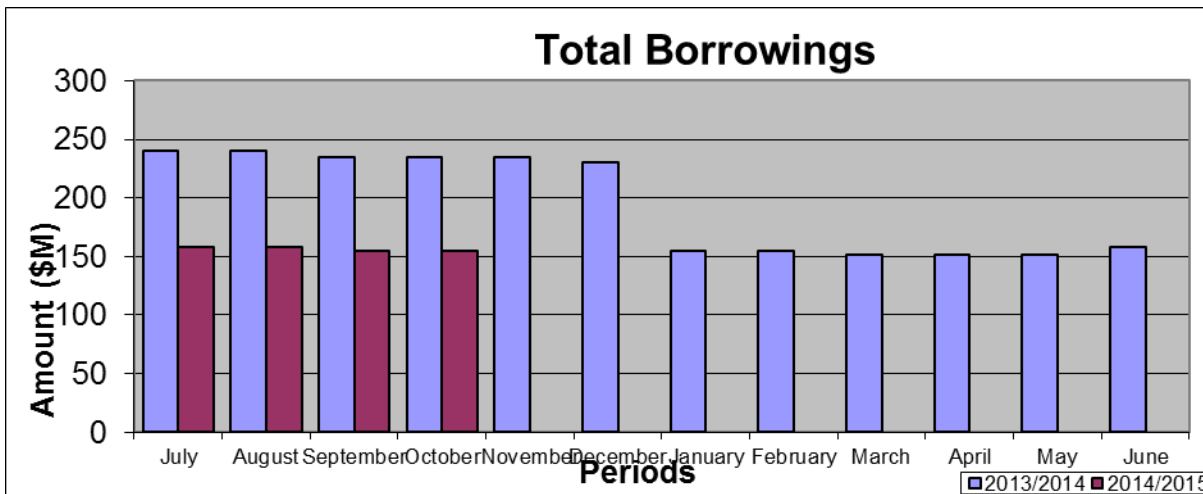
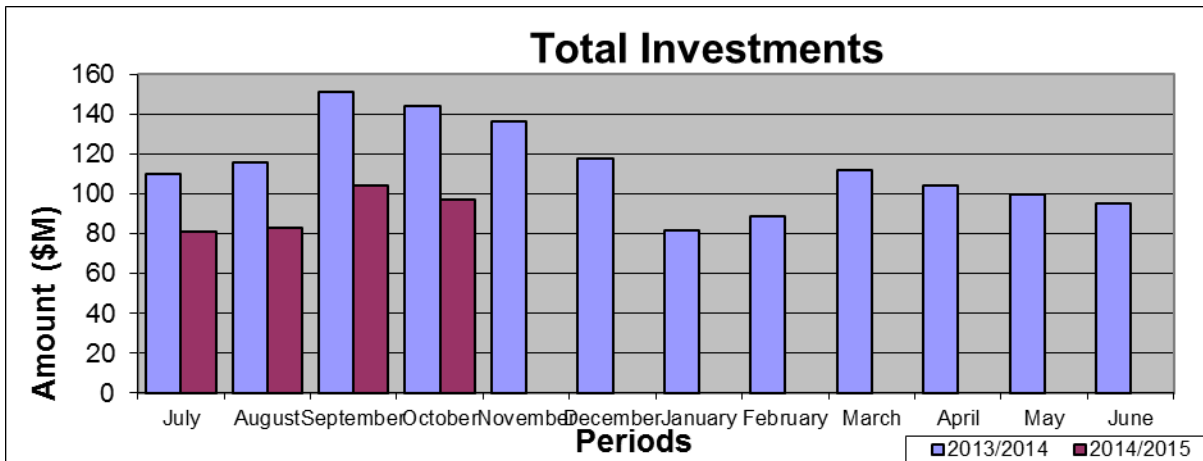


■ Unspent  
Employee  
Costs

**Operating Materials & Plant  
(33.3% of Year Gone)**



■ Unspent  
Materials &  
Plant



**9.3 CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT****File No:** 1392**Attachments:**

1. Finance Monthly Report - October 2014
2. Workforce & Strategy Monthly Report - October 2014
3. Corporate and Technology Monthly Report - October 2014

**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Ross Cheesman - General Manager Corporate Services

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**SUMMARY**

*The monthly operations report for the Corporate Services department as at 31 October 2014 is presented for Councillor's information.*

**OFFICER'S RECOMMENDATION**

THAT the Corporate Services Departmental Monthly Operations Report as at 31 October 2014 be 'received'.

**COMMENTARY**

It is recommended that the monthly operations report for the Corporate Services department as at 31 October 2014 be received.

**CORPORATE SERVICES  
DEPARTMENT - MONTHLY  
OPERATIONAL REPORT**

**Finance Monthly Report - October 2014**

**Meeting Date: 25 November 2014**

**Attachment No: 1**

**MONTHLY OPERATIONS REPORT**  
**FINANCE SECTION**  
**Period Ended OCTOBER 2014**

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**VARIATIONS, ISSUES AND INNOVATIONS*****Innovations***

*The review of the Chart of Accounts project is well underway with a plan for improvement to the accounts to enable service information to be extracted easier from Finance 1.*

*Scoping for the implementation of the Finance One Budget module has been undertaken with further training to be undertaken During December.*

*Signage for Land Sale for Arrears of Rates will be erected on the affected properties within the week in preparation for the Auction on the 11 December 2014.*

***Improvements / Deterioration in Levels of Services or Cost Drivers***

*Nil.*

**LINKAGES TO OPERATIONAL PLAN**

**1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS**

The response times for completing the predominant customer requests in the reporting period for *Finance* are as below:

	Balance B/F	Completed In Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Rates Enquiry	25	23	112	111	3	0	3	● 2.05	● 1.75	● 1.70	1.36

***Comments & Additional Information***



## **2. COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS INCLUDING SAFETY, RISK AND OTHER LEGISLATIVE MATTERS**

### ***Safety Statistics***

The safety statistics for the reporting period are:

	SECOND QUARTER		
	Oct	Nov	Dec
<b>Number of Lost Time Injuries</b>	0		
<b>Number of Days Lost Due to Injury</b>	0		
<b>Total Number of Incidents Reported</b>	0		
<b>Number of Incomplete Hazard Inspections</b>	0		

### ***Risk Management Summary***

Example from Section Risk Register (excludes risks accepted/ALARP)

<b>Risk</b>	<b>Current Risk Rating</b>	<b>Future Control &amp; Risk Treatment Plans</b>	<b>Due Date</b>	<b>% Completed</b>	<b>Comments</b>
Lack of funds for capital works resulting in degradation of existing assets causing unusable assets and public liability claims	High 5	Enhanced capital expenditure reporting for monitoring purposes. Improved Asset Management and Financial Planning	31/12/14	45	Roads AMP adopted by Infrastructure Committee. Timing of all capital programs submitted to Finance.
The use of inaccurate GIS data by external and internal users will lead to litigation and a lack of integrity for internal and external users.	Moderate 5	Continued review of integrity of existing data	30/06/14	20	Ongoing

### ***Legislative Compliance & Standards***

<b>Legislative Compliance Matter</b>	<b>Due Date</b>	<b>% Completed</b>	<b>Comments</b>
Audited Statement completed by end of October	31/10/14	100%	Statements signed by QAO on 31/10/14
Annual Budget adopted by 1 August	01/08/14	100%	Budget adopted in June
Asset Register must record its non-current	30/06/15	30%	Ongoing

Legislative Compliance Matter	Due Date	% Completed	Comments
physical assets			
A community financial report must be prepared for the Annual Report	30/10/14	100%	Submitted to Marketing for inclusion in Annual Report
A Local Government must have a Debt Policy, Investment Policy and a Revenue Policy	01/08/14	100%	Included with the Budget adoption
Trust Fund Management in accordance with the Local Government Regulation	30/06/15	32%	Ongoing
Monthly Financial report prepared for the monthly meeting of Council	30/08/14	100%	July report presented to August P&S
A Local Government must set an Asset Recognition threshold	30/06/15	50%	Amount set – no changes proposed

### **3.ACHIEVEMENT OF CAPITAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME**

No capital projects are relevant to the Finance Section.

### **4.ACHIEVEMENT OF OPERATIONAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME**

As at period ended October 2014 - 33.3% of year elapsed.

Project	Revised Budget	Actual (incl. committals)	% budget expended	Explanation
Improve Information for Better Asset Management and Financial Planning	\$95,000	0	0	Majority of work will be from September through to December


### **5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS**

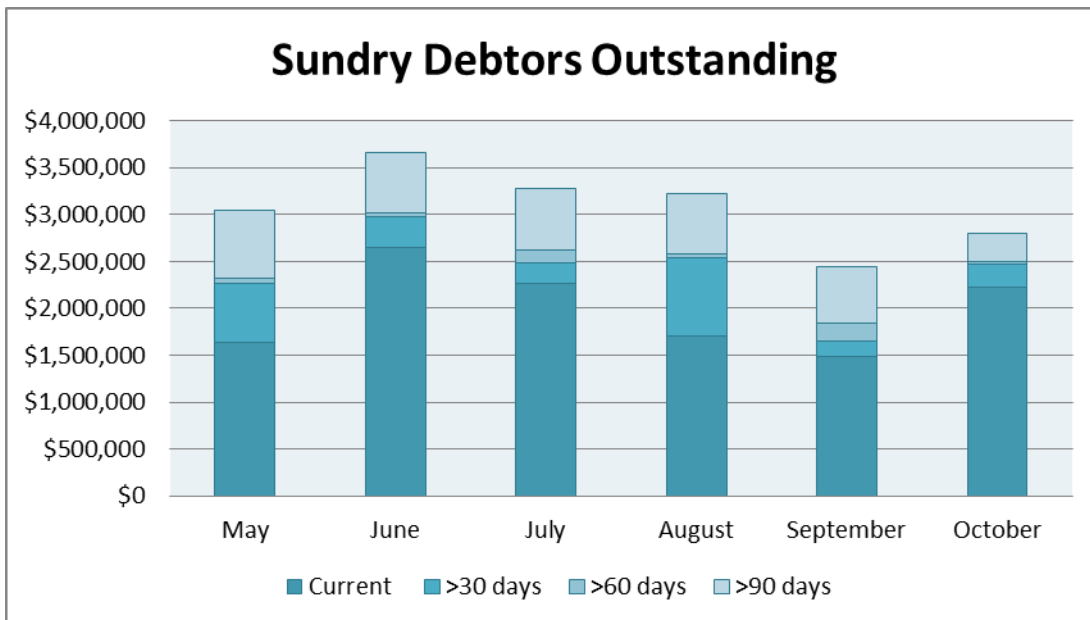
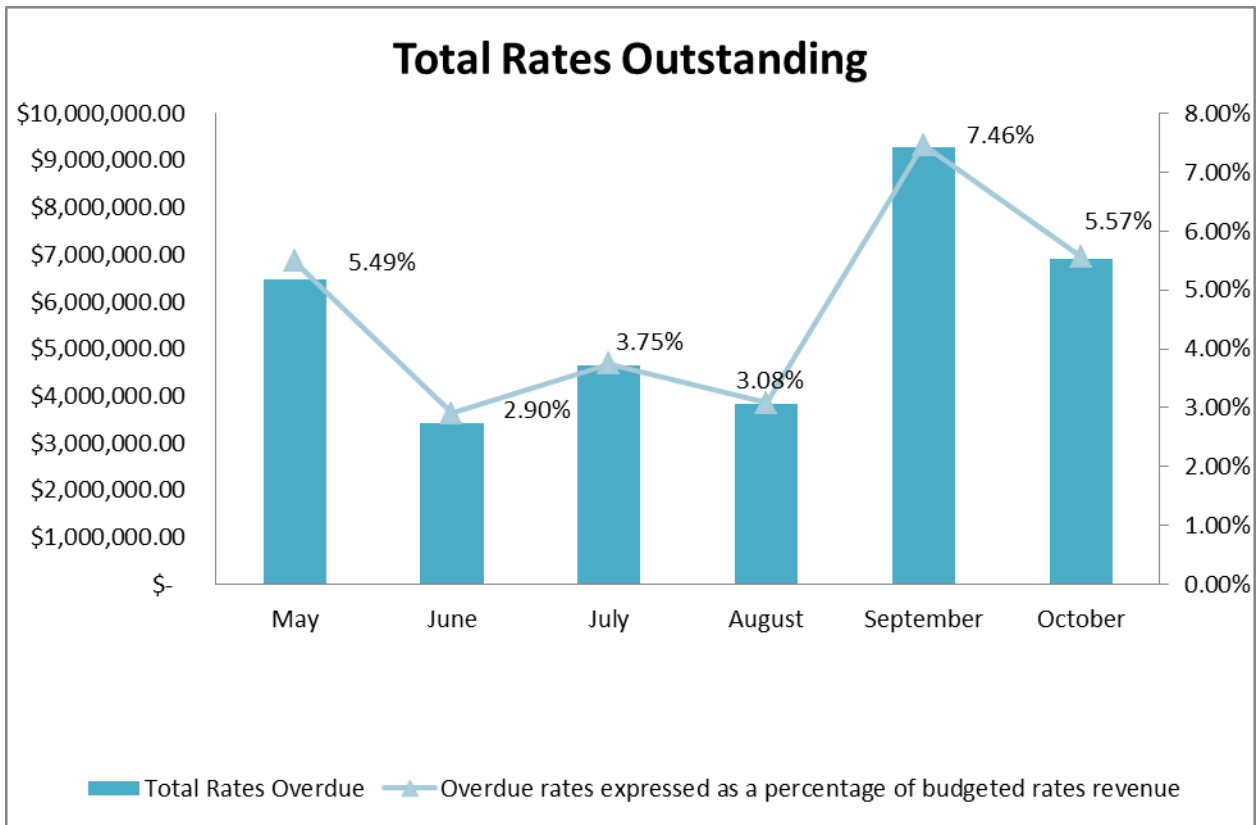
#### ***Adopted/Operational Service Level Standards & Performance***

Service Level	Target	Current Performance
Levy rates within 1 week of predicted dates in revenue statement	100%	100%
Manage the recovery of unpaid rates and charges in accordance with the Revenue Management Policy, achieving an overdue balance of less than 6%	<6%	3.08% achieved in August

Please note the service levels depicted in the above table are operational standards only and have not been formally adopted by Council.

FINANCIAL MATTERS

 <b>End of Month General Ledger - (Operating Only) - FINANCE</b> <b>As At End Of October</b> Report Run: 13-Nov-2014 15:37:52 Excludes Nat Accs: 2802,2914,2917,2924						
	Adopted Budget	Adopted Budget (Pro Rata YTD)	YTD Actual	YTD Commit + Actual	Variance	On target
	\$	\$	\$	\$	%	33.3% of Year Gone
<b>FINANCE</b>						
<b>Finance</b>						
1 - Revenues	(95,000)	(31,667)	(3,282)	(3,282)	3%	✗
2 - Expenses	766,333	255,444	192,735	217,735	28%	✓
3 - Transfer / Overhead Allocation	0	0	31	31	0%	✗
<b>Total Unit: Finance</b>	<b>671,333</b>	<b>223,778</b>	<b>189,484</b>	<b>214,484</b>	<b>32%</b>	<b>✓</b>
<b>Business Administration</b>						
2 - Expenses	0	0	65	65	0%	✗
<b>Total Unit: Business Administration</b>	<b>0</b>	<b>0</b>	<b>65</b>	<b>65</b>	<b>0%</b>	<b>✗</b>
<b>Accounting Services</b>						
1 - Revenues	0	0	(1,212)	(1,212)	0%	✓
2 - Expenses	1,152,937	384,312	349,896	349,896	30%	✓
3 - Transfer / Overhead Allocation	12,750	4,250	2,325	2,325	18%	✓
<b>Total Unit: Accounting Services</b>	<b>1,165,687</b>	<b>388,562</b>	<b>351,010</b>	<b>351,010</b>	<b>30%</b>	<b>✓</b>
<b>Revenue &amp; Treasury</b>						
1 - Revenues	(357,060)	(119,020)	(197,209)	(197,209)	55%	✓
2 - Expenses	1,712,304	570,768	631,525	684,853	40%	✗
3 - Transfer / Overhead Allocation	0	0	29	29	0%	✗
<b>Total Unit: Revenue &amp; Treasury</b>	<b>1,355,244</b>	<b>451,748</b>	<b>434,345</b>	<b>487,673</b>	<b>36%</b>	<b>✗</b>
<b>Financial Systems &amp; Projects</b>						
2 - Expenses	405,052	135,017	132,028	132,028	33%	✓
3 - Transfer / Overhead Allocation	0	0	15	15	0%	✗
<b>Total Unit: Financial Systems &amp; Projects</b>	<b>405,052</b>	<b>135,017</b>	<b>132,043</b>	<b>132,043</b>	<b>33%</b>	<b>✓</b>
<b>Asset Management</b>						
1 - Revenues	(3,600)	(1,200)	(2,731)	(2,731)	76%	✓
2 - Expenses	1,862,503	620,834	437,728	442,942	24%	✓
3 - Transfer / Overhead Allocation	30,000	10,000	11,847	11,847	39%	✗
<b>Total Unit: Asset Management</b>	<b>1,888,903</b>	<b>629,634</b>	<b>446,844</b>	<b>452,058</b>	<b>24%</b>	<b>✓</b>
<b>Grand Total:</b>	<b>5,486,220</b>	<b>1,828,740</b>	<b>1,553,790</b>	<b>1,637,332</b>	<b>30%</b>	<b>✓</b>



**CORPORATE SERVICES  
DEPARTMENT - MONTHLY  
OPERATIONAL REPORT**

**Workforce & Strategy Monthly Report -  
October 2014**

**Meeting Date: 25 November 2014**

**Attachment No: 2**

**MONTHLY OPERATIONS REPORT**  
**WORKFORCE AND STRATEGY SECTION**  
**Period Ended 31 October 2014**

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**VARIATIONS, ISSUES AND INNOVATIONS**

***Innovations***

Nil to Report

***Improvements / Deterioration in Levels of Services or Cost Drivers***

Staff movements and recruitment within the Corporate Improvement and Strategy unit have impacted slightly on service delivery timeframes to internal customers. It is expected that the service delivery levels will improve in the near future due to a full complement of staff now recruited and in training.

**LINKAGES TO OPERATIONAL PLAN**

**1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS**

The response times for completing the predominant customer requests in the reporting period for Workforce and Strategy are as below:

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth		Avg Completion Time (days) 6 Months		Avg Completion Time (days) 12 Months		Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed										
Administrative Action Complaints	3	1	0	0	2	0	2	● 0.00	● 40.17	● 48.00	0.00			
W&S - Complaints Management Process (NOT CSO USE)	4	1	5	2	6	0	30	● 1.50	● 7.53	● 6.94	8.05			

**COMMENTS**

It is noted that the management responsibility for the Administrative Action Complaints have only recently transferred to Workforce & Strategy from Governance Support. Two long term matters not completed by Governance Support are currently being reviewed with a view to finalisation as soon as realistically possible. It is noted that the Completion Standard (days) for Administration Action Complaints being 2 days will also need to be reviewed.

## **2. COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS INCLUDING SAFETY, RISK AND OTHER LEGISLATIVE MATTERS**

### ***Safety Statistics***

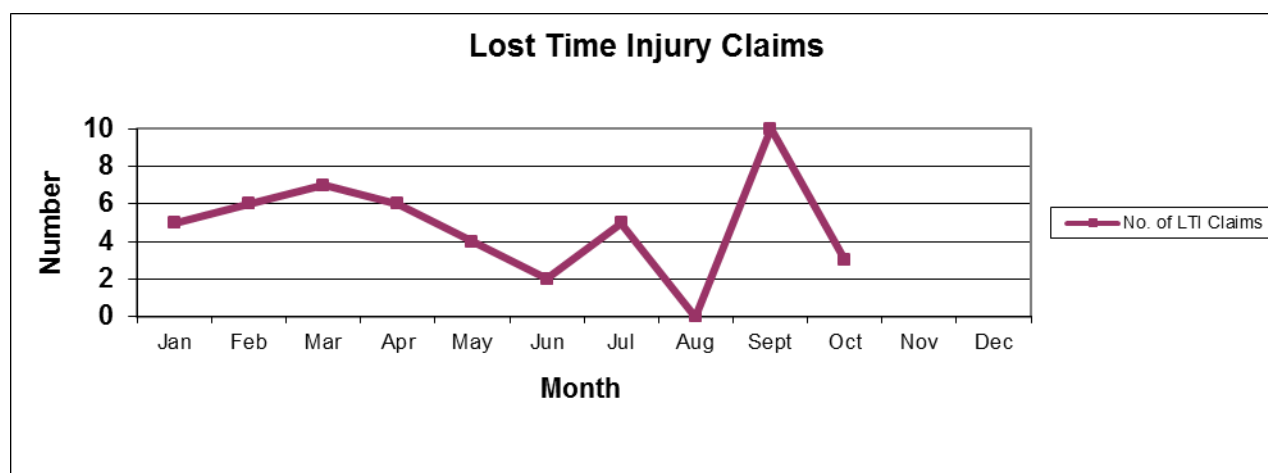
The safety statistics for Workforce & Strategy in the reporting period are:

	August	September	October
<b>Number of Lost Time Injuries</b>	0	0	0
<b>Number of Days Lost Due to Injury</b>	0	0	0
<b>Total Number of Incidents Reported</b>	1	0	0
<b>Total number of Incomplete Hazard Inspections</b>	0		

The safety statistics for All of Council in the reporting period are:

	August	September	October
<b>Number of Lost Time Injuries</b>	0	10	3
<b>Number of Days Lost Due to Injury</b>	23	57	77
<b>Total Number of Incidents Reported</b>	16	31	19
<b>Total number of Incomplete Hazard Inspections</b>	7 (2 current month)		

The graph below displays the number of lost time injuries (LTI) claims lodged across Council. There was a total of three lost time injury claims lodged for October 2014.





**Risk Management Summary**

Example from Section Risk Register (excludes risks accepted/ALARP)

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Comp	Comments
<b>Corporate Risks</b>					
A legislatively compliant SafePlan is not implemented, monitored and reviewed effectively, for the whole of council, its workers and contractors, to achieve the acceptable compliance level with annual WH&S audits resulting in: increased worker injuries, legislative breaches/legal action, reputational damage, reduced service levels, increased costs and non-compliance with a key council objective.	Low	Ongoing annual audits will be conducted.  Continuing to rectify the actions from the 2011 Workplace Health & Safety System Audit.  Third Party Workplace Health & Safety system audit due in October 2014.  Rectifications resulting from the Workplace Health & Safety system audit will be addressed and assessed in the annual internal audit of the Workplace Health & Safety systems.	October 2014	90%	Audit will be conducted in November 2014
<b>Section Risks</b>					
Council's rehabilitation & injury management procedures cannot achieve lost time injury rate reductions, increasing injury claims & insurance premiums.	Low	Finalise development of the Leadership Training Program and complete 1st round of training.	Ongoing	100%	55 supervisory staff have completed training. Round 4 commenced on 14 October 2014.
Supervisory and managerial staff not having the skills and knowledge of Council's HR Policy and Procedures resulting in	Moderate	Finalise PEP Project. (1) Policy Enhancement Project currently underway to	30 June	100%	Project completed in early 2014.

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Comp	Comments
litigation, industrial disputes, poor recruitment practices and outcomes, legislative breaches, inappropriate managerial action.		ensure policy coverage while adopting contemporary best practice.  Finalise development of the Leadership Training Program and complete 1st round of training.	31 May		55 supervisory staff have completed training. Round 4 will commence on 14 October 2014.
Council's payroll function fails to accurately record and process employee wages and entitlements resulting in an inability to pay employees on time and accurately, potential employee dissatisfaction, Industrial disputes, financial impacts and reputation damage.	Moderate	Multiskilling of Administration and HR staff	31 December 2014	95%	Informal multiskilling program in place.

### ***Legislative Compliance & Standards***

Legislative Compliance Matter	Due Date	% Completed	Comments
Prepare and adopt annual operational plan	27 June 2014	100%	Plan adopted at Special Council meeting 27 June 2014 and has been uploaded on Council's internal and external websites.
Quarterly written assessment of progress towards implanting the current annual operational plan	25 November 2014	0%	Templates for the 2014/15 Q1 review were issued on 1 October. Results will be presented to Performance and Services Committee 25 November 2014.
Report on the results of the annual implementation of the annual operational plan	26 August 2014	100%	The results were included with the Q4 review results in a single report to Performance and Services Committee 29 July 2014.
Update of Workplace Health & Safety documents to meet the new legislative requirements	31 December 2014	90%	Documents continue to be updated so that Council remains compliant
Report breaches of the Workplace Health	As soon as	100%	Council has been

Legislative Compliance Matter	Due Date	% Completed	Comments
& Safety Act and Regulation as necessary to the division within specified legislative timeframes	practicable		compliant in this regard for the current reporting period
Workplace Health and Safety Audit	November 2014	0%	LGW have been booked to conduct the audit in November 2014
Rectification Action Plan	As soon as practicable	95%	Continuing to rectify the actions from the 2011 Workplace Health & Safety System Audit.
WHS Infringement Notices issued to Council are remedied within required timeframes	As per notice	100%	No current notices to report
Performance Reviews	Various		All performance reviews for the period July 2013 to June 2014 were due to Workforce & Strategy 29 August 2014. 27 out of 491 performance reviews are yet to be completed.
Outdated employee immunisations, tickets, and/or licenses	Various	-	As at 31 October 2014 Council records indicate that 365 employees are still to complete immunisations deemed necessary for their roles.  128 Employees are required to provide proof of renewal of their license/tickets.
Outdated legislative compliance mandatory training and/or qualifications	Various	-	As at 31 October 2014 Council records indicate the following overdue or outdated cases: <ul style="list-style-type: none"> <li>- 32 Fire &amp; Evac</li> <li>- 403 Cracking the Code</li> <li>- 5 Confined Space</li> <li>- 6 CPR</li> <li>- 6 Safe Working Near Exposed Live Parts</li> <li>- 1 Self-Contained Breathing Apparatus</li> <li>- 14 Traffic Management</li> </ul>

Legislative Compliance Matter	Due Date	% Completed	Comments
			<ul style="list-style-type: none"> <li>- 3 Power of Entry</li> <li>- 5 Apply First Aid - Initial/Refresher</li> <li>- 5 Low Voltage Switchboard Rescue &amp; CPR Refresher</li> <li>- 1 Chainsaw Level 2</li> </ul>

### **3. ACHIEVEMENT OF CAPITAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME**

No capital projects are relevant to the Workforce and Strategy Section.

### **4. ACHIEVEMENT OF OPERATIONAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME**

As at period ended October 2014 – 33.3% of year elapsed.

Project	Explanation
Award Modernisation	On 8 October the Leadership Team and Workforce & Strategy specialists provided a presentation to all employees in three sessions at the Pilbeam Theatre. The presentation covered aspects of the new Modern Award and various matters for the upcoming Certified Agreement negotiations.
Certified Agreement Negotiations	The CA Debrief Team which comprises of the Leadership Team and Workforce & Strategy specialists have held numerous meetings to develop the Council's Log of Claims which is in the format of a new Certified Agreement. Negotiations with the unions and delegates officially commenced on 29 October, and further meetings have been scheduled. A communications for staff has been developed and has commenced.
Complaint Management Framework review	The responsibility for the management of all Administration Action Complaints, Crime & Conduct Commission related matters, including all complaints and enquiries has been transferred from Governance Support to Workforce & Strategy. An entire review of Council's complaint management framework has commenced including preventative strategies for fraud and corruption. Council has commenced consultation with the Crime and Conduct Commission to arrange a Section 40 agreement which will streamline and modernise processes between the two organisations.
WHS Management System	A suitable system has been identified and is at the purchasing stage. Council stakeholders will work with product provider to develop an integration/implementation plan. This will include programming the system to match Council's structure/positions, processes etc. Training will then be provided for administrators/key users and flow through to the workforce. It is expected the system will be implemented by the end of January

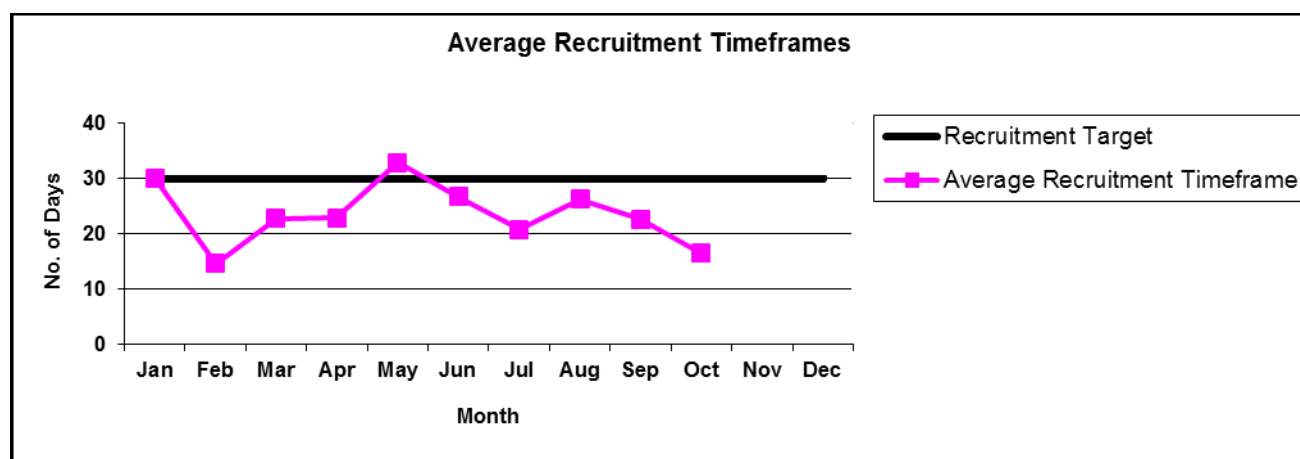
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	2015.
Infringement Notice Policy documents	Policy has been finalised and was presented to Performance & Service Committee 26 August 14. Subordinate documents to this policy will be the Infringement Notice Administration Procedure, and an Enforcement Strategy. Both of these subordinate documents are yet to be finalised by the relevant units. It is anticipated that this will be completed in December.

## 5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS

Service Delivery Standard	Target	Current Month's Performance
Recruitment positions finalised within 30 working days (refer Graph 1 below)	100%	100%
Policies reviewed within 10 working days	100%	95%
Acknowledge job applications within 2 working days of the advertising close date. (as per policy/procedure)	100%	100%
Employee pays processed and paid within 3 working days after the period end date	100%	100%
Payroll accuracy	100%	99.38%
Hazard Inspections completed as per the adopted Matrix	100%	100%

Non-compliance of Policy reviews due to shortage of staff in the Corporate Improvement and Strategy Section. The section is now fully staffed.



### Establishment

Establishment	1 Jan 14	September 14	October 14
	FTE Positions	FTE Positions	FTE Positions
Workforce & Strategy	30.05	32.44	32.44
Council	838.9	835.86	834.86

*FTE Positions is the total full time equivalent positions approved and recorded in Aurion excluding casual positions and including approved vacancies.*

### Changes to Workforce & Strategy Establishment

- 1 x Business Administration Trainee positions re-established. (The October report noted that this position had been withdrawn and removed from the establishment. Due to the resignation of an employee in Payroll and a realignment of resources the position has now been re-established with no impact on budget and a slight increase in FTE).

The FTE positions of 834.86 as at October 2014 include the following apprentices and trainees across Council:

Apprentices	Trainees
15	11

**Changes to Council Establishment**

**Decrease**

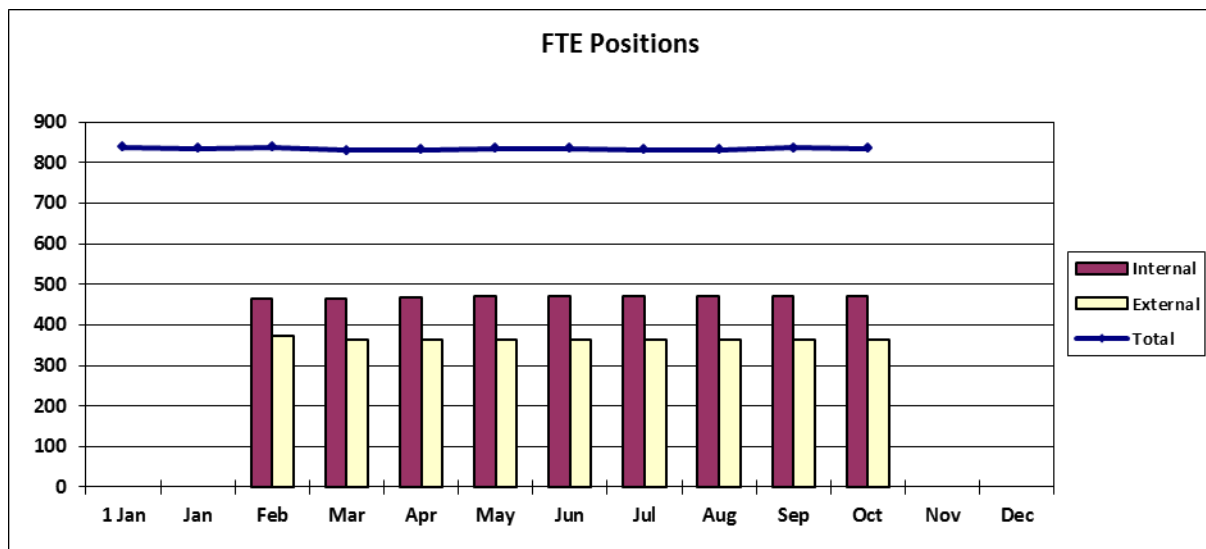
- 1 x Healthy Communities Project Officer position from Parks Recreation abolished due to the cessation of the allocated funding.
- 1 x Service Delivery & Asset Engineer position in Regional Services Directorate. Following 2 unsuccessful attempts to recruit for this position a business decision was made to engage a consultant on a limited time basis to undertake the project work identified.

**Increase**

- 1 x Technical Officer within Engineering Services created for a temporary period of 6 months due to an employee taking unpaid leave.

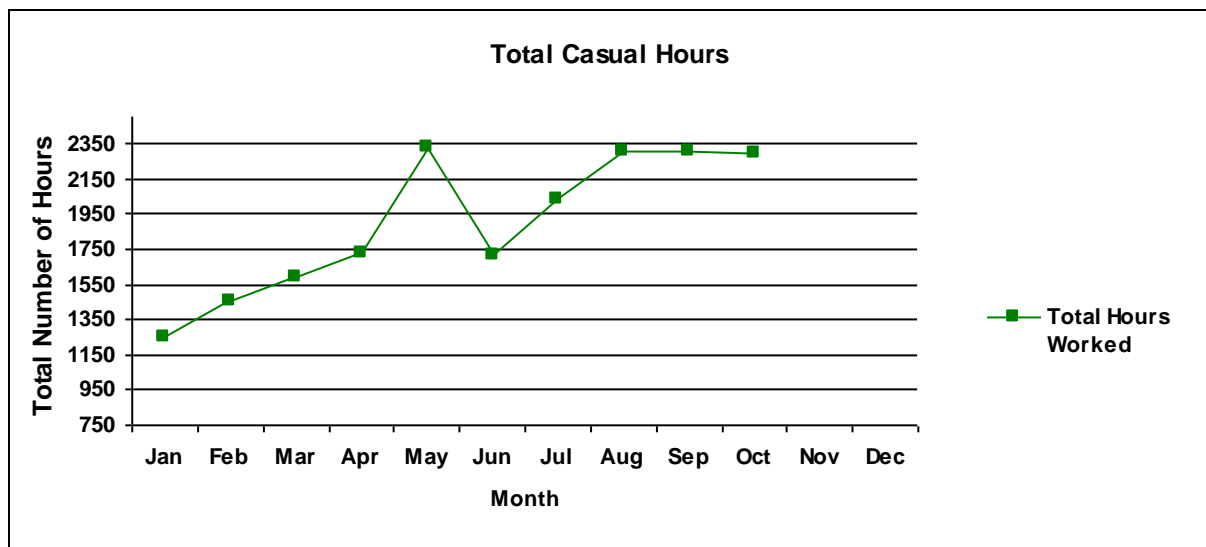
**FTE Positions (excluding Casuals & including Vacant Positions)**

The following graph shows approved full time equivalent positions. These figures include vacant positions but exclude casuals. The percentage split is 56% internal and 44% external.



**Casual Hours – October 2014**

There are currently a total of 54 casuals actively employed by Council of which 47 were engaged during the reporting period. The engaged casual employees collectively have worked the total number of 2296.07 hours during the month of October.



**Casual Hours by Section – September 2014**

The following list shows the total number of hours worked by casual employees by Section and Unit in the reporting period. The casual hours data was unavailable at the time of the September report publication and is now available.

<b>Section</b>	<b>Unit</b>	<b>Commentary</b>	<b>No. of hours</b>
Arts & Heritage	Art Gallery	Casuals utilized for exhibition pack-up/installation and preparation; exhibition launch for Gold Award and Creative Generations exhibitions. There was also a private function after hours that required a casual staff member	79.75
Arts & Heritage	Heritage Services	Casuals used to staff Shearing Shed Function Centre - These are Wedding functions or morning teas which the hirer pays a Venue hire fee, cost of food as per our wedding packages.	313
Arts & Heritage	Venue Operations	The theatre was booked every day during September on average of 12 hrs per day. Casual staff were required to work to ensure we were compliant with working hours & fatigue management of fellow crew members. There was also many external events at other venues within our unit that also required tech & operations staff. As always, casual staff recoveries were at a high percentage.	790.75
Communities & Facilities	City Child Care Centre	Hours used to cover annual and sick leave for permanent staff as staff to child ratios must be maintained for the Centre to operate	408.75
Communities & Facilities	Client Services	Hours used to cover annual and sick leave, RDOs, and some Saturday coverage for branch	316.5
Communities & Facilities	Facilities	Casual hours used to cover annual leave for permanent cleaning staff and Saturday cleaning of Library	117.4
Parks	Parks Recreation Services	To cover staff absences – away at training, annual leave & suitable duties plan	115.9
Local Laws	Support Services	Insufficient administration officer allocation to undertake processing of dog registrations renewals	32
Governance Support	Executive Support	Relief required due to absence of key staff in Committee Support and workload could not be deferred	134
<b>TOTAL</b>			<b>2308.05</b>



The above casual hours by employment type includes the following HERO hours.

Section	Unit	No. of hours
Local Laws	Support Services	32
Governance Support	Executive Support	134
<b>TOTAL</b>		<b>166</b>

### Casual Hours by Section – October 2014

The following list shows the total number of hours worked by casual employees by Section and Unit in the reporting period.

Section	Unit	Commentary	No. of hours
Arts & Heritage	Art Gallery	Casuals utilized for exhibition pack-up / installation and preparation for Creative Generations and Reality in flames exhibitions; program preparation for forthcoming exhibition Snap! Crocodile Culture	74.5
Arts & Heritage	Heritage Services	Casuals used to staff Shearing Shed Function Centre - These are Wedding functions or morning teas which the hirer pays a Venue hire fee, cost of food as per our wedding packages.	228.25
Arts & Heritage	Venue Operations	October had many back to back touring & local shows which required large numbers of crew. Casual staff were required to work during this period, across multiple venues, to ensure we were compliant with breaks & managing fatigue appropriately. We also supplied technical staff to Gladstone Entertainment Centre, as they had similar shows touring their venue, with less base staff. A very large percentage of casual labour was recovered by way of on-charge to the client, to reduce the liability on council.	1074.75
Communities & Facilities	City Child Care Centre	Hours used to cover annual and sick leave for permanent staff as staff to child ratios must be maintained for the Centre to operate	319
Communities & Facilities	Client Services	Hours used to cover annual and sick leave, RDOs, and some Saturday coverage for branch	178.42
Communities & Facilities	Facilities	Casual hours used to cover RDOs and sick leave for cleaners and Saturday cleaning of Library	38.85
Parks	Parks Recreation Services	To cover staff absences – away at training, annual leave	257.55

Section	Unit	Commentary	No. of hours
		& suitable duties plan	
Corporate & Technology	Customer Service	Customer Service training refresher to retain/provide new skills – 2 x HERO	14.5
Governance Support	Executive Support	Communications officer resigned relief required due to projects in progress & unit work load	42.75
Fitzroy River Water	FRW Administration	Staff assigned from Council HERO program to fill void created by FRW Trainee who was able to secure permanent employment in another Council Section. FRW relies on its trainee to assist with general admin duties and processing of rebates, backup support to private works and meter reading admin, and job dispatch function. Currently this staff member is also tracking down each resident in the Mount Morgan Dam Failure Impact Area that did not respond to FRW mail outs or media campaign.	67.5
<b>TOTAL</b>			<b>2296.07</b>

The above casual hours by employment type includes the following HERO hours.

Section	Unit	No. of hours
Fitzroy River Water	FRW Administration	67.5
Governance Support	Executive Support	21
Parks	Parks Recreation Services	36.25
<b>TOTAL</b>		<b>124.75</b>

**FINANCIAL MATTERS**

Financial performance as expected for reporting period.

**End of Month General Ledger - (Operating Only) - WORKFORCE & STRATEGY****As At End Of October**

Report Run: 12-Nov-2014 11:12:17 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Adopted Budget (Pro Rata YTD)	YTD Actual	YTD Commit + Actual	Variance	On target
	\$	\$	\$	\$	%	33.3% of Year Gone
<b>WORKFORCE &amp; STRATEGY</b>						
<b>Workforce &amp; Strategy</b>						
2 - Expenses	328,610	109,537	115,127	116,807	36%	x
3 - Transfer / Overhead Allocation	0	0	277	277	0%	x
<b>Total Unit: Workforce &amp; Strategy</b>	<b>328,610</b>	<b>109,537</b>	<b>115,404</b>	<b>117,084</b>	<b>36%</b>	<b>x</b>
<b>Corporate Improvement &amp; Strategy</b>						
1 - Revenues	(3,500)	(1,167)	(1,212)	(1,212)	35%	✓
2 - Expenses	477,643	159,214	130,681	139,681	29%	✓
3 - Transfer / Overhead Allocation	13,500	4,500	3,365	3,365	25%	✓
<b>Total Unit: Corporate Improvement &amp; Strategy</b>	<b>487,643</b>	<b>162,548</b>	<b>132,834</b>	<b>141,834</b>	<b>29%</b>	<b>✓</b>
<b>Human Resources</b>						
2 - Expenses	1,712,914	570,971	500,678	502,974	29%	✓
3 - Transfer / Overhead Allocation	8,700	2,900	5,093	5,093	59%	x
<b>Total Unit: Human Resources</b>	<b>1,721,614</b>	<b>573,871</b>	<b>505,771</b>	<b>508,068</b>	<b>30%</b>	<b>✓</b>
<b>Safety &amp; Training</b>						
1 - Revenues	(37,000)	(12,333)	(23,699)	(23,699)	64%	✓
2 - Expenses	1,221,316	407,105	316,428	421,904	35%	x
3 - Transfer / Overhead Allocation	65,000	21,667	16,978	16,978	26%	✓
<b>Total Unit: Safety &amp; Training</b>	<b>1,249,316</b>	<b>416,439</b>	<b>309,707</b>	<b>415,183</b>	<b>33%</b>	<b>✓</b>
<b>Grand Total:</b>	<b>3,787,183</b>	<b>1,262,394</b>	<b>1,063,717</b>	<b>1,182,168</b>	<b>31%</b>	<b>✓</b>

# **CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT**

## **Corporate and Technology Monthly Report - October 2014**

**Meeting Date: 25 November 2014**

**Attachment No: 3**

**MONTHLY OPERATIONS REPORT**  
**CORPORATE & TECHNOLOGY SECTION**  
**Period Ended October 2014**

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**VARIATIONS, ISSUES AND INNOVATIONS****Section Update**RTI / IP Application Status:

Three new applications were received under the Right to Information Act, two were completed, leaving one outstanding application. All applications were completed within legislated timeframes. No documents were released administratively this month and no external reviews were received. There are three external reviews outstanding. All current applications are progressing in accordance with legislative timeframes.

**Innovations**

Nil to report

***Improvements / Deterioration in Levels of Services or Cost Drivers***

Nil to report

**LINKAGES TO OPERATIONAL PLAN**

**1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS**

The response times for completing the predominant customer requests in the reporting period for October 2014 are as below:

	Balance B/F	Completed in Current Mth	Current Month NEW Request		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q1
			Received	Completed								
Accounts Payable Enquiry	0	0	0	0	0	0	2	●0.00	●1.75	●1.20	0.55	●0.00
Bookings Enquiry	3	3	4	4	0	0	3	●0.50	●2.58	●2.28	1.49	●2.25
Insurance: Mower / Slasher / Whipper / Snipper	3	1	3	2	3	0	90	●7.50	●24.00	●31.36	23.94	●21.33
Insurance: Personal Accident / Injury	31	7	3	0	27	3	120	●0.00	●3.83	●4.38	95.55	●0.00
Insurance: Public Liability / Property Damage Public Property	6	5	6	6	1	0	90	●4.67	●7.03	●12.11	15.24	●2.22
Leased Premises - General Enquiry	1	0	2	2	1	0	5	●2.00	●1.62	●5.96	3.63	●2.75
Rates Searches	15	15	150	142	7	0	3	●1.73	●1.72	●1.66	1.47	●1.77

## 2. COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS INCLUDING SAFETY, RISK AND OTHER LEGISLATIVE MATTERS

### **Safety Statistics**

The safety statistics for the reporting period are:

	SECOND QUARTER		
	Oct	Nov	Dec
<b>Number of Lost Time Injuries</b>	2		
<b>Number of Days Lost Due to Injury</b>	26		
<b>Total Number of Incidents Reported</b>	2		
<b>Number of Incomplete Hazard Inspections</b>	1		

### **Risk Management Summary**

Section Risk Register (excludes risks accepted/ALARP)

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Corporate Recordkeeping software (ECM) doesn't meet strategic records management requirements in relation to systematic electronic records archival and disposal resulting in failure to dispose/archive eRecords.	High	The Records Archiving, Retention and Disposal (RARRD) project commenced in 2012 to develop a corporate solution to cover eRecords (including more effective hardcopy disposal recording).	TBA	30%	On hold due to higher project priorities. ECM upgrade planned for early 2015 may include functionality to better facilitate the archive and disposal functions for electronic records.
Failure to have an efficient and effective Enterprise Risk Management system integrated and embedded through the whole of Council resulting in ineffective decision making having strategic, financial, legal, compliance, safety and service delivery impacts.	High	Implement the Enterprise Risk Management Framework to cater for a consistent approach to risk management throughout the organisation.	Dec 14	85%	Section Registers adopted Sep 14 Corporate Risk Register on schedule for adoption Dec 14
Operational degradation or failure of Council's Two-way radio communications system resulting in failed regional communications for daily operations and emergency disaster management.	High	Commence planning and implement a replacement RRC regional two-way radio communications system. Two stage plan-1. Replace the Rockhampton City Two-way system. 2. Integrated regional solution taking in the Gracemere infrastructure.	TBD	5%	Currently assessing available solutions leading to system design.

**Legislative Compliance & Standards**

Legislative Compliance Matter	Due Date	% Completed	Comments
A local government must review its procurement policy annually.	30/06/15	0%	To be completed annually in June.

**3. ACHIEVEMENT OF CAPITAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME**

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FLEET (CP440)</b>					
Fleet Asset Renewal Program	1/07/2014	30/06/2015	Ongoing	\$5,887,500	\$3,934,811
Comment: YTD represents 67% of budget expenditure and is made up of actuals and committals. Budget includes 2013/14 carryover budget.					
<b>INFORMATION TECHNOLOGY (CP230)</b>					
IT Asset Renewal & Upgrade Program	1/07/2014	30/06/2015	Ongoing	\$1,664,059	\$848,405
Comment: YTD represents 51% of budget expenditure and includes committals. Budget includes 2013/14 carryover budget.					
<b>BUSINESS SUPPORT &amp; DEVELOPMENT (CP630)</b>					
Property Sales	1/07/2014	30/06/2015	Ongoing	-\$1,360,838	-\$914,982
Comment:					

**4. ACHIEVEMENT OF OPERATIONAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME**

As at period ended October – 33.3% of year elapsed.

Project	2014/15 Budget	Actual (incl. committals)	% budget expended	Explanation
Customer Service After Hours Operation	\$65,000	\$17,085	26%	Propel after hours call centre service.



Project	Project Start Date	Project Completion Date	% Completed	Comments
Implementation of OIC RTI / IP Review Recommendations.	April 2014	June 2015	70%	7 of 14 recommendations implemented, with 2 partially completed and 5 remaining underway.
Review of Councils Contract Manual (Supply Chain Website).	June 2014	June 2015	10%	Post de-amalgamation review and update.
Information and Communication Technology Strategic Plan 2015-20 development.	July 2014	Dec 2014	85%	ICT Plan to include IT Mobility, eServices and Corporate System Consolidation.

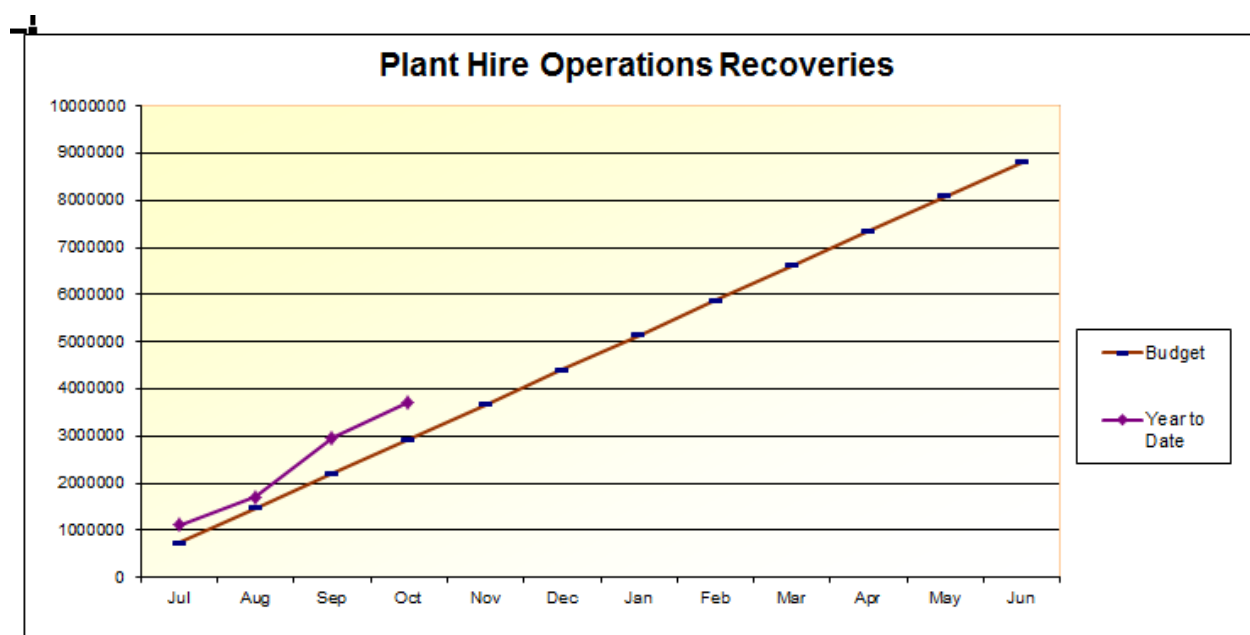
**5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS**

Service Delivery Standard	Target	Current Performance
IT support services provided within service levels outlined in the IT Service Catalogue.	95%	93%
Ensure availability of system up-time during core business hours (excluding planned outages).	99%	100%
Maintain the ratio of customer queries satisfied by Customer Service Officers, without referral to departments.	80%	82%
Customer Service Call Centre answering 75% of incoming calls within 45 seconds.	75%	69%
Process records on the day of receipt as per Recordkeeping Charter.	95%	100%
Process Right to Information/Information Privacy (RTI/IP) applications within legislative timeframes.	100%	100%
Manage centralised tendering and contracting functions in accordance with legislative requirements and Council policy.	100%	100%
Ensure supplier payments are made within stated trading terms.	90%	92%
Ensure staff purchasing activity is compliant with legislation and policy.	100%	100%

Service Delivery Standard	Target	Current Performance
Ensure top 100 suppliers by dollar value under formal purchasing agreements (contracts).	90%	94%
Maximise Council property occupancy rates.	98%	100%
Ensure tenanted properties in any month, have current lease agreements and public liability insurance.	80%	88%
Process insurance claims within procedural timeframes.	100%	100%
Maintenance of the risk monitoring and reporting regime by providing a quarterly risk report to the Council and Leadership Team on all current high and very high risks assessed as not ALARP (unacceptable).	100%	100%

**Fleet Services**

Ensure internal plant hire operations deliver budgeted net surplus.



<b>Plant Hire Operations Budget (Surplus)</b>	<b>\$ 8,823,500</b>
<b>Year to Date (Surplus)</b>	<b>\$ 3,726,922</b>

**Procurement & Logistics**

Contracts Awarded for Oct: Qty 3

11331 – Construction of Blower Support Structure at South Rockhampton Sewage Treatment Plant – Hutchinson Builders \$114,580.00
11265 – Lucas Street Pump Station Upgrade – Rocky Industrial Controls \$480,874.00
11376 – Engineering Assistance to the Regional Services Department – AECOM Australia Pty Ltd - Schedule of Rates

Customer Requests Completed Monthly & Top 5 Customer Requests																						
	January	February	March	April	May	June	July	August	September	October	November	December										
Requests Logged	5133	6054	5898	3678	3540	3028	3733	3517	3667	3415												
Same month Completed	4372	4994	5092	2751	2792	2450	3077	2830	2969	2680												
% completed same month	85%	82%	86%	75%	79%	80%	82%	80%	81%	78%												
Completed Total for Month	5077	5590	6060	3486	3858	3037	3925	3422	3383	3325												
Total Pending	2218	2205	1999	2464	2073	2027	1627	1723	1919	1941												
Top 5 Requests for Month	W/Leak D/Plan MISJJR W/Animal Bin RRC	O/Grown D/Plan Potholes W/Leak CDec	D/Planner T/Trim W/Leak W/Animal CDec	Mossies W/Animal Rates Inf Enq Cdec	D/Planner W/Leak T/Trim COA Bin RRC	D/Planner W/Animal W/Leak Meter Mtce Facilities Mgt	Inf Enq W/Animal D/Plan Cdec W/Leak	Inf Enq D/Planner W/Animal T/Trim W/Leak	Meter Mtce D/Planner C/Dec Park Gen W/Leak	Inf Enq D/Plan Park Gen Rates T/Trim												
Total uncompleted customer requests up to 3 months old:		1402		Conquest Work Order & Investigation Long Term up to 3 months old:		445																
Total uncompleted customer requests between 3 to 6 months old:		225		Conquest Work Order & Investigation Long Term between 3 to 6 months old:		114																
Total uncompleted customer requests greater than 6 months old:		314		Conquest Work Order & Investigation Long Term greater than 6 months old:		191																
<p><b>Request Completed:</b> requested task or action has been completed (not just work order raised), or complaint has been investigated, action taken and correspondence finalised</p> <p><b>Conquest Work Order:</b> A Work Order has been raised for maintenance, repair or future planned action.</p> <p><b>Investigation Long Term:</b> Requested task, action or complaint assigned to internal or external investigation, may include, but not limited to: Insurance, Planning, Legal, Civil or Domestic matter</p>																						
<table border="1"> <tr> <td rowspan="3"><b>Key:</b></td> <td>Park Gen - Parks General</td> <td>Inf Enq - Infringement Enquiry - Local Laws</td> <td>W/Animal - Wandering Animal</td> </tr> <tr> <td>D/Plan - Duty Planner</td> <td>T/Trim - Tree Trim</td> <td>W/Leak - Water Leak</td> </tr> <tr> <td>Bin RRC - Replace Bin RRC</td> <td>Rate- Rates Enquiry</td> <td>C/Dec - Commissioner of Declarations</td> </tr> </table>													<b>Key:</b>	Park Gen - Parks General	Inf Enq - Infringement Enquiry - Local Laws	W/Animal - Wandering Animal	D/Plan - Duty Planner	T/Trim - Tree Trim	W/Leak - Water Leak	Bin RRC - Replace Bin RRC	Rate- Rates Enquiry	C/Dec - Commissioner of Declarations
<b>Key:</b>	Park Gen - Parks General	Inf Enq - Infringement Enquiry - Local Laws	W/Animal - Wandering Animal																			
	D/Plan - Duty Planner	T/Trim - Tree Trim	W/Leak - Water Leak																			
	Bin RRC - Replace Bin RRC	Rate- Rates Enquiry	C/Dec - Commissioner of Declarations																			

**FINANCIAL MATTERS**

Operational Budget Status for month ending October 2014

	Adopted Budget	Adopted Budget (Pro Rata YTD)	YTD Actual	YTD Commit + Actual	Var	On target
	\$	\$	\$	\$	%	33.3% of Year Gone
<b>CORPORATE AND TECHNOLOGY</b>						
<b>IT Services</b>						
1 - Revenues	(100,658)	(33,553)	(70,959)	(70,959)	70%	✓
2 - Expenses	5,124,996	1,708,332	2,138,129	2,583,355	50%	✗
3 - Transfer / Overhead Allocation	21,525	7,175	8,023	8,023	37%	✗
<b>Total Unit: IT Services</b>	<b>5,045,863</b>	<b>1,681,954</b>	<b>2,075,193</b>	<b>2,520,419</b>	<b>50%</b>	<b>✗</b>
<b>Coordinator - Technology Infra</b>						
2 - Expenses	195,261	65,087	49,110	49,110	25%	✓
3 - Transfer / Overhead Allocation	0	0	(2,386)	(2,386)	0%	✓
<b>Total Unit: Coordinator - Technology Infra</b>	<b>195,261</b>	<b>65,087</b>	<b>46,724</b>	<b>46,724</b>	<b>24%</b>	<b>✓</b>
<b>Records Management</b>						
1 - Revenues	(12,000)	(4,000)	(4,699)	(4,699)	39%	✓
2 - Expenses	720,387	240,129	257,011	258,021	36%	✗
3 - Transfer / Overhead Allocation	0	0	16	16	0%	✗
<b>Total Unit: Records Management</b>	<b>708,387</b>	<b>236,129</b>	<b>252,328</b>	<b>253,339</b>	<b>36%</b>	<b>✗</b>
<b>Property &amp; Insurance</b>						
1 - Revenues	(599,041)	(199,680)	(215,866)	(215,866)	36%	✓
2 - Expenses	2,609,865	869,955	1,938,130	1,988,961	76%	✗
3 - Transfer / Overhead Allocation	9,738	3,246	2,963	2,963	30%	✓
<b>Total Unit: Property &amp; Insurance</b>	<b>2,020,562</b>	<b>673,521</b>	<b>1,725,227</b>	<b>1,776,057</b>	<b>88%</b>	<b>✗</b>
<b>Fleet Services</b>						
1 - Revenues	(252,000)	(84,000)	(100,035)	(99,637)	40%	✓
2 - Expenses	13,396,080	4,465,360	4,674,623	5,426,006	41%	✗
3 - Transfer / Overhead Allocation	(16,562,000)	(5,520,667)	(5,843,751)	(5,843,751)	35%	✓
<b>Total Unit: Fleet Services</b>	<b>(3,417,920)</b>	<b>(1,139,307)</b>	<b>(1,269,163)</b>	<b>(517,383)</b>	<b>15%</b>	<b>✗</b>
<b>Corporate &amp; Technology</b>						
2 - Expenses	665,201	221,734	194,161	224,350	34%	✗
3 - Transfer / Overhead Allocation	0	0	750	750	0%	✗
<b>Total Unit: Corporate &amp; Technology</b>	<b>665,201</b>	<b>221,734</b>	<b>194,911</b>	<b>225,100</b>	<b>34%</b>	<b>✗</b>
<b>Procurement &amp; Logistics</b>						
1 - Revenues	(850)	(283)	131	530	-62%	✗
2 - Expenses	1,429,848	476,616	461,495	462,614	32%	✓
3 - Transfer / Overhead Allocation	35,086	11,695	9,581	9,581	27%	✓
<b>Total Unit: Procurement &amp; Logistics</b>	<b>1,464,084</b>	<b>488,028</b>	<b>471,208</b>	<b>472,724</b>	<b>32%</b>	<b>✓</b>
<b>Customer Service</b>						
1 - Revenues	(262,000)	(87,333)	(74,698)	(74,698)	29%	✗
2 - Expenses	1,719,530	573,177	541,567	546,168	32%	✓
3 - Transfer / Overhead Allocation	0	0	198	198	0%	✗
<b>Total Unit: Customer Service</b>	<b>1,457,530</b>	<b>485,843</b>	<b>467,067</b>	<b>471,668</b>	<b>32%</b>	<b>✓</b>
<b>Grand Total:</b>	<b>8,138,968</b>	<b>2,712,989</b>	<b>3,963,495</b>	<b>5,248,648</b>	<b>64%</b>	<b>✗</b>

**9.4 OPERATIONAL PERFORMANCE REPORT FOR GOVERNANCE SUPPORT UNIT FOR OCTOBER 2014****File No:** 1830**Attachments:** 1. **Operational Performance Report for Governance Support Unit, October 2014****Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Shane Turner - Manager Governance Support

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**SUMMARY**

*Manager Governance Support presenting the monthly Performance Report for the Governance Support Unit for the period ending 31 October 2014.*

**OFFICER'S RECOMMENDATION**

THAT the monthly Performance Report for the Governance Support Unit for October 2014 be received.

**BACKGROUND**

Council has requested that each unit manager provide a performance report on a monthly basis to Council.

The report will contain updates on matters such as staffing issues, financial matters, key projects etc.

The report for the period ending Friday 31 October 2014 is attached for the Councillor's information.

**OPERATIONAL PERFORMANCE  
REPORT FOR GOVERNANCE  
SUPPORT UNIT FOR OCTOBER 2014**

**Operational Performance Report for  
Governance Support Unit, October  
2014**

**Meeting Date: 25 November 2014**

**Attachment No: 1**

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**MONTHLY OPERATIONAL PERFORMANCE REPORT**  
**GOVERNANCE SUPPORT SECTION**  
**Period Ended 31 October 2014**

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**VARIATIONS, ISSUES AND INNOVATIONS**

***Innovations***

The Governance Support unit is investigating a change to the media release process. The changes are designed to establish the effectiveness of Council's media releases by monitoring if the release or statement was picked up or not and was the reported tone of the article positive, neutral or negative. We are in the early stages of the process change at present and will provide more detail in due course.

We are also investigating a more effective process for our Facebook posts and responses but again only very initial discussion have been undertaken.

***Improvements / Deterioration in Levels of Services or Cost Drivers***

LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

The response times for completing the predominant customer requests in the reporting period for October 2014 are as below:

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Media All Enquiries	0	0	1	1	0	0	1	0.00	7.15	5.42	0.25
Citizenship Request/Enquiry	0	0	0	0	0	0	5	0.00	1.38	3.19	0.57
Administrative Action Complaints	3	1	0	0	2	0	2	0.00	40.17	48.00	0.00
Committee Support - Meetings/Agendas etc	0	0	0	0	0	0	2	0.00	0.00	0.00	0.00
CEO General Request	0	0	2	1	1	0	1	1.00	1.75	6.25	0.50
Councillor General Enquiry	1	0	2	0	3	0	2	0.00	5.43	10.18	6.63
Mayor's Personal (Mayor's General Info)	4	1	5	4	4	0	2	3.25	4.26	5.87	0.93

**Comments & Additional Information**

A shortage of staff at different times across all sections of Governance Support has impacted the figures. However are now done to one vacant position



## **2. COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS INCLUDING SAFETY, RISK AND OTHER LEGISLATIVE MATTERS**

### ***Safety Statistics***

The safety statistics for the reporting period are:

	SECOND QUARTER		
	Oct	Nov	Dec
Number of Lost Time Injuries	0		
Number of Days Lost Due to Injury	0		
Total Number of Incidents Reported	3		
Number of Incomplete Hazard Inspections	0		

### ***Risk Management Summary***

Example from Section Risk Register (excludes risks accepted/ALARP)

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments

### ***Legislative Compliance & Standards***

Legislative Compliance Matter	Due Date	% Completed	Comments

### **3. ACHIEVEMENT OF CAPITAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME AND OTHER UNIT INFORMATION FOR OCTOBER 2014**

No capital projects are relevant to the Governance Support Section; other activity undertaken by the unit for October is listed below.

Media & Communications Section:

- Media Releases 19
- Media Opportunities 3
- Facebook likes 5,934
- Facebook post reach for October 62,613

Communication Projects being undertaken by the Communications Section:

- 2<sup>nd</sup> WW Memorial Aquatic Centre Opening
- ANZAC Day Centenary Celebrations
- Youth Forum
- Mount Archer Activation Master Plan
- Plain Language Guide
- Australia Day Awards
- Certified Agreement progress communications
- New Council Intranet project

Community Engagement Projects for October:

- Preparation of Mount Archer Activation master Plan
- Rockhampton CBD revitalisation draft survey
- Survey on the Banner poles in Gracemere

### **4. ACHIEVEMENT OF OPERATIONAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME**

As at period ended 31 October 2014 -- 33% of year elapsed.

Project	Revised Budget	Actual (incl. committals)	% budget expended	Explanation

### **5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS**

#### ***Adopted/Operational Service Level Standards & Performance***

Service Level	Target	Current Performance

Please note the service levels depicted in the above table are operational standards only and have not been formally adopted by Council.

**FINANCIAL MATTERS**

*The overall financial performance of the unit to date is virtually on track with expectations. There have been a number of staff movements / absences during September & October that have effected wage expenses as temporary staff have needed to be utilised to enable the unit to meet required work outputs.*



**End of Month General Ledger - (Operating Only) - GOVERNANCE SUPPORT**

**As At End Of October**

Report Run: 17-Nov-2014 09:44:58 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Adopted Budget (Pro Rata YTD)	YTD Actual	YTD Commit + Actual	Variance	On target
	\$	\$	\$	\$	%	33.3% of Year Gone
<b>GOVERNANCE SUPPORT</b>						
<b>Executive Support</b>						
1 - Revenues	(24,000)	(8,000)	(7,483)	(7,483)	31%	✘
2 - Expenses	2,126,177	708,726	761,475	773,747	36%	✘
3 - Transfer / Overhead Allocation	110,000	36,667	30,914	30,914	28%	✔
<b>Total Unit: Executive Support</b>	<b>2,212,177</b>	<b>737,392</b>	<b>784,906</b>	<b>797,178</b>	<b>36%</b>	<b>✘</b>
<b>Marketing &amp; Engagement</b>						
1 - Revenues	0	0	(2,727)	(2,727)	0%	✔
2 - Expenses	728,690	242,897	196,905	283,175	39%	✘
3 - Transfer / Overhead Allocation	19,400	6,467	606	606	3%	✔
<b>Total Unit: Marketing &amp; Engagement</b>	<b>748,090</b>	<b>249,363</b>	<b>194,783</b>	<b>281,053</b>	<b>38%</b>	<b>✘</b>
<b>Office of the CEO</b>						
2 - Expenses	507,848	169,283	91,289	91,289	18%	✔
<b>Total Unit: Office of the CEO</b>	<b>507,848</b>	<b>169,283</b>	<b>91,289</b>	<b>91,289</b>	<b>18%</b>	<b>✔</b>
<b>Ethics &amp; Integrity</b>						
2 - Expenses	96,037	32,012	1,227	1,227	1%	✔
3 - Transfer / Overhead Allocation	0	0	1,961	1,961	0%	✘
<b>Total Unit: Ethics &amp; Integrity</b>	<b>96,037</b>	<b>32,012</b>	<b>3,188</b>	<b>3,188</b>	<b>3%</b>	<b>✔</b>
<b>Grand Total:</b>	<b>3,564,152</b>	<b>1,188,051</b>	<b>1,074,167</b>	<b>1,172,709</b>	<b>33%</b>	<b>✔</b>

**10 NOTICES OF MOTION**

Nil

## 11 URGENT BUSINESS/QUESTIONS

*Urgent Business is a provision in the Agenda for members to raise questions or matters of a genuinely urgent or emergent nature, that are not a change to Council Policy and can not be delayed until the next scheduled Council or Committee Meeting.*

## 12 CLOSED SESSION

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items, such that its Councillors or members consider it necessary to close the meeting.

### RECOMMENDATION

THAT the meeting be closed to the public to discuss the following items, which are considered confidential in accordance with section 275 of the *Local Government Regulation 2012*, for the reasons indicated.

#### 13.1 Legal Matters as at 31 October 2014

This report is considered confidential in accordance with section 275(1)(f), of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving the local government.

#### 13.2 Building and Development Issues - Larnach Street

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

#### 13.3 Monthly Report to Council from Chief Executive Officer for period ending Monday 17 November 2014

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

## 13 CONFIDENTIAL REPORTS

### 13.1 LEGAL MATTERS AS AT 31 OCTOBER 2014

**File No:** 1392

**Attachments:** 1. Legal Matters - October 2014

**Authorising Officer:** Tracy Sweeney - Manager Workforce and Strategy  
Ross Cheesman - General Manager Corporate Services

**Author:** Kerrie Barrett - Coordinator Corporate Improvement & Strategy

This report is considered confidential in accordance with section 275(1)(f), of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving the local government.

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#### **SUMMARY**

*Coordinator Corporate Improvement & Strategy presenting an update of current legal matters that Council is involved in as at 31 October 2014.*

**13.2 BUILDING AND DEVELOPMENT ISSUES - LARNACH STREET**

**File No:** 8025  
**Attachments:** Nil  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Evan Pardon - Chief Executive Officer

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

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**SUMMARY**

*There is a long running neighbourhood dispute. This report summarises the dispute and the options available for Council.*



**13.3 MONTHLY REPORT TO COUNCIL FROM CHIEF EXECUTIVE OFFICER FOR PERIOD ENDING MONDAY 17 NOVEMBER 2014**

**File No:** 1830  
**Attachments:** 1. Monthly Report November 2014  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Evan Pardon - Chief Executive Officer

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

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**SUMMARY**

*Chief Executive Officer presenting monthly report to Council for the period ending 17 November 2014.*

**14 CLOSURE OF MEETING**