



PERFORMANCE & SERVICE COMMITTEE MEETING

AGENDA

23 JUNE 2015

Your attendance is required at a meeting of the Performance & Service Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 23 June 2015 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
18 June 2015

Next Meeting Date: 28.07.15

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 26 May 2015

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

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: 23 June 2015

Attachment No: 1

Date	Report Title	Resolution	Responsible Officer	Due Date	Notes
29 July 2014	Renewable Energy Solutions	<p>THAT a report on renewable energy solutions that may be able to be implemented across Council facilities be brought back to the table.</p>	Sharon Sommerville	05/08/2014	Researching information for report to be presented late 2015.
24 March 2015	Disaster Management Policy	<p>THAT Council adopt the updated Disaster Management Policy as detailed in attachment to this report.</p> <p>THAT Council provide training to the elected representatives in regards to Disaster Management and communication strategies.</p>	Martin Crow	07/04/2015	

7 PUBLIC FORUMS/DEPUTATIONS

7.1 DEPUTATION BY CARBINE RESOURCES LIMITED

File No: 10097
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

SUMMARY

Mr Patrick Walta from Carbine Resources Limited will attend the meeting to provide an update on the Mount Morgan Mine Carbine Resources Project..

OFFICER'S RECOMMENDATION

THAT the deputation by Mr Patrick Walta from Carbine Resources Limited be received.

BACKGROUND

Mr Patrick Walta, Executive Director of Carbine Resources Limited, will attend the meeting to brief Council on the Mount Morgan Mine Carbine Resources Project.

7.2 DEPUTATION BY TONY STROUD, QUEENSLAND FIRE AND EMERGENCY SERVICES

File No: 8532
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Robert Holmes - General Manager Regional Services

SUMMARY

Mr Tony Stroud of the Queensland Fire and Emergency Services will attend the meeting to provide an overview of TC Marcia Taskforce.

OFFICER'S RECOMMENDATION

THAT the deputation by Tony Stroud from Queensland Fire and Emergency Services be received.

BACKGROUND

Mr Tony Stroud, Acting General Manager Central Region of the Queensland Fire and Emergency Services will attend the meeting to provide an overview of the TC Marcia Taskforce and the forthcoming fire season.

8 OFFICERS' REPORTS

8.1 APPROVAL FOR ATTENDANCE - WHITE PAPER FOR DEVELOPING NORTHERN AUSTRALIA EVENT

File No: 8291

Attachments: 1. Letter of Invitation from Michelle Landry MP, Federal Member for Capricornia

Authorising Officer: Evan Pardon - Chief Executive Officer

Author: Evan Pardon - Chief Executive Officer

SUMMARY

Councillor Neil Fisher has been invited to attend the "Our North, Our Future" breakfast in Cairns on Friday 19 June 2015 in conjunction with the official launch of the White Paper for Developing Northern Australia.

OFFICER'S RECOMMENDATION

THAT Council approve Councillor Neil Fisher's attendance at the "Our North, Our Future" breakfast in Cairns on Friday 19 June 2015.

COMMENTARY

In accordance with Clause 5.2 - Travel as Required to Represent Council – part (a) under the Expenses Reimbursement and Provisions of Facilities for Mayor and Councillors Policy, permission was granted for Councillor Neil Fisher's attendance by the Chief Executive Officer.

This report is being submitted to the next available Council meeting in accordance with the Policy.

BACKGROUND

Councillor Neil Fisher received an invitation from Michelle Landry MP, Federal Member for Capricornia to join her at the "Our North, Our Future" breakfast, together with the Hon Tony Abbott MP, Prime Minister of Australia, the Hon Warren Truss MP, Deputy Prime Minister, and the Hon Andrew Robb AO MP, Minister for Trade and Investment in Cairns on Friday 19 June 2015.

This event is being held to mark the occasion of the Australian Government releasing the White Paper on Developing Northern Australia.

**APPROVAL FOR ATTENDANCE -
WHITE PAPER FOR DEVELOPING
NORTHERN AUSTRALIA EVENT**

**Letter of Invitation from
Michelle Landry MP, Federal Member
for Capricornia**

Meeting Date: 23 June 2015

Attachment No: 1



Neil Fisher
Councillor RRC
neil.fisher@rrc.qld.gov.au

Wednesday 10th June, 2015

Dear Neil,

The Australian Government is committed to realising the potential of northern Australia. The Government will produce a White Paper on Developing Northern Australia that sets out a clear, well-defined and timely policy platform for realising the full economic potential of the north, including a plan for implementing these policies over the next two, five, 10 and 20 years.

It will explore ways to capitalise on the region's strengths, provide the best regulatory and economic environment for business and identify critical infrastructure for long-term growth, public and private planning and investment.

As you would be aware, the Australian Government will shortly release the White Paper on Developing Northern Australia.

To mark this occasion, I would be delighted if you would join me at the "Our North, Our Future" breakfast, together with the Hon Tony Abbott MP, Prime Minister of Australia, the Hon Warren Truss MP, Deputy Prime Minister, and the Hon Andrew Robb AO MP, Minister for Trade and Investment.

The event will be held in the Grand Ballroom, at the Hilton Cairns, 34 Esplanade, Cairns, Queensland, on Friday 19 June 2015. Registration will commence at 7.30am, for an 8.00am start. The event will conclude at 9.30am and dress code for the event is business attire.

Please RSVP by Tuesday 16 June 2015, to Jo Shilling, Northern Australia Taskforce, via phone 02 6271 5784 or email at northernaustralia@pmc.gov.au

I would be delighted if you were able to join me as my special guest on this significant occasion.

Yours sincerely

Michelle Landry MP
Federal Member for Capricornia

Rockhampton: The Swan, 159 Denison Street, PO Box 1919, Rockhampton QLD 4700. Phone 07 4922 6604 Fax 07 4922 6607
Sarina: Shop 8, Sarina Beach Road Shopping Centre, 13 Sarina Beach Road, Sarina QLD 4737. Phone 07 4943 2722
I Michelle.Landry.MP@aph.gov.au Web www.michellelandry.com.au f facebook.com/michellelandrymp

8.2 RATES CONCESSION POLICY

File No: 5237
Attachments: 1. Draft Rates Concession Policy - MARK UP DISPLAYED
Authorising Officer: Ross Cheesman - General Manager Corporate Services
Author: Alicia Cutler - Manager Finance

SUMMARY

Manager Finance presenting reviewed Rates Concession Policy to Performance & Service Committee for adoption.

OFFICER'S RECOMMENDATION

THAT the Rates Concession Policy as detailed in the report be adopted.

COMMENTARY

This policy applies to any person, group or organisation seeking rebates and concessions for rates and/or charges. New sections have been added:

Section

- 5.8 deals with an incentive to encourage CBD properties to be converted to residential
- 5.9 covers the unique situation where vacant Council Land may be leased, but the lease costs are substantially less than the General Rate that would now be applicable as a result of the lease. Note that Council land is normally exempt from General Rates, but under legislation, once it is leased we are obligation to notify the Department of Lands, who would therefore issue a valuation for General Rates to apply.

The attached Rates Concession Policy can be compared with the existing policy on Council website if necessary, however the above two points are the only aspects that have changed.

RATES CONCESSION POLICY

Draft Rates Concession Policy - MARK UP DISPLAYED

Meeting Date: 23 June 2015

Attachment No: 1



RATES CONCESSION POLICY (COMMUNITY POLICY)

1. **Scope:**

This policy applies to any person, group or organisation seeking rebates and concessions for rates and/or charges.

2. **Purpose:**

To identify target groups and establish guidelines to assess requests for rates and charges concessions in order to alleviate the impact of rates and charges, particularly in relation to not-for-profit/community organisations and ratepayers who are in receipt of an approved government pension.

3. **Related Documents:**

Primary

Nil

Secondary

Local Government Act 2009

Local Government Regulation 2012

Pensioner Rate Subsidies (Council and State Government Schemes) Application Form

Revenue Policy

Rockhampton Regional Council Revenue Statement

Concession Application Form for CBD Commercial Properties with Mixed Residential Use

4. **Definitions:**

To assist in interpretation, the following definitions shall apply:

CBD	Central Business District
Council	Rockhampton Regional Council

5. **Policy Statement:**

Rate concessions are considered for the following ratepayers categories, noting that Council's prompt payment discount is calculated on gross rates prior to concession.

5.1 Approved Government Pensioners

Rate concessions/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 Queensland Government Pensioner Rate Subsidy 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.

5.1.1 Eligibility

Approved Pensioner – A Person who:

- 5.1.1.1 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
- 5.1.1.2 is the owner or life tenant (either solely or jointly) of the property which is his/her principal place of residence; and
- 5.1.1.3 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:

- 5.1.1.4 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.

5.1.2 Close of Applications

Applications for concessions are considered during the rating period (i.e. half year). Applications received after the date of levy are considered only from the commencement of the current rating period. Rebates are not granted retrospectively without prior approval from the State Government Concessions Unit.

Applications must be in writing using Council's approved form and a new application needs to be submitted where a change of address occurs.

5.1.3 Amount of Rebate

For an approved ratepayer whose property in which they reside is located within the boundaries of the Council a council rebate of 20% (to a maximum of \$250) of all rates levied in respect of each eligible property, excluding environment separate charge, special rates/charges, water consumption 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 rebate would be similarly reduced.

5.2 Not-For-Profit/Charitable Organisations

Rate concessions are available to approved organisations whose objectives do not include the making of profit and who provide services to their membership and the community.

5.2.1 Eligibility

Not-For-Profit/Community Organisation – An incorporated body who:

- 5.2.1.1 does not include the making of profit in its objectives;
- 5.2.1.2 does not charge a fee for service;
- 5.2.1.3 is located within the Council area and the majority of its members reside in the Council area;
- 5.2.1.4 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);
- 5.2.1.5 is the owner, lessee or life tenant of the property and is the incorporated bodies main grounds/base/club house or residence;
- 5.2.1.6 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
- 5.2.1.7 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 is similarly reduced.

5.2.2 Close of Applications

Eligibility for a concession is assessed by Council annually prior to issue of the first rate notice each financial year (generally June/July). Organisations not automatically provided with a concession, and believe they meet the relevant criteria, may apply for approval at any time. If an application is approved by Council, concessions are applied from the beginning of the current rating period (concessions are not applied retrospectively).

5.2.3 Amount of Rebate

(a) Category One (1) – Surf Life Saving Organisations

- Rebate Level General Rates – 100%
- Rebate Level Separate Rates/Charges – 100%
- Rebate Level Special Rates/Charges – 0%
- Rebate Level Water Access Charges – 50%
- Rebate Level Water Consumption Charges – Charged at residential rates
- Rebate Level Sewerage Charges – 50%
- Rebate Level Waste Charges – 50%
- Cap – N/A

(b) Category Two (2) - Showground Related Organisations

- Rebate Level General Rates – 100%
- Rebate Level Separate Rates/Charges – 100%
- Rebate Level Special Rates/Charges – 0%
- Rebate Level Water Access Charges – 50%
- Rebate Level Water Consumption Charges – Charged at residential rates

Rebate Level Sewerage Charges – 50%
Rebate Level Waste Charges – 50%
Cap – N/A

(c) Category Three (3) – Kindergartens

Rebate Level General Rates – 50%
Rebate Level Road Network Separate Charge – 50%
Rebate Level Special Rates/Charges – 0%
Rebate Level Environment Separate Charge – 0%
Rebate Level Water Access Charges – 50%
Rebate Level Water Consumption Charges – Charged at residential rates
Rebate Level Sewerage Charges – 50%
Rebate Level Waste Charges – 50%
Cap - \$ 1,000.00

(d) Category Four (4)–Charitable Organisations Benefiting the Aged/Disadvantaged

Rebate Level General Rates – 100%
Rebate Level Separate Rates/Charges – 100%
Rebate Level Special Rates/Charges – 0%
Rebate Level Water Access Charges – 50%
Rebate Level Water Consumption Charges – 0%
Rebate Level Sewerage Charges – 50%
Rebate Level Waste Charges – 50%
Cap - \$ 1,000.00 for Service Charges only

(e) Category Five (5) – Sporting Clubs & Associations – Without Liquor & Gaming Licenses

Rebate Level General Rates – 100%
Rebate Level Separate Rates/Charges – 100%
Rebate Level Special Rates/Charges – 0%
Rebate Level Water Access Charges – 50%
Rebate Level Water Consumption Charges – Charged at residential rates
Rebate Level Sewerage Charges – 50%
Rebate Level Waste Charges – 50%
Cap - \$ 2,000.00 for Service Charges only

(f) Category Six (6) – Sporting Clubs & Associations – With Liquor Licenses but No Gaming Licenses

Rebate Level General Rates – 50%
Rebate Level Road Network Separate Charge – 50%
Rebate Level Environment Separate Charge – 0%
Rebate Level Special Rates/Charges – 0%
Rebate Level Water Access Charges – 50%
Rebate Level Water Consumption Charges – Charged at residential rates
Rebate Level Sewerage Charges – 50%
Rebate Level Waste Charges – 50%
Cap - \$ 2,000.00

(g) Category Seven (7) – Sporting Clubs & Associations situated on highly valued leasehold land – With Liquor Licenses but No Gaming Licenses

Rebate Level General Rates – 75%
Rebate Level Road Network Separate Charge – 75%
Rebate Level Environment Separate Charge – 0%
Rebate Level Special Rates/Charges – 0%

Rebate Level Water Access Charges – 50%
 Rebate Level Water Consumption Charges – Charged at residential rates
 Rebate Level Sewerage Charges – 50%
 Rebate Level Waste Charges – 50%
 Cap - \$ 1,000.00 for Service Charges only

Applies to Assessment Number 105813 – Rockhampton Bowls Club only.

(h) Category Eight (8) – Sporting Clubs & Associations – With Liquor & Gaming Licenses

Rebate Level General Rates – 0%
 Rebate Level Separate Rates/Charges – 0%
 Rebate Level Special Rates/Charges – 0%
 Rebate Level Water Access Charges – 0%
 Rebate Level Water Consumption Charges – 0%
 Rebate Level Sewerage Charges – 0%
 Rebate Level Waste Charges – 0%
 Cap – N/A

(i) Category Nine (9) - All Other Not-For-Profit/Charitable Organisations

Rebate Level General Rates – 100%
 Rebate Level Separate Rates/Charges – 100%
 Rebate Level Special Rates/Charges – 0%
 Rebate Level Water Access Charges – 50%
 Rebate Level Water Consumption Charges – Charged at residential rates
 Rebate Level Sewerage Charges – 50%
 Rebate Level Waste Charges – 50%
 Cap - \$ 2,000.00 for Service Charges only.

(j) Category Ten (10) - Rural Fire Brigade

Rebate Level General Rates – 100%
 Rebate Level Separate Rates/Charges – 100%
 Rebate Level Special Rates/Charges – 0%
 Rebate Level Water Access Charges – 100%
 Rebate Level Water Consumption Charges – 100%
 Rebate Level Sewerage Charges – 100%
 Rebate Level Waste Charges – 100%
 Cap - N/A

NOTE: Sewerage charges are not levied in respect of public amenities blocks that are locked and controlled by clubs.

5.3 General Rate Rebates

In accordance with Chapter 4, Part 10 of the *Local Government Regulation 2012*, the properties where 100% rebate of general rates applies may be exempted from payment of general rates in lieu of the provision of a rebate.

5.4 Permits to Occupy (Pump Sites)

Council grants rebates 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% rebate
- (b) General Rates – Maximum rebate of \$600.00.

5.5 Water Consumption Charges

Council grants a rebate on the following basis for the following assessments:

- 237107 – Gracemere Lakes Golf Club
- 237109 – Gracemere Bowling Club

Water Consumption Charges – 50% rebate.

5.6 Lot 1 South Ulam Rd, Bajool

Council grants a rebate 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%

5.7 Exclusions from Capping of General Rates as an Unintended Consequence

Council grants a concession 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 concession is set 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.

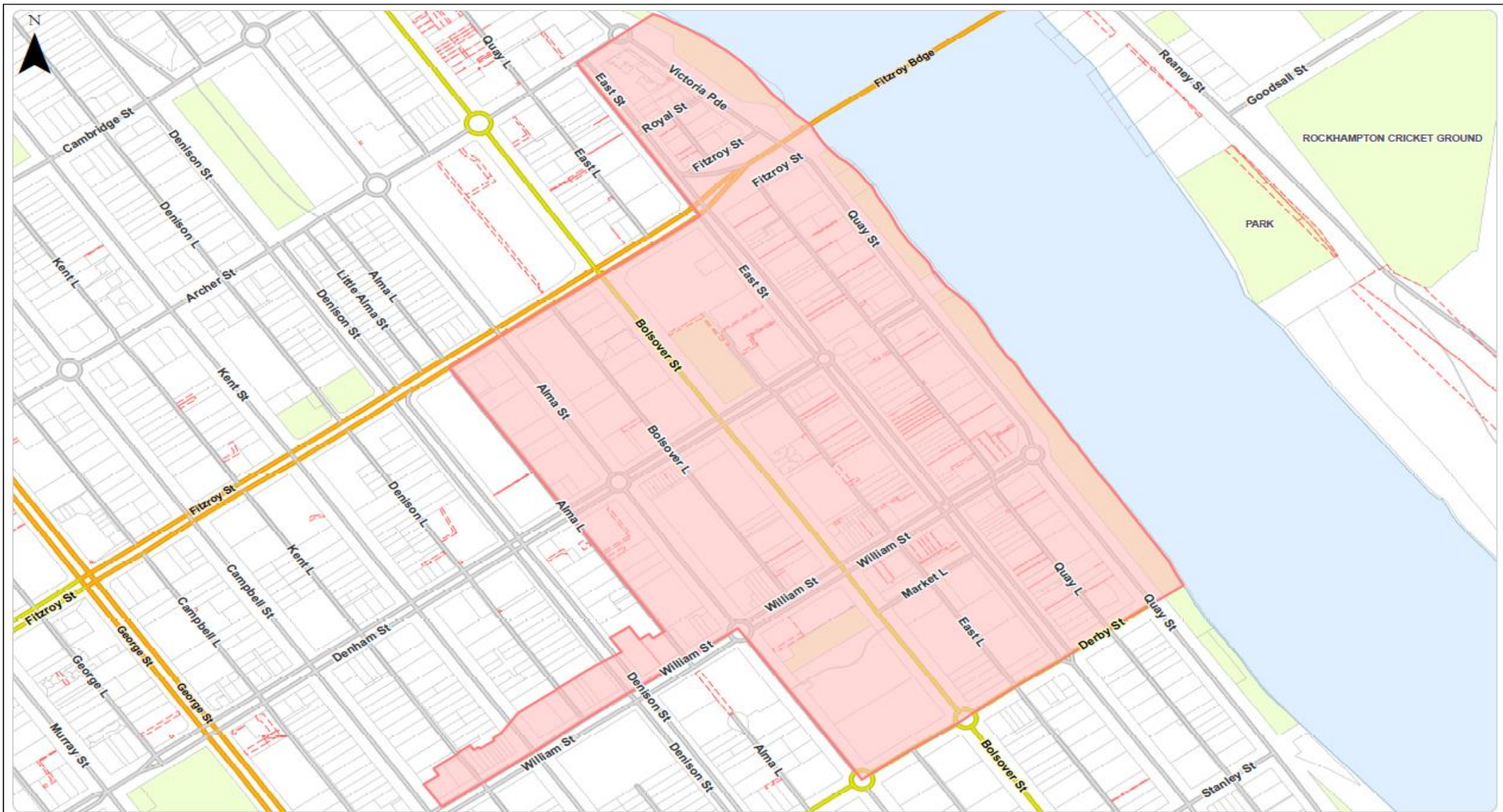
5.8 CBD Commercial Properties (see map below) with Mixed Residential Use

The purpose of the concession is to reduce vacancies in the CBD by providing an incentive for commercial property owners within the defined CBD area to utilise unoccupied commercial space for residential purposes. Residential purposes is defined as any space constructed and permitted for residential use and occupied by the owner or tenant as a residence.

Council grants concessions of up to \$2,000 per annum to assessments primarily within the CBD area (as defined in the Commercial Properties in CBD with Mixed Residential Use Qualifying for Concession Map below) that are rated in Category 1 (commercial/light industry) and have a mixed use of commercial and residential. The concession is primarily intended to facilitate the adaptation of vacant commercial spaces, particularly above ground floor, to residential use. The actual concession amount is \$2,000, or a maximum of 75% of the General Rate whichever is the lesser.

Eligibility for concessions must be in writing using the approved form and are subject to approval by Council's Planning Unit.

Applications for concessions are considered during the rating period (i.e. half year). Applications received after the date of levy are considered only from the commencement date of the current rating period (concessions are not applied retroactively).



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4,000 at A3.

Commercial Properties in CBD with mixed Residential Use qualifying for concession.



5.8.1 Conditions:

- Residential component should not be vacant longer than 6 months within the financial year to qualify for the concession.
- Verification of use may be provided by a registered real estate agent, or through pre-arranged inspection by a Council Officer.
- Properties receiving the concession must advise Council if the residential use is discontinued.

The rates concession may be subject to reversal if the above conditions are not adhered to.

5.9 Leased Council Vacant Land

Council grants rebates of 100% of the general rate and separate charges on vacant land owned or held as Trustee by Council if the land is leased to another person and the land is not used for any business or commercial/industrial purpose.

In accordance with Chapter 4, Part 10 of the *Local Government Regulation 2012*, properties where 100% rebate of general rates and separate charges apply may be exempt from the payment of general rates and separate charges in lieu of the provision of a rebate.

6. Review Timelines:

This policy will be reviewed when any of the following occur:

- 6.1** Annually in accordance with the Revenue Statement;
- 6.2** The related information is amended or replaced; or
- 6.3** Other circumstances as determined from time to time by the Council.

7. Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	General Manager Corporate Services
Policy Owner	Finance Manager
Policy Quality Control	Corporate Improvement and Strategy

**EVAN PARDON
CHIEF EXECUTIVE OFFICER**

8.3 CREEK DEBRIS FROM TROPICAL CYCLONE MARCIA**File No:** 3676**Attachments:**

1. Map of All Areas Rockhampton
2. Map of Thozets Creek
3. Map of Frenchmans Creek
4. Map of Moores Creek
5. Map of Splitters Creek

Authorising Officer: Evan Pardon - Chief Executive Officer**Author:** Robert Holmes - General Manager Regional Services

SUMMARY

Council sought Extraordinary Special Assistance (Category D) under the Natural Disaster Recovery and Relief Arrangements (NDRRA) for the restoration of riparian areas, including the removal of fallen tree and vegetative debris from Rockhampton creeks and waterways as a result of Tropical Cyclone Marcia (TC Marcia) which passed through the Region on 20 February 2015. Assistance was also sought for repairing and rehabilitating waterways, improving flood mapping and preparing floodplain management plans for the Rockhampton creeks. The State Government recently announced \$1,000,000 in funding for the clean-up of trees in creeks and waterways in the Council area.

OFFICER'S RECOMMENDATION

1. THAT Council accept the funding offer from DNRM.
2. THAT the 65 sites nominated by DNRM be inspected with a view to refining the scope of works.
3. THAT the options for the rehabilitation of the creeks and waterways be further considered to pursue the most cost effective solution.
4. THAT the \$200,000 not expended in the initial TC Marcia clean-up of creeks and waterways be reallocated in the first budget review of the 2015/16 budget to supplement the DNRM funding.
5. THAT the reviewed scope of works be referred to the Council as soon as practical for endorsement.

BACKGROUND

Council sought Extraordinary Special Assistance (Category D) under the Natural Disaster Recovery and Relief Arrangements (NDRRA) for the restoration of riparian areas, including the removal of fallen tree and vegetative debris from Rockhampton creeks and waterways as a result of Tropical Cyclone Marcia (TC Marcia) which passed through the Region on 20 February 2015. Assistance was also sought for repairing and rehabilitating waterways, improving flood mapping and preparing floodplain management plans for the Rockhampton creeks. The application for funding was in the total amount of \$7.3M.

For clarification, it is advised that Category D funding under the NDRRA guidelines may be available as follows:

Extraordinary Special Assistance (Category D)***13.1 Overview***

Extraordinary special assistance may be made available where the Prime Minister and the Premier agree that the community is so severely affected by an eligible disaster that additional funding is required to meet the particular circumstances of the event and where a gap or need for special assistance above and beyond the standard suite of NDRRA assistance arises.

This special relief measure is available under NDRRA Category D (refer NDRRA Determination 2012 s.3.5) and is only available in exceptional circumstances. As a special relief measure there is no set relief available under this measure.

13.2 Administering Authority

The administering authority is dependent upon the type of assistance made available.

13.3 Activation Trigger

Activation of the NDRRA and a joint agreement between the Prime Minister and the Premier for the activation of Category D extraordinary special assistance to be made available.

13.4 Eligibility

Decisions to approve Category D measure requests are made on the merits of individual situations. No two disasters are the same and the circumstances and needs of affected communities will always be different.

The essence of 'exceptional circumstances' is that there is something unusual about circumstances of a particular eligible disaster that makes the application of the ordinary rules to govern those circumstances inadequate or inappropriate. The eligibility, application process, terms and conditions will be developed by the Administering Authority once the extraordinary special assistance is made available.

As indicated, the Council applied under the aforementioned guideline for funding assistance for the clean-up of the creeks and waterways.

COMMENTARY

Council's application

The justification and essence of Council's application was as follows:

Rockhampton has experienced three major natural disasters in the past 6 years. In January 2011, major flooding from the Fitzroy River inundated large parts of Rockhampton. In January 2013, ex-Tropical Cyclone Oswald caused significant flooding of both the Fitzroy River and local catchments and creeks in Rockhampton. The total cost of the two prior events was \$63.9 million with Council meeting approximately \$12 million of those costs.

On 20 February 2015, severe Tropical Cyclone Marcia caused extensive damage in Rockhampton and local creeks flooding impacted on the city. Early estimates of the financial impact of Cyclone Marcia on Council's finances are of the order of \$5 million to \$6 million with total expenses expected to exceed \$20 million.

Rockhampton may have a reputation for being "flood-hardened" and resilient, but, the community's resilience has been tested and eroded by the frequency and severity of flood events and natural disasters in recent years.

TC Marcia resulted in significant quantities of fallen trees and vegetation across the region. This vegetative debris and the movement of sediments caused blockages of bridges, culverts and stormwater inlets exacerbating flooding in the urban areas of Rockhampton.

Removal of vegetative debris and sediments and repair of scours in the immediate vicinity of bridges, culverts and drainage structures will be claimed as an eligible cost under Category B of NDRRA. Some of this work was tasked to, and completed by the Australian Defence Force with the remainder tasked to Council's Civil Operations Section or to Council Contractors.

Fallen trees and vegetative debris has also impacted on extensive areas of creeks and overland flow paths. There are three areas of concern and risk that have motivated Council action to clear these trees and debris despite, in most cases, not having the legislative responsibility to do so.

1. These fallen trees and debris create a local constriction to the flow area and will potentially exacerbate flooding of adjacent urban areas.
2. With debris loading expected to be high after TC Marcia, the larger trees are likely to accumulate smaller debris and form into rafts that may significantly reduce the flow area and significantly exacerbate flooding of adjacent urban areas and infrastructure.
3. There is also a high risk of debris blockage of bridges, culverts and stormwater drains as a result of significantly increasing the debris loading and transport of that debris downstream to build structures during flood events.

Scouring of riparian areas and the accumulation of sediments in these creeks also impacts on their hydraulic capacity and is likely to exacerbate future flooding in some areas. A more systematic approach to the assessment and rectification of these areas is required. As with the vegetative debris, sediment deposits may increase flood impacts in adjacent urban areas and lead to blockages of drainage structures and flooding of associated adjacent areas.

The tenure of these creeks includes watercourses (Water Act 2000), State Land, private land and Council owned or controlled parks. In some instances, private properties directly adjoin the creeks on one or both sides and in others instances park areas adjoin these creeks on one or both sides.

Council sought to act quickly and decisively in clearing the highest risk areas as further significant rainfall was possible after Cyclone Marcia. At the time that decision to act was being taken, two tropical lows had formed in the Coral Sea with at least one predicted to form into a cyclone and cross the Queensland coast. The potential impacts of a further cyclone or significant rainfall and subsequent increased risk of flash flooding through the impacted creeks and waterways was a significant risk to the community. The 'value for money' principle has also been at the forefront for Council and use of Council's own workforce and specialised contractors has proven to be less costly and more timely than waiting for a determination from the Department of Natural Resources and Mines (DNRM) as to responsibilities and seeking out contractors or other alternatives from that point.

State Response

The State Government has advised that it has promoted Council's Category D funding application to the Prime Minister; however, in conjunction with the Community Cabinet held in Rockhampton in late May 2015 the State Government announced funding for the clean-up of cyclone debris in Rockhampton waterways as follows:

Palaszczuk Govt kicks in \$1.1 million for a cleaner Fitzroy River

The Palaszczuk Government is investing \$1.12 million in local projects to clean up cyclone debris in Rockhampton waterways and help improve river health in the wider Fitzroy Basin.

State Development Minister and Natural Resources and Mines Minister Dr Anthony Lynham said today the projects would make local watercourses more resilient to future flood events, improve river health and ensure better quality water flowing into Great Barrier Reef waters.

The projects are:

- *\$1 million for Rockhampton Regional Council to remove clean up fallen vegetation and debris and repair river and creek bank damage caused by Tropical Cyclone Marcia flooding*
- *\$120,000 to monitor and report on river health in the Fitzroy Basin.*

"Flooding associated with TC Marcia caused significant damage to banks and vegetation on the banks of rivers, creeks and streams around Rockhampton," Dr Lynham said.

“Fallen vegetation and other debris needs to be removed from the beds and banks of these waterways to prevent potential environmental and infrastructure damage during a future flood event.”

Agriculture and Fisheries Minister and Member for Rockhampton Bill Byrne welcomed the clean-up funds, which will go to the Rockhampton Regional Council once a contract is finalised.

“Fallen trees and debris in or adjacent to Moores Creek near Norman Gardens, for instance, could easily move during a flood event and potentially cause significant damage to the bridge,” he said.

“Today’s announcement is great news for the city’s continuing recovery from the devastation caused by TC Marcia.

“Thousands of felled trees have already been removed and this funding will enable Rockhampton Regional Council to get on with the job of clearing vegetation from river banks and repairing damage to the banks.

“The funding means work can go ahead at 64 sites nominated by the council. This is part of the Palaszczuk Government’s ongoing commitment to support Rockhampton’s recovery after the cyclone.

“This follows last week’s removal of seven wrecks in Coorooman Creek, the Fitzroy River and Rosslyn Bay,”

Dr Lynham said 64 waterway sites nominated by council had been selected for funding.

He said a further \$120,000 would go to the Fitzroy Partnership for River Health to help protect waterway health, including waterways flowing into the Great Barrier Reef waters.

“The Fitzroy Basin is the largest water catchment system on the east coast of Australia and supports approximately 120,000 people living in central Queensland communities including Rockhampton,” he said.

“The basin also supports regional jobs through a variety of land uses and industries including grazing, agriculture, conservation, forestry, mining and irrigation.

“Healthier rivers mean healthier communities and natural ecosystems plus improved water quality in Fitzroy River flows entering the adjacent Great Barrier Reef World Heritage Area.

“The Fitzroy Partnership for River Health produces an annual science-based report card on the health of aquatic ecosystems across the Basin, which helps government, local authorities and industry achieve healthier waterways,” he said.

The partnership is a collective of 26 government, agriculture, resources, industry, research, environmental and community interests across the Fitzroy Basin; including the Fitzroy Basin Association and CQ University.

Mr Byrne said the partnership demonstrated what could be achieved when industry, government, academia and communities shared a common goal of improving river health.

Subsequent to this announcement, Council has received a draft agreement/contract from DNRM outlining the work that is to be funded including the identification of the 64 sites mentioned in the media release. It was also noted that Moores Creek behind Creek Street was also to be included resulting in there nominally being 65 sites for clean-up. Also following receipt of the agreement, discussions have been held with officers of DNRM to clarify the funding arrangements. Through these discussions it was clarified that:

- the funding would be \$950,000 up front with \$50,000 payable on receipt of final report which would include before and after photographs;

- sites were identified based on risk to public infrastructure;
- recognition that some sites may have already been done and that they could be replaced with others;
- funding does not include rock spoil and sediment – removal of trees is the basis of the funding;
- Council will be allowed to remove the rock spoil and sediment at its cost;
- the inclusion of Moores Creek behind Creek Street both upstream and downstream of the causeway; and
- work to be completed by February 2016.

Estimated Total Cost

As per the Category D funding application, initial estimates of the total cost were \$1,000,000 for clearing of large fallen trees and debris (note –clearing trees and debris from park areas generally addressed separately and an additional cost).

Initial estimates of the total cost were \$5,000,000 for repair, stabilising and rehabilitating riparian areas over the next two years.

Total costs were estimated to be \$325,000 pa over the next two years to refine flood modelling of the North Rockhampton local creeks and \$650,000 for the development of floodplain management plans for these creeks over the coming 12-18 months.

Total assistance sought in the Category D submission was \$7.3 million; however, these were preliminary estimates and, it is suggested, that the \$5M for rehabilitating riparian areas may be at the upper end of the scale and this work could be undertaken for a cost lower than that but probably not at a figure that would fit in current funding availability.

Current Situation

Council has spent approximately \$800,000 on clearing a number of sites in the creeks and waterways since TC Marcia and whilst the Category D application was being prepared and submitted. This work was funded from the Council allocation for up to \$1,000,000 for expenditure on this activity and this was halted when it was considered that it was close to the \$1m having been spent; however, when it settled down and all transactions appropriately accounted for approximately \$800,000 had been spent. A map depicting the areas addressed by Council Crews to date is attached as Attachment 1. The balance of the funding was going to be utilised as time permitted on the other priority areas. Once the State Government funding was announced, all further works were halted pending clarification of the conditions of that funding.

Next Step

This funding places the Council in a quandary with the funding provided and scope for that funding not allowing for the clearing of the rock spoil and sediment in the creeks and waterways and that matter may, in all likelihood, have a greater impact on the effectiveness and efficiency of the creeks and waterways more so than the trees and vegetative matter. To go in and only partially do the job will result in criticism from the community and an expectation that Council will complete the task including the removal or relocation of the rock spoil and sediment to rehabilitate the creeks and waterways.

See Attachments 2, 3, 4 and 5 which indicated the sites that Council included in its Category D application and the sites that have been identified by DNRM in the funding approval.

It is estimated that approximately 35% of the 65 sites nominated by DNRM that have already been cleaned-up by the Civil Operations Crews and this does provide for the Council to use the relevant portion of the \$1M to fund either:

- a) recompense for those works already undertaken;
- b) additional sites to the 65 nominated for clean-up;
- c) rock spoil and sediment removal as well as the removal of trees and vegetative matter; or
- d) a combination of a), b) or c).

CONCLUSION

Irrespective of which option the Council elect, the \$1M will not be sufficient funding to do the entire task even if we add the \$200,000 unspent from the Council allocation and this will need to be considered by the Council.

Does the Council accept the \$1M and do what work it can in full knowledge that it will not be sufficient to fully address the matter and the community will be looking to the Council to complete the task or does it respectfully decline the offer and request that DNRM undertake the clean-up in its waterways and creeks? Each option has ramifications for the Council and these will need to be considered prior to making a decision; however, it is considered that the negatives will outweigh the positives should the funding be declined.

To progress this matter it is suggested that:

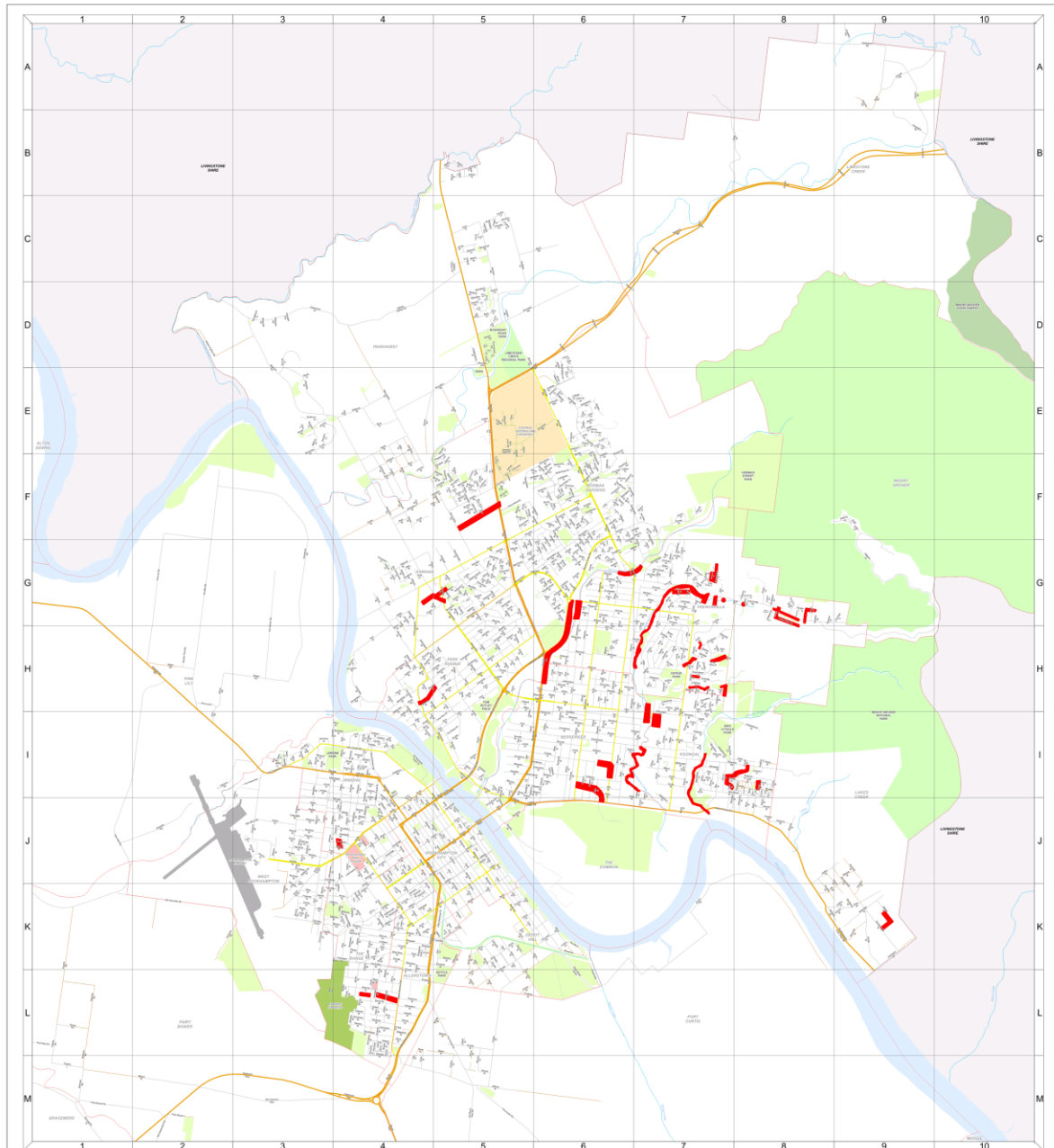
- 1) Council accept the funding offer from DNRM;
- 2) the 65 sites nominated by DNRM be inspected with a view to refining the scope of works;
- 3) the options for the rehabilitation of the creeks and waterways be further considered to pursue the most cost effective solution;
- 4) the \$200,000 not expended in the initial TC Marcia clean-up of creeks and waterways be reallocated in the first budget review of the 2015/16 budget to supplement the DNRM funding; and
- 5) the reviewed scope of works be referred to the Council as soon as practical for endorsement.

CREEK DEBRIS FROM TROPICAL CYCLONE MARCIA

Map of All Areas Rockhampton

Meeting Date: 23 June 2015

Attachment No: 1



Rockhampton Street Index

- Legend**
- Main Roads (TMRF)
 - Major Council Roads
 - Council Roads
 - Private Roads
 - Unimproved Roads
 - Historic Gardens
 - CDA
 - Airport
 - Rockhampton Hospital
 - Private Hospital
 - Waterways/Rivers
 - Creeks
 - National Park Reserves
 - State Forest
 - CDA LGA Boundaries



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1: 20,000 at A4 Date: 28/04/2015



Street List

A11	A12	A13	A14	A15	A16	A17	A18	A19	A20	A21	A22	A23	A24	A25	A26	A27	A28	A29	A30	A31	A32	A33	A34	A35	A36	A37	A38	A39	A40	A41	A42	A43	A44	A45	A46	A47	A48	A49	A50	A51	A52	A53	A54	A55	A56	A57	A58	A59	A60	A61	A62	A63	A64	A65	A66	A67	A68	A69	A70	A71	A72	A73	A74	A75	A76	A77	A78	A79	A80	A81	A82	A83	A84	A85	A86	A87	A88	A89	A90	A91	A92	A93	A94	A95	A96	A97	A98	A99	A100
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CREEK DEBRIS FROM TROPICAL CYCLONE MARCIA

Map of Thozets Creek

Meeting Date: 23 June 2015

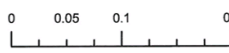
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Thozets Creek - Trees in Creek

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 Page 1 of 37

All locations are approximate



CREEK DEBRIS FROM TROPICAL CYCLONE MARCIA

Map of Frenchmans Creek

Meeting Date: 23 June 2015

Attachment No: 3

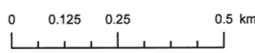


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Frenchmans Creek - Trees in Creek

All locations are approximate

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CREEK DEBRIS FROM TROPICAL CYCLONE MARCIA

Map of Moores Creek

Meeting Date: 23 June 2015

Attachment No: 4

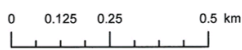


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Moors Creek - Trees in Creek

All locations are approximate

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 Page Size: A2



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CREEK DEBRIS FROM TROPICAL CYCLONE MARCIA

Map of Splitters Creek

Meeting Date: 23 June 2015

Attachment No: 5

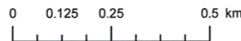


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Splitters Creek - Trees in Creek

All locations are approximate

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Page Size: A2



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8.4 COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER

File No:	4107
Attachments:	1. Instrument of Delegation - Sustainable Planning Act 2009
Authorising Officer:	Tracy Sweeney - Manager Workforce and Strategy Ross Cheesman - General Manager Corporate Services
Author:	Kerrie Barrett - Coordinator Corporate Improvement & Strategy

SUMMARY

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

OFFICER'S RECOMMENDATION

THAT:

1. Council resolves as per section 257 of the *Local Government Act 2009* to delegate to the Chief Executive Officer, the exercise of powers contained in schedule 1 of the Instrument of Delegation attached to this report for the *Sustainable Planning Act 2009*.
2. All prior resolutions delegating the powers under this Act to the Chief Executive Officer are repealed. These powers must be exercised subject to any limitations contained in schedule 2 of the Instrument of Delegation attached to this report.

COMMENTARY

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

Listed below are the sections relevant to the Act that have been identified as either new, amended, or additional delegable powers to be delegated from Council to the position of the Chief Executive Officer (CEO) in the Instrument of Delegation.

Changes to Delegable Powers**Attachment 1 – Sustainable Planning Act 2009**

MacDonnells Law has undertaken a periodic review resulting in the addition of sections 288(1)(a), 354(1)(b), 362, 363(5), 371(d), 371(e), 375(5), 378(3), 405(1), 591(2), 592(2), 710(1) and 714(2) and the removal of sections 279(1)(a), 279(1)(b), 673A(2) and 674(4).

Once Council has resolved to delegate to the CEO, the exercise of powers contained in schedule 1 of the Instrument 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 Act 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 Instrument of Delegation for the Act listed within this report was last considered and approved by Council at the following meeting:

Legislation	Meeting Date
Sustainable Planning Act 2009	24 March 2015

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 Instrument of Delegation for the relevant legislative Act 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 Instrument of Delegation attached to this report subject to any limitations contained in schedule 2 of the Instrument 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 Instrument of Delegation subject to limitations contained in schedule 2.

COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER

Instrument of Delegation - Sustainable Planning Act 2009

Meeting Date: 23 June 2015

Attachment No: 1



INSTRUMENT OF DELEGATION

Sustainable Planning 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.

Schedule 1

Sustainable Planning Act 2009 ("SUPA")**CHAPTER 3 – LOCAL PLANNING INSTRUMENTS****Part 2 - Planning Schemes****Division 5 – Application of superseded planning schemes**

Entity power given to	Section of SUPA	Description
Local Government	96(1)	Power to decide a request for application of a superseded planning scheme.
Local Government	96(2)	Power to, by written request, extend the period in which to make a decision on a request for application of a superseded planning scheme by no more than 10 business days.
Local Government	96(4)	Power to agree with the person making a request to further extend the period in which to make a decision on a request for application of a superseded planning scheme.
Local Government	97	Power to give written notice of a decision on a request for application of a superseded planning scheme.
Local Government	98(4)	Power to decide a request to extend the period for carrying out development the subject of a superseded planning scheme application.
Local Government	98(4)	Power to give written notice of a decision on a request to extend the period for carrying out development the subject of a superseded planning scheme application.

CHAPTER 5 – DESIGNATION OF LAND FOR COMMUNITY INFRASTRUCTURE**Part 6 - Acquiring Designated Land**

Entity power given to	Section of SUPA	Description
Designator of Land	223(1)	Having regard to the considerations in subsection (2), the power to decide a request by the owner of an interest in designated land to acquire the designated land under hardship.
Designator of Land	224	Power to give a notice to an owner who has made a request under section 223 of a proposal to buy the nominated interest.
Designator of Land	225	Power to give a notice to an owner who has made a request under section 223 of a refusal to acquire the nominated interest.
Designator of Land	226	Power to take one of the specified actions as an alternative to buying a nominated interest and to give notice to the owner stating the proposed action.
Designator of Land	227(2) ¹	In the specified circumstances, power to give the owner of land a notice of intention to resume the nominated interest.

¹ The notice is taken to be a notice of intention to resume under the Acquisition of Land Act 1967, section 7 (section 227(3) SPA).

CHAPTER 6 – INTEGRATED DEVELOPMENT ASSESSMENT SYSTEM (IDAS)**Part 1 - Preliminary****Division 4 – Assessment managers and referral agencies*****Subdivision 3 – Additional third party advice or comment about applications***

Entity power given to	Section of SUPA	Description
Assessment Manager Concurrence Agency	256(1)	Power to ask any person for advice or comment about an IDAS application.

Part 2 - Application Stage**Division 1 – Application process*****Subdivision 1 – Applying for development approvals***

Entity power given to	Section of SUPA	Description
Assessment Manager	261(1)(a) (ii)(A)(B)	Power to: (a) be satisfied the application complies with section 260(1)(a), (b), (d) and (e) and (3); and (b) receive and after considering any non-compliance with section 261(1)(c), accept the application
Person required to take action under IDAS ie. as Assessment Manager or Referral Agency	262(5)(a) and (b)	Power to: (a) extend the period to take action under e-IDAS in the specified circumstances; and (b) give notice of an extension of time taken under e-IDAS.
Owner of Land	263	Power to give owner's consent for land the subject of an application.

Subdivision 2 – Notices about receipt of applications

Entity power given to	Section of SUPA	Description
Assessment Manager	266(1)	Power to give notice that an application is not a properly made application.
Assessment Manager	267(2)	In the specified circumstances, power to give an acknowledgement notice for a properly made application.

Part 3 - Information and Referral Stage**Division 2 – Giving material to referral agencies**

Entity power given to	Section of SUPA	Description
Assessment Manager	272(b)	Power to agree a further period for receipt of referral agency material with the applicant.
Assessment	274(2)(b)	Power to agree to extend the time for compliance with section 272 after an

Manager		application has been revived under section 274(1).
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Division 3 – Information requests

Entity power given to	Section of SUPA	Description
Assessment Manager Concurrence Agency	276(1)	Power to ask the applicant, by written request (information request), to give further information needed to assess an application.
Assessment Manager Concurrence Agency	277(1)	Power to, by written notice to the applicant, extend the information request period.
Assessment Manager Concurrence Agency	277(3)	Power to decide to agree with the applicant to further extend the information request period.
Assessment Manager	280(2)(b)	Power to agree to extend the time for compliance with section 278 after an application has been revived under section 280(1).

Division 4 – Referral agency assessment

Subdivision 1 – Assessment generally

Entity power given to	Section of SUPA	Description
Referral Agency	282(1)	Power to assess the application against the specified matters.
Referral Agency	282(2)	Power to assess the application having regard to the specified matters.
Concurrence Agency	284(1)	Power to extend the assessment period.
Concurrence Agency / Referral Agency	284(3)	Power to request the applicant to agree to further extensions of the assessment period.

Subdivision 2 – Concurrence agency responses

Entity power given to	Section of SUPA	Description
Concurrence Agency	285(2)	Power to give a concurrence agency response.
Concurrence Agency	287	Power to exercise the concurrence agency's response powers in subsections (1) – (6).
Concurrence Agency	288(1)(a)	Power to be satisfied that the development would compromise the intention of the designation.
Concurrence Agency	290(1)(a)	Power to, in the specified circumstances, give a concurrence agency response.
Concurrence Agency	290(1)(b) (i)	Power to, in the specified circumstances amend a concurrence agency response where: (a) the applicant agrees to the amended response; or (b) the Minister has given a direction under section 420.

Concurrence Agency	290(1)(b)(ii)	Power to amend a concurrence agency response to respond directly to: (a) a change made to a development application in response to an information request; or (b) a matter raised in a properly made submission for the application.
Concurrence Agency	290(2)	Power to give notice of a proposal to amend a concurrence agency response under section 290(1)(b)(ii).

Subdivision 3 – Advice agency responses

Entity power given to	Section of SUPA	Description
Advice Agency	291(2)	Power to give an advice agency's response.
Advice Agency	292	Power to exercise the advice agency's response powers in subsections (1) – (3) of that section.

Part 4 - Notification Stage

Division 2 – Public notification

Entity power given to	Section of SUPA	Description
Assessment Manager	297(1)	Power to agree with the applicant to give and to give public notice of an application.
Assessment Manager	302(1)(a)	Power to agree to extend the period in which to carry out actions under section 297(1).
Assessment Manager	302(1)(b)	Power to agree to extend the time for compliance with section 301.
Assessment Manager	303(2)	Power to agree to extend the time to carry out the actions under section 297(1) after an application has been revived under section 303(1).
Assessment Manager	303(3)	Power to agree to extend the time for compliance with section 301 after an application is revived under section 303(1).
Assessment Manager	304(1)	Power to, if satisfied, in the specified circumstances, assess and decide an application despite non-compliance with public notification.

Division 3 – Submissions about applications

Entity power given to	Section of SUPA	Description
Assessment Manager	305(3)	Power to decide to accept a written submission that is not a properly made submission.

Part 5 - Decision Stage

Division 2 – Assessment process

Entity power given to	Section of SUPA	Description
Assessment Manager	313(2)	Power to, in the specified circumstances, assess the part of the application requiring code assessment against each of the specified matters or things to the extent the matter or thing is relevant to the development.
Assessment Manager	313(3)	Power to, in the specified circumstances, assess the part of the application requiring code assessment having regard to the specified matters.
Assessment	314(2)	Power to, in the specified circumstances, assess the part of the application requiring impact assessment against each of the specified matters or things

Manager		to the extent the matter or thing is relevant to the development.
Assessment Manager	314(3)	In the specified circumstances, assess the part of the application requiring impact assessment having regard to the specified matters.
Assessment Manager	315(1)	Power to, in the specified circumstances, assess a development application (superseded planning scheme).
Assessment Manager	316(4)	Power to assess the part of the application that states the way in which the applicant seeks to vary, the effect of any planning instrument for the land having regard to the specified matters.
Assessment Manager	317	In assessing an application, power to decide to give weight to later planning instrument, code, law or policy.

Division 3 – Decision

Subdivision 1 – Decision-making period

Entity power given to	Section of SUPA	Description
Assessment Manager	318(1)	Power to decide an application.
Assessment Manager	318(2)	Power to extend the decision making period.
Assessment Manager	318(4)	Power to request and agree with the applicant further extensions of the decision making period.

Subdivision 2 – Decision rules - generally

Entity power given to	Section of SUPA	Description
Assessment Manager	324(1) ²	Power to decide an application including any conditions other than an application for a preliminary approval that seeks to vary the effect of a local planning instrument.

Subdivision 3 – Decision rules-application under section 242

Entity power given to	Section of SUPA	Description
Assessment Manager	327(1)	Power to decide the part of an application for a preliminary approval that seeks to vary the effect of a local planning instrument.

Subdivision 4 – Deemed decision for particular applications

Entity power given to	Section of SUPA	Description
Assessment Manager	331(6)	Where a deemed approval has been given for an application, power to issue a decision notice.

Division 4 – Notice of decision

Entity power given to	Section of SUPA	Description
Assessment Manager	334(1)	Power to give a written notice of a decision on an application (a decision notice).

² Any conditions included as a consequence of a decision to approve a development application must be lawful having regard to Chapter 6, Part 5, Division 6 of SPA.

Assessment Manager	337(1)	Power to give a copy of a decision to approve an application to the principal submitter.
Assessment Manager	337(2)	Power to give a copy of a decision to refuse an application to the principal submitter.

Division 6 – Conditions

Entity power given to	Section of SUPA	Description
Assessment Manager Concurrence Agency	348	Power to enter into an agreement with an applicant to establish obligations, or secure the performance, of a party to the agreement about a condition.

Part 6 - Changing or Withdrawing Development Applications

Division 1 – Preliminary

Entity power given to	Section of SUPA	Description
Assessment Manager	350(1)(b)	Power to be satisfied that a change of applicant is a minor change.
Assessment Manager	350(2)	Power to decide that a change to an application is a minor change under section 350(1)(d).

Division 3 – Changed applications – effect on IDAS

Entity power given to	Section of SUPA	Description
Assessment Manager	354(1)(b)	Power to be satisfied that a change: (a) only deals with a matter raised in a properly made submission for the application; or (b) is in response to an information request.
Assessment Manager	354(4)	In the specified circumstances, power to decide that the notification stage does not have to restart or be repeated.
Assessment Manager	355(4)	In the specified circumstances, power to decide that the notification stage does not have to be repeated.

Part 7 - Missed Referral Agencies

Entity power given to	Section of SUPA	Description
Assessment Manager Referral agency	357(2)	Power to give notice to another party of a missed referral agency

Part 8 - Dealing with Decision Notices and Approvals

Division 1 – Changing decision notices and approvals during applicant's appeal period

Entity power given to	Section of SUPA	Description
Assessment Manager	362	Power to consider any representations made to the assessment manager under section 361.

Assessment Manager	363(1)	Power to issue a negotiated decision notice.
Assessment Manager	363(5)	Power to decide not to agree with any of the representations and to give notice that the assessment manager does not agree with the applicant's representations.
Local Government	364(2)	Power to give an applicant a new infrastructure charges to replace the original notice.

Division 2 – Changing approvals-request for change after applicant's appeal period ends

Subdivision 1 – Preliminary

Entity power given to	Section of SUPA	Description
Relevant Entity	368(3)	Power to give a pre-request response notice.

Subdivision 2 – Procedure for changing approvals

Entity power given to	Section of SUPA	Description
Person	369	Power to, by written notice, ask a responsible entity to make a change to an approval.

Subdivision 3 – Assessing and deciding request for change

Entity power given to	Section of SUPA	Description
Owner	371	Power to give owner's consent to the request.
Responsible Entity	371(d)	Power to be satisfied of the circumstances in which consent is not required under subparagraphs (i) and (ii).
Responsible Entity	371(e)	Power to be satisfied of the circumstances in which consent is not required under subparagraphs (i) and (ii).
Entity	373(1)(a)	Power to give the responsible entity notice that (a) it has no objection to a proposed change; or (b) it objects.
Responsible Entity	374(1) and (2)	Power to assess an application having regard to the specified matters.
Responsible Entity	375(1)(a) and (b)	Power to decide to approve or refuse (with or without conditions) a request to change a development approval.
Responsible Entity	375(5)	Power to agree with the person making the request to extend the period within which the entity must decide the request.
Responsible Entity	376(1)	Power to give notice of a decision on an application to change a development approval.

Division 3 – Changing or cancelling particular conditions-other than on request

Entity power given to	Section of SUPA	Description
Assessment Manager Concurrence	378(3)	Power to change or cancel a development condition.

Agency		
Assessment Manager Concurrence Agency	378(7)	Power to give notice of intention to change or cancel a development condition to the owner and occupier of land.
Assessment Manager Concurrence Agency	378(9)	Power to decide whether to change or cancel a development condition.
Assessment Manager Concurrence Agency	378(9)(a)	Power to give notice that a development condition will not be changed or cancelled.
Assessment Manager Concurrence Agency	378(9)(b)	Power to give notice of a change to or cancellation of a development condition.

Division 4 – Cancelling approvals

Entity power given to	Section of SUPA	Description
Assessment manager	381(a) and (b)	Power to: (a) cancel an approval at the request of an owner or person with owner's consent under section 379; and (b) give notice of the cancellation.

Division 5 – Extending period of approvals

Entity power given to	Section of SUPA	Description
Assessment Manager	383(4)	Power to decide the owner's consent is not required.
Concurrence Agency	385(a) and (b)	Power to give the assessment manager notice: (a) stating no objection to the extension being approved; or (b) objecting to the extension being approved.
Assessment Manager	387(1)	Power to approve or refuse a request to extend the relevant period for an approval.
Assessment Manager	387(3)	Power to agree with the person making a request to extend the decision making period for a request to extend the relevant period.
Assessment Manager	389	Power to give notice of the decision on a request to extend the relevant period.

Part 10 - Compliance Stage

Division 2 – Compliance assessment

Subdivision 2 – Referring request to local government

Entity power given to	Section of SUPA	Description
Local Government	402(4) and 402(5)(a) and (b)	Power to: (a) assess an aspect of development referred by a compliance assessor to the local government; and

	(b)	give notice of the local government's response to a matter referred to it by a compliance assessor.
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Subdivision 3 – Compliance assessor to assess and decide request

Entity power given to	Section of SUPA	Description
Compliance Assessor	405(1)	Power to be satisfied that a development, document or work achieves compliance, or would achieve compliance if particular conditions were complied with.
Compliance Assessor	405(2) and (3)	Power to decide a compliance assessment request.
Compliance Assessor	405(5)	Power to issue an action notice for a non-compliant development, document or work.
Compliance Assessor	407(1)(a) and (b)	Power to issue: (a) a compliance permit for development; and (b) a compliance certificate for a document or work.
Compliance Assessor	408(3)(b)(i)	Where a compliance assessment request for development is deemed approved, power to issue a compliance permit.
Compliance Assessor	408(3)(b)(ii)	Where a compliance assessment request for a document or work is deemed approved, power to issue a compliance certificate.

Division 3 – Changing Notices, Compliance Permits and Certificates

Entity power given to	Section of SUPA	Description
Compliance Assessor	412(3)	Power to withdraw an action notice after considering representations made under section 412(2).
Compliance Assessor	412(4)	Power to issue a new action notice after considering representations about a matter mentioned in section 405(5)(b).
Compliance Assessor	412(5)	Power to issue a new action notice after considering representations about a matter mentioned in section 405(5)(c) or (d).
Local Government	412(6)	Power to agree to allow a compliance assessor (as a nominated entity of the Local Government) to withdraw an action notice or give a new action notice where a response under section 402 has been given.
Compliance Assessor	412(9)	Power to ,where the compliance assessor does not agree with representations about a matter mentioned in section 405(b), (c) or (d), give notice of the decision about the representations.
Compliance Assessor	413(2)(a)	Power to: (a) decide an application to change a compliance permit or compliance certificate; and (b) Issue a new compliance permit or compliance certificate showing the change.
Compliance Assessor	413(2)(c)	Power to give notice of refusal to change a compliance permit or compliance certificate.
Local Government	413(3)	Power to agree for a compliance assessor to change a condition of a compliance permit imposed by the Local Government.

CHAPTER 7 – APPEALS, OFFENCES AND ENFORCEMENT**Part 1 - Planning and Environment Court****Division 7 – Other court matters**

Entity power given to	Section of SUPA	Description
Local Government	456(1)	Power to bring a proceeding in the Court for a declaration.
Assessment Manager	456(2)	Power to bring a proceeding about a matter done, to be done or that should have been done for chapter 6, Part 11, Division 2 for a development application called in the specified circumstances.

Division 8 – Appeals to court relating to development applications and approvals

Entity power given to	Section of SUPA	Description
Applicant	461(1)	Power to appeal to the Court about a development application.
Submitter	462(1)	Power to appeal to the Court about a development application.
Submitter	463(2)	Power to appeal to the Court about a referral agency's response made by a prescribed concurrence agency for the development application for particular aquaculture development.
Advice Agency	464(2)	Power to appeal to the Court about a development application where the advice agency response is treated as a properly made submission.
Concurrence Agency	465(1)	Power to appeal to the Court about a decision relating to an extension for an approval.
Responsible Entity	466(1)	Power to appeal to the Court about a permissible change to a development application where a notice under section 373 or a pre-request response notice has been given.
Person to whom notice is given under s378(9)(b)	467(1)	Power to appeal to the Court about a change or cancellation of a condition.

Division 10 – Appeals to Courts about other matters

Entity power given to	Section of SUPA	Description
Party to a proceeding before Building and Development Committee	479(1)	Power to appeal to the Court against a decision by a Building and Development Committee.

Division 11 – Making an appeal to Court

Entity power given to	Section of SUPA	Description
Submitter	485(4)	Power to elect to co-respond to an appeal.
Person given notice about	485(9)(c)	Power to elect to co-respond to an appeal where not otherwise a party.

an appeal under s 465		
Person given notice about an appeal under s 466	485(10)(b)(ii)	Power to elect to co-respond to an appeal where not otherwise a party.
Person given notice of an appeal under Division 10	487(4)	Power to elect to co-respond to an appeal where not otherwise a party.
Entity entitled to elect	488	Power to elect to be a co-respondent to an appeal.

Division 14 – Appeals to Court of Appeal

Entity power given to	Section of SUPA	Description
Party to a proceeding	498(1)	Power to appeal a decision of the Court to the Court of Appeal

Part 2 - Building and Development Dispute Resolution Committees

Division 3 – Committee declarations

Subdivision 1 – Declarations

Entity power given to	Section of SUPA	Description
Assessment Manager	510(3)	Power to bring an application for a declaration about whether an application is a properly made application.
Compliance Assessor	512	Power to bring an application for a declaration about whether an application for compliance assessment has lapsed.
Responsible Entity	513(3)	Power to bring an application for a declaration about whether a proposed change to an approval is a permissible change.

Subdivision 2 – Proceedings for declarations

Entity power given to	Section of SUPA	Description
Person entitled to bring proceeding	515(1)	Power to request the chief executive to appoint a building and development committee to start hearing the proceeding.
Party to the Proceeding	515(4)	Power to agree to a request.

Division 4 – Appeals to committees about development applications and approvals

Subdivision 1 – Appeals about particular material changes of use

Entity power given to	Section of SUPA	Description
Concurrence Agency	520(2)	Power to appeal to the building and development committee about a decision to extend an approval.
Relevant Entity	521(2)(a)(ii)	Power to appeal to the building and development committee about a permissible change to a development application where a notice under

	section 373 or a pre-request response notice has been given.
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Division 6 – Appeals to committees about building, plumbing and drainage and other matters

Subdivision 2 – Appeals about development applications and approvals

Entity power given to	Section of SUPA	Description
Advice agency	528	Power to appeal to the building and development committee about giving a development approval for building work to be assessed against the Building Act.
Concurrence Agency	529(1)	Power to appeal to the building and development committee about a decision to extend a development approval.
Concurrence Agency	530(1)(a)(ii)	Power to appeal to the building and development committee about a decision to make a permissible change to an application where a notice under section 373 or a pre-request notice has been given.
Person to whom notice is given under s378(9)(b)	531(1)	Power to appeal to the building and development committee about change or cancellation of a development condition.

Division 8 – Making appeals to building and development committees

Entity power given to	Section of SUPA	Description
Advice agency	537(1)	Power to request the chief executive to appoint a building and development committee to start hearing an appeal.
Assessment Manager	543(4)	Power to apply to the building and development committee to withdraw from the appeal.
Person to whom notice of appeal is given under subsection 539 or 541	543(5)	Power to elect to co-respond to an appeal under sections 519, 522 or 527 where not otherwise a party.
Person to whom notice of appeal is given under subsection 539 or 541	544(c)	Power to elect to co-respond to an appeal under section 520 or section 529 where not otherwise a party.
Person to whom notice of appeal is given	545(b)(ii)	Power to elect to co-respond to an appeal under section 521 where not otherwise a party.
Person to whom notice of appeal is given under section 541	546(c)	Power to elect to co-respond to an appeal under section 528 where not otherwise a party.
Local government	547(3)(b)	Power to elect to co-respond to an appeal under sections 532, 533 or 535 where not otherwise a party.

Division 9 – Process for appeals or proceedings for declarations in building and development committees

Entity power given to	Section of SUPA	Description
Party to an Appeal	560(1)	Power to appear as a representative of the local government as a party to an appeal at a building development committee hearing .
Party to an Appeal	562(1) and (2)	Power to make written submissions if requested by the building and development committee.
Assessment Manager / Compliance Assessor	568	Power to give the registrar written notice.

Part 3 - Provisions about Offences, Notices and Orders

Division 2 – Show cause notices

Entity power given to	Section of SUPA	Description
Assessing Authority	588(1)	Power to form a reasonable belief that a person has or is committing a development offence.
Assessing Authority	588(2)	Power to issue a show cause notice for a development offence.
Assessing Authority	588(3)	Power to reasonably consider it is not appropriate to give a show cause notice.

Division 3 – Enforcement notices

Entity power given to	Section of SUPA	Description
Assessing Authority	590(1) ³	Power to form a reasonable belief that a person has or is committing a development offence and to Issue an enforcement notice for a development offence.
Assessing Authority	590(9)	In relation to a development offence involving premises, power to issue an enforcement notice to the owner where the person who committed the offence is not the owner of the premises.
Assessing Authority	591(2)	Power to: (a) consider all representations made by a person about a show cause notice within the period stated in the notice; and (b) form the belief that it is appropriate to give an enforcement notice.
Assessing Authority	592(2)	Power to form the belief that it is not possible or practical to take steps to demolish or remove work.

Division 4 – Offence proceedings in Magistrates Court

Entity power given to	Section of SUPA	Description
Local Government Assessing Authority for building	597(1)	Power to bring a proceeding in a Magistrates Court for an offence against Chapter 7, Part 3.

³ 590(7) The local government may not delegate this power to give an enforcement notice ordering the demolition of a building.

assessment provisions Assessing Authority		
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Division 5 – Enforcement orders of Court

Entity power given to	Section of SUPA	Description
Local Government Assessing Authority for building assessment provisions	601(1)(a)	Power to bring a proceeding in the Court for an enforcement order to remedy or restrain the commission of a development offence.
Local Government Assessing Authority	601(1)(b)	Power to bring a proceeding in the Court for an interim enforcement order.
Local Government Assessing Authority	601(1)(c)	Power to bring a proceeding in the Court to cancel or change an enforcement order or interim enforcement order.

CHAPTER 8 – INFRASTRUCTURE

Part 1 - Preliminary

Entity power given to	Section of SUPA	Description
Local Government	626(3)(a)	Power to amend an infrastructure charges notice for the relevant development approval.

Part 2 - Provisions for Local Governments

Division 1 – Charges for trunk infrastructure

Subdivision 2 – Charges resolutions

Entity power given to	Section of SUPA	Description
Participating Local Government for a distributor-retailer	632(2)	Power to agree about the charges break up (a breakup agreement).

Subdivision 3 – Levying charges

Entity power given to	Section of SUPA	Description
Local Government	635(2) ⁴	Power to give an infrastructure charges notice.

⁴ As per section 626(3).

Subdivision 4 – Payment

Entity power given to	Section of SUPA	Description
Local Government	639(1)(a) and (b)	Power to agree with a recipient of an infrastructure charges notice about the matters in (a) and (b).

Subdivision 5 – Changing charges during relevant appeal period

Entity power given to	Section of SUPA	Description
Local Government	642	Power to consider the submissions.
Local Government	643(1)	Power to decide it agrees with a submission and to give the recipient a new infrastructure charges notice (a negotiated notice).
Local Government	643(4)	Power to decide it does not agree with any of the submissions and to give the recipient a notice stating the decision.

Division 2 – Development approval conditions about trunk infrastructure**Subdivision 1 – Conditions for necessary trunk infrastructure**

Entity power given to	Section of SUPA	Description
Local Government	646(2)	Power to impose a condition requiring either or both of the following to be provided at the stated time (a) the identified infrastructure; (b) the different trunk infrastructure delivering same desired standard service.
Local Government	647(2)	Power to impose a condition on a development approval that requires development infrastructure necessary to service the premises to be provided at a stated time.

Subdivision 2 – Conditions for additional trunk infrastructure costs

Entity power given to	Section of SUPA	Description
Local Government	650	Power to impose a condition (an additional payment condition).
Local Government	651(2)	Power to agree the payment time with the applicant.
Local Government	655(3)	Power to agree to on terms of the timing of the refund with the payer.

Subdivision 3 – Working out cost for required offset or refunds

Entity power given to	Section of SUPA	Description
Local Government	657(3)	Power to give notice to the applicant about and to amend the existing infrastructure charges notice.

Division 3 – Miscellaneous provisions about trunk infrastructure***Subdivision 1 – Conversion of particular non-trunk infrastructure before construction starts***

Entity power given to	Section of SUPA	Description
Local Government	660(1)	Power to consider and decide the conversion application within the required period.
Local Government	660(3)	Power to give notice to the applicant requiring the applicant to give information the local government reasonably needs to make the decision.
Local Government	660(5)(b)	Power to agree with the applicant about any later period for compliance with the notice.
Local Government	661(1)	Power to give the applicant notice of the decision on a conversion application.
Local Government	662(3)	Power to amend the development approval by imposing a necessary infrastructure condition for the trunk infrastructure.
Local Government	662(4)	In certain circumstances, power to give an infrastructure charges notice, or amend by notice to the applicant, any existing infrastructure charges notice for the development approval.

Subdivision 2 – Other provisions

Entity power given to	Section of SUPA	Description
Local Government	664(2)	Power to agree with the applicant about a levied charge.

Part 3 - Provisions for State Infrastructure Providers

Entity power given to	Section of SUPA	Description
Local Government	669(2)(b)	Power to agree with the State infrastructure provider and the person who provided the replacement infrastructure about when the amount of the levied charge will be paid.

Part 4 - Infrastructure Agreements

Entity power given to	Section of SUPA	Description
Owner of land	674(1)	Power to enter an infrastructure agreement and to consent to obligations under it being attached to the land.

Part 5 - Miscellaneous

Entity power given to	Section of SUPA	Description
Public Sector Entity	677(1)(a) and (b)	Power to enter into an agreement about the matters provided in (a) and (b).
Local Government	678(3)	Power to set a reasonable period within which submissions about a proposed sale of land may be made to the local government.
Local Government	678(4)	Power to consider all submissions made to the local government within the stated period.
Local Government	679(2)	Power to impose a condition on a development approval for the supply of development infrastructure.

CHAPTER 9 – MISCELLANEOUS**Part 2 - Environmental Impact Statements****Division 2 – EIS process**

Entity power given to	Section of SUPA	Description
Local Government Assessment Manager	691(8)	Power to comment on draft terms of reference for an EIS.
Local Government Assessment Manager	695(1)	Power to make a submission on a draft EIS.
Local Government Assessment Manager	695(3)(a)	Power to amend a submission on a draft EIS.
Local Government Assessment Manager	695(3)(b)	Power to withdraw a submission on a draft EIS.

Part 3 - Compensation

Entity power given to	Section of SUPA	Description
Local Government	709(1)	Power to decide a claim for compensation.
CEO	709(2)	To: (a) give a claimant a written notice of decision; (b) notify the amount of any compensation to be paid; (c) advise the claimant of appeal rights.
Local Government	710(1)	Power to: (a) grant all of the claims; or (b) grant part of the claim and reject the rest; or (c) refuse all of the claim.
Local Government	710(2)(a)	For an entitlement to claim the compensation under section 705, give notice of intention to resume the interest in the land under the Acquisition of Land Act, section 7. ⁵
CEO	713	Power to give the registrar of titles written notice of payment of compensation under Section 704.

Part 4 - Power to Purchase, Take or Enter Land for Planning Purposes

Entity power given to	Section of SUPA	Description
Local	714(1)	Power to be satisfied that the taking of land would help to achieve the

⁵ The power to give the notice is in section 7 of the *Acquisition of Land Act 1967*.

Government		strategic outcomes stated in its planning scheme.
Local Government	714(2)	At any time after a development approval or compliance permit has taken effect, power to be satisfied of the circumstances in subparagraphs (i) – (iii).
Assessment Manager / Relevant Entity	715(1)	Power to enter land at all reasonable times to undertake works if the assessment manager / relevant entity is satisfied: <ul style="list-style-type: none"> (a) implementing a development approval or compliance permit would require the undertaking of works on land other than the land the subject of the approval or permit; and (b) the applicant or person who requested compliance assessment has taken reasonable steps to obtain the agreement of the owner of the land to enable the works to proceed, but has not been able to obtain the agreement; and (c) the action is necessary to implement the development approval or compliance permit.
Assessment Manager Entity	716(3)	Power to decide a claim for compensation for loss or damage because of an entry onto land under section 715.
Assessment Manager Entity	716(5)	Power to recover from the applicant or person who requested compliance assessment the amount of any compensation or loss or damage paid under this part that is not attributable to the assessment manager's negligence.

Part 6 - Public Access to Planning and Development Information
Division 4 – Planning and development certificates

Entity power given to	Section of SUPA	Description
Local Government	741	Power to give a planning and development certificate.

Part 7 - Notification stage for particular aquaculture development
Division 2 – Public notification

Entity power given to	Section of SUPA	Description
Assessment Manager	746(1)	Power to agree with the applicant to and carry out public notification of proposed development.
Assessment Manager	749(2)	Power to give each prescribed concurrence agency for the application, written notice that the assessment manager has complied with this division.
Assessment Manager	750	In the specified circumstances, power to assess an application despite non-compliance with public notification.
Concurrence Agency	750(b)	Power to consent to an assessment and decision being made in the way proposed by the assessment manager.

CHAPTER 10 – REPEAL, TRANSITIONAL AND VALIDATION PROVISIONS

Part 12 - Savings and Transitional Provisions for State Development, Infrastructure and Planning (Red Tape Reduction) and Other Legislation Amendment Act 2014

Division 3 – Provisions for Repeal of Wild Rivers Act 2005

Entity power given to	Section of SUPA	Description
Assessment	994B(4)	Power to, despite Chapter 6, Part 8, amend an existing development

Manager		approval for a development application to replace a condition that relates to a former term if the new condition imposes requirements that are equivalent to the replaced conditions.
Assessment Manager	994B(5)	Power to give a written notice of the amendment to the holder of the approval. ⁶

⁶ This division expires one year after the commencement (section 995A of the *Sustainable Planning Act 2009*):i.e. 1 October 2015.

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, in exercising delegated power in relation to that matter, the delegate will only commit 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, Council's relations with the public at large.
3. The delegate will not exercise any delegated power contrary to a resolution or other decision of 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 effect, 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 delegated power which cannot lawfully be the subject of delegation by Council.

9 STRATEGIC REPORTS

9.1 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 MAY 2015

File No:	8148
Attachments:	1. Income Statement - May 2015 2. Key Indicator Graphs - May 2015
Authorising Officer:	Ross Cheesman - General Manager Corporate Services
Author:	Alicia Cutler - Manager Finance

SUMMARY

The Manager Finance presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 May 2015.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 May 2015 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 May 2015), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

Council should note in reading this report that normally after the completion of the first ten months of the financial year, operational results should be approximately 91.7% of budget. All percentages for operational revenue and operational expenditure are measured against the revised budget.

The percentages reported for capital revenue and capital expenditure are also measured against the revised budget.

The following commentary is provided in relation to the Income Statement:

Total Operating Revenue is reported at 95%. Key components of this result are:

- Net Rates and Utility Charges are at 99% of budget. This positive variance is due to the second levy of General Rates and Utility Charges for 2014/2015 being processed during January 2015.
- Private and Recoverable Works are ahead of budget at 99% due to a large portion of works being completed for Main Roads on the Yeppoon Road reseal program.
- Grants and Subsidies are behind budget at 78%. Budgets have been included for funding in relation Tropical Cyclone Marcia, once these budgets are removed grants and subsidies are at 98% of budget as a result of the last quarterly payment in most grant programs being received during April. The funding in relation to Tropical Cyclone Marcia will be dependent on successful NDRRA claims and / or possible advances against these claims.
- Other Income is at 66%. Proceeds from insurance claims relating to Tropical Cyclone Marcia have been budgeted to be received during the 2014/2015 financial

year which is impacting this result. Excluding budgeted insurance claims revenue, the year to date actual of revised budget is 86%.

- The results for other line items are in proximity of the benchmark percentage.

Total Operating Expenditure is reported at 91%. Due to substantial committals this percentage decreases to 86% when committals are excluded. Key components of this result are:

- Employee costs are below budget at 88%. This is partly due to the circumstance that transactions for employee benefit accruals are only done comprehensively at financial year-end.
- Contractors and Consultants expenditure is over budget at 102% including committals. When committals are excluded this drops to 82%. Expenditure on recovery activities post Cyclone Marcia has influenced these results. Of the \$5.0 million of committals, \$0.7 million relates to Cyclone Marcia emergent and reconstruction works.
- Materials and Plant expenditure is at 97%. Due to substantial committals also in this area the percentage decreases to 87% when committals are excluded. Again Cyclone Marcia is having an affect here with \$0.7 million of committals being attributed to emergent and reconstruction works.
- Finance Costs are behind budget at 74%. Finance Costs will more closely align with budget following the next quarterly repayment of Council's loan portfolio with QTC in June 2015.

The following commentary is provided in relation to capital income and expenditure, as well as investments and loans:

Total Capital Income is at 70% of budget. NDRRA funding is to be reviewed and split between Operating Revenue and Capital Revenue, potentially altering the current mix of Operating and Capital Grant Revenue.

Total Capital Expenditure is at 92% of budget with committals, or approximately 65% of budget without committals. Resources normally assigned to Capital Works were reallocated to assist with Disaster Recovery tasks in the wake of Tropical Cyclone Marcia.

Total Investments are approximately \$83.8M as at 31 May 2015 down from \$92.1M at 30 April 2015.

Total Loans are \$147.1M as at 31 May 2015. The final loan repayment for 2014/2015 is due mid-June.

CONCLUSION

Total operational revenue being ahead of budget at 95% is mostly due to the second levy of General Rates and Utility Charges for the year. Operational Expenditure at 91% is on budget when committed expenditure is considered. This is due to increased expenditure incurred for emergent works in response to TC Marcia.

Capital revenue remains behind budget at 70%, however a review of NDRRA funding may increase the allocation to Capital revenue. Capital expenditure excluding committed expenditure is currently at 65% of budget. Given the large volume of committals, capital expenditure should continue momentum until the end of the financial year.

**SUMMARY BUDGET MANAGEMENT
REPORT FOR THE PERIOD ENDED 31
MAY 2015**

Income Statement - May 2015

Meeting Date: 23 June 2015

Attachment No: 1



Income Statement
For Period July 2014 to May 2015
91.7% of Year Gone

	Adopted Budget	Revised Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Revised Budget
	\$	\$	\$	\$	\$	
OPERATING						
Revenues						
Net rates and utility charges	(124,312,081)	(123,105,647)	(122,162,179)	0	(122,162,179)	99% A
Fees and Charges	(28,728,960)	(24,264,918)	(23,376,267)	2,262	(23,374,005)	96% A
Private and recoverable works	(7,977,114)	(7,369,842)	(7,279,980)	0	(7,279,980)	99% A
Rent/Lease Revenue	(2,973,053)	(2,945,438)	(2,678,951)	0	(2,678,951)	91% A
Grants Subsidies & Contributions	(14,798,353)	(19,967,553)	(15,582,236)	0	(15,582,236)	78% A
Interest revenue	(2,588,470)	(3,143,065)	(2,976,102)	0	(2,976,102)	95% A
Other Income	(3,960,139)	(6,072,974)	(3,981,160)	0	(3,981,160)	66% A
Total Revenues	(185,338,169)	(186,849,436)	(178,036,874)	2,262	(178,034,612)	95% A
Expenses						
Employee Costs	70,866,820	70,075,269	61,296,805	241,176	61,537,981	88% A
Contractors & Consultants	15,759,452	23,695,109	19,322,050	4,962,425	24,284,475	102% A
Materials & Plant	18,730,644	21,578,719	18,706,176	2,122,257	20,828,434	97% A
Asset Operational	19,139,029	17,399,428	15,274,043	991,085	16,265,128	93% A
Administrative Expenses	10,568,893	11,633,488	8,941,188	1,079,127	10,020,315	86% A
Depreciation	44,437,366	44,687,333	40,888,259	0	40,888,259	91% A
Finance costs	10,063,252	9,071,757	6,718,368	0	6,718,368	74% A
Other Expenses	1,480,408	1,571,337	1,244,636	112,160	1,356,796	86% A
Total Expenses	191,045,863	199,712,439	172,391,526	9,508,230	181,899,756	91% A
Transfer / Overhead Allocation						
Transfer/Overhead Allocation	(10,352,252)	(8,017,441)	(6,603,414)	0	(6,603,414)	82% A
Total Transfer / Overhead Allocation	(10,352,252)	(8,017,441)	(6,603,414)	0	(6,603,414)	82% A
TOTAL OPERATING POSITION (SURPLUS)/DEFICIT	(4,644,557)	4,845,561	(12,248,762)	9,510,492	(2,738,270)	-97% A
CAPITAL						
	Adopted Budget	February Revised (Inc Carry Forward)	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Revised Budget
Total Developers Contributions Received	(3,600,000)	(4,165,218)	(1,730,849)	0	(1,730,849)	42%
Total Capital Grants and Subsidies Received	(6,344,000)	(8,105,378)	(5,761,561)	0	(5,761,561)	71%
Total Proceeds from Sale of Assets	(6,575,000)	(3,581,455)	(3,575,000)	0	(3,575,000)	100%
Total Capital Income	(16,519,000)	(15,852,051)	(11,067,410)	0	(11,067,410)	70%
Total Capital Expenditure	80,462,491	85,954,795	55,745,505	23,480,016	79,225,522	92%
Net Capital Position	63,943,491	70,102,745	44,678,095	23,480,016	68,158,112	97%
TOTAL INVESTMENTS			83,783,520			
TOTAL BORROWINGS			147,168,654			

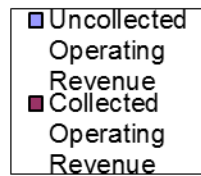
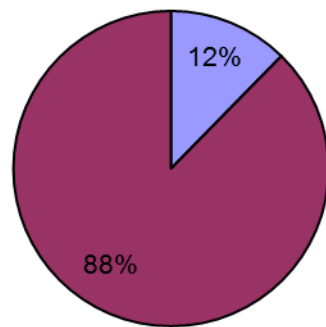
SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 MAY 2015

Key Indicator Graphs - May 2015

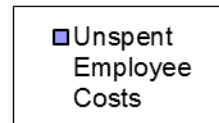
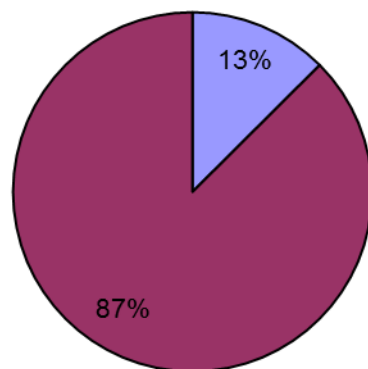
Meeting Date: 23 June 2015

Attachment No: 2

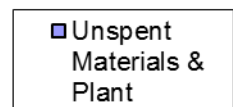
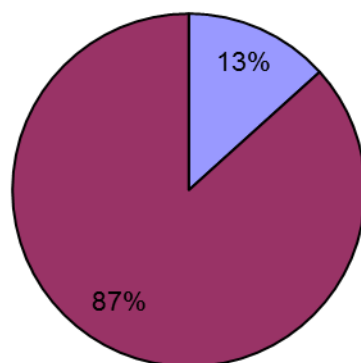
**Operating Revenue
(Excluding Net Rates and Utility Charges)
(91.7% of Year Gone)**

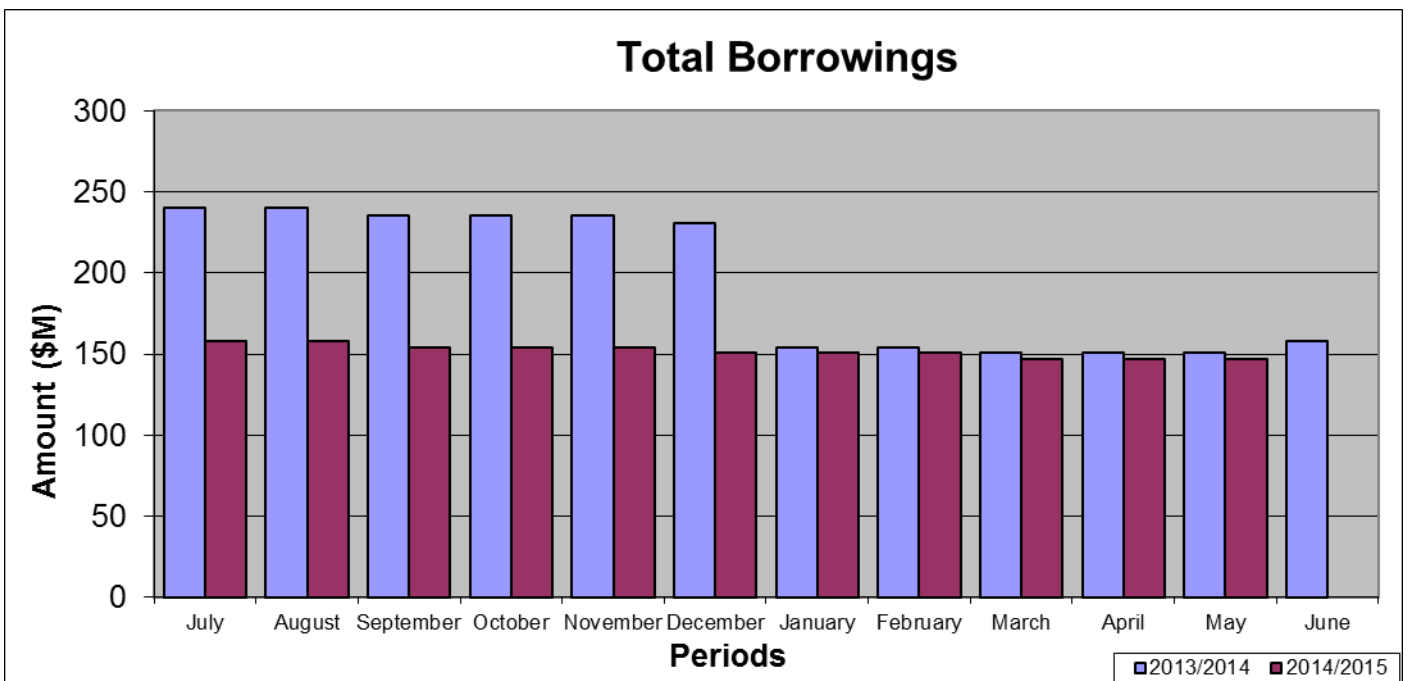
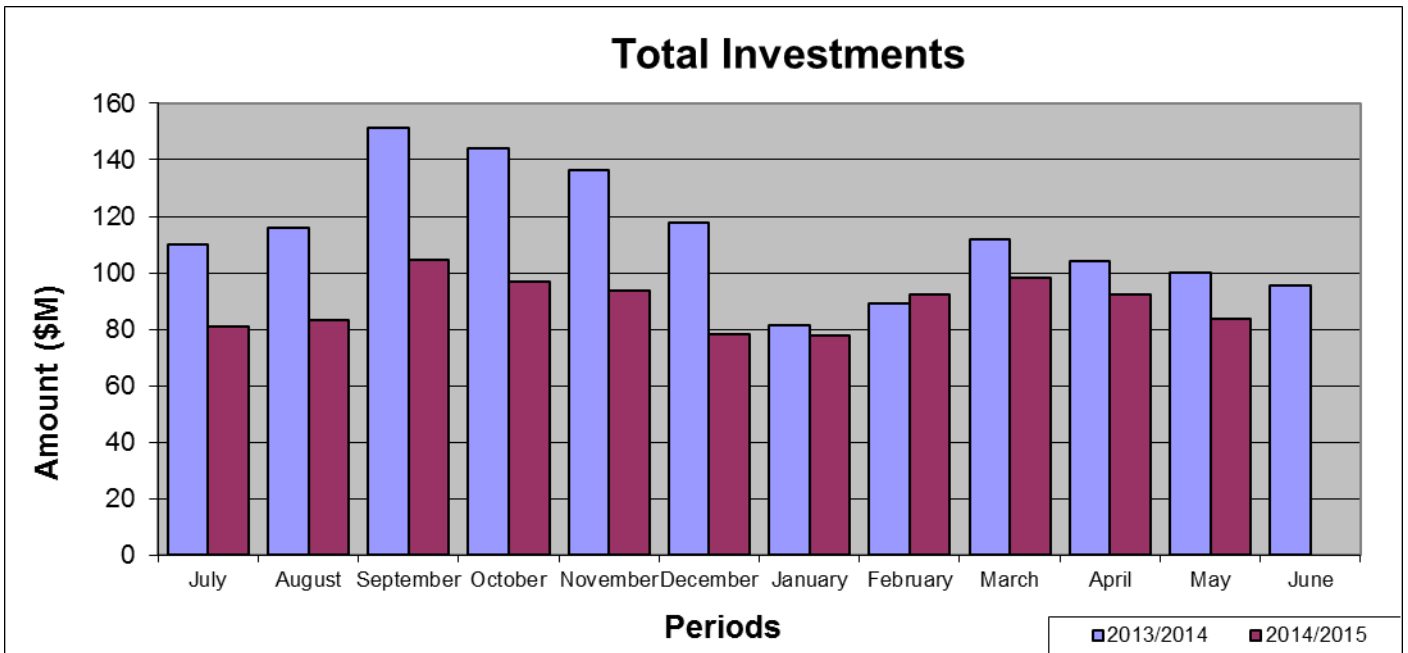


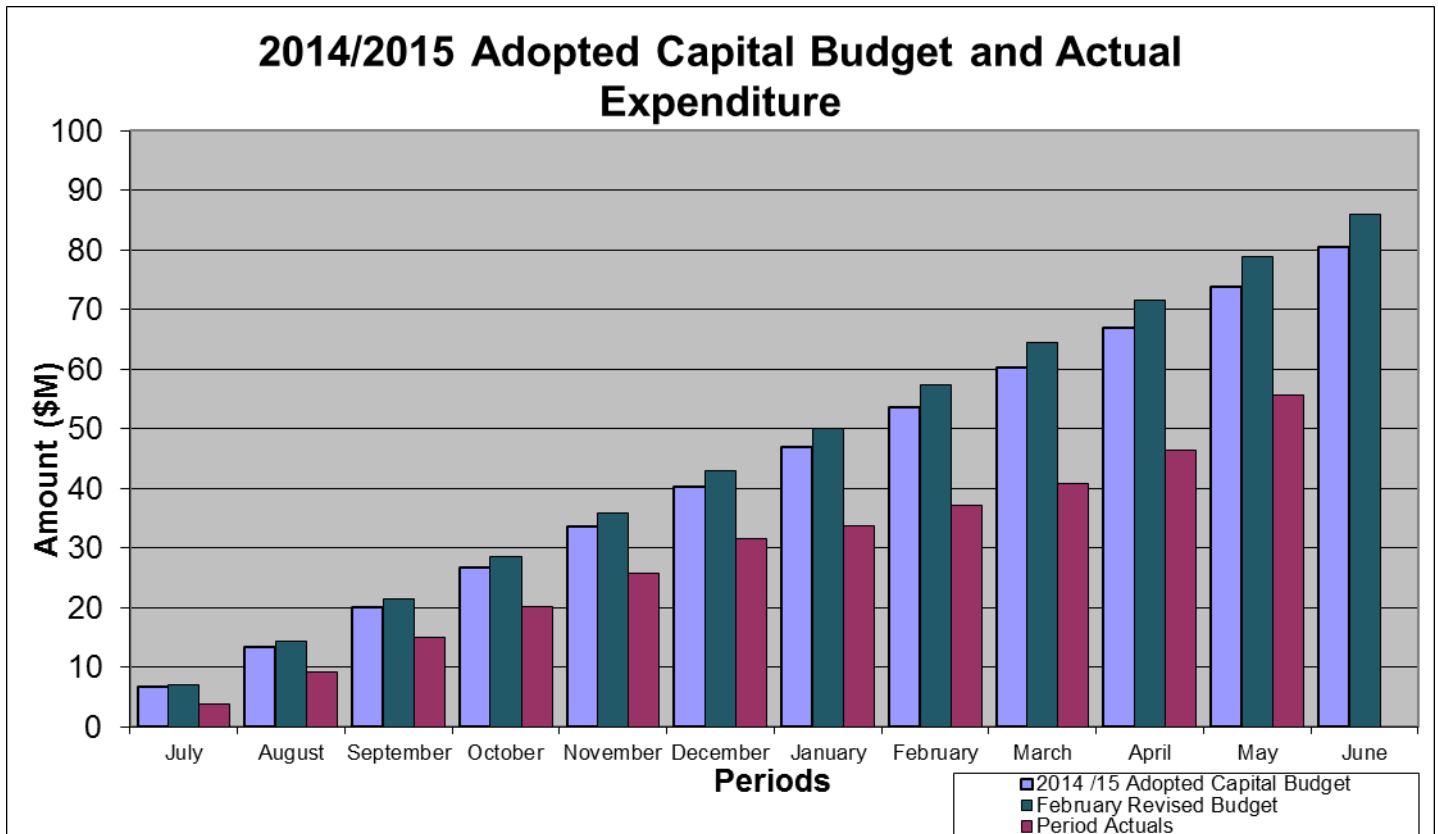
**Operating Employee Costs
(91.7% of Year Gone)**



**Operating Materials & Plant
(91.7% of Year Gone)**







9.2 CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT**File No:** 1392**Attachments:**

1. Finance Monthly Report - May 2015
2. Workforce & Strategy Monthly Report - May 2015
3. Corporate & Technology Monthly Report - May 2015

Authorising Officer: Evan Pardon - Chief Executive Officer**Author:** Ross Cheesman - General Manager Corporate Services

SUMMARY

The monthly operations report for the Corporate Services department as at 31st May 2015 is presented for Councillor's information.

OFFICER'S RECOMMENDATION

THAT the Corporate Services Departmental Monthly Operations Report as at 31st May 2015 be "received".

COMMENTARY

It is recommended that the monthly operations report for the Corporate Services department as at 31st May 2015 be received.

**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT**

Finance Monthly Report - May 2015

Meeting Date: 23 June 2015

Attachment No: 1

MONTHLY OPERATIONS REPORT
FINANCE SECTION
Period Ended May 2015

VARIATIONS, ISSUES AND INNOVATIONS

Innovations

Budget workshops have been progressing during May and are now at the point that papers will be prepared for distribution on the 25 June 15.

Improvements / Deterioration in Levels of Services or Cost Drivers

With the end of Financial Year nearing, the preparations and education around moving to the new chart of accounts is under way. This will facilitate improved Financial reporting.

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	7	7	88	86	2	0	3	1.26	2.01	2.06	1.35

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:

	THIRD QUARTER		
	Apr	May	June
Number of Lost Time Injuries	0	0	
Number of Days Lost Due to Injury	0	0	
Total Number of Incidents Reported	0	0	
Number of Incomplete Hazard Inspections	0	0	

Risk Management Summary

Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
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	30/6/15	80%	Credit Review completed. 10 year Capital submissions being assessed. TC Marcia has meant delays in evaluating 10 year submissions
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	30/06/15	92%	Ongoing

Legislative Compliance & Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
Audited Statement completed by end of October	31/10/14	100%	Financial statements complete by Due Date.

Legislative Compliance Matter	Due Date	% Completed	Comments
Annual Budget adopted by 1 August	01/08/14	100%	Budget adopted in June
Asset Register must record its non-current physical assets	30/06/15	92%	Ongoing
A community financial report must be prepared for the Annual Report	30/10/14	100%	Community Financial Report now complete
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	92%	Ongoing
Monthly Financial report prepared for the monthly meeting of Council	30/08/14	92%	Ongoing
A Local Government must set an Asset Recognition threshold	30/06/15	100%	Amount set – changes proposed in respect of Asset Classes only.

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	\$20,000	21%	Project is complete and in progress of financial acquittal.

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%	2.98% achieved in Feb

Please note the service levels depicted in the above table are operational standards only and have not been formally adopted by Council.

FINANCIAL MATTERS

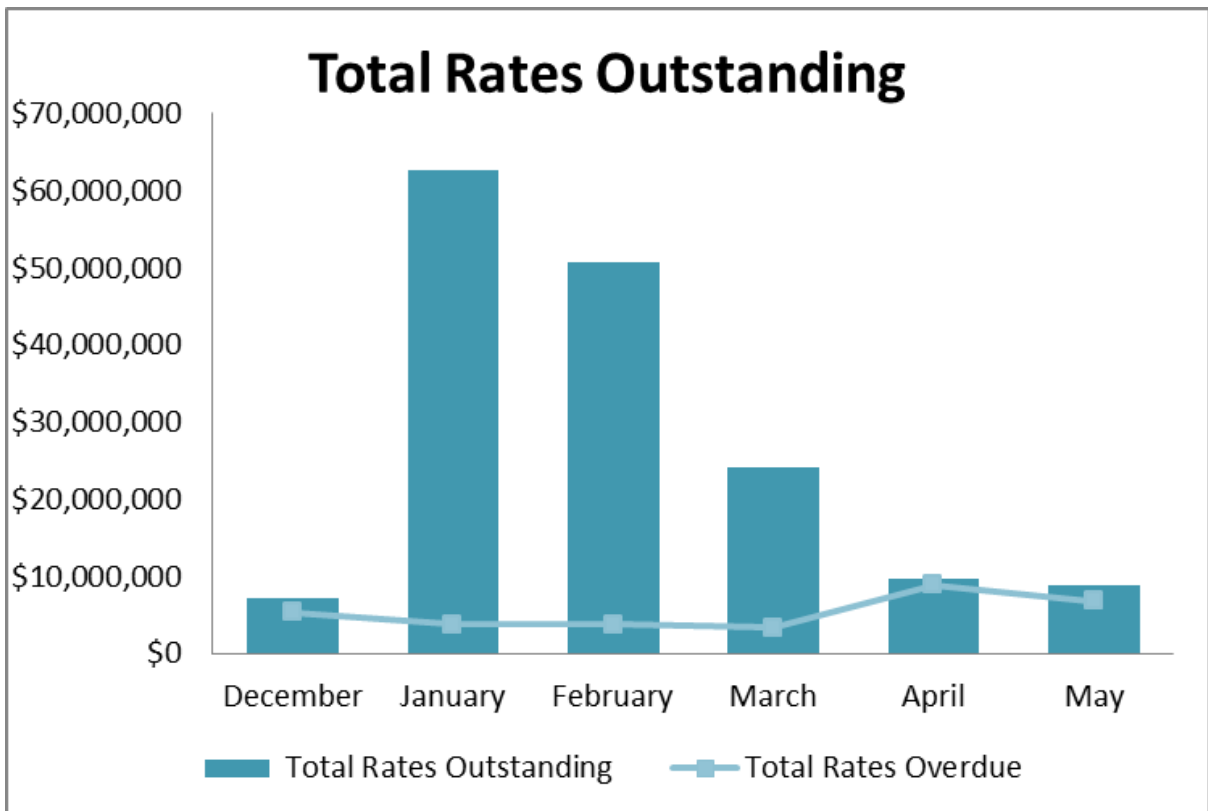
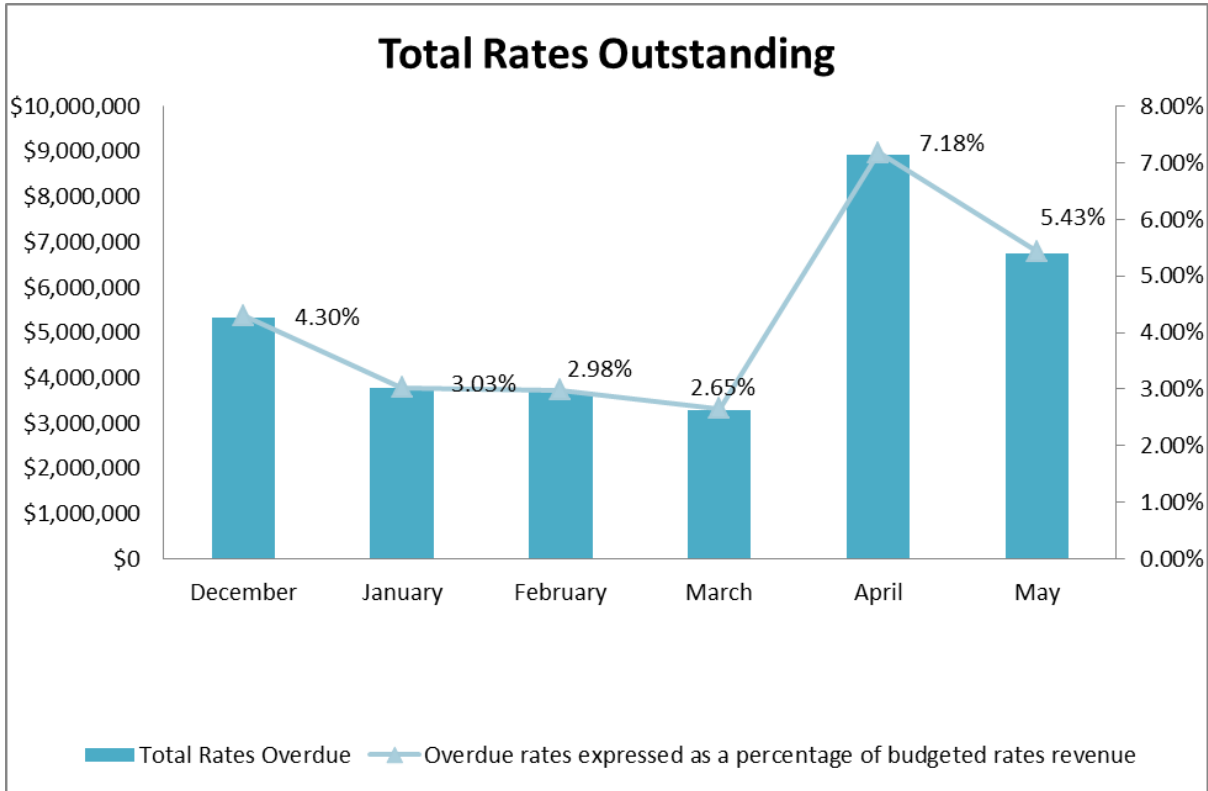
EOM General Ledger - FINANCE Operational Only



As At End Of May

Report Run: 05-Jun-2015 10:33:30 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	Commit + Actual	Variance	On target
	\$	\$	\$	%	91.7% of Year Gone
FINANCE					
<u>Finance</u>					
Revenues	(95,000)	0	(1,250)	1%	✘
Expenses	766,333	740,486	609,463	80%	✓
Transfer / Overhead Allocation	0	0	76	0%	✘
Total Unit: Finance	671,333	740,486	608,289	91%	✓
<u>Accounting Services</u>					
Revenues	0	(3,500)	(3,231)	0%	✓
Expenses	1,152,937	1,145,937	981,394	85%	✓
Transfer / Overhead Allocation	12,750	7,800	6,683	52%	✓
Total Unit: Accounting Services	1,165,687	1,150,237	984,846	84%	✓
<u>Revenue & Treasury</u>					
Revenues	(357,060)	(451,000)	(454,696)	127%	✓
Expenses	1,712,304	1,794,323	1,516,826	89%	✓
Transfer / Overhead Allocation	0	1,120	1,164	0%	✘
Total Unit: Revenue & Treasury	1,355,244	1,344,443	1,063,294	78%	✓
<u>Financial Systems & Projects</u>					
Expenses	405,052	401,052	344,625	85%	✓
Transfer / Overhead Allocation	0	0	15	0%	✘
Total Unit: Financial Systems & Projects	405,052	401,052	344,640	85%	✓
<u>Asset Management</u>					
Revenues	(3,600)	(3,600)	(6,769)	188%	✓
Expenses	1,862,503	1,807,100	1,422,024	76%	✓
Transfer / Overhead Allocation	30,000	30,000	33,092	110%	✘
Total Unit: Asset Management	1,888,903	1,833,500	1,448,348	77%	✓
Total Section: FINANCE	5,486,220	5,469,718	4,449,416	81%	✓
Grand Total:	5,486,220	5,469,718	4,449,416	81%	✓



**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT**

**Workforce & Strategy Monthly Report -
May 2015**

Meeting Date: 23 June 2015

Attachment No: 2

MONTHLY OPERATIONS REPORT
WORKFORCE AND STRATEGY SECTION
Period Ended 31 May 2015

VARIATIONS, ISSUES AND INNOVATIONS

Innovations

Nil to report this period.

Improvements / Deterioration in Levels of Services or Cost Drivers

Nil to report this period.

1.

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	0	0	1	1	0	0	36	● 2.00	● 5.00	● 13.20	5.00
W&S - Complaints Management Process (NOT CSO USE)	7	4	8	6	5	0	30	● 4.67	● 8.32	● 10.90	8.40

COMMENTS

Matters are being addressed within the set timeframes.

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:

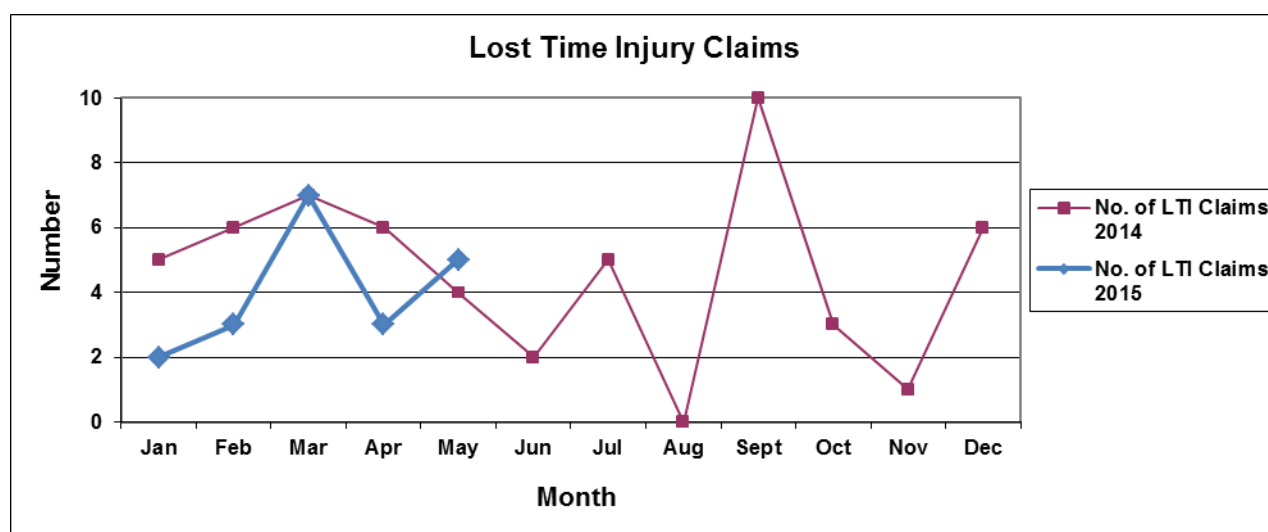
	Mar 15	Apr 15	May 15
Number of Lost Time Injuries	0	0	0
Number of Days Lost Due to Injury	0	0	0
Total Number of Incidents Reported	1	0	2
Total number of Incomplete Hazard Inspections	0		

The safety statistics for All of Council in the reporting period are:

	31 March 2015	30 April 2015	31 May 2015
Number of Lost Time Injuries	7	3	5
Number of Days Lost Due to Injury	35	55	41
Total Number of Incidents Reported	42	36	16
Total number of Incomplete Hazard Inspections	29 (13 current month)		

Incomplete hazard inspections are high and have been reported to the appropriate operational areas for action.

The graph below displays the number of lost time injuries (LTI) claims lodged across Council. There was a total of five lost time injury claims lodged for May 2015.



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
Corporate Risks					
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 2014 Workplace Health & Safety System Audit. A third Party Workplace Health & Safety system audit due in late 2015. 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.	December 2015	10%	Safety unit currently working to rectify actions from the 2014 audit RAP that was developed.
Section Risks					
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	30 June 2015	97%	Informal multiskilling program in place. Highest risk at the moment is the back up for the Supervisor and plans are in place to train a Human Resource Advisor to support this role during periods of absence.

Legislative Compliance & Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
Prepare and adopt annual 2015/16 operational plan	27 June 2015	90%	The 2015/16 draft will be prepared and considered in line with budget. Input has been sought from relevant officers during May and the final draft plan is now being prepared.
Quarterly written assessment of progress towards implanting the 2014/15 annual operational plan	25 August 2015	75%	Results of the Quarter Three review were presented to Performance and Services Committee 26 May 2015 within the statutory timeframes. The final Quarter Four and the Annual Review of the 2014/15 Plan will be combined and presented to the August Committee meeting.
Report on the results of the 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.
Provide for the implementation of the Qld Plan by aligning local government planning to the strategic direction of the Qld Plan	N/A	100%	One page document titled 'Council's Community and Corporate Plan Alignment with the Qld Plan' developed and endorsed by LT during August 2014.
Update of Workplace Health & Safety documents to meet the new legislative requirements	31 December 2015	80%	Documents continue to be updated so that Council remains compliant.
Report breaches of the Workplace Health & Safety Act and Regulation as necessary to the division within specified legislative timeframes	As soon as practicable	100%	Council has been compliant in this regard for the current reporting period.
Workplace Health and Safety Audit	December 2015	0%	LGW to advise of expected audit date.
Rectification Action Plan (2014 Audit)	As soon as practicable	10%	Work through the RAP from the 2014 Audit.
WHS Infringement Notices issued to Council are remedied within required timeframes	As per notice	100%	No current notices to report.
Performance Reviews	Various	98.37%	8 out of 491 performance reviews are yet to be completed.
Outdated Employee Immunisations	Various	-	As at 31 May 2015, Council records indicate that 220 employees are still to complete immunisations deemed necessary for their

Legislative Compliance Matter	Due Date	% Completed	Comments
			roles.
Outdated Employee Tickets and/or Licenses	Various	-	165 Employees are required to provide proof of renewal of their licence/tickets.
Outdated Legislative Compliance Mandatory Training and/or Qualifications	Various	-	<p>As at 31 May 2015, Council records indicate the following overdue or outdated cases:</p> <ul style="list-style-type: none"> - 709 Cracking the Code - 9 Confined Space - 7 CPR - 4 Safe Working Near Exposed Live Parts - 1 Self-Contained Breathing Apparatus - 1 Traffic Controller - 11 Traffic Management - 13 Power of Entry - 9 Apply First Aid - Initial/Refresher - 2 Low Voltage Switchboard Rescue & CPR Refresher - 5 Work Safely at Heights - 3 Chainsaw Level 1 - 1 Chainsaw Level 2

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 May 2015 – 91.7% of year elapsed.

Project	Explanation
WHS Data Management System	The system has been implemented is now live and being used. There is still a few issues identified with the system and these are currently being addressed with the supplier. Overall the system is working well.
Infringement Notice Policy documents	Policy has been finalised and was presented to Performance & Service Committee 26 August 2014. The Enforcement Strategy, which is subordinate to both the policy and the procedure, was finalised in December 2014. The Infringement Notice Administration Procedure is yet to be finalised by the relevant units.
Strategic Community Plan	The final draft Plan was considered by LT on 25 May 2015. CEO will present the final draft to the Mayor for consideration before tabling for adopting in the coming months.
Service Level Review Project	The pre-planning for the first phase of this project has commenced in Parks Maintenance by the GM Community Services and Manager Parks. The official project will not commence until such pre-planning is complete and a solid baseline of data established. Unfortunately, the impact of TC Marcia has meant that the pre-planning stage has been somewhat delayed, however will move forward when time permits. The GM Community Services has indicated to the Project Facilitator that he intends to table information to Council before the official project commences to ensure Councillors have an understanding of international standards for these activities.
Aurion Project	A full report on outcomes and recommendations including the Aurion priorities is on target to be completed by the end of June 2015.

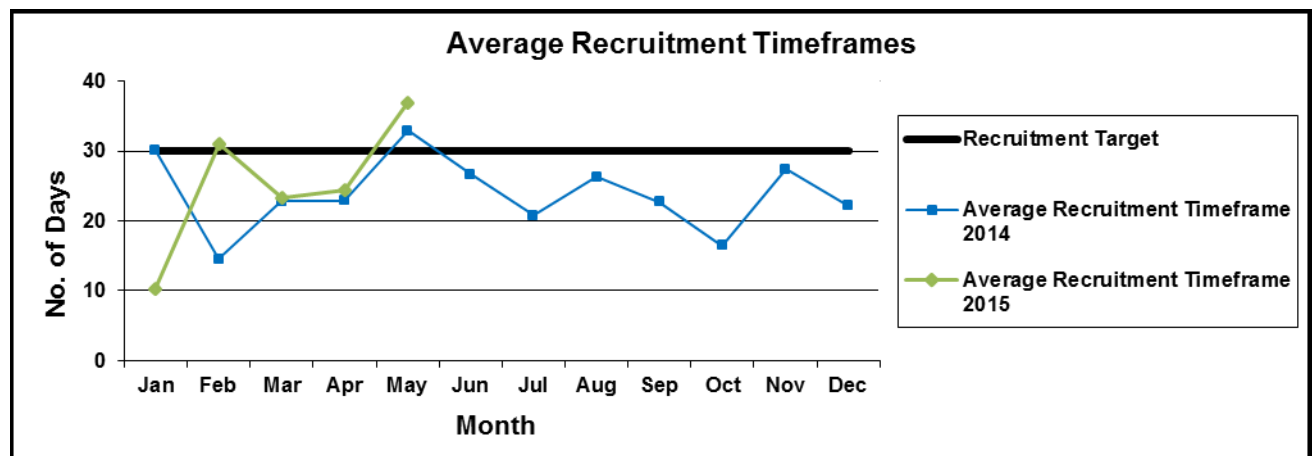
5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS

Service Delivery Standard	Target	Current Month's Performance
Recruitment positions finalised within 30 working days (refer graph below)	100%	56%
Policies reviewed within 10 working days	100%	100%
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%	99.9%
Hazard Inspections completed as per the adopted Matrix	100%	100%

Of the 9 positions recruited in the reporting period, 4 were not finalised within the 30 day timeframes.

Recruitment Timeframes

Some delays in recruitment have occurred during the reporting period. These delays are due to a range of issues including the length of time by panel members to conduct the shortlisting process in addition to delays experienced by suppliers for the completion of pre-employment screening checks.



Establishment

FTE Positions	Period	Workforce & Strategy	Council
Starting Point	1 January 2014	30.05	838.9
Same Time Previous Year	31 May 2014	30.27	834.69
Previous Month	30 April 2015	32.44	851
Current Month	31 May 2015	32.44	851

FTE Positions is the total full time equivalent positions approved and recorded in Aurion excluding casual positions and including approved vacancies.

The FTE positions of 851 as at May 2015 include the following apprentices and trainees across Council:

Apprentices	Trainees
14	10

Changes to Workforce & Strategy Establishment

- Nil to report.

Changes to Council Establishment

Decreases:

- Nil to report.

Increases

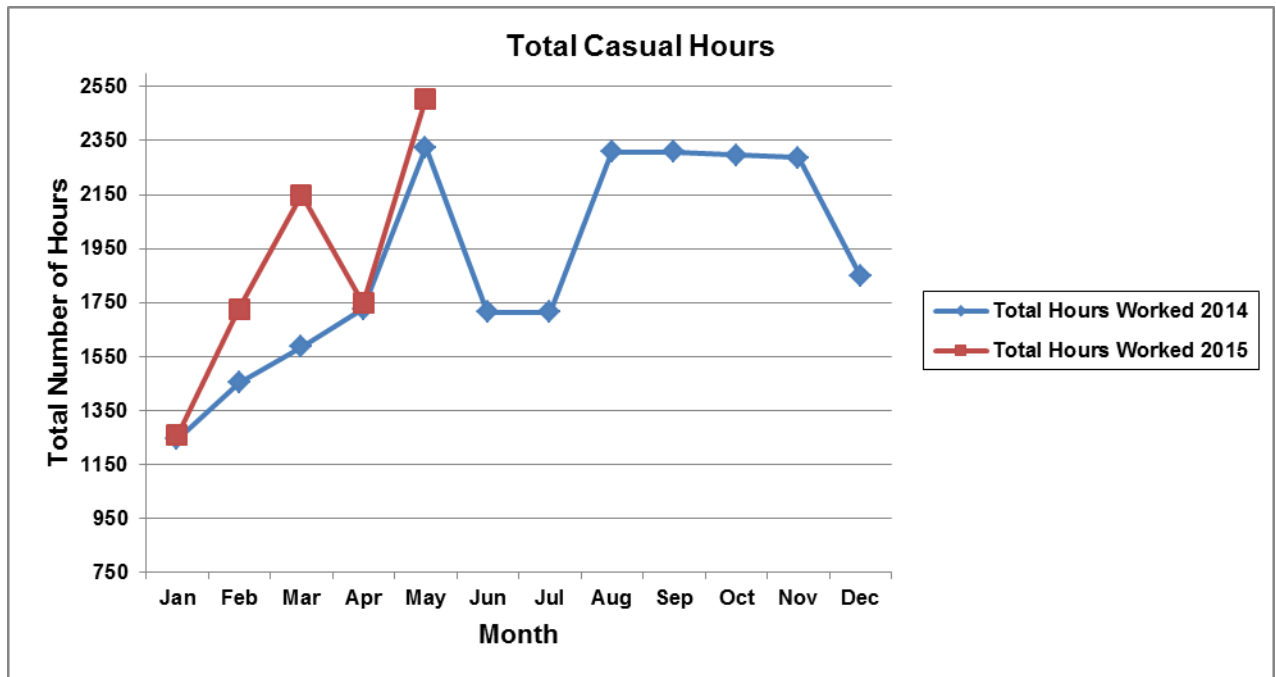
- Nil to report.

FTE Positions Internal / External Split

The percentage split for approved full time equivalent positions excluding casual positions and including approved vacancies currently sits at 56% (477) internal and 44% (374) external.

Casual Hours – May 2015

There are currently a total of 50 casuals actively employed by Council of which 45 were engaged during the reporting period. The engaged casual employees collectively have worked the total number of 2504 hours during the month of May.



Casual Hours by Section – May 2015

The following list shows the total number of hours worked by casual employees by Section and Unit in the reporting period as provided by the responsible operational area.

Section	Unit	Commentary	No. of hours	Percentage of cost recovery
Arts & Heritage	Art Gallery	Casual staff utilised for exhibition de-install / installation of three exhibitions.	168.25	0%
Arts & Heritage	Heritage Services	Functions staff in Shearing Shed fully recovered – Admin. Officer backfilling staff member on leave.	382	85%
Arts & Heritage	Venue Operations	Technical staff recovered. Box Office staff recovered. Casual cleaners used for variable activities, primarily Eisteddfod.	985.5	111%
Communities & Facilities	City Child Care Centre	To cover periods of staff leave and TOIL	391.5	
Communities & Facilities	Client Services	To cover RDOs, periods of staff leave; and Saturday morning library roster	294.5	
Communities & Facilities	Facilities	To cover RDOs, periods of leave for cleaning staff; and Saturday cleaning roster	36.9	
Parks	Parks Recreation Services	HERO used to support transition to new information system at Cemeteries.	14	
Corporate & Technology	Customer Service	Refresher training to keep skills current front counter and provide training in the call centre. Also utilised to cover low staffing due to leave.	43	
Office of the CEO	Regional Development	Assist with inaugural events including customer service, public relations and marketing support for the River Festival.	189	
TOTAL			2504.65	

The above casual hours for May 2015 by employment type includes the following HERO hours.

Section	Unit	No. of hours
Arts and Heritage	Heritage Services	68.25
Parks	Parks Recreation Services	7
Corporate & Technology	Customer Service	52
Office of the CEO	Regional Development	124
TOTAL		251.25

FINANCIAL MATTERS

Financial performance as expected for reporting period.



End of Month General Ledger - (Operating Only) - WORKFORCE & STRATEGY

As At End Of May

Report Run: 10-Jun-2015 09:25:13 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Adopted Budget (Pro Rata YTD)	YTD Actual	YTD Commit • Actual	Variance	On target
	\$	\$	\$	\$	%	91.7% of Year Gone
WORKFORCE & STRATEGY						
Workforce & Strategy						
2 - Expenses	328,610	301,226	367,919	368,061	112%	* ✓
3 - Transfer / Overhead Allocation	0	0	2,057	2,057	0%	* ✓
Total Unit: Workforce & Strategy	328,610	301,226	369,976	370,118	113%	* ✓
Corporate Improvement & Strategy						
1 - Revenues	(3,500)	(3,208)	(3,716)	(3,716)	106%	✓
2 - Expenses	477,643	437,839	345,504	347,504	73%	✓
3 - Transfer / Overhead Allocation	13,500	12,375	9,708	9,708	72%	✓
Total Unit: Corporate Improvement & Strategy	487,643	447,006	351,497	353,497	72%	✓
Human Resources						
1 - Revenues	0	0	(1,161)	(1,161)	0%	✓
2 - Expenses	1,712,914	1,570,171	1,230,600	1,235,568	72%	✓
3 - Transfer / Overhead Allocation	8,700	7,375	10,793	10,793	124%	* ✓
Total Unit: Human Resources	1,721,614	1,577,546	1,240,231	1,245,199	72%	✓
Safety & Training						
1 - Revenues	(37,000)	(33,917)	(48,350)	(48,350)	131%	✓
2 - Expenses	1,221,316	1,119,539	952,372	1,017,948	83%	✓
3 - Transfer / Overhead Allocation	65,000	59,583	51,122	51,122	79%	✓
Total Unit: Safety & Training	1,249,316	1,145,206	955,144	1,020,728	82%	✓
Grand Total:	3,787,183	3,471,584	2,916,848	2,989,533	79%	✓

**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT**

**Corporate & Technology Monthly
Report - May 2015**

Meeting Date: 23 June 2015

Attachment No: 3

MONTHLY OPERATIONS REPORT
CORPORATE & TECHNOLOGY SECTION
Period Ended May 2015

VARIATIONS, ISSUES AND INNOVATIONS**Section Update**RTI / IP Application Status:

Four new applications were received under the Right to Information Act/Information Privacy Act, one was completed, one was withdrawn, leaving five outstanding applications. All applications were completed within legislated timeframes. No documents were released administratively this month. No external reviews were received for the month, leaving two outstanding. All current applications are progressing in accordance with legislative timeframes.

Innovations***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 May 2015 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)
			Received	Completed							
Accounts Payable Enquiry	0	0	2	1	1	0	2	● 2.00	● 0.75	● 0.64	0.40
Bookings Enquiry	1	1	5	5	0	0	3	● 0.20	● 3.12	● 3.14	2.48
Insurance: Mower / Slasher / Whipper / Snipper	5	3	2	0	4	0	90	● 1.00	● 12.50	● 19.81	20.39
Insurance: Personal Accident / Injury	27	4	3	0	26	3	120	● 1.00	● 1.00	● 2.27	80.97
Insurance: Public Liability / Property Damage Public Property	11	4	11	6	12	0	90	● 3.00	● 5.49	● 5.34	8.66
Leased Premises - General Enquiry	0	0	0	0	0	0	5	● 1.00	● 1.50	● 1.69	1.14
Rates Searches	10	10	133	120	13	0	3	● 1.80	● 1.60	● 1.72	1.48

2. COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS INCLUDING SAFETY, RISK AND OTHER LEGISLATIVE MATTERS

Safety Statistics

The safety statistics for the reporting period are:

	Third Quarter		
	April	May	June
Number of Lost Time Injuries	1	0	
Number of Days Lost Due to Injury	7	1	
Total Number of Incidents Reported	0	0	
Number of Incomplete Hazard Inspections	0	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 May 2015 implementation is expected to include functionality to better facilitate the archive and disposal functions for electronic records.
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	10%	Specification prepared and tender planned for release June 2015.

Legislative Compliance & Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
A local government must review its procurement policy annually.	30/06/15	100%	Presenting to Council 9 June 2015.

3. ACHIEVEMENT OF CAPITAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
CAPITAL WORKS PROGRAM					
FLEET (CP440)					
Fleet Asset Renewal Program	1/07/2014	30/06/2015	Ongoing	\$5,944,500	\$6,134,720
Comment: YTD represents 103% of budget expenditure and is made up of actuals and committals. Budget includes 2013/14 carryover budget. Adjustments to be made for asset sales.					
INFORMATION TECHNOLOGY (CP230)					
IT Asset Renewal & Upgrade Program	1/07/2014	30/06/2015	Ongoing	\$1,396,022	\$1,252,167
Comment: YTD represents 90% of budget expenditure and includes committals. Budget includes 2013/14 carryover budget.					
BUSINESS SUPPORT & DEVELOPMENT (CP630)					
Property Sales	1/07/2014	30/06/2015	Ongoing	-\$441,803	-\$404,389
Comment: All major property sales completed for the financial year.					

4. ACHIEVEMENT OF OPERATIONAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME

As at period ended May 91.7% of year elapsed.

Project	2014/15 Budget	Actual (incl. committals)	% budget expended	Explanation
Customer Service After Hours Operation	\$65,000	\$50,379	78%	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	90%	12 of 14 recommendations completed; with 1 partially completed and 1 commenced in Mar 15.
Review of Councils Contract Manual (Supply Chain Website).	June 2014	June 2015	65%	Post de-amalgamation review and update.
Information and Communication Technology Strategic Plan 2015-20 development.	July 2014	Dec 2014	100%	ICT Strategic Plan addresses IT Mobility, eServices and Corporate System Consolidation. Strategy Adopted

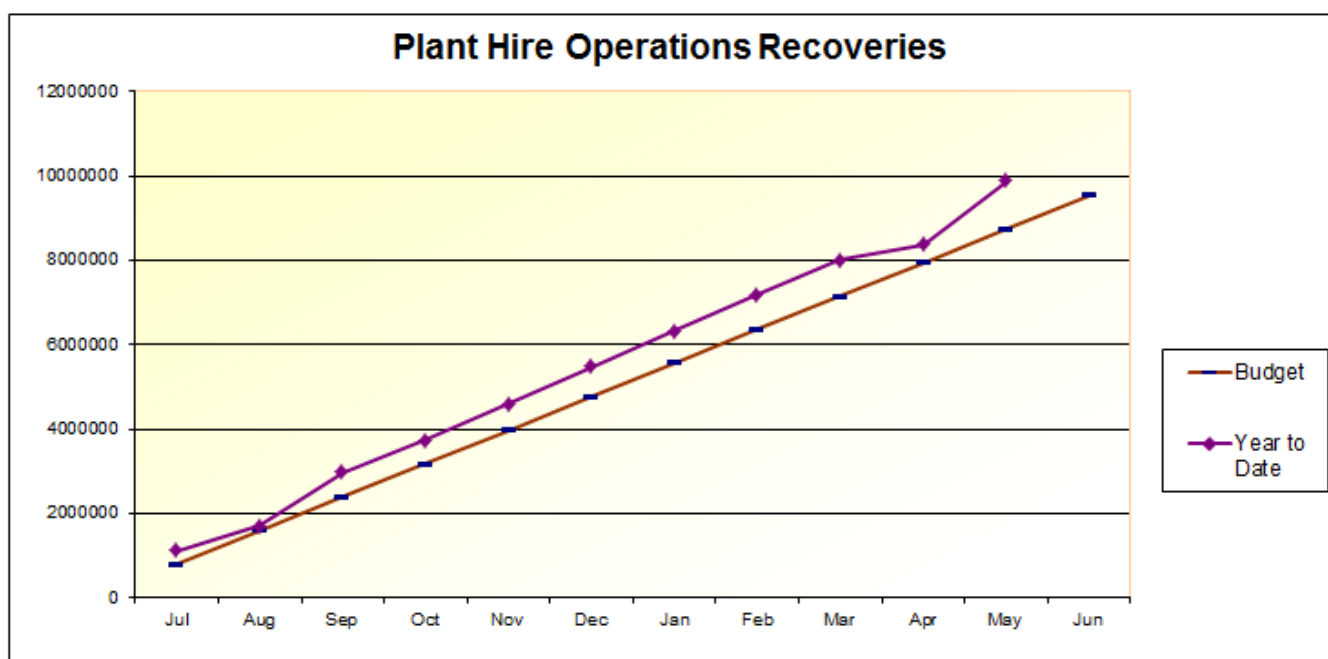
5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS

Service Delivery Standard	Target	Current Performance
IT support services provided within service levels outlined in the IT Service Catalogue.	95%	91%
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%	78%
Customer Service Call Centre answering 75% of incoming calls within 45 seconds.	75%	71%
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%	89%
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%	90%
Maximise Council property occupancy rates.	98%	100%
Ensure tenanted properties in any month, have current lease agreements and public liability insurance.	80%	83%
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.



Plant Hire Operations Budget (Surplus)	\$ 9,541,500
Year to Date (Surplus)	\$ 9,886,244

Procurement & Logistics

Contracts Awarded for March: Qty 5

11427 – Design and Construct Gracemere STP Inlet Works - Waternish Constructions Pty Ltd - \$1,076,311
11480 – Mt Morgan North Reservoir Roof Restoration – Queensland Steel Products - \$117,061
11500 - Supply of Personal Protective Clothing - Totally Workwear - SOA
11603 - Mt Morgan Library Building Works - GT Jeffreys Developments Pty Ltd - \$135,180
11646 - LGIP External Review - Buckley Vann Pty Ltd - \$30,357.50

Customer Requests Completed Monthly & Top 5 Customer Requests												
	June	July	August	September	October	November	December	January	February	March	April	May
Requests Logged	3028	3733	3517	3667	3415	3171	2717	3747	3702	4643	3853	3521
Same month Completed	2450	3077	2830	2969	2680	2469	2710	2797	2845	3651	2893	2757
% completed same month	80%	82%	80%	81%	78%	78%	99%	74%	76%	78%	75%	78%
Completed Total for Month	3037	3925	3422	3383	3325	3132	2749	3276	3569	4315	3580	3783
Total Pending	2027	1627	1723	1919	1941	1912	1888	2332	2393	2649	2861	2521
Top 5 Requests for Month	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	Inf Enq D/Plan Meter Mtce W/Leak C/Dec	C/Dec W/Leak D/Plan Inf Enq T/Trim	T/Trim Park Gen D/Plan W/Leak Pothole	T/Trim W/Leak Park Gen D/Planner Bin RRC	D/Water W/Leak P/Disaster Bin RRC D/Plan	Bin RRC P/Disaster Inf Enq D/Plan W/Animal	Bin RRC D/Plan Meter Mtce W/Leak W/Animal
Total uncompleted customer requests up to 3 months old:				1705				Conquest Work Order & Investigation Long Term up to 3 months old:				564
Total uncompleted customer requests between 3 to 6 months old:				338				Conquest Work Order & Investigation Long Term between 3 to 6 months old:				203
Total uncompleted customer requests greater than 6 months old:				478				Conquest Work Order & Investigation Long Term greater than 6 months old:				249
<p>Request Completed: Requested task or action has been completed (not just work order raised), or complaint has been investigated, action taken and correspondence finalised.</p> <p>Conquest Work Order: A Work Order has been raised for maintenance, repair or future planned action.</p> <p>Investigation Long Term: 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>												
Key:	P/Disaster - Parks Disaster Related Request		Inf Enq - Infringement Enquiry - Local Laws		D/Water - Drinking Water Quality							
	D/Plan - Duty Planner		W/Animal - Wandering Animal		W/Leak - Water Leak							
	Bin RRC - Replace Bin RRC		Meter Mtce - Meter Maintenance		Pothole - Sealed Roads							

FINANCIAL MATTERS

Operational Budget Status for month ending May 2015

	Adopted Budget \$	Adopted Budget (Pro Rata YTD) \$	YTD Actual \$	YTD Commit + Actual \$	Var %	On target 91.7% of Year Gone
CORPORATE AND TECHNOLOGY						
IT Services						
1 – Revenues	(100,658)	(92,270)	(67,549)	(67,549)	67%	✘
2 – Expenses	5,124,996	4,697,913	4,623,480	4,881,558	95%	✘
3 - Transfer / Overhead Allocation	21,525	19,731	18,602	18,602	86%	✓
Total Unit: IT Services	5,045,863	4,625,374	4,574,534	4,832,611	96%	✘
Technology Infrastructure						
2 – Expenses	195,261	178,989	136,644	136,863	70%	✓
3 - Transfer / Overhead Allocation	0	0	(5,826)	(5,826)	0%	✓
Total Unit: Coordinator - Technology Infra	195,261	178,989	130,818	131,037	67%	✓
Records Management						
1 – Revenues	(12,000)	(11,000)	(14,508)	(14,508)	121%	✓
2 – Expenses	720,387	660,355	611,278	611,380	85%	✓
3 - Transfer / Overhead Allocation	0	0	16	16	0%	✘
Total Unit: Records Management	708,387	649,355	596,786	596,887	84%	✓
Property & Insurance						
1 – Revenues	(599,041)	(549,121)	(606,192)	(606,192)	101%	✓
2 – Expenses	2,609,865	2,392,376	2,579,076	2,592,395	99%	✘
3 - Transfer / Overhead Allocation	9,738	8,927	9,742	9,742	100%	✘
Total Unit: Property & Insurance	2,020,562	1,852,181	1,982,625	1,995,945	99%	✘
Fleet Services						
1 – Revenues	(252,000)	(231,000)	(300,108)	(300,108)	119%	✓
2 – Expenses	13,396,080	12,279,740	10,801,582	11,389,777	85%	✓
3 - Transfer / Overhead Allocation	(16,562,000)	(15,181,833)	(15,923,713)	(15,923,713)	96%	✓
Total Unit: Fleet Services	(3,417,920)	(3,133,093)	(5,422,240)	(4,834,044)	141%	✓
Corporate & Technology						
1 – Revenues	0	0	(349)	(349)	0%	✓
2 – Expenses	665,201	609,768	521,411	535,069	80%	✓
3 - Transfer / Overhead Allocation	0	0	1,000	1,000	0%	✘
Total Unit: Corporate & Technology	665,201	609,768	522,062	535,720	81%	✓
Procurement & Logistics						
1 – Revenues	(850)	(779)	(253)	(253)	30%	✘
2 – Expenses	1,429,848	1,310,694	1,257,935	1,259,047	88%	✓
3 - Transfer / Overhead Allocation	35,086	32,162	28,203	28,203	80%	✓
Total Unit: Procurement & Logistics	1,464,084	1,342,077	1,285,885	1,286,997	88%	✓
Customer Service						
1 – Revenues	(262,000)	(240,167)	(199,837)	(199,837)	76%	✘
2 – Expenses	1,719,530	1,576,236	1,438,587	1,440,773	84%	✓
3 - Transfer / Overhead Allocation	0	0	208	208	0%	✘
Total Unit: Customer Service	1,457,530	1,336,069	1,238,958	1,241,144	85%	✓
Grand Total:	8,138,968	7,460,721	4,909,430	5,868,115	72%	✓

9.3 OPERATIONAL PERFORMANCE REPORT FOR GOVERNANCE SUPPORT UNIT FOR MAY 2015

File No: 1830
Attachments: 1. Operational Performance report for Governance Support Unit, May 2015
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Shane Turner - Manager Governance Support

SUMMARY

Manager Governance Support presenting the monthly Performance Report for the Governance Support Unit for the period ending 31 May 2015.

OFFICER'S RECOMMENDATION

THAT the monthly Performance Report for the Governance Support Unit for May 2015 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 31 May 2015 is attached for the Councillor's information.

**OPERATIONAL PERFORMANCE
REPORT FOR GOVERNANCE
SUPPORT UNIT FOR MAY 2015**

**Operational Performance report for
Governance Support Unit, May 2015**

Meeting Date: 23 June 2015

Attachment No: 1

MONTHLY OPERATIONAL PERFORMANCE REPORT
GOVERNANCE SUPPORT SECTION
Period Ended 31 May 2015

VARIATIONS, ISSUES AND INNOVATIONS

The Governance Support unit has filled the vacant position within the Communications team & Frankie McRae has been a welcome addition to our Communications team. Activity for the Governance Support section for May has again been constant. We have continued the planning for the Talisman Sabre 2015 Open Day to be held at the Showgrounds on Sunday 5 July 2015. The unit also assisted with the Community Cabinet Submission documents, Kershaw Gardens Remediation documents and media, along with committing resources to ensure the Pets in the Park open day was a success.

There are some concerns developing with the ability to continue to deliver the number of these community / civic events with the current staff numbers within the Governance Support Unit. The unit does not have an events officer and the ability to rely on other Council units to assist in any substantial way is meeting with resistance due to their competing priorities.

IMPROVEMENTS / DETERIORATION IN LEVELS OF SERVICES OR COST DRIVERS


There is a focus on establishing processes that provide a more positive media provided by the Council proactively rather than being reactive. It is envisaged these processes may assist in reducing the number of media enquiries that, by their nature have us being portrayed as a reactive organisation rather than being up front with information that is of interest to the community.

We are currently recruiting for an Executive Support Officer due to a staff resignation.

LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

The response times for completing the predominant customer requests in the reporting period for May 2015 are as below:



All Monthly Requests (Priority 3) Governance 'Traffic Light' report May 2015

	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	1	1	1	1	0	0	1	● 1.00	● 0.75	● 5.33	0.20
Citizenship Request/Enquiry	0	0	2	2	0	0	5	● 0.00	● 2.20	● 1.94	0.87
Committee Support - Meetings/Agendas etc	0	0	0	0	0	0	2	● 0.00	● 0.00	● 0.00	0.00
CEO General Request	1	0	1	1	1	0	1	● 1.00	● 18.43	● 11.31	11.50
Councillor General Enquiry	0	0	0	0	0	0	2	● 0.00	● 12.30	● 13.89	13.29
Mayor's Personal (Mayor's General Info)	7	4	11	5	9	0	2	● 1.60	● 8.13	● 7.04	1.62

Comments & Additional Information

All of the Requests for May have been actioned within the specified request timeframes across all sections of Governance Support.

2. COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS INCLUDING SAFETY, RISK AND OTHER LEGISLATIVE MATTERS

Safety Statistics

The safety statistics for the reporting period are:

	FOURTH QUARTER		
	Apr	May	Jun
Number of Lost Time Injuries	0	0	
Number of Days Lost Due to Injury	0	0	
Total Number of Incidents Reported	0	0	
Number of Incomplete Hazard Inspections	0	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

ACHIEVEMENT OF CAPITAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME AND OTHER UNIT INFORMATION FOR MAY 2015

No capital projects are relevant to the Governance Support Section; other activity undertaken by the unit for May is listed below.

- Media:
 - 19 Media releases
 - 5 Media Opportunities, Deputy Premier's visit, flood mitigation, Libraries, Waste Transfer Station & Pets in the Park
- Facebook likes 10381
Facebook post reach for May 128,087

Communication Projects being undertaken by the Communications Section:

- Kershaw Gardens Remediation
- Community Cabinet presentations
- Mount Archer Activation Master Plan
- New Council Internet project, training, content loading
- Garden Competition
- Talisman Sabre Open Day
- CQ Sports Expo
- Library Technology Centre & Careers Expo
- Graffiti Prevention Program
- RRC App trial
- De-sex your pet campaign
- Pets in the Park

Media Enquiries, Opportunities and Releases regarding:

- Deputy Premiers visit, Cyclone damage, Kershaw Gardens & more
- Community Cabinet
- River Festival
- Explore our Libraries
- Pets in the Park
- Green Waste Mulch soon to be available to public

Community Engagement Projects for May:

- Continuation of Mount Archer Activation Master Plan process
- Community Conversation meetings held at Gracemere 12th, Parkhurst 14th, Berserker 27th and Park Avenue 28th. The final 2 Community Conversation meetings are to be held on the 2nd & 3rd of June at Wandal & Allenstown respectively
- Rockhampton CBD revitalisation draft survey
- Survey on the Banner poles in Gracemere

3. ACHIEVEMENT OF OPERATIONAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME

As at period ended 31 May 2015 -- 92% of year elapsed.

Project	Revised Budget	Actual (incl. committals)	% budget expended	Explanation
<i>The Hub Intranet Project</i>	<i>20000</i>	<i>20000</i>	<i>100</i>	

4. **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. Transfer / Overhead Budget costs need to be moved from the Ethics & Integrity line to Marketing & Engagement line to finalise the budget movements and bring into order.

 End of Month General Ledger - (Operating Only) - GOVERNANCE SUPPORT								
As At End Of May								
Report Run: 10-Jun-2015 11:15:37 Excludes Nat Accs: 2802,2914,2917,2924								
			Adopted Budget	Adopted Budget (Pro Rata YTD)	YTD Actual	YTD Commit + Actual	Variance	On target
			\$	\$	\$	\$	%	91.7% of Year Gone
GOVERNANCE SUPPORT								
Executive Support								
		1 - Revenues	(24,000)	(22,000)	(19,666)	(19,666)	82%	x
		2 - Expenses	2,126,177	1,948,996	1,724,813	1,733,052	82%	✓
		3 - Transfer / Overhead Allocation	110,000	100,833	90,109	90,109	82%	✓
		Total Unit: Executive Support	2,212,177	2,027,829	1,795,256	1,803,495	82%	✓
Marketing & Engagement								
		1 - Revenues	0	0	(4,545)	(4,545)	0%	✓
		2 - Expenses	728,690	667,966	528,605	588,436	81%	✓
		3 - Transfer / Overhead Allocation	19,400	17,783	1,328	1,328	7%	✓
		Total Unit: Marketing & Engagement	748,090	685,749	525,387	585,218	78%	✓
Office of the CEO								
		2 - Expenses	507,848	465,527	262,922	275,372	54%	✓
		3 - Transfer / Overhead Allocation	0	0	89	89	0%	x
		Total Unit: Office of the CEO	507,848	465,527	263,011	275,461	54%	✓
Ethics & Integrity								
		2 - Expenses	96,037	88,034	1,227	1,227	1%	✓
		3 - Transfer / Overhead Allocation	0	0	5,917	5,917	0%	x
		Total Unit: Ethics & Integrity	96,037	88,034	7,144	7,144	7%	✓
		Grand Total:	3,564,152	3,267,139	2,590,798	2,671,318	75%	✓

9.4 MONTHLY REPORT - REGIONAL DEVELOPMENT

File No: 111
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Russell Claus - Executive Manager Regional Development

SUMMARY

Executive Manager Regional Development presenting the monthly report on activities of Regional Development Unit.

OFFICER'S RECOMMENDATION

THAT the Regional Development monthly report be received.

COMMENTARY

The Regional Development Unit was initiated in late April, pulling together Economic Development, Strategic Planning and Promotions. To optimize the effectiveness and community impact of the Unit's operations, staff is currently developing a coordinated work plan that will define the Unit's priorities for the coming year. Activities for Promotions are included on a separate report. Activities for Economic Development and Strategic Planning are as follows:

ECONOMIC DEVELOPMENT (activities since 28 April 2015)**Riverfront/Quay Street**

Staff from several areas of Council have invested considerable time in developing and refining the scope for redevelopment of the upper and lower banks of the riverfront precinct, including Category D application, Community Cabinet and discussions with State and Commonwealth government officials.

Investors

Manager Economic Development has worked with a mining services business which is keen to establish a base in Rockhampton to service mining operations in the Bowen and Galilee Basins and near Mt Isa.

The business, a wholly owned subsidiary of a United States public company, is anxious to comply directly with all planning requirements and has decided to shift its Queensland operations from Brisbane to Rockhampton. It is identifying a suitable piece of land and will apply for a development approval.

Manager Economic Development has also arranged an inspection of a special CBD site for a Rockhampton Region investor.

Regional Queensland Showcase

This activity, which was held at the Brisbane Exhibition & Convention Centre on Friday 12 and Saturday 13 June 2015, was organised and funded by the Department of State Development and supported strongly by Council with the Mayor, Manager Economic Development, Manager Regional Communications and the Senior Resources Advisor attending.

The Showcase was an opportunity to highlight the region's strengths to investors (Friday) and residents interested in shifting from the south-east corner (Saturday). DSD estimated almost 2000 people attended the event. Manager Economic Development provided material to a number of potential investors and residents. Two potential investors had some genuine potential.

Council booked a table at the Building Our Regions lunch which was held at the Convention Centre as a prelude to the Showcase. The following sat at the Council table:

- Mayor
- Vincent Cosgrove (Hastings Deering)
- John Cotter (Gasfields Commission Queensland)
- Jason Camden (Economic Development Queensland)
- Paul Eagles (formerly with Department of State Development)
- Annelise Proctor (Aurizon)
- Manager Economic Development
- Senior Resources Advisor

The Mayor, Manager Economic Development and Senior Resources Advisor met with a number of potential investors both before and during the Showcase. These included Stockland, Department of Natural Resources & Mines, and Downer Mining, which is the expected miner at Adani's Carmichael Mine.

Start-Up Ecosystem Audit

Boundless, the company which is undertaking the audit of start-up companies on behalf of the Department of Science, Information Technology & Innovation, will visit Rockhampton on 30 June 2015 to undertake a workshop with key stakeholders. As part of this process they will talk with these stakeholders by phone to develop lists of start-up founders/entrepreneurs (ideally digital/tech start-up founders), angel investors, investment fund managers, community leaders in the start-up / tech sector, or entrepreneurship educators.

Council resolved to contribute \$3000 to the audit.

iLab Start-Up & Innovation Breakfast

This breakfast, which was held at Empire on 13 May 2015, is associated with the development of modern small business in the Rockhampton Region. iLab, which run a small business incubator in Brisbane that is partially funded by the State Government held this breakfast to bring together innovators and those interested in start-up businesses. It was attended by 18 people, including the Manager Economic development and Senior Resources Advisor.

TEDx Rockhampton

Manager Economic Development attended the TEDx Rockhampton event at Empire on 30 May 2015. This event was fully booked out with 100 people attending.

This was the second TEDx event in Rockhampton (first in 2013).

Regional Queensland Capitals Alliance

A meeting of the Regional Queensland Capitals Alliance was held at the Brisbane Exhibition & Convention Centre before the Building Our Regions lunch on 12 June 2015. The Mayor and Manager Economic Development attended this meeting as Council is an Alliance member together with Toowoomba, Mackay and Cairns Regional Councils and Townsville City Council.

The members resolved to update the memorandum of understanding relating to the Alliance and to consider the draft report which had been prepared by AEC Group, following its updating by member councils.

CQUniversity Australia

Mayor, Councillors and senior staff (including the Manager Economic Development) attended a lunch with University senior staff on 13 May 2015. The meeting looked at opportunities for collaboration between the University and Council on issues of mutual interest.

Manager Economic Development has subsequently attended a presentation for those undertaking the Preparation for Success in Health program.

Beef Australia 2015

The beef expo was a huge success and the Manager Economic Development was involved each day from 4-9 May 2015 at the Rockhampton Showgrounds, mainly working on the Council stand. He attended the Industry Symposium on the opening day and was a member of a party which took representatives from the Richmond Valley Council (Casino) to lunch.

Manager Economic Development was also part of a group which had breakfast with Scott Buchholz, the Member for Wright, on 5 May 2015 and attended the Beef Ball as part of the Council group on 9 May 2015.

Promotions played a pivotal role in development and management of Council's booth.

Minister for Small Business' Visit

Federal Minister for Small Business Bruce Billson visited Rockhampton on 18 May 2015. Manager Economic Development attended the small business briefing, lunch and export briefing associated with the Minister's visit.

Economic Development Strategy

Managed the consulting firm RPS in the development of the Rockhampton Region Economic Development Strategy (EDS) and Cyclone recovery strategy. The recovery strategy has been released and the EDS is nearing completion.

Ancillary Activities

Manager Economic Development attended the CQ Economic Forecast and the launch of the Digital Economy Week.

Manager Economic Development will provide separate reports at later P&S meetings on Growing Central Queensland/Fitzroy Agricultural Corridor, Defence projects and the Leichhardt Highway Promotions Committee.

Resources

The Senior Resources Officer has committed time to:

- Resources Industry Group
- organization of the Surat Basin Mining and Energy Expo
- delivery of Rockhampton Connect
- Proponent / project mapping and relationships
- Resource project site visits
- Developing a stakeholder map for Resources and Economic Development
- EDA Board work (and National Conference)
- LGAQ Resource Communities Advisory Committee
- Support for Resource Advisory Committee
- Arrow Energy updates preparation for RIAC and Council staff
- Maranoa/ Gladstone/ Isaac briefing on resource project management
- FIFO inquiry submission
- Economic Development Strategy content

STRATEGIC PLANNING

- Proposed Planning Scheme: The proposed planning scheme was submitted for final Ministerial Review in March. Department of Infrastructure Local Government and Planning officers have completed their review and made final recommendations to the Deputy Premier.
- Future Major Amendment: A detailed desk top and site review of prospective character areas is being undertaken for this amendment. Once completed a Council workshop will be scheduled to clarify the scope of any changes recommended. Other amendments may be necessary in response to improved flood modelling for the Splitters Creek catchment and other issues that may emerge following implementation.
- Local Government Infrastructure Plan (LGIP) Amendment: Council is currently required to adopt a compliant LGIP by July 2016 or it may not issue new infrastructure charge notices. A new strategic directions document released in May by the Deputy Premier has suggested among other things that this deadline may be extended by up to 2 years. Until that is confirmed we continue urgent preparation of a compliant LGIP. Central to this is the completion of a statutory Schedule of Works (SOW) model and external review prior to submission of the proposed LGIP to the State. Staff has completed a draft SOW, and appointed and met with an external reviewer (mandatory requirement).
- As part of the overarching CBD revitalisation strategy an internal stakeholder group was formed in 2014. The group has representation from all units of Council that have a direct role in maintaining, regulating and developing the CBD or planning for its future. The role of this group is to collaborate on, coordinate and facilitate Council activities to ensure Council achieves the very best outcomes feasible for the CBD in the short to medium term (up to 2 year horizon). The Quay Street re-development project is managed separately. A more detailed summary of current activities and priorities will be provided in a separate report shortly. Regional Development chair and facilitate the group.
- The new State Government has been considering its response to proposed planning reforms under consideration by the previous government. The new government's position has been articulated in A "Better Planning For Queensland – Next Steps in Planning Reform Directions Paper" which was released in May. The direction appears to be to continue with the reform process in acknowledgment of the significant work completed to date. The paper acknowledges several concerns raised by Councils previously and proposes further consultation before finalising policy on these. Of note there is a commitment to consult further with Councils on the need for new development categories and to better protect Councils from possible compensation claims in the event they limit development in areas with identified natural hazards.

PROMOTIONS**Events**

Rockhampton River Festival - The Regional Promotions Unit primary focus is the Rockhampton River Festival with significant staff resource dedicated to making the event a success. Final plans are underway with the program due for release this week.

Media coverage has been very positive given this is an inaugural event (and therefore lacking strong imagery). The event has been picked up in media coverage nationally with great support from local radio and TV. Many community groups, artists, musicians and businesses are getting behind the event and word is certainly spreading.

Tickets are on sale for the Bar Ramundi Boardwalk with the Variety River Dine now included as part of the boardwalk area.

Numbers are still relatively low for volunteers who will be needed in the lead up and during the event. Requests for volunteers have been sent via social media, media and by email but as the event falls during school holidays it has been difficult for schools to commit.

The City Slider – a submission has been received to hold The City Slider on Saturday October 3 2015 in Rockhampton. The slide is highly popular for teens and young adults. A separate report will be submitted to Council requesting approval for this event.

Wholly Cow Festival – a proposal has been sent to Beef Australia to seek collaboration on holding Wholly Cow Week/Month in the off years of the Beef Expo.

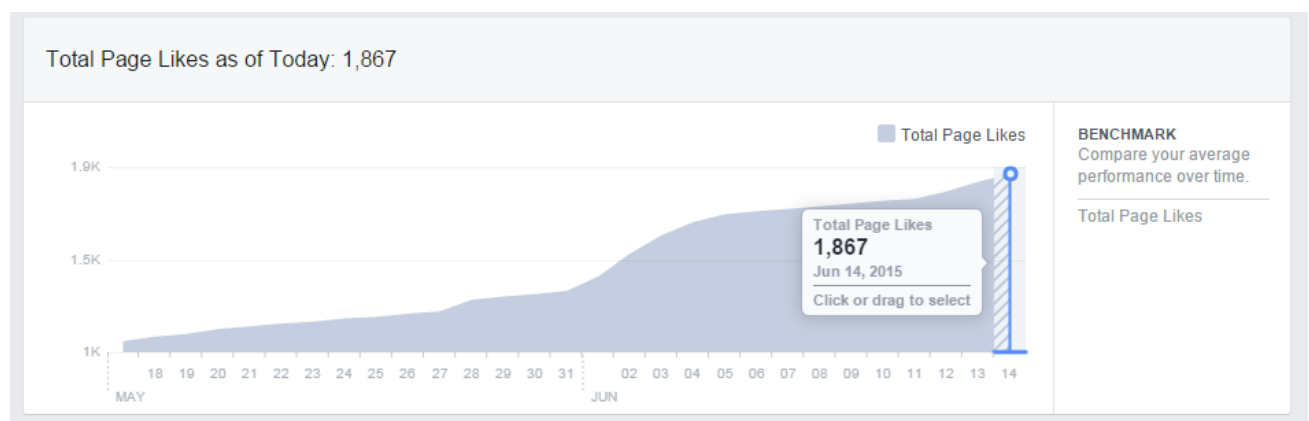
Marketing

Major Signage – concept submissions have been received and reviewed with invitations to submit concepts to be sent this week. The community and councilors will be invited to vote on these concepts before it is tendered to sign builders.

My Rockhampton Magazine – the magazine has had very positive feedback with distribution throughout APN newspapers in Rockhampton, Gladstone and Emerald. We have also had requests from a number of VICs in CQ. The magazine is available at the airport, the library, accommodation houses and cafes who responded to our email.

Rockhampton Region Website – progressing with site map, design and content underway. The site is specifically designed to target the appropriate markets for use in later marketing campaigns.

Social Media – New social media profiles under the new branding have been highly successful in promoting positive aspects of the region and a place to share ideas, events and positive community news separate from core Council business.



Press

Product Development

App – content for the Heritage App has been submitted and content is being loaded for testing.

Photo Gallery – 3 local photographers have been contracted to develop a comprehensive photo gallery that aligns with the Rockhampton Region brand story and the economic pillars. The photo gallery will be utilised in the new website and for future marketing campaigns to visually promote the reasons to live, visit or invest in the region.

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 Request from RIG for Funding Support for E-portal

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.

13.2 The City Slider - Event Application

This report is considered confidential in accordance with section 275(1)(e), of the *Local Government Regulation 2012*, as it contains information relating to contracts proposed to be made by it.

13.3 Funding agreement with Capricorn Enterprise

This report is considered confidential in accordance with section 275(1)(e), of the *Local Government Regulation 2012*, as it contains information relating to contracts proposed to be made by it.

13.4 Legal Matters as at 31 May 2015

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.

13.5 Monthly Report from Chief Executive Officer for the period ending 15 June 2015

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 REQUEST FROM RIG FOR FUNDING SUPPORT FOR E-PORTAL

File No: 10097

Attachments: Nil

Authorising Officer: Evan Pardon - Chief Executive Officer

Author: Russell Claus - Executive Manager Regional Development

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 .

SUMMARY

Consideration of request by Resource Industry Group (RIG) for funding to establish E-portal.

13.2 THE CITY SLIDER - EVENT APPLICATION**File No:** 1731**Attachments:**

1. Event Summary
2. Complain Letter
3. Complain Response - noise
4. Traffic Management
5. Site Map
6. Event Application

Authorising Officer: Russell Claus - Executive Manager Regional Development
Evan Pardon - Chief Executive Officer**Author:** Sarah Reeves - Manager Regional Promotions

This report is considered confidential in accordance with section 275(1)(e), of the *Local Government Regulation 2012*, as it contains information relating to contracts proposed to be made by it.

SUMMARY

The Events People, organisers for national family friendly The City Slider, have submitted an application to host an event on Saturday October 3, 2015 in Rockhampton. The organisers have addressed issues raised by affected residents.

13.3 FUNDING AGREEMENT WITH CAPRICORN ENTERPRISE**File No:** 9288**Attachments:**

1. Letter from Capricorn Enterprise containing 2015-16 Funding Request
2. 2015-16 Funding Agreement

Authorising Officer: Evan Pardon - Chief Executive Officer
Russell Claus - Executive Manager Regional Development**Author:** Rick Palmer - Manager Economic Development

This report is considered confidential in accordance with section 275(1)(e), of the *Local Government Regulation 2012*, as it contains information relating to contracts proposed to be made by it.

SUMMARY

This report contains a suggested funding agreement between Council and Capricorn Enterprise.

13.4 LEGAL MATTERS AS AT 31 MAY 2015

File No: 1392
Attachments: 1. Legal Matters - May 2015
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.

Performance & Service Committee at its meeting on 26 May 2015 resolved that the matter be deferred to the meeting to be held on 23 June 2015.

SUMMARY

Coordinator Corporate Improvement & Strategy presenting an update of current legal matters that Council is involved in as at 31 May 2015.

13.5 MONTHLY REPORT FROM CHIEF EXECUTIVE OFFICER FOR THE PERIOD ENDING 15 JUNE 2015**File No:** 1830**Attachments:** 1. Monthly Report - June 2015**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.

SUMMARY

Chief Executive Officer presenting monthly report for the period ending Monday 15 June 2015.

14 CLOSURE OF MEETING