



PERFORMANCE & SERVICE COMMITTEE MEETING

AGENDA

28 JULY 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 28 July 2015 commencing at 9:00am for transaction of the enclosed business.

A handwritten signature in black ink, appearing to be "C. R.", written over a horizontal line.

CHIEF EXECUTIVE OFFICER
27 July 2015

Next Meeting Date: 25.08.15

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 23 June 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: 28 July 2015

Attachment No: 1

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

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 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*, with the exception of Chapter 9, Part 4, Section 714(1).
2. All prior resolutions delegating the powers under this Act to the Chief Executive Officer are repealed.
3. 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 undertaken a periodic review and has identified new and 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.

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), 674(4) and 714. These amendments have been marked up within the attached instrument.

During management review of the amendments it was recommended by the Chief Executive Officer (CEO) and General Manager Regional Services that the power identified under section 714(1); *Power to be satisfied that the taking of land would help to achieve the strategic outcomes stated in its planning scheme*, should be retained by Council. The Officers Recommendation therefore recommends that this section be excluded from the Instrument of Delegation 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, 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.

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, with the exception of Chapter 9, Part 4, Section 714(1), subject to limitations contained in schedule 2.

COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER

Instrument of Delegation - Sustainable Planning Act 2009

Meeting Date: 28 July 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	290(1)(b)	Power to, in the specified circumstances amend a concurrence agency

Agency	(i)	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 Manager	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 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.

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.

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).
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 Agency	378(3)	Power to change or cancel a development condition.
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.

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 an appeal under s 465	485(9)(c)	Power to elect to co-respond to an appeal where not otherwise a party.
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.

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	545(b)(ii)	Power to elect to co-respond to an appeal under section 521 where not otherwise a party.

given		
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.

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

Division 4 – Offence proceedings in Magistrates Court

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

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-	632(2)	Power to agree about the charges break up (a breakup agreement).

retailer		
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Subdivision 3 – Levying charges

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

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.

⁴ As per section 626(3).

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	710(2)(a)	For an entitlement to claim the compensation under section 705, give notice

Government		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 Government	714	Decide to take or purchase land for planning purposes under the Acquisition of Land Act
Local Government	714(1)	Power to be satisfied that the taking of land would help to achieve the 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	750	In the specified circumstances, power to assess an application despite non-

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

Manager		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 Manager	994B(4)	Power to, despite Chapter 6, Part 8, amend an existing development 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.

8.2 REQUEST FOR COUNCILLOR DISCRETIONARY FUND DONATION FROM HER WORSHIP THE MAYOR, COUNCILLOR MARGARET STRELOW - ROCKHAMPTON AND DISTRICT INDOOR BOWLING ASSOCIATION INC.

File No: 8295
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Megan Careless - Executive Support Officer

SUMMARY

Her Worship the Mayor Councillor Margaret Strelow requesting approval to donate \$1500.00 from her Councillor Discretionary Fund to the Rockhampton and District Indoor Bowling Association Inc.

OFFICER'S RECOMMENDATION

THAT approval be granted to donate \$1500.00 from Mayor Strelow's Councillor Discretionary Fund to the Rockhampton and District Indoor Bowling Association Inc to assist with the purchase of replacement chairs.

BACKGROUND

Her Worship the Mayor, Councillor Margaret Strelow is requesting approval to donate \$1500 from her discretionary fund to the Rockhampton and District Indoor Bowling Association Inc towards the costs of replacement chairs in clubhouse.

The club made this decision at a recent committee meeting because the chairs are now a hazard to the bowlers and general public. The angled back legs of chairs are a trip hazard and a safety concern.

As the amount is over \$500, Council decision is required.

8.3 TENDER FOR LEASE OF LAND FOR GRAZING - L53 UPPER ULAM ROAD, BAJOOL

File No: 374
Attachments: 1. Map of L53 Upper Ulam Road, Bajool
Authorising Officer: Drew Stevenson - Manager Corporate and Technology Services
Ross Cheesman - General Manager Corporate Services
Author: Kellie Anderson - Coordinator Property and Insurance

SUMMARY

Coordinator Property & Insurance reporting on a request to lease L53 Upper Ulam Road, Bajool and seeking approval to call tenders for a Trustee Permit.

OFFICER'S RECOMMENDATION

THAT the Chief Executive Officer (Coordinator Property & Insurance) be authorised to call tenders for the use of L53 Upper Ulam Road, Bajool for grazing purposes.

COMMENTARY

The 9.124Ha property at L53 Upper Ulam Road, Bajool is currently a reserve under Council's trusteeship, for the purpose of Camping, Water and Road. The property is currently vacant and not utilised by Council (aerial view attached).

Council received a request to lease this reserve for the purpose of grazing. Relevant Council officers from Parks, Civil Operations, Planning and FRW have advised that there are no objections to this proposed use.

An acceptable secondary use for a reserve for Camping, Water and Road is grazing and this is supported by the Department of Natural Resources & Mines.

The successful tenderer would be required to enter into a Trustee Permit for a maximum period of three (3) years, subject to standard terms and conditions.

CONCLUSION

It is recommended that tenders be called for the use of L53 Upper Ulam Road, Bajool for grazing purposes.

**TENDER FOR LEASE OF LAND FOR
GRAZING - L53 UPPER ULAM ROAD,
BAJOOL**

Map of L53 Upper Ulam Road, Bajool

Meeting Date: 28 July 2015

Attachment No: 1



8.4 AIRPORT SOLE SUPPLIERS

File No: 9792
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Ross Cheesman - General Manager Corporate Services

SUMMARY

The purpose of this report is to seek a Council resolution that the nominated Airport Suppliers are deemed as Sole Suppliers in accordance with Section 235 (a) of the Local Government Regulation 2012.

OFFICER'S RECOMMENDATION

THAT pursuant to s235(a) of the *Local Government Regulation 2012* Council approve the nominated Airport Suppliers as Sole Suppliers of Airport equipment and maintenance services.

COMMENTARY

In previous years Rockhampton Airport has procured specialist Airport Critical Equipment that can only be maintained by suppliers who have supplied this equipment and/or by a local service agent that has been certified by the Equipment Supplier. A review of the specialist suppliers has been completed with a summary including the of the original procurement method provided below. Deeming these suppliers as Sole Suppliers will allow the suppliers to be re-engaged to provide the required service on expiry of their existing Contracts.

Table 1 – Nominated Suppliers

Airport Equipment	Equipment Supplier	Certified Service Agent	Original Procurement Method
Checked Baggage Screening (CBS) X-ray Machines	Smith's Detection	Smith's Detection	Public Tenders (TEN6501) were called August 2007 and awarded to Smith's Detection for the supply, installation & maintenance of the Checked Baggage Screening System. This maintenance agreement is due to expire 16 July 2015.
Baggage Handling System (BHS) Software	Glidepath	Glidepath	Public Tenders (TEN6501) were called in August 2007 and awarded to Glidepath (software only). The existing Service maintenance agreement will expire 31 July 2017
Passenger Screening Equipment	Smith's Detection	Smith's Detection	Public Tenders (TEN10867) were called September 2013 and awarded to Smith's Detection for the Supply and Installation of Passenger Screening Equipment. The existing maintenance agreement will expire 7 July 2020.

Paid Parking Equipment	CDS Worldwide	Rocky Industrial Controls	Public Tenders (TEN8591) were called for Supply & Installation of Car Park Access Control Equipment in December 2009. The existing maintenance agreement will expire 12 March 2020.
Flight Information Display System (FIDS)	Inter-Systems	Inter-Systems	No historical information found. The existing maintenance agreement will expire on 2 Jan 2019.
Automatic Roller Doors	Albany Door Systems	Stanke Electrics	No historical information found. Ongoing arrangement for the servicing of this equipment.
Airport Runway Testing Equipment	Panaeronautical	Panaeronautical	No historical procurement method located. This is a specialist piece of equipment that requires the same equipment to perform the test yearly so comparison with past results is consistent for determining any recommended actions. This Supplier has been used on an annual basis since 2007.

Continual service contractual arrangements with these Sole Suppliers will ensure this specialist Airport Critical Equipment has a high level of reliability and serviceability due to the equipment being serviced as per manufacturer recommendations, and ensures timely response to equipment breakdown, should it occur.

CONCLUSION

It is recommended that Council resolve that the nominated Airport Suppliers be deemed as Sole Suppliers in accordance with Section 235 (a) of the *Local Government Regulation 2012*.

9 STRATEGIC REPORTS

9.1 CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT

File No: 1392

Attachments:

1. Finance Monthly Report - June 2015
2. Workforce & Strategy Monthly Report - June 2015
3. Corporate & Technology Monthly Report - June 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 30th June 2015 is presented for Councillor's information.

OFFICER'S RECOMMENDATION

THAT the Corporate Services Departmental Monthly Operations Report as at 30th June 2015 be "received".

COMMENTARY

It is recommended that the monthly operations report for the Corporate Services department as at 30th June 2015 be received.

**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT**

Finance Monthly Report - June 2015

Meeting Date: 28 July 2015

Attachment No: 1

MONTHLY OPERATIONS REPORT
FINANCE SECTION
Period Ended June 2015

VARIATIONS, ISSUES AND INNOVATIONS

Innovations

The new chart of accounts was implemented as at 1 July 2015, which essentially consolidates the number of charts used and will now facilitate improved detailed reporting.

Once budget papers prepared for adoption, the shift of the Finance Accounting team very much shifts to focus on the preparation of the Financial Statements and preparing for the annual audit.

Improvements / Deterioration in Levels of Services or Cost Drivers

Nil.

LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

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

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q4
			Received	Completed								
Rates Enquiry	2	2	30	26	4	0	3	● 1.35	● 2.04	● 2.10	1.36	● 1.50

Comments & Additional Information

Nil.

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	0
Number of Days Lost Due to Injury	0	0	0
Total Number of Incidents Reported	0	0	0
Number of Incomplete Hazard Inspections	0	0	0

Risk Management Summary

Example from Section Risk Register (excludes risks accepted/ALARP)

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	95	10 year Capital list now matched off with the LTFF, which will pave the way for the AMP review.
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	100	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.
Annual Budget adopted by 1 August	01/08/14	100%	Budget adopted in June

Legislative Compliance Matter	Due Date	% Completed	Comments
Asset Register must record its non-current physical assets	30/06/15	100%	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	100%	Ongoing
Monthly Financial report prepared for the monthly meeting of Council	30/08/14	100%	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

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%	3.69% achieved in June

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

FINANCIAL MATTERS

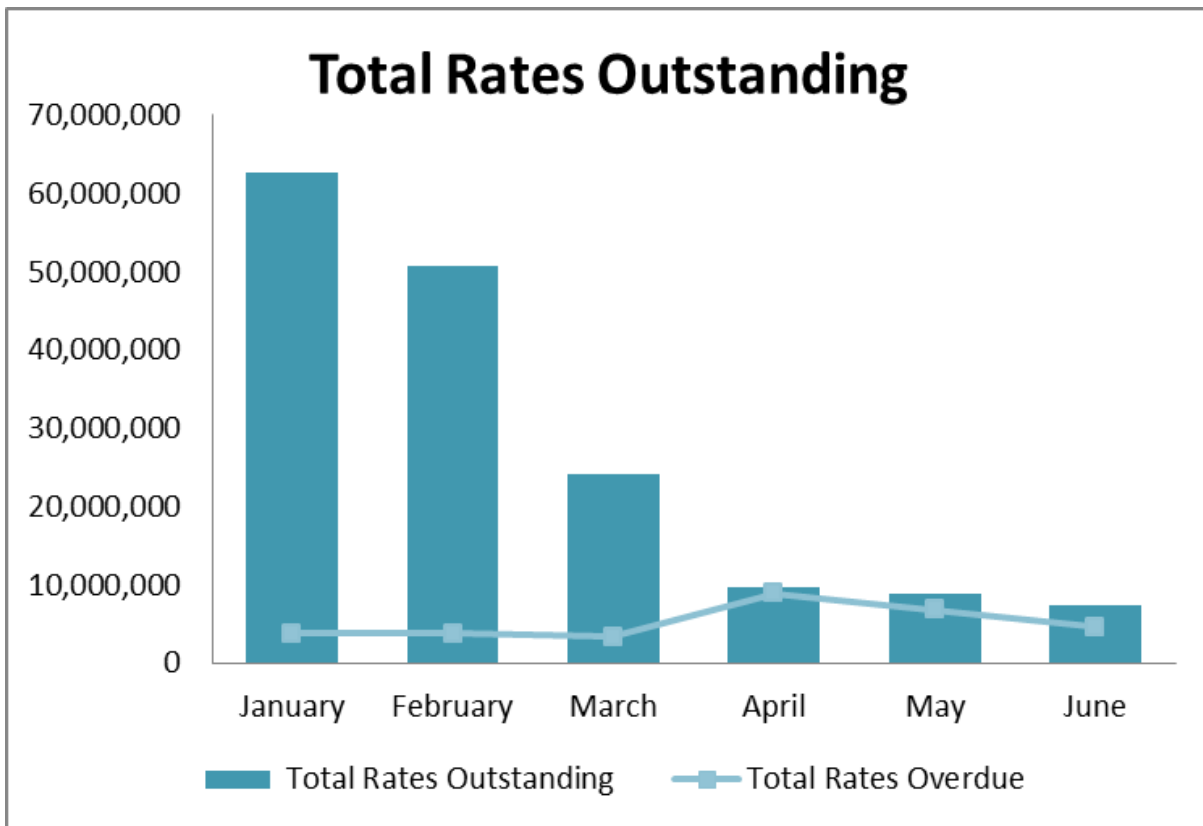
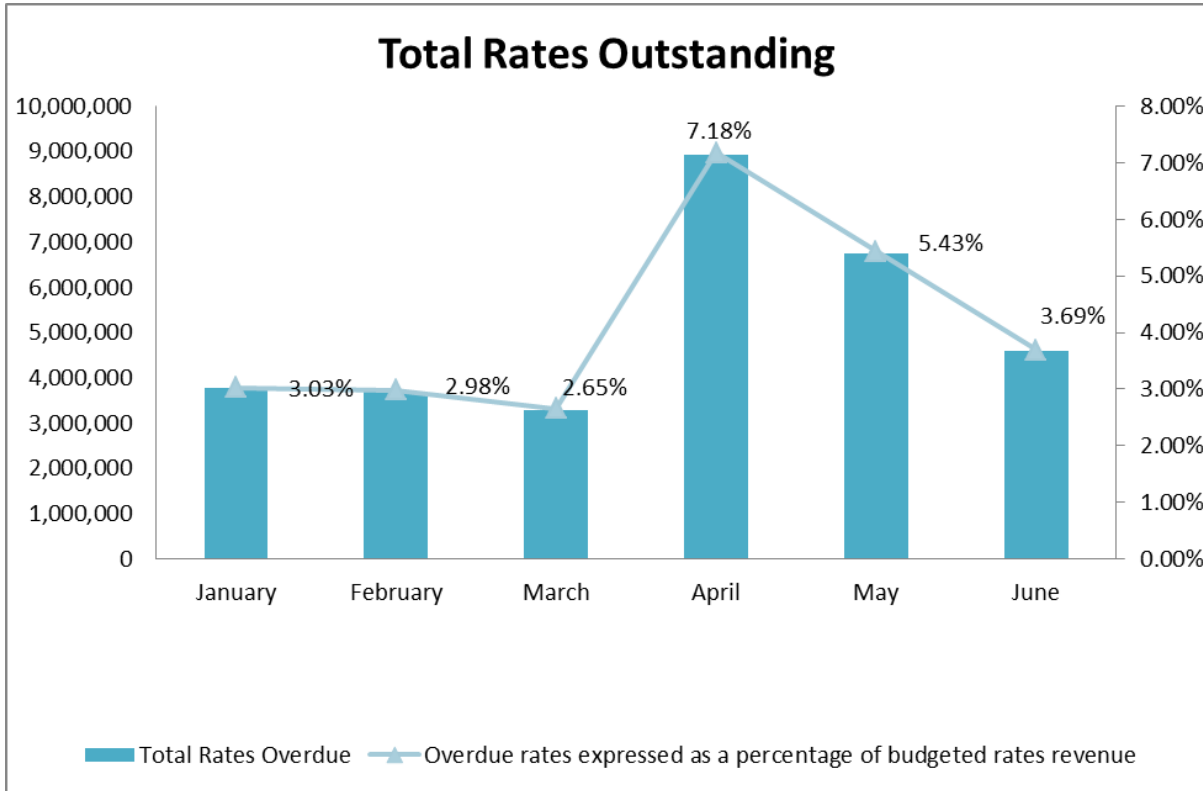


EOM General Ledger - FINANCE Operational Only

As At End Of June

Report Run: 10-Jul-2015 08:41:02 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	Commit + Actual	Variance	On target
	\$	\$	\$	%	100% of Year Gone
FINANCE					
<i>Finance</i>					
Revenues	(95,000)	0	(1,250)	1%	✘
Expenses	766,333	740,486	536,010	70%	✔
Transfer / Overhead Allocation	0	0	91	0%	✘
Total Unit: Finance	671,333	740,486	534,851	80%	✔
<i>Accounting Services</i>					
Revenues	0	(3,500)	(3,500)	0%	✔
Expenses	1,152,937	1,145,937	1,069,994	93%	✔
Transfer / Overhead Allocation	12,750	7,800	7,190	56%	✔
Total Unit: Accounting Services	1,165,687	1,150,237	1,073,684	92%	✔
<i>Revenue & Treasury</i>					
Revenues	(357,060)	(451,000)	(462,074)	129%	✔
Expenses	1,712,304	1,794,323	1,614,947	94%	✔
Transfer / Overhead Allocation	0	1,120	1,164	0%	✘
Total Unit: Revenue & Treasury	1,355,244	1,344,443	1,154,037	85%	✔
<i>Financial Systems & Projects</i>					
Expenses	405,052	401,052	367,264	91%	✔
Transfer / Overhead Allocation	0	0	15	0%	✘
Total Unit: Financial Systems & Projects	405,052	401,052	367,279	91%	✔
<i>Asset Management</i>					
Revenues	(3,600)	(3,600)	(7,093)	197%	✔
Expenses	1,862,503	1,807,100	1,562,350	84%	✔
Transfer / Overhead Allocation	30,000	30,000	35,099	117%	✘
Total Unit: Asset Management	1,888,903	1,833,500	1,590,356	84%	✔
Total Section: FINANCE	5,486,220	5,469,718	4,720,206	86%	✔
Grand Total:	5,486,220	5,469,718	4,720,206	86%	✔



**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT**

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

Meeting Date: 28 July 2015

Attachment No: 2

MONTHLY OPERATIONS REPORT
WORKFORCE AND STRATEGY SECTION
Period Ended 30 June 2015

VARIATIONS, ISSUES AND INNOVATIONS

Innovations

Nil to report this period.

Improvements / Deterioration in Levels of Services or Cost Drivers

Customer Service Standards – Human Resources

A set of customer service standards for services provided by Human Resources has been prepared and will be distributed to all internal customers in the coming weeks. The service standards detail the types of services that are provided and the timeframe within which each service can be delivered.

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)	Avg Completion Time (days) Q4
			Received	Completed											
Administrative Action Complaints	0	0	0	0	0	0	36	● 0.00	● 5.00	● 13.20		5.00		● 2.00	
W&S - Complaints Management Process (NOT CSO USE)	5	5	8	4	4	0	30	● 2.00	● 11.63	● 13.11		8.15		● 9.50	

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:

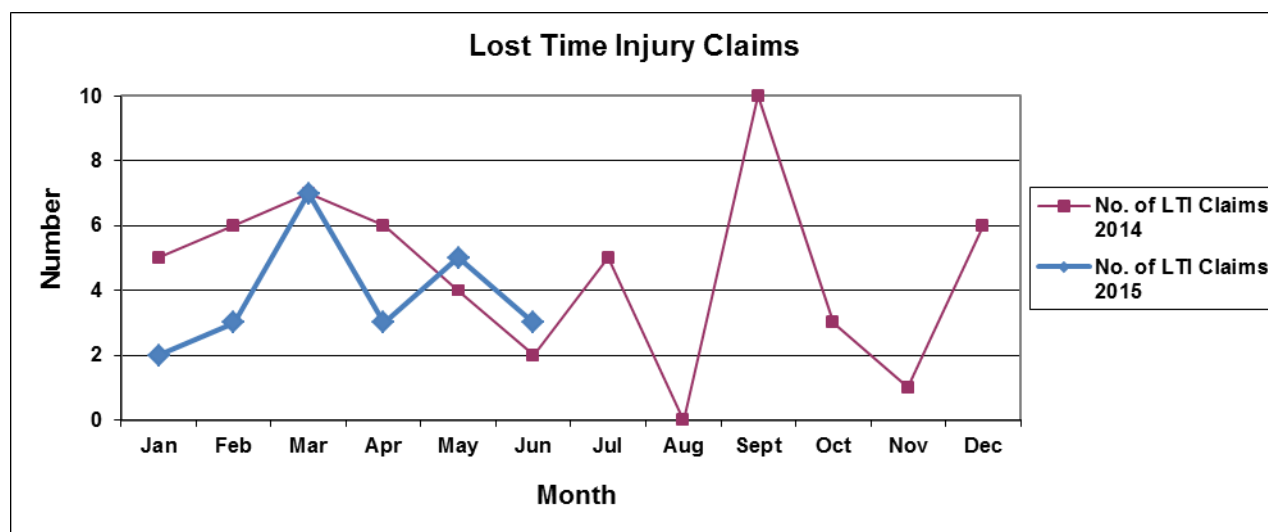
	Apr 15	May 15	June 15
Number of Lost Time Injuries	0	0	0
Number of Days Lost Due to Injury	0	0	0
Total Number of Incidents Reported	0	2	1
Total number of Incomplete Hazard Inspections	0		

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

	30 April 2015	31 May 2015	30 June 2015
Number of Lost Time Injuries	3	5	3
Number of Days Lost Due to Injury	55	41	36
Total Number of Incidents Reported	36	16	40
Total number of Incomplete Hazard Inspections	17 (4 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 three lost time injury claims lodged for June 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	<p>Ongoing annual audits will be conducted.</p> <p>Continuing to rectify the actions from the 2014 Workplace Health & Safety System Audit.</p> <p>A third Party Workplace Health & Safety system audit due in late 2015.</p> <p>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.</p>	December 2015	10%	Safety Unit currently working to rectify actions identified as part of the 2014 WHA Audit which have now been included in the 2014 Audit Rectification Action Plan.
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	100%	HR Advisor has commenced learning the duties of the Payroll Supervisor. Job rotation of Payroll staff commences July 2015 to cross train and upskill in all positions in Payroll

Legislative Compliance & Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
Prepare and adopt annual 2015/16 operational plan	9 July 2015	100%	Adopted by Council at the budget adoption meeting 9 July 2015.
Quarterly written assessment of progress towards implementing the 2014/15 annual operational plan	25 August 2015	75%	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	25 August 2015	75%	The final Quarter and the Annual Review of the 2014/15 Plan will be combined and presented to the August Committee meeting.
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%	As at 30 June 2015, 7 out of 491 performance reviews are yet to be completed. Performance Reviews for the period ended 30 June 2015 are due for completion by the end of August 2015.

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 June 2015 – 100% of year elapsed.

Project	Explanation
WHS Data Management System	The system has been implemented is now live and being used throughout the organisation. There is still a few issues identified with the system and these are currently being addressed with the supplier. The injury management module is due to be installed in July 2015.
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 being developed by Finance in consultation with relevant stakeholders. Processes have been mapped and will soon be formalised to enable the creation of the final procedure.
Strategic Community Plan	The draft Strategic Community Plan is completed. The progress of the actions within the draft plan will be updated by responsible officers by the end of September 2015.
Service Level Review Project	This project has been delayed due to the first service scheduled for review (Parks Maintenance) being deferred to other important matters since the onset of TC Marcia. The project is now scheduled to commence on 1 September 2015. Subsequent reviews have been delayed accordingly.
Aurion Project	The recommendations of the Aurion Review have been endorsed by ISSG and the Aurion Project will commence in 2015/16. Outstanding Health Check and audit requirements are currently being completed. First step of the project will see initial scoping of Timekeeper and Award Interpreter by Aurion consultants together with training for employees on system functionality currently not being utilised.

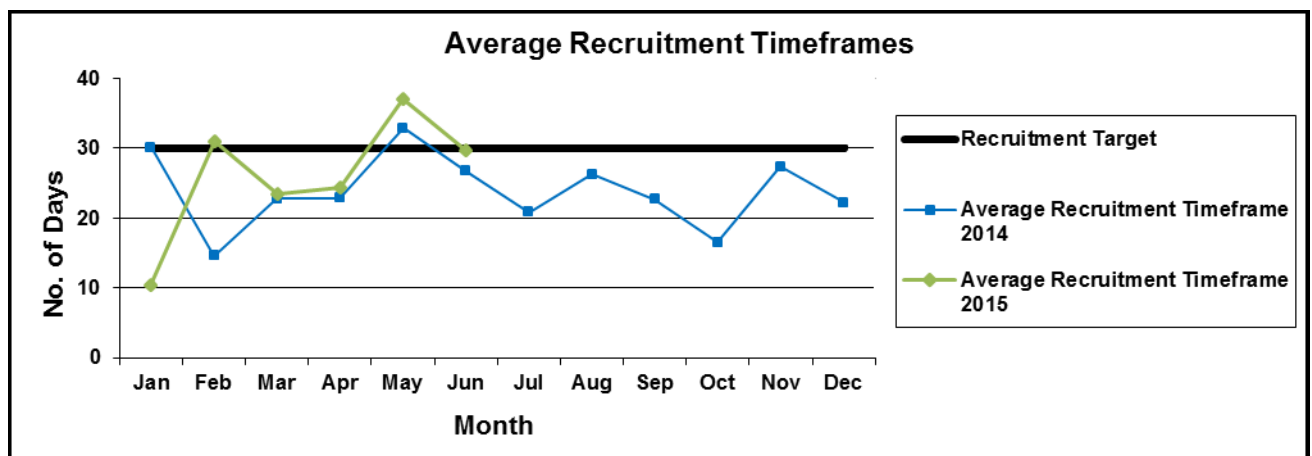
5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS

Service Delivery Standard	Target	Current Month's Performance
Recruitment positions finalised within 30 working days (refer graph below)	100%	44%
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%	99.87%
Hazard Inspections completed as per the adopted Matrix	100%	100%

Recruitment Timeframes

Some delays in recruitment have occurred during the reporting period. Of the 9 positions recruited in the reporting period, 5 were not finalised within the 30 day timeframes.

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	30 June 2014	30.27	834.69
Previous Month	31 May 2015	32.44	851
Current Month	30 June 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 June 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.
- 2.

Increases:

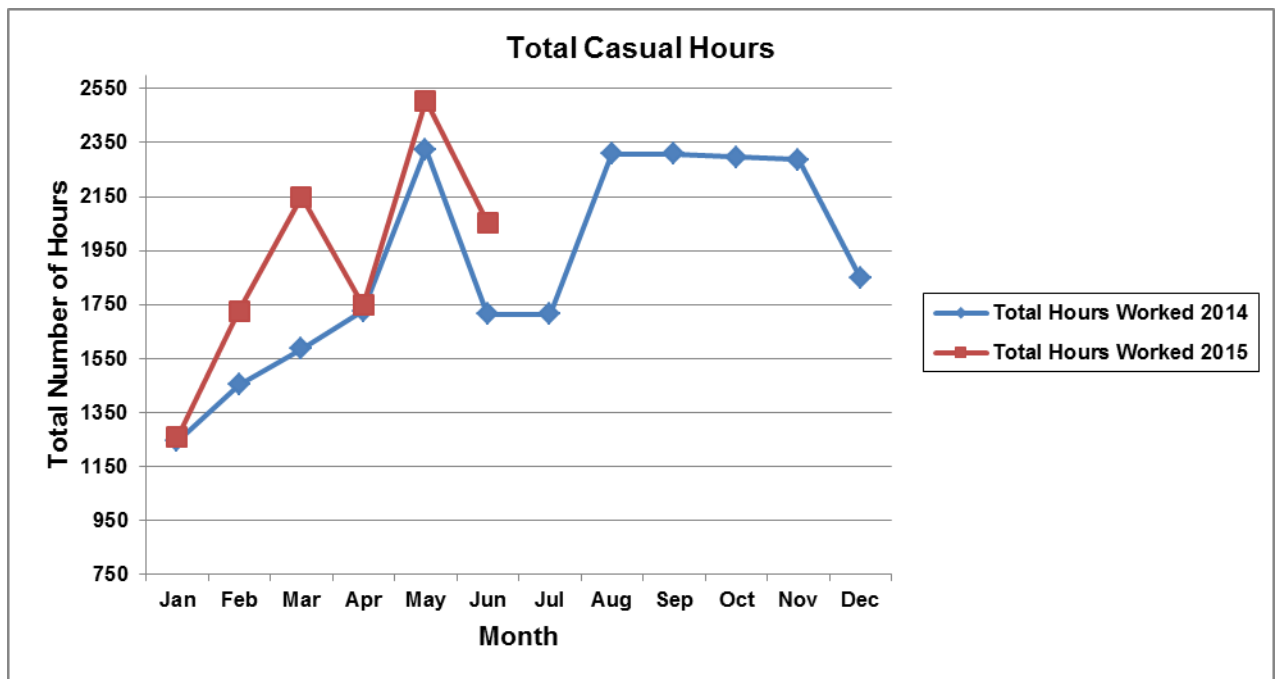
- Nil to report.
- 3.

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 – June 2015

There are currently a total of 46 casuals actively employed by Council of which 40 were engaged during the reporting period. The engaged casual employees collectively have worked the total number of 2054.49 hours during the month of June 2015.



Casual Hours by Section – June 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 exhibitions.	139	0%
Arts & Heritage	Heritage Services	Functions staff in Shearing Shed fully recovered.	311.78	100%
Arts & Heritage	Venue Operations	Technical staff recovered. Box Office staff recovered. Casual cleaners used for variable activities.	664.24	85%
Communities & Facilities	City Child Care Centre	To cover periods of staff leave and TOIL	213.25	
Communities & Facilities	Client Services	To cover RDOs, periods of staff leave; and Saturday morning library roster	237.17	
Communities & Facilities	Facilities	To cover RDOs, periods of leave for cleaning staff; and Saturday cleaning roster	92.05	
Community Standards & Compliance	Support Services	To assist with license and permit renewals.	138	
Office of the CEO	Regional Development	Assist with inaugural events including customer service, public relations and marketing support for the River Festival.	259	
TOTAL			2054.49	

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

Section	Unit	No. of hours
Community Standards & Compliance	Support Services	138
Office of the CEO	Regional Development	140
TOTAL		278

It should be noted that labour hire is also utilised in addition to casual labour in some areas of the organisation to support staff shortages and special project requirements or events.

FINANCIAL MATTERS

Financial performance as expected for reporting period.



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

As At End Of June

Report Run: 08-Jul-2015 14:00:57 Excludes Nat Accts: 2802,2914,2917,2924

	Adopted Budget	Adopted Budget (Pro Rata YTD)	YTD Actual	YTD Commit + Actual	Variance	On target
	\$	\$	\$	\$	%	100% of Year Gone
WORKFORCE & STRATEGY						
Workforce & Strategy						
2 - Expenses	328,610	328,610	417,810	417,843	127%	x
3 - Transfer / Overhead Allocation	0	0	2,042	2,042	0%	x
Total Unit: Workforce & Strategy	328,610	328,610	419,852	419,885	128%	x
Corporate Improvement & Strategy						
1 - Revenues	(3,500)	(3,500)	(3,985)	(3,985)	114%	✓
2 - Expenses	477,643	477,643	373,705	374,705	78%	✓
3 - Transfer / Overhead Allocation	13,500	13,500	9,708	9,708	72%	✓
Total Unit: Corporate Improvement & Strategy	487,643	487,643	379,429	380,429	78%	✓
Human Resources						
1 - Revenues	0	0	(1,161)	(1,161)	0%	✓
2 - Expenses	1,712,914	1,712,914	1,329,890	1,329,890	78%	✓
3 - Transfer / Overhead Allocation	8,700	8,700	11,293	11,293	130%	x
Total Unit: Human Resources	1,721,614	1,721,614	1,340,021	1,340,021	78%	✓
Safety & Training						
1 - Revenues	(37,000)	(37,000)	(52,909)	(52,909)	143%	✓
2 - Expenses	1,221,316	1,221,316	1,065,186	1,176,540	96%	✓
3 - Transfer / Overhead Allocation	65,000	65,000	53,743	53,743	83%	✓
Total Unit: Safety & Training	1,249,316	1,249,316	1,066,019	1,177,374	94%	✓
Grand Total:	3,787,183	3,787,183	3,205,321	3,317,709	88%	✓

CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT

Corporate & Technology Monthly Report - June 2015

Meeting Date: 28 July 2015

Attachment No: 3

MONTHLY OPERATIONS REPORT
CORPORATE & TECHNOLOGY SECTION
Period Ended June 2015

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

No new applications were received under the Right to Information Act/Information Privacy Act this month. However, three were completed, leaving two outstanding. 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 June 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)	Avg Completion Time (days) Q4
			Received	Completed								
Accounts Payable Enquiry	1	1	1	1	0	0	2	● 1.00	● 0.78	● 0.73	0.44	● 0.83
Bookings Enquiry	0	0	5	5	0	0	3	● 1.00	● 2.64	● 2.83	2.00	● 3.62
Insurance: Mower / Slasher / Whipper / Snipper	4	2	5	4	3	0	90	● 7.25	● 13.56	● 17.43	18.74	● 9.88
Insurance: Personal Accident / Injury	26	2	2	0	26	2	120	● 1.00	● 1.00	● 2.50	90.56	● 1.00
Insurance: Public Liability / Property Damage Public Property	12	4	12	7	13	1	90	● 2.00	● 5.03	● 5.07	7.78	● 2.93
Leased Premises - General Enquiry	0	0	0	0	0	0	5	● 1.00	● 1.50	● 2.00	1.22	● 1.00
Rates Searches	13	13	126	123	3	0	3	● 2.05	● 1.72	● 1.73	1.53	● 1.83

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	0
Number of Days Lost Due to Injury	7	1	0
Total Number of Incidents Reported	0	0	1
Number of Incomplete Hazard Inspections	0	1	0

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%	No further update, still working through post ECM upgrade project actions.
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%	Digital mobile radio tender advertised 27/06/15. Tender closes 22/07/2015
Ensure Council operations are performed considering and addressing all potential risk occurrences to Council and the community.	Mod	Research and implement a risk management software application to support ERM functions.	30/06/16	5%	Risk Management Officer currently preparing a concept brief for a software solution; initially looking at the Riskware software application.

Legislative Compliance & Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
A local government must review its procurement policy annually.	30/06/15	100%	Presented 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	\$4,948,992
Comment:					
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 June 100% of year elapsed.

Project	2014/15 Budget	Actual (incl. committals)	% budget expended	Explanation
Customer Service After Hours Operation	\$65,000	\$60,000	100%	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	100%	All recommendations completed.
Review of Councils Contract Manual (Supply Chain Website).	June 2014	June 2015	100%	Ongoing 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

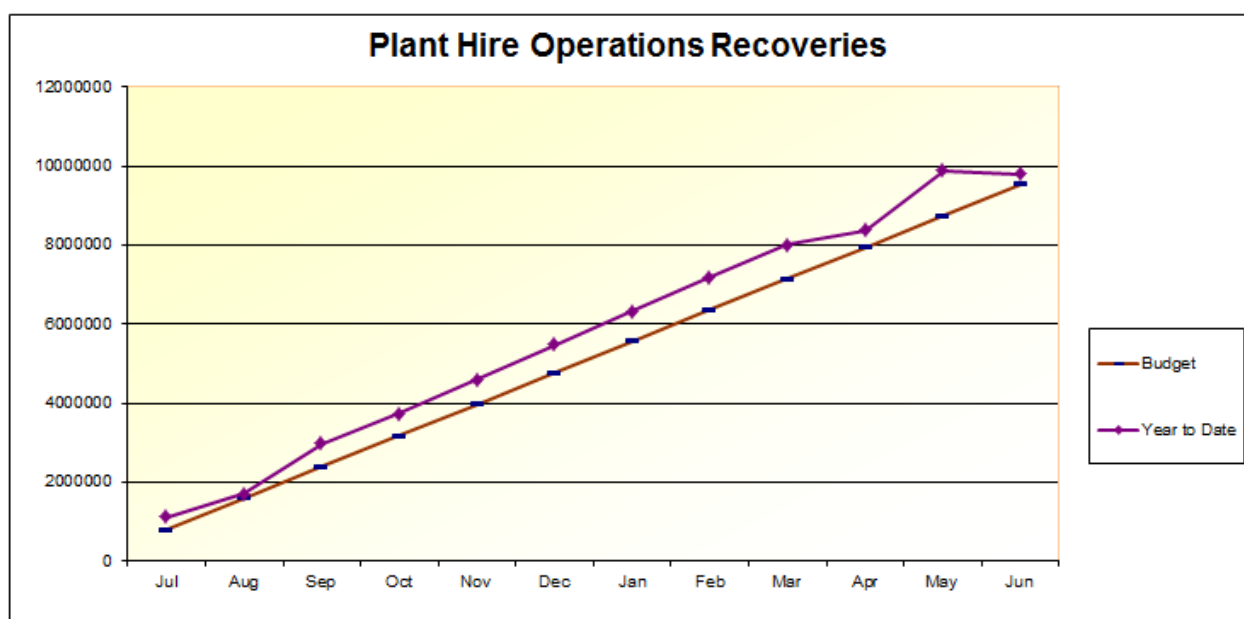
5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS

Service Delivery Standard	Target	Current Performance
IT support services provided within service levels outlined in the IT Service Catalogue.	95%	92%
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%	75%
Customer Service Call Centre answering 75% of incoming calls within 45 seconds.	75%	84%
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%	88%
Ensure staff purchasing activity is compliant with legislation and policy.	100%	100%
Ensure top 100 suppliers by dollar value under formal purchasing agreements (contracts).	90%	90%

Service Delivery Standard	Target	Current Performance
Maximise Council property occupancy rates.	98%	100%
Ensure tenanted properties in any month, have current lease agreements and public liability insurance.	80%	89%
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)	\$ 9,796,845

Procurement & Logistics

Contracts Awarded for June: Qty 11

11387 – RPQS Wet Cement Products – Closed 3 December - Various – SOR.
11505 – RPQS Plant and Equipment Hire – Various – SOR.
11539 - CQ Home Assist Secure Trade Services - Various – SOR.
11566 - Yaamba Rd Trunk Water Main Condition Assessment - AECOM Australia Pty LTd - \$9,565.
11608 - Supply and Delivery of Herbicides - Landmark Operations Ltd, Savage Barker & Backhouse Pty Ltd – SOR.
11625 - Facilities Cleaning Services - Biniris (Aust) Pty Ltd – SOR.
11634 - Supply and Delivery of Bagged Tube Ice - CQ Ice Works Pty Ltd – SOR.
11638 - RPQS Panel Beating and Painting Services for Vehicles - Various – SOR.
11658 - Construction of Storage Area at Walter Reid - GT Jeffreys Building Contractors - \$123,181.
11662 - Major Signage Designer (Stage 1) - Adherettes (\$9,469), Entica (\$3,300), APAP (\$1760), Margaret Worthington (\$3,500), Danthonia Designs (\$1,650).
11691 - Australian White Ibis Management Program 2015/2016 - Ecosure - \$3,236.50.

Customer Requests Completed Monthly & Top 5 Customer Requests												
	July	August	September	October	November	December	January	February	March	April	May	June
Requests Logged	3733	3517	3667	3415	3171	2717	3747	3702	4643	3853	3521	3354
Same month Completed	3077	2830	2969	2680	2469	2710	2797	2845	3651	2893	2757	2640
% completed same month	82%	80%	81%	78%	78%	99%	74%	76%	78%	75%	78%	78%
Completed Total for Month	3925	3422	3383	3325	3132	2749	3276	3569	4315	3580	3783	3644
Total Pending	1627	1723	1919	1941	1912	1888	2332	2393	2649	2861	2521	2134
Top 5 Requests for Month	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	Food Enq W/Ani W/Leak D/Plan C/Dec

Total uncompleted customer requests up to 3 months old:	1344
Total uncompleted customer requests between 3 to 6 months old:	350
Total uncompleted customer requests greater than 6 months old:	440

Conquest Work Order & Investigation Long Term up to 3 months old:	389
Conquest Work Order & Investigation Long Term between 3 to 6 months old:	212
Conquest Work Order & Investigation Long Term greater than 6 months old:	203

Request Completed: Requested task or action has been completed (not just work order raised), or complaint has been investigated, action taken and correspondence finalised.

Conquest Work Order: A Work Order has been raised for maintenance, repair or future planned action.

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

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 June 2015

	Adopted Budget	Revised Budget	EOM Commit ments	YTD Actual	Commit + Actual	Var	On target 100% of Year Gone
	\$	\$	\$	\$	\$	%	
CORPORATE AND TECHNOLOGY							
<u>IT Services</u>							
Revenues	(100,658)	(66,923)	0	(68,981)	(68,981)	69%	✘
Expenses	5,124,996	5,396,144	115,287	5,672,248	5,787,535	113%	✘
Transfer / Overhead Allocation	21,525	24,930	0	19,529	19,529	91%	✓
Total Unit: IT Services	5,045,863	5,354,151	115,287	5,622,797	5,738,084	114%	✘
<u>Coordinator - Technology Infra</u>							
Expenses	195,261	154,933	0	149,592	149,592	77%	✓
Transfer / Overhead Allocation	0	(2,386)	0	(5,826)	(5,826)	0%	✓
Total Unit: Coordinator - Technology Infra	195,261	152,547	0	143,766	143,766	74%	✓
<u>Records Management</u>							
Revenues	(12,000)	(14,000)	0	(16,517)	(16,517)	138%	✓
Expenses	720,387	703,809	39,339	666,332	705,671	98%	✓
Transfer / Overhead Allocation	0	16	0	16	16	0%	✘
Total Unit: Records Management	708,387	689,825	39,339	649,832	689,171	97%	✓
<u>Property & Insurance</u>							
Revenues	(599,041)	(661,178)	0	(693,104)	(693,104)	116%	✓
Expenses	2,609,865	2,819,208	6,727	2,751,777	2,758,504	106%	✘
Transfer / Overhead Allocation	9,738	9,926	0	9,997	9,997	103%	✘
Total Unit: Property & Insurance	2,020,562	2,167,956	6,727	2,118,118	2,124,845	105%	✘
<u>Fleet Services</u>							
Revenues	(252,000)	(268,000)	0	(328,988)	(328,988)	131%	✓
Expenses	13,396,080	12,785,553	182,059	12,135,112	12,317,171	92%	✓
Transfer / Overhead Allocation	(16,562,000)	(17,103,000)	0	(16,856,595)	(16,856,595)	102%	✓
Total Unit: Fleet Services	(3,417,920)	(4,585,447)	182,059	(5,050,471)	(4,868,411)	142%	✓
<u>Corporate & Technology</u>							
Revenues	0	(340)	0	(349)	(349)	0%	✓
Expenses	665,201	631,400	15,812	571,778	587,590	88%	✓
Transfer / Overhead Allocation	0	1,000	0	1,000	1,000	0%	✘
Total Unit: Corporate & Technology	665,201	632,060	15,812	572,429	588,241	88%	✓
<u>Procurement & Logistics</u>							
Revenues	(850)	(150)	0	(302)	(302)	36%	✘
Expenses	1,429,848	1,451,150	1,247	1,385,118	1,386,365	97%	✓
Transfer / Overhead Allocation	35,086	35,215	0	30,509	30,509	87%	✓
Total Unit: Procurement & Logistics	1,464,084	1,486,215	1,247	1,415,325	1,416,572	97%	✓
<u>Customer Service</u>							
Revenues	(262,000)	(230,000)	0	(217,922)	(217,922)	83%	✘
Expenses	1,719,530	1,616,202	335	1,568,898	1,569,233	91%	✓
Transfer / Overhead Allocation	0	183	0	178	178	0%	✘
Total Unit: Customer Service	1,457,530	1,386,385	335	1,351,154	1,351,489	93%	✓
Total Section: CORPORATE AND TECHNOLOGY	8,138,968	7,283,692	360,806	6,822,951	7,183,757	88%	✓

9.2 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 JUNE 2015

File No: 8148
Attachments: 1. Income Statement - June 2015
2. Key Indicator Graphs - June 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 30 June 2015.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Regional Council Summary Budget Management Report for the period ended 30 June 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 30 June 2015), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

The year to date percentages quoted within this report are based on the February Revised Budget figures adopted by Council on 26 May 2015.

The attached financial results provide a reasonable indication of Council's financial performance for the 2014/15 financial year. However, Councillors should note in reading this report that numerous end of financial year transactions such as accrued expenses are yet to be processed, which will influence the final financial results for 2014/15. These transactions will be processed throughout July and August.

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

Total Operating Revenue is reported at 100%. Key components of this result are:

- Net Rates and Utility Charges are at 101% of budget. This result is attributable to an increase in the level of pre-paid rates.
- Private and Recoverable Works are well ahead of budget at 108%. This improved revenue position may be offset to some extent when accrued expenditure is finalised, by an increase in the cost of Contractors and Materials & Plant.
- Grants and Subsidies are behind budget at 80%. Budgets were included for funding in relation Tropical Cyclone Marcia, however these funds were not received in 2014/15. Operating grant funding for TC Marcia will now have a positive budget influence when received in 2015/16. When TC Marcia grant budgets are removed, grants and subsidies are at 100% of budget.
- Other Income is at 102%. Proceeds from initial insurance claims relating to Tropical Cyclone Marcia were received during June.
- The results for other line items are in proximity to the revised budget.

Total Operating Expenditure is reported at 99%. This percentage decreases to 96% when committals are excluded. Key components of this result are:

- Employee costs are below budget at 96%. Employee Costs are expected to increase following the finalisation of all entries for employee expenses and entitlements during July.
- Contractors and Consultants expenditure is over budget at 106% including committals. When committals are excluded this drops to 94%. The final result will rest somewhere between the two percentages, depending on the transition from committed expenditure to actual (accrued) expenditure during July.
- Materials and Plant expenditure is at 97%. Due to substantial committals also in this area the percentage decreases to 92% when committals are excluded. Similar to Contractors and Consultants, the final result depending on the transition from committed expenditure to actual (accrued) expenditure.
- Other Expenses are currently below budget at 71%, however are expected to increase as end of financial year adjustments continue to be processed.
- The results for other line items are in proximity to the revised budget.

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

Total Capital Income is at 74% of budget. Developers Contributions are yet to be finalised with contributions to be transferred to Capital Income on completion of related performance obligations.

Total Capital Expenditure is at 99% of budget with committals, or approximately 73% 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 Cash and Investments are approximately \$78.6M as at 30 June 2015 down from \$83.8M at 31 May 2015.

Total Loans are \$156.2M as at 30 June 2015 following the final quarterly loan repayment for 2014/2015 and the drawdown of new loans.

CONCLUSION

The main accounting processes for the 2014/15 financial year which remain to be completed include accrued revenue, employee entitlement adjustments, and creditor accruals. The value of these accounting entries is difficult to predict accurately at the time of writing this report. To a large extent, committed expenditure, which is not included in the final financial statements, should compensate for the impact of expenditure accruals.

The current operating deficit of \$5,069,897 (including \$5.7M of committed expenditure) is close to the February Revised Budget deficit of \$5,037,656. However, it should be noted that there are still numerous and substantial entries to be processed which will impact the final result for the 2014/15 financial year both positively and negatively.

Capital revenue remains behind budget at 74%, however the processing of Developers Contributions is yet to be finalised. Capital Expenditure, excluding committed expenditure is at 73% of budget. Given the large volume of committals, capital expenditure levels should increase due to end of financial year processing of accrued expenditure. Despite the potential level of accrued expenditure, current indications are that a portion of capital works will carry over into the 2015/16 financial year.

SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 JUNE 2015

Income Statement - June 2015

Meeting Date: 28 July 2015

Attachment No: 1



**Income Statement
For Period July 2014 to June 2015
100% of Year Gone**

	Adopted Budget	Revised Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Revised Budget
	\$	\$	\$	\$	\$	
OPERATING						01 12
Revenues						
Net rates and utility charges	(124,312,081)	(123,105,647)	(124,535,964)	0	(124,535,964)	101% A
Fees and Charges	(28,728,960)	(24,204,918)	(25,553,632)	1,883	(25,551,749)	105% A
Private and recoverable works	(7,977,114)	(7,359,842)	(7,929,963)	0	(7,929,963)	108% A
Rent/Lease Revenue	(2,973,053)	(2,945,438)	(2,912,887)	0	(2,912,887)	99% A
Grants Subsidies & Contributions	(14,798,353)	(19,957,553)	(15,927,305)	0	(15,927,305)	80% A
Interest revenue	(2,588,470)	(3,143,065)	(3,161,450)	0	(3,161,450)	101% A
Other Income	(3,960,139)	(6,072,974)	(6,222,035)	0	(6,222,035)	102% A
Total Revenues	(185,338,169)	(186,849,436)	(186,243,236)	1,883	(186,241,353)	100% A
Expenses						
Employee Costs	70,866,820	70,075,269	67,162,531	273,094	67,435,625	96% A
Contractors & Consultants	15,759,452	23,695,109	22,269,432	2,956,099	25,225,531	106% A
Materials & Plant	18,730,644	21,578,719	19,906,393	1,008,904	20,915,297	97% A
Asset Operational	19,139,029	17,399,428	17,346,047	518,237	17,864,284	103% A
Administrative Expenses	10,568,893	11,633,488	10,904,497	964,484	11,868,981	102% A
Depreciation	44,437,366	44,687,333	44,612,204	0	44,612,204	100% A
Finance costs	10,063,252	9,071,757	8,758,074	0	8,758,074	97% A
Other Expenses	1,480,408	1,763,432	1,239,208	6,569	1,245,777	71% A
Total Expenses	191,045,863	199,904,534	192,198,386	5,727,387	197,925,773	99% A
Transfer / Overhead Allocation						
Transfer/Overhead Allocation	(10,352,252)	(8,017,441)	(6,614,523)	0	(6,614,523)	83% A
Total Transfer / Overhead Allocation	(10,352,252)	(8,017,441)	(6,614,523)	0	(6,614,523)	83% A
TOTAL OPERATING POSITION (SURPLUS)/DEFICIT	(4,644,557)	5,037,656	(659,373)	5,729,270	5,069,897	101% 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)	(2,269,403)	0	(2,269,403)	54%
Total Capital Grants and Subsidies Received	(6,344,000)	(8,105,378)	(5,949,628)	0	(5,949,628)	73%
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)	(11,794,031)	0	(11,794,031)	74%
Total Capital Expenditure	80,462,491	85,954,795	63,032,258	22,106,924	85,139,182	99%
Net Capital Position	63,943,491	70,102,745	51,238,227	22,106,924	73,345,150	105%
TOTAL INVESTMENTS			78,561,878			
TOTAL BORROWINGS			156,180,285			

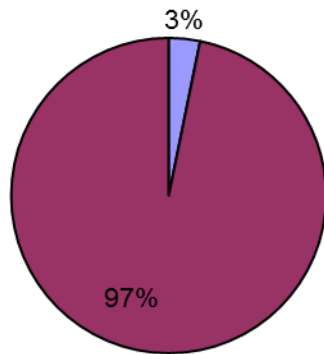
SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 JUNE 2015

Key Indicator Graphs - June 2015

Meeting Date: 28 July 2015

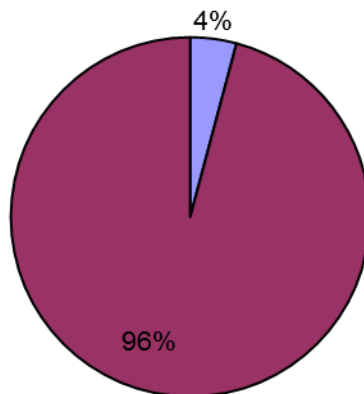
Attachment No: 2

**Operating Revenue
(Excluding Net Rates and Utility Charges)
(100% of Year Gone)**



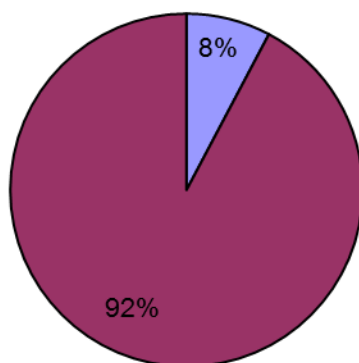
- Uncollected Operating Revenue
- Collected Operating Revenue

**Operating Employee Costs
(100% of Year Gone)**

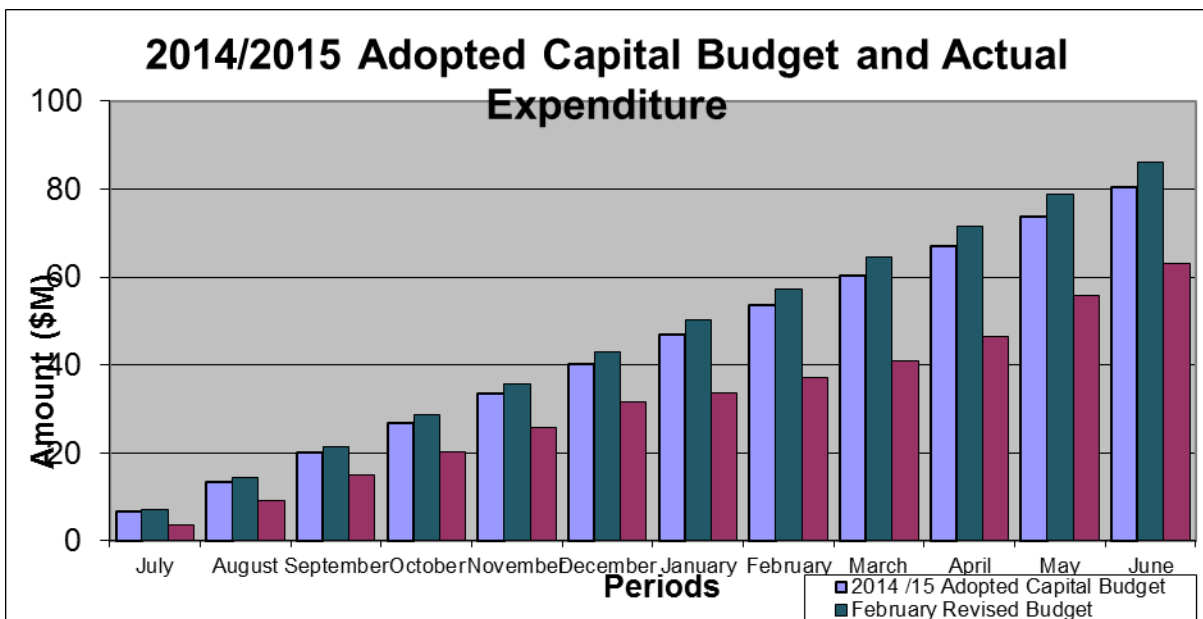
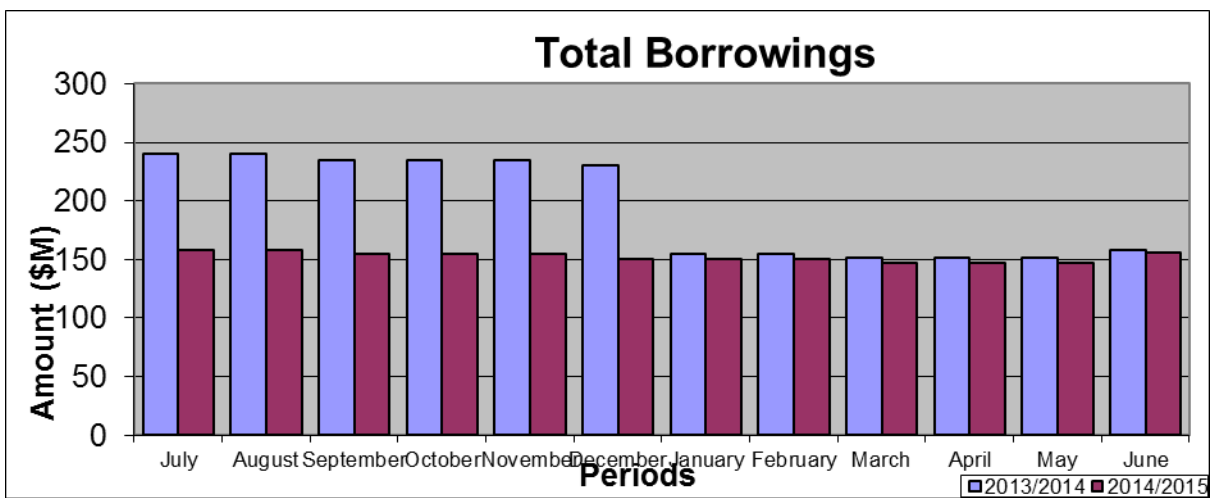
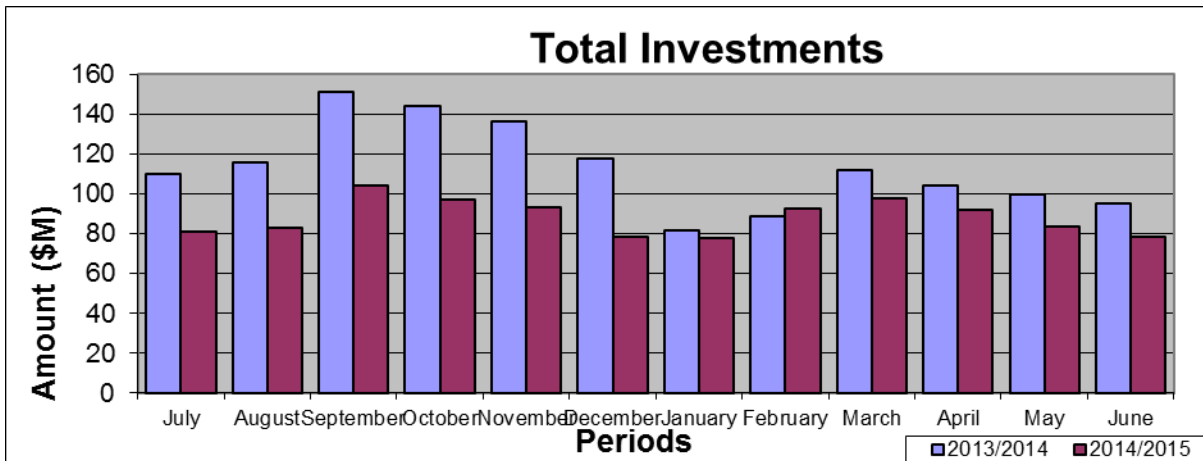


- Unspent Employee Costs

**Operating Materials & Plant
(100% of Year Gone)**



- Unspent Materials & Plant



9.3 OPERATIONAL PERFORMANCE REPORT FOR GOVERNANCE SUPPORT UNIT FOR JUNE 2015

File No: 1830
Attachments: 1. Governance Support Unit - Operational Performance Report June 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 30 June 2015.

OFFICER'S RECOMMENDATION

THAT the monthly Performance Report for the Governance Support Unit for June 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 30 June 2015 is attached for the Councillor's information.

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

**Governance Support Unit - Operational
Performance Report June 2015**

Meeting Date: 28 July 2015

Attachment No: 1

MONTHLY OPERATIONAL PERFORMANCE REPORT
GOVERNANCE SUPPORT SECTION
Period Ended 30 June 2015

VARIATIONS, ISSUES AND INNOVATIONS

The Governance Support unit is in process of recruiting an Executive Support Officer due to a resignation. Activity for the Governance Support section for June 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.

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.

IMPROVEMENTS / DETERIORATION IN LEVELS OF SERVICES OR COST DRIVERS

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
June 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)	Avg Completion Time (days) Q4
			Received	Completed								
Media All Enquiries	0	0	2	1	1	0	1	● 1.00	● 1.00	● 5.38	1.40	● 1.33
Citizenship Request/Enquiry	0	0	0	0	0	0	5	● 0.00	● 2.17	● 2.29	1.00	● 0.00
Committee Support - Meetings/Agendas etc	0	0	0	0	0	0	2	● 0.00	● 0.00	● 0.00	0.00	● 0.00
CEO General Request	1	0	0	0	1	0	1	● 0.00	● 6.83	● 12.00	11.50	● 2.00
Councillor General Enquiry	0	0	0	0	0	0	2	● 0.00	● 14.88	● 13.89	13.29	● 0.00
Mayor's Personal (Mayor's General Info)	9	9	3	1	2	0	2	● 0.00	● 12.65	● 9.41	1.56	● 14.77

Comments & Additional Information

All of the Requests for June 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 June is listed below.

- Media:
 - 16 Media releases
 - 5 Media Opportunities, Council Budget, CQ Health Expo, Volunteer Knitters, Local Author Expo & Heron Drone lift off as part of Talisman Sabre promotion
- Facebook likes 10446
Facebook post reach for June 118815

Communication Projects being undertaken by the Communications Section:

- Kershaw Gardens Remediation
- Mount Archer Activation Master Plan
- New Council Internet project, training, content loading
- Garden Competition
- Talisman Sabre Open Day
- CQ Sports Expo
- Graffiti Prevention Program

- RRC App trial
- De-sex your pet campaign

Media Enquiries, Opportunities and Releases regarding:

- Council Budget presentation
- Local Author Expo
- CQ Health Expo
- Talisman Sabre
- Gracemere Growth Hot Spot
- Region's Military Potential
- Road Naming Ideas
- Animal Management

Community Engagement Projects for June:

- Continuation of Mount Archer Activation Master Plan process
- Community Conversation meetings held at Wandal & Allenstown
- 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 30 June 2015 -- 92% of year elapsed.

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

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.



End of Month Job Costing Ledger - (Operating Only) - OFFICE OF CEO

As At End Of June

Report Run: 20-Jul-2015 15:25:32 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance %	On target 100% of Year Gone
	\$	\$	\$	\$	\$	%	
OFFICE CHIEF EXECUTIVE OFFICER							
GOVERNANCE SUPPORT							
<u>Executive Support</u>							
Revenues	(24,000)	0	0	(18,322)	(18,322)	76% ✗	
Expenses	2,126,177	0	0	1,584,915	1,584,915	75% ✓	
Transfer / Overhead Allocation	110,000	0	0	81,329	81,329	74% ✓	
Total Unit: Executive Support	2,212,177	0	0	1,647,921	1,647,921	74% ✓	
<u>Ethics & Integrity</u>							
Expenses	96,037	0	0	1,227	1,227	1% ✓	
Transfer / Overhead Allocation	0	0	0	5,471	5,471	0% ✗	
Total Unit: Ethics & Integrity	96,037	0	0	6,698	6,698	7% ✓	
<u>Office of CEO - Management</u>							
Expenses	507,848	0	0	243,699	243,699	48% ✓	
Transfer / Overhead Allocation	0	0	0	30	30	0% ✗	
Total Unit: Office of CEO - Management	507,848	0	0	243,729	243,729	48% ✓	
<u>Marketing & Media</u>							
Revenues	0	0	0	(4,545)	(4,545)	0% ✓	
Expenses	728,690	0	0	453,024	453,024	62% ✓	
Transfer / Overhead Allocation	19,400	0	0	918	918	5% ✓	
Total Unit: Marketing & Media	748,090	0	0	449,396	449,396	60% ✓	
Total Section: GOVERNANCE SUPPORT	3,564,152	0	0	2,347,745	2,347,745	66% ✓	
Total Department: OFFICE CHIEF EXECUTIVE OFFICER	3,564,152	0	0	2,347,745	2,347,745	66% ✓	
Grand Total:	3,564,152	0	0	2,347,745	2,347,745	66% ✓	

10 NOTICES OF MOTION

Nil

11 URGENT BUSINESS/QUESTIONS

Urgent Business is a provision in the Agenda for members to raise questions or matters of a genuinely urgent or emergent nature, that are not a change to Council Policy and can not be delayed until the next scheduled Council or Committee Meeting.

12 CLOSED SESSION

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items, such that its Councillors or members consider it necessary to close the meeting.

RECOMMENDATION

THAT the meeting be closed to the public to discuss the following items, which are considered confidential in accordance with section 275 of the *Local Government Regulation 2012*, for the reasons indicated.

13.1 Legal Matters as at 30 June 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.

13.2 Lease Renewals

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 Rates Concession Policy Amendments

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.

13.4 Lease of Victoria Park Precinct Cafe / Restaurant

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

13.5 Establishment of the Rockhampton Art Gallery Gift Fund

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.

13.6 Monthly Report from Chief Executive Officer for the period ending 20 July 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 LEGAL MATTERS AS AT 30 JUNE 2015

File No: 1392
Attachments: 1. Legal Matters - June 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.

SUMMARY

Coordinator Corporate Improvement & Strategy presenting an update of current legal matters that Council is involved in as at 30 June 2015.

13.2 LEASE RENEWALS**File No:** 1370**Attachments:**

1. 370 Six Mile Road
2. L74 Capricorn Highway
3. 108 Lakes Creek Road
4. 199 Bolsover Street
5. 5-71 Olive Street

Authorising Officer: Drew Stevenson - Manager Corporate and Technology Services
Ross Cheesman - General Manager Corporate Services**Author:** Kellie Anderson - Coordinator Property and Insurance

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

Coordinator Property & Insurance reporting on the proposed renewal of five existing lease agreements.

13.3 RATES CONCESSION POLICY AMENDMENTS**File No:** 5237**Attachments:** 1. Rates Concession Policy**Authorising Officer:** Ross Cheesman - General Manager Corporate Services**Author:** Alicia Cutler - Manager Finance

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

Throughout the 2015/16 Budget process, the issue of rates upon Water Pumping Sites was raised and as a result, the matter is now presented to Council for consideration.

13.4 LEASE OF VICTORIA PARK PRECINCT CAFE / RESTAURANT

File No: 11228

Attachments:

1. Tender clarification - recommended Tenderer
2. Tender submission - recommended Tenderer

Authorising Officer: Michael Rowe - General Manager Community Services

Author: Margaret Barrett - Manager Parks

Previous Items: Request for Expressions of Interest to Operate Aquatic Facilities, Develop and Operate Restaurant / Cafe - Continuing Council Committee - 11 Dec 2013 1pm (Special)
Request to Issue Tenders for Management and Operation of Aquatic Facilities and Cafe - Ordinary Council - 08 Apr 2014 10:00 am
Lease of Victoria Park Precinct Cafe / Restaurant - Ordinary Council - 12 May 2015 9.00 am

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

This report outlines the results of the tender and seeks Council approval for the preferred tenderer for the leasing of the Victoria Park Precinct Café / Restaurant.

13.5 ESTABLISHMENT OF THE ROCKHAMPTON ART GALLERY GIFT FUND**File No:** 465**Attachments:**

1. **Rockhampton Art Gallery Terms of Reference**
2. **Deed Poll establishing the Rockhampton Art Gallery Gift Fund**

Authorising Officer: Michael Rowe - General Manager Community Services**Author:** Peter Owens - Manager Arts and Heritage

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

Council endorsement of the Terms of Reference and of the Deed Poll establishing the Rockhampton Art Gallery Gift Fund is requested enabling an application to be made to the Australian Taxation Office as an Item 1 & 4 DGR fund.

**13.6 MONTHLY REPORT FROM CHIEF EXECUTIVE OFFICER FOR THE PERIOD
ENDING 20 JULY 2015****File No:** 1830**Attachments:** 1. Monthly Report July 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 20 July 2015.

14 CLOSURE OF MEETING