



PERFORMANCE & SERVICE COMMITTEE MEETING

AGENDA

26 AUGUST 2014

Your attendance is required at a meeting of the Performance & Service Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 26 August 2014 commencing at 9.00am for transaction of the enclosed business.

A handwritten signature in black ink that reads "R Chessman".

ACTING CHIEF EXECUTIVE OFFICER
20 August 2014

Next Meeting Date: 23.09.14

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:

Councillor A P Williams (Acting Chairperson)
Councillor C E Smith
Councillor C R Rutherford
Councillor G A Belz
Councillor R A Swadling
Councillor N K Fisher

In Attendance:

Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

Leave of Absence for the meeting was previously granted to Councillor Stephen Schwarten.

Mayor Margaret Strelow tendered her apology and will not be in attendance.

4 CONFIRMATION OF MINUTES

Minutes of the Performance & Service Committee held 29 July 2014

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

6.1 BUSINESS OUTSTANDING TABLE FOR PERFORMANCE AND SERVICE COMMITTEE

File No: 10097

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

Responsible Officer: Evan Pardon - Chief Executive Officer

Author: Evan Pardon - Chief Executive Officer

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: 26 August 2014

Attachment No: 1

Date	Report Title	Resolution	Responsible Officer	Due Date	Notes
25 February 2014	Multi-Sports Complex Review	THAT 1. the recommendations in the report be returned to the Council table in August 2014 detailing actions taken to address the risks highlighted; and 2. any matters that pertain to ongoing risks be advised to the relevant parties.	Michael Rowe	11/03/2014	
25 March 2014	Fire Management Plan for Mt Archer	THAT Council approve that resources be deployed towards the development of a Fire Management Plan for Mt Archer and its surrounds and that the plan be presented to the table in July 2014.	Michael Rowe	01/04/2014	
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	
29 July 2014	Management and Operation of Aquatic Facilities	That the Committee: a. accept Lane 4 Pty. Ltd as the preferred tenderer for all pools subject to further negotiation on term and price; and b. report back to Council on the outcome of negotiations and recommendations for awarding the contract.	Margaret Barrett	31/08/2014	Negotiations with preferred tenderer.

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 2015 SHOW PUBLIC HOLIDAY

File No: 456
Attachments: Nil
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Peter Owens - Manager Arts and Heritage

SUMMARY

This matter was discussed at the Ordinary Council Meeting on 12 August 2014 however was referred to the Performance and Service Committee Meeting for further discussion.

The Hon. Jarrod Bleijie MP, Attorney-General and Minister for Justice has written to Council inviting it to nominate a special holiday for 2015 for the annual agricultural show on behalf of the Rockhampton Regional Council

OFFICER'S RECOMMENDATION

THAT in response to written request from the Rockhampton Agricultural Show Society, Council directs the Chief Executive Officer to write to the Hon Jarrod Bleijie MP, Attorney-General and Minister for Justice requesting that the Attorney-General appoint a special agricultural show holiday for the Rockhampton Regional Council area for Thursday 11 June 2015.

COMMENTARY

The Hon Jarrod Bleijie MP, Attorney-General and Minister for Justice has written inviting Council to nominate a special holiday for the 2015 agricultural show.

The letter from the Attorney-General indicates that a response is required no later than Friday 5 September 2014 and that requests received after this date may not receive approval.

As Councilors would be aware Council is currently in the process of transitioning the operational management of the Rockhampton Show to the newly formed Rockhampton Agricultural and Citizen's Show Society.

The secretary of the new society has advised that the management committee has written to the Queensland Chamber of Agricultural Societies Inc requesting a change to the dates of the Rockhampton Show. The society has requested that approval be granted to hold the Rockhampton Show in the week commencing Monday 8 June 2015 and as a result has asked that Council write the Attorney-General requesting a special holiday for the 2015 Rockhampton Agricultural Show be granted for Thursday 11 June 2015.

CONCLUSION

As this decision is critical to the forward planning for the 2015 show, it is recommended that Council support the work of the Rockhampton Agricultural and Citizen's Show Society, directing the Chief Executive Officer to write requesting the granting of Thursday 11 June 2015 as a Public Holiday for residents of the Rockhampton Regional Council area.

8.2 LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND INC ANNUAL CONFERENCE, 27 TO 29 OCTOBER 2014, MACKAY CONVENTION CENTRE**File No:** 8291**Attachments:**

1. LGAQ Conference 2014 Program and Registration
2. Letter from LGAQ - Registrations for 2014 Conference
3. Letter from LGAQ - Conference Program

Authorising Officer: Ross Cheesman - Acting Chief Executive Officer**Author:** Ross Cheesman - Acting Chief Executive Officer

SUMMARY

Local Government Association of Queensland Inc advising the 118th Annual Conference will be held at Mackay Convention Centre from 27 to 29 October 2014.

OFFICER'S RECOMMENDATION

That:

1. Her Worship the Mayor, Councillor Margaret Strelow and Councillor _____ be authorised to attend the Local Government Association of Queensland's Annual Conference to be held at Mackay Convention Centre from 27 to 29 October 2014 as a matter of Council business;
2. Councillor Greg Belz be authorised to attend in his role as a member of the LGAQ Executive;
3. Her Worship the Mayor, Councillor Margaret Strelow and Councillor _____ be appointed as delegates with voting rights for Rockhampton Regional Council;
4. Council not submit a nomination to host the Conference in 2016;

BACKGROUND**(1) Nomination of Delegates**

The Local Government Association of Queensland Inc (LGAQ) has advised that their Annual Conference will be held at the Mackay Convention Centre from 27 to 29 October 2014 and requesting nomination of delegates from Council.

(2) Registration

Member Councils pay a Conference Levy in conjunction with their Membership Subscription, which entitles Council to be represented at the Conference by two (2) delegates.

This year, the Conference Levy, which entitles Council to be represented at the Conference by two (2) delegates, has been set at \$2860.00 including GST. Should more than 2 delegates wish to attend, a Registration Fee of \$1430 (including GST) per person will apply.

Early bird cut off for registrations is 12 September 2014 and no registrations will be accepted after 26 September 2014.

It should be noted that the Tuesday evening function is not included in the registration fee (\$150 per person).

(3) Nominations for Venue 2016 Conference

The LGAQ are also inviting nominations for hosting the conference in 2016. It is recommended that Council does not nominate to host the 2016 conference.

(4) Certificates of Service

Qualifying period for Certificates of Service is 15 years. There are no Councillors eligible for 2014 conference.

(5) Motions for Consideration

Motions for consideration were resolved at Council meeting 12 August 2014.

**LOCAL GOVERNMENT ASSOCIATION
OF QUEENSLAND INC
ANNUAL CONFERENCE
27 TO 29 OCTOBER 2014,
MACKAY CONVENTION CENTRE**

**LGAQ Conference 2014 Program
and Registration**

Meeting Date: 26 August 2014

Attachment No: 1



118TH LGAQ ANNUAL CONFERENCE

GOING FOR GROWTH



#LGAQ2014

Mackay Entertainment & Convention Centre
Alfred Street, Mackay
27-29 October 2014

SPONSORS



LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND

www.lgaq.asn.au



Welcome to the LGAQ 118th Annual Conference

With a state election just months away and our own 2016 local government elections a relatively short 16 months down the track, this year's Annual Conference in Mackay at the end of October will be crucial.

Our conference theme 'Going for Growth' says it all – we are positive and forward looking and many of our invited speakers will focus on how to seek out and harness opportunities to better serve and progress our communities. Rounding out this major focus of the conference will be council panels on how we are growing the economy in our respective local patches.

Conference speakers will also deal with the personal challenges elected members face in trying to stay healthy and productive.

Our professional development streams, Indigenous Leaders Forum and Regional Road Group and Transport Assembly have all been moved forward to Monday to achieve a more compact and focused three days.

Cr Margaret de Wit
PRESIDENT



Welcome to Mackay

I extend a heartfelt welcome to fellow delegates and exhibitors of the 118th LGAQ Annual Conference.

Mackay offers an accessible, connected, vibrant and buoyant economy with a host of attractive lifestyle benefits, making Mackay Regional Council area the perfect place to live and visit.

Mackay is one of the most diverse and dynamic cities in Australia. The area is blessed with extensive natural resources, rich agricultural land, the natural beauty of spectacular rainforests, national parks and coastline, and a maturing tourism industry.

With an impeccable tropical climate, we are extremely proud of the liveability of our city and invite you to explore and experience the abundance of attractions on offer.

Be inspired by the highest standard of contemporary art on display at Artspace, mouth-watering dining experiences, our family-friendly Blue-water Lagoon and breathtaking sunsets over the Pioneer River.

It is with great pleasure that I welcome you to Mackay.

Cr Deirdre Comerford
MAYOR – MACKAY REGIONAL COUNCIL



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Sunday, 26 October 2014

12.30pm – 5.00pm

Policy Executive Meeting

2.00pm – 5.00pm

Registration

Delegates, observers and accompanying persons
Mackay Entertainment & Convention Centre
Alfred Street, Mackay

4.00pm – 4.30pm

Trade and Sponsor Briefing

Monday, 27 October 2014

8.30am – 5.00pm

Registration

Delegates, observers and accompanying persons
Mackay Entertainment & Convention Centre
Alfred Street, Mackay

9.30am – 10.45am

Professional Development Streams

10.45am – 11.30am

Morning Tea

11.30am – 12.45pm

Professional Development Streams

12.45pm – 2.00pm

Lunch

2.00pm – 4.00pm

Regional Road and Transport Group Assembly

2.00pm – 5.00pm

Indigenous Leaders Forum

4.30pm – 5.00pm

First Time Delegate Briefing

5.30pm – 7.30pm

Welcoming Ceremony

The Theatre
Mackay Entertainment &
Convention Centre
Hosted by King & Company

New Format

Blockbuster Opening Act – not to be missed!

5.30pm

Welcome to Country

5.35pm

Welcome to Mackay

Cr Deirdre Cornerford
Mayor, Mackay Regional Council

5.40pm

Response

Cr Margaret de Wit
President, LGAQ

5.45pm

Sponsor Address

Tim Fynes-Clinton
Partner
King & Company



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5.50pm**2014 LGAQ Journalism Awards**

Now in its third year of inception the LGAQ Journalism Awards are dedicated to showcasing excellence in reporting in regional and urban Queensland. Aimed at highlighting the importance of rigorous reporting and analysis of government business decisions affecting Queensland communities, the awards cater to both regional and urban Queensland.

Listen to the official announcement of the 2014 winners in the categories of Regional and Urban Journalism, with a \$15,000 cash prize on offer for the winners.

5.55pm**Keep Australia Beautiful Tidiest Town Award****6.00pm****Networking Drinks (90 minutes)**

Rooms 1-4; Halls A & B; South Wing
Mackay Entertainment & Convention Centre

Tuesday, 28 October 2014**Member Council Day****7.45am****Registration**

Delegates, observers and accompanying persons
Mackay Entertainment & Convention Centre
Alfred Street, Mackay

8.15am**Security Briefing**

Master of Ceremonies – David Swan (the “other” Voice of Australia)

8.16am**Call to Order by the President****8.18am****Presentation of Policy Executive****8.30am****Official Opening**

Governor of Queensland (invited)

9.00am**Presidential Address**

Cr Margaret de Wit
President
LGAQ

9.30am**Keynote Address**

Charles Landry
Author of the Creative City and the Creative Cities Index, UK
‘Courtesy of Saxton Speakers Bureau’

10.15am**Morning Tea****10.45am****Reforming the Federation**

Professor A J Brown
Professor of Public Policy and Law
Griffith University

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11.15am

Sponsor Address: Ergon Energy

11.20am

Mayors Panel: Kick Starting Local Economic Development

Chair: Stephen Tait

Chief Executive Officer

Chamber of Commerce and Industry Queensland

Cr Pam Parker, Mayor, Logan City Council

Cr John Schilling, Cairns Regional Council

Cr Greg McLean, Mayor, Hopevale Aboriginal Shire Council

Cr Ray Brown, Mayor, Western Downs Regional Council

12.30pm

Lunch

Hosted by Ergon Energy

1.30pm

Council Forums

Rural and Remote councils

South East Queensland councils

Coastal councils

Resource Regions councils

3.00pm

Keynote Address: Economic Forecaster

Craig James COMMSEC

'Courtesy of Saxton Speakers Bureau'

3.30pm

Sponsor Address: Telstra

3.35pm

LGM/LGW Member Update

3.50pm

Keynote Speaker: Local Economic Development – From Policy to Practice

Katrina Houghton

Director, Economic Development and Community Services

Cook Shire Council

4.20pm

Sponsor Address: Caravanning Queensland

4.25pm

Local Government Remuneration and Discipline Tribunal Update

Deputy President Adrian Bloomfield

Chair

Local Government Remuneration and Discipline Tribunal

4.40pm

Keynote Address

Nigel Marsh

Author – Fat, Forty and Fired, Overworked and Underlaid and Fit, Fifty and Fired-Up

Co-founder, Earth Hour

'Courtesy of Saxton Speakers Bureau'

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5.10pm

Program Concludes

6.30pm for 7.00pm

Gala Dinner

Showgrounds

*Gala Dinner: Hosted by Hastings Deering**Dress: Coat and tie**Acts: Luke Kennedy – runner up of the Voice 2013**Rush 8 piece band set*

Long Service Certificate Presentations

11.30pm

Dinner Concludes

Wednesday, 29 October 2014 Your Council Day

8.05am

Conference Resumes – housekeeping

8.15am

AGM/Motions

8.35am

Debate

9.45am

State Opposition Update

Mr Tim Mulherin MP (Invited)

Shadow Minister for State Development,

Infrastructure, Planning and Racing, Agriculture

Fisheries and Forestry, Local Government, Science

IT and Innovation

10.15am

Morning Tea

10.45am

State Government Update

Hon David Crisafulli MP

Minister for Local Government, Community Recovery and

Resilience

11.15am

Sponsor Address: Nexon

11.20am

Debate

12.35pm

Lunch

Hosted by Powerlink Queensland

1.30pm

Debate

4.30pm

Keynote Address: Getting the Best out of yourself

Amanda Gore

Performance Expert

“Courtesy of Saxton Speakers Bureau”

5.00pm – 5.15pm

Plenary Concludes118TH LGAQ ANNUAL
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COUNCIL FORUMS

Monday, 27 October 2014

2.00pm – 5.00pm

INDIGENOUS LEADERS FORUM

Hosts: Cr Alf Lacey (Mayor, Palm Island Aboriginal Shire Council) and Cr Fred Gela (Mayor, Torres Strait Island Regional Council)

Since 2011, the Indigenous Leaders Forum has been a valuable way for Aboriginal and Torres Strait Islander councils to come together in order to discuss specific challenges and to put forward issues they would like the LGAQ to assist them in addressing.

The Forum is held twice-yearly.

Tuesday, 28 October 2014

1.30pm – 3.00pm

Come and join with your council peers in one of four forums to discuss, share and debate key issues.

This year, these forums will be hosted by the LGAQ Policy Executive members. Join your local government colleagues in discussing common issues and interests, emerging policy priorities and brainstorming innovative solutions. This is also your opportunity to talk with each other and your Policy Executive members about ways the LGAQ can help and support your council.

Please register for the forum that you believe will most interest your council – if you can't decide you are welcome to send delegates/observers to separate forums.

Delegates/observers are welcome to attend any one of the forums:

RURAL AND REMOTE COUNCILS

Hosts: Cr Fred Pascoe and Cr Joe Owens

SOUTH EAST QUEENSLAND COUNCILS

Hosts: Cr Peter Matic, Cr Pam Parker, Cr Allan Sutherland and Cr Paul Pisasale

COASTAL COUNCILS

Hosts: Cr Ron Dyne, Cr Deirdre Comerford, Cr Jenny Hill and Cr Bill Shannon

RESOURCE REGIONS COUNCILS

Hosts: Cr Ray Brown, Cr Rob Loughnan

Note: Because the Indigenous Leaders' Forum will be held on Monday, 27 October, from 2.00pm – 5.00pm, there will not be a separate Indigenous councils' forum at this time. Aboriginal and Torres Strait Islander councillors are invited to register for the other forums of their choice.



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WORKSHOPS AND NEW PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Conference attendees at this year's annual conference will for the first time have the opportunity to choose between participating in an accredited training course or a traditional workshop.

For those who choose one of the accredited units and then successfully complete the post-conference assessment a credit will be earned towards a *Diploma in Local Government – Elected Member* that the Association is looking to offer.

That's right. You can now elect to use your conference attendance to obtain a formal qualification.

For further information on any of the accredited course options, or the Diploma please contact our Members' Hotline on 1300 542 700.

ACCREDITED TRAINING COURSES 9.30am – 12.45pm

Cost: \$345.00

Please note if you wish to be assessed for this training there will be an additional charge of \$220.00 and you will need to contact LGAQ Training Solutions by email training@lgaq.asn.au to arrange the assesment.

CONFLICT RESOLUTION

A 'must have' skill for elected members both inside the council chamber and out in the wider public – learn how to assess potential conflict situations, implement conflict resolution strategies and evaluate the response and outcome.

EFFECTIVE DECISION MAKING

Decision making in a council environment can be challenging: this unit will enable you to identify and prioritise problems, consider the options, make a balanced decision and implement that decision.

PLANNING FOR ELECTED MEMBERS

Some of your most important decisions will be in relation to Land Use Planning. Ensure that you are equipped with the knowledge to make the best decisions by attending this AWARD WINNING workshop run by qualified planners.

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WORKSHOPS**9:30am – 10:45am****REMOVING THE HEADACHE OF DONATED GOODS AND SERVICES | GIVIT**

This workshop introduces participants to GIVIT, an online not-for-profit that facilitates the donation of goods and services to those in need. See how you can utilise our virtual warehouse and request items for your community via our website. Just think... no more storing, sorting or disposing of unwanted donated items.

11:30am – 12.45pm**TOURISM – GROWING A LOCAL ECONOMY**

The 20 year tourism plan for tourism identifies what needs to be happen, for the tourism industry to be competitive and meet our ambitious target of doubling visitor expenditure to \$30 billion by 2020.

Growing tourism requires a strong partnership approach between all levels of government and industry. Local government is a key partner on this journey, and as part of destination planning, there is an opportunity for local government to align tourism development and community aspirations with broader regional and state priorities.

This forum will focus on 'best practice' in growing tourism for the benefit of local communities.

Discussions at the forum will centre on three main themes and build on the outcomes from the *DestinationQ* masterclass:

- Destination and Experience Development – Learn about developing tourism destinations through Destination Tourism Plans and engagement with local, state and federal tourism organisations.
- Tourism Land Use Planning – Learn about how to incorporate tourism land use planning in local planning schemes.
- Investment in Tourism Infrastructure – Learn about the range of services available to local authorities to assist with attracting investment into new or revitalised tourism infrastructure.

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KEYNOTE SPEAKER PROFILES



Charles Landry

Courtesy of Saxton Speakers Bureau

Helping cities reach their potential through inspiration, imagination and thought...this is Charles Landry's expertise and passion. As a highly experienced cultural planning consultant, Charles works closely with decision makers and leaders around the world. His work revitalises public, social and economic life through cultural activity, studies on quality of life, and culturally-focused industry development projects.

Drawing on his international background, being fluent in English, German and Italian, he founded Comedia a highly respected European consultancy working in creativity, culture and urban change. For the past thirty years, he has worked on hundreds of projects in 45 countries from large developed nations to smaller less developing ones.

Charles is also an acclaimed author, with titles including 'The Art of City Making', 'The Intercultural City: Planning for Diversity Advantage', 'The Creative City: A toolkit for Urban Innovators', 'Riding the Rapids: Urban Life in an Age of Complexity', and 'Culture @ the Crossroads'.

He has lectured widely around the globe, presenting over 250 keynote addresses. Some of his most recognised topics include 'Risk and creativity', 'Creative cities and beyond', 'Art and its role in city life', 'Complexity and city making', and 'Diverse cultures, diverse creativities'.

As an international authority on culture, creativity and city futures, he draws audiences into his presentations...seeing new cultures or even their own through 'new eyes'.



Professor A J Brown

Professor Public Policy and Law Griffith University

A J Brown is Professor of Public Policy and Law and program leader, Public Integrity & Anti-Corruption in the Centre for Governance and Public Policy, Griffith University. He is also a member of the board of directors of Transparency International Australia. He has worked or consulted in all branches and at all levels of government in Australia, and has taught and researched widely in public policy, administration and accountability, and constitutional and administrative law. His research has had a major impact on the design of public integrity systems and whistleblowing law reform around Australia and internationally, as well as on the political culture and practice of Australian federal reform.

A J joined Griffith University in 2003, after completing his PhD in constitutional history. He was director of Integrity and Corruption Research in the Key Centre for Ethics Law Justice & Governance (2003-2004), when he was lead author of Chaos or Coherence? the first

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national integrity system assessment of Australia. In 2005-2008 he was senior lecturer and senior research fellow in the Socio-Legal Research Centre, and led one of the world's largest multi-institutional empirical studies of public interest whistleblowing, Whistling While They Work. In 2009-2012 he was John F Kearney Professor of Public Law in Griffith Law School.



Steve Tait

Chief Executive Officer Chamber of Commerce and Industry Queensland

Stephen Tait joined CCIQ in January 2012 as Chief Executive Officer.

Stephen is a commercial and entrepreneurial focused business leader with a proven track record of developing organisations through periods of change that are operate in extremely competitive business environments.

With an extensive commercial background and over 25 years operational and senior executive experience in business strategy, leadership, sales management, marketing and change management, Stephen has been responsible for the full profit & loss of international, national and local media organisations.

An active Board Member on government, non-profit and private enterprise organisations, Stephen has also owned and operated his own businesses in conjunction with his wife, mentored and invested in SMEs across a range of industries and comes from a family of small business owners.



Cr Pam Parker

Mayor, Logan City Council

Pam Parker was elected as Logan's first female Mayor in 2008. Prior to being elected to Council, Pam worked in the legal profession, local and state governments and small business. As well as being Patron or member of numerous community organisations, Pam has been a lifetime volunteer for many organisations, clubs, schools and charities. She is known for her strong, caring and inclusive community focus, for being hard working and getting the job done. Logan City Council is now Australia's fifth largest local government authority by population with over 300 000 residents, and Mayor Parker is dedicated to making Logan a city for families, lifestyle and business where people can live, work and play. Pam believes that what we do today, determines our tomorrow and she is working hard to build a better city for residents and businesses now and into the future.

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Cr John Schilling

Cairns Regional Council

Councillor John Schilling has lived in the Cairns area since 1979. He has been involved in the building and construction industry for 30 years. He is an active Committee member and past Chairman of the Trinity Anglican School Foundation, and has been involved with the Matsumoto Karate Club (past Secretary, President and Life Member) since 1976 until present. Cr Schilling was elected into office as the Councillor for Division 2 of Cairns Regional Council in May 2012. He is currently the Chair of Council's Infrastructure Services Committee. Cr Schilling has been married to wife Margaret for 30 years and has two adult children.



Cr Ray Brown

Mayor, Western Downs Regional Council

Councillor Ray Brown has 22 years experience in local government; 17 years for the previous Tara Shire and the remainder as Mayor of Western Downs.

His areas of expertise include managing agricultural properties with interests in accounting, governance, economic development, aged care and disaster management.

Outside of the office, Mayor Brown is passionate about his family, rugby, cricket (any sport really), pecan nut trees and supporting mental health issues.

Cr Brown and his family have recently relocated to Dalby but also maintain their grain and cattle property in Moonie.

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Craig James

COMMSEC

On leaving school Craig James joined the (then) Rural Bank, whilst undertaking university studies. He received his Bachelor of Commerce (Economics) at University of NSW in 1984 and then a Master of Commerce (Economics) at the same university in 1988.

He remained at the Rural Bank, which became the State Bank over time and then Colonial, working in branches, Corporate, Planning and Economic Research.

He became chief economist of Colonial Group in September 1997, before becoming chief economist at CommSec in August 2000 with the Commonwealth takeover of Colonial, interpreting 'big picture' economic and financial trends for customers, clients and staff.

In 2002 joined the Australian Financial Review. He had always wanted to pursue a role in journalism and enjoyed the role as an economic commentator and analysts, finding that he could pursue a journalistic-type role as well as doing more electronic media work at CommSec and rejoined the group in 2003.

On taking the reigns of chief economist at Colonial, Craig endeavoured to style their research in a 'user-friendly' way – something that set their research apart and still does today. The approach has been successful in their media work and in promoting Colonial, and then CommSec, to the general public. CommSec is the most quoted economic group in the mainstream media.

CommSec economic reports are a bit different in that they devise tools such as the 'Mums and Dads' share index and the iPod index, and undertake research on the weather and demographic changes to show how they affect the economy.

Craig James currently does around two to three regular TV crosses a day, ad hoc radio and newspaper interviews and writes regular commentaries as well as presenting to staff, clients and external organisations.

Craig was appointed Adjunct Professor at Perth's Curtin Business School in 2012. Outside work, Craig's main interests are athletics and trying to keep up with his three teenage children.

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Katrina Houghton

Director, Economic Development and Community Services,
Cook Shire Council

Katrina Houghton joined Cook Shire Council as their Director of Economic Development and Community Services in December 2012. Capitalising on the diversity of Cape York and the growth of Northern Australia this newly formed department is pursuing strong marketing and tourism campaigns to specifically target population growth and investment. Since commencing with Cook Shire Katrina has embarked on a number of key projects including the Cooktown Foreshore (\$7million), Cook Shire Solar Project (\$60million) and the Cooktown Airport Subdivision. Graduating from the University of Canberra in 2003, Katrina completed an honours degree in economics. Working in Northern Ireland as an economic consultant for forecasting house, Oxford Economics, Katrina knows first-hand the challenges in developing regional and fringe economies. As part of Oxford's consultancy team Katrina worked with some of Northern Ireland's most disadvantaged communities as they embarked on strong periods of growth and development. Drawing on this experience and looking to the future, Cook Shire Council now has a vision to create a more economically sustainable Shire through tourism, knowledge and key infrastructure development.



Nigel Marsh

Courtesy of Saxton Speakers Bureau

Born in England Nigel spent the first half of his career working in London before moving to Sydney in 2001. Best known for his creative pursuits, Nigel is the author of three best selling books – Fat, Forty and Fired, Overworked and Underlaid and Fit, Fifty and Fired-Up (top ten alongside Dan Brown and John Grisham), co-founder of Earth Hour (recognised as one of the most successful brand launches anywhere in the world recently), and founder of The Sydney Skinny (both a world first and a world record). He is the only ad man included in High50s recent list of the world's top 50 most influential over 50 year olds and is currently making a TV series of his first book with Warner Brothers and the writers of Friends.

The other side to Nigel is his career as a top CEO, business commentator and leadership coach. Since moving to Australia he has led three high profile company turnarounds and been responsible for a number of iconic brands such as Leo Burnett, George Patterson and The Campaign Palace. Nigel is a regular contributor to The Financial Review, an advisor to a number of the countries top CEOs and the Chairman of The Leading Edge, strategic research consultancy.

His TEDx Sydney presentation last year remains the most viewed online ever given outside America and the 12th most watched of any given anywhere in the world.

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Amanda Gore

Courtesy of Saxton Speakers Bureau

As a communications and performance expert, Amanda Gore believes success in business is always about feelings – the way we feel about a product, organisation or person influences how we behave and informs our decisions about how we spend, and who we conduct business with.

Taking the stance that business has been paralysed by its own over-analysis, her presentations break down the barriers that separate people in an invigorating, action-packed ride towards self-discovery and ultimately, real and lasting change.

She demonstrates how people can re-connect to the energy and emotional layers that really drive performance, innovation, relationships, engagement and creativity in their business and personal life utilising positive psychology, epigenetics and emotional intelligence.

... and all this very intelligent sounding stuff means basically that...

People who are happy at work are 31% more productive, sell 37% more and are three times more creative. They make better team players, handle change more effectively, become more positive and are much more engaged.

Amanda makes audiences happier – for a long time – and gives them strategies that work on how to stay happier!

Based in the US for eight years, Amanda was during this time voted one of the top three speakers by leading speakers' bureaus and inducted into the US Speakers Hall of Fame.

Amanda is engaged by some of the world's biggest corporations to help business leaders achieve results by getting people engaged in, enthusiastic about and aligned with corporate goals and vision.

In between delivering an average of 60 presentations in Australia and the US every year, Amanda has written five books, produced several DVD and audio visual training programs and has accumulated over one million views on her You Tube channel.

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ACCOMMODATION: (GST Incl)

Corporate Traveller has sourced the accommodation providers at the following venues:

Mackay Grand Suites

4 minute walk/1 minute drive to Convention Centre
9 Gregory Terrace, Mackay
1 Bedroom Apartment \$225.00 per night

Coral Sands Motel

6 minute walk/2 minute drive to Convention Centre
44 Macallister Street, Mackay
Standard Room \$140.00 per night

Quest Mackay

7 minute walk/3 minute drive to Convention Centre
38 Macallister Street, Mackay
Studio Apartment \$220.00 per night
1 Bedroom Apartment \$260.00 per night
2 Bedroom Apartment \$375.00 per night

Shakespeare International Mackay

7 minute walk/3 minute drive to Convention Centre
309 Shakespeare Road, Mackay
Standard Queen Rooms \$160.00 per night
Executive Suites \$185.00 per night

Quest Mackay on Gordon

8 minute walk/3 minute drive to Convention Centre
27 Gordon Street, Mackay
Studio Apartment \$200.00 per night
1 Bedroom Apartment \$250.00 per night
2 Bedroom Apartment \$320.00 per night

Oakes Rivermarque Mackay

11 minute walk/4 minute drive to Convention Centre
55-63 River Street, Mackay
Hotel Room \$184.00 per night
Studio Room \$200.00 per night
1 Bedroom Apartment \$224.00 per night
2 Bedroom Apartment \$280.00 per night

Alara Motor Inn

20 minute walk to Convention Centre
52 Nebo Road, Mackay
Queen Executive Room \$170.00 per night

Coral Cay Resort Motor Inn

18 minute walk to Convention Centre
16-18 Nebo Road, Mackay
Queen Executive Suite \$199.00 per night
Spa Room \$200.00 per night

Tropic Coast Motel

30 minute walk to Convention Centre
158 Nebo Road, Mackay
Standard Room \$105.00 per night
Triple Share Room \$110.00 per night
Deluxe Room \$115.00 per night
Family Room \$130.00 per night

Mackay Resort Motel

30 minute walk/4 minute drive to Convention Centre
154 Nebo Road, Mackay
Standard Motel Room \$160.00 per night

Windmill Motel

8 minute drive to Convention Centre
5 Hway Plaza, Mackay
Standard Room \$170.00 per night
Queen Rooms \$170.00 per night
King Studio \$195.00 per night
Executive Studio \$185.00 per night
Queen Family Apartment \$260.00 per night
Family Suite \$220.00 per night
Family Studio \$200.00 per night
Queen Apartment \$170.00 per night
Penthouse Suite \$280.00 per night

Clarion Mackay

11 minute drive to Convention Centre
Mulherin Drive, Mackay
Deluxe Studio Suite \$199.00 per night
Executive Queen Suite \$205.00 per night
Executive King Suite \$220.00 per night
Executive King Accessible Suite \$199.00 per night
1 Bedroom Suite \$250.00 per night
Executive Spa Suite \$299.00 per night
Superior Spa Suite \$425.00 per night

Potters Oceanside Motel

14 minute walk/4 minute drive to Convention Centre
2 East Gordon Street, Mackay
Standard King Motel Room \$165.00 per night
Twin Share Motel Room \$165.00 per night

Please note breakfast is **NOT** included in these rates.

Click [HERE](#) to secure your accommodation and breakfast requirements

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CONFERENCE SHIRT: (Council delegates/observers only)

Council delegates and observers will be issued with ONE shirt whilst at conference. These need to be ordered on line as part of your conference registration. The sizing is as follows:

Mens Modern Fit	S	M	L	XL	2XL	3XL	5XL		
GARMENT ½ CHEST (CM)	52	55	58	62	65	71	79		
Ladies Modern Fit	8	10	12	14	16	18	20	22	24
GARMENT ½ CHEST (CM)	46.5	49	52	54	56.5	59	62	65	68

Please select your size carefully as there won't be the opportunity to change your size once at conference.

VENUE AND DATES

Mackay Entertainment & Convention Centre
Alfred Street
Mackay
27-29 October 2014



LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND

www.lgaq.asn.au

CONFERENCE REGISTRATION (GST INCL)

Early Bird Registration – prior to and including 12 September 2014

Council or State Government observer	\$1430.00
5 or more observers from one Council/Government Department	\$1320.00
Corporate (Private Sector)	\$2860.00

After 12 September 2014

Council or State Government observer	\$1630.00
5 or more observers from one Council/Government Department	\$1500.00
Corporate (Private Sector)	\$3100.00

Early Bird One Day Registration – prior to and including 12 September 2014

Council or State Government observer	\$660.00
Corporate (Private Sector)	\$1100.00

After 12 September 2014

Council or State Government observer	\$770.00
Corporate (Private Sector)	\$1500.00

FUNCTIONS

Welcoming Ceremony (accompanying persons, day registrations and additional trade exhibitors)	\$50.00
--	---------

Dinner Gala Dinner – Tuesday evening (28 October 2014)	\$150.00
--	----------

Please note that the Welcoming Ceremony on the Monday evening is included in the conference fee for delegates, observers and corporates attending the full three days of conference.

Accompanying persons are welcome to attend the Welcoming Ceremony and Gala Dinner.

Register via links below or online at www.lgaq.asn.au
under the Events Tab 118th LGAQ Annual Conference.

SINGLE REGISTRATION
please click here

MULTIPLE REGISTRATION
please click here

Please refer to registration cancellation policies on www.lgaq.asn.au when making your registration.

118TH LGAQ ANNUAL
CONFERENCE

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LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND

www.lgaq.asn.au

ENQUIRIES

Conference:

Members Hotline – 1300 542 700 or email ask@lgaq.asn.au

Exhibition:

Carolyn McSweeney, Trade and Liaison LGAQ, Ph 0437 822 142

Fax 07 3252 4473

email: carolyn_mcsweeney@lgaq.asn.au

THANK YOU TO OUR SPONSORS



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**LOCAL GOVERNMENT ASSOCIATION
OF QUEENSLAND INC
ANNUAL CONFERENCE
27 TO 29 OCTOBER 2014,
MACKAY CONVENTION CENTRE**

**Letter from LGAQ - Registrations for
2014 Conference**

Meeting Date: 26 August 2014

Attachment No: 2



6 August 2014

All Councillors – Member Councils

Dear Sir/Madam

LGAQ 118th Annual Conference: 27-29 October 2014 Mackay Entertainment and Convention Centre, Alfred Street, Mackay: Delegates, Observers and Accompanying Persons Registrations

I am writing to inform you that we are now accepting registrations for our Annual Conference.

A copy of our brochure is attached for your information.

Member Councils pay a Conference Levy in conjunction with their Membership Subscription. This year the Conference Levy, which entitles your Council to be represented at Conference by two (2) Delegates, has been set at **\$2860.00 including GST**.

You will need to check with your Council as to whether you will be attending as one of their delegates otherwise you may attend as an observer and if this is the case a **Registration Fee of \$1430.00 (GST Incl) per person** attending, is required to be paid. **Note** that the Tuesday evening function **is not** included in the registration fee. This initiative was authorised by the Executive to assist those councils who wished to reduce the costs of conference for their local government.

This year you can only register online by clicking on www.lgaq.asn.au and following the prompts. This is now our method of registering. Note that **each and every person** attending the conference must be registered so that name tags, voting cards, lists of attendees etc, can be prepared in ample time and the Hosts of the various functions advised as soon as practicable of the numbers attending those functions, to enable necessary arrangements to be made. If you have any problems registering on-line, please do not hesitate to ring the Members Hotline 1300 542 700.

Please note that as per last year we are allowing **One Day Registrations only** (i.e. you cannot book two single days), to provide the opportunity for more observers to attend. One Day Registration includes a conference satchel and a lunch. Because of space limitations, One Day Registration is **strictly limited** to 100 on a first-in basis.

Because of the high costs of catering arrangements, it is imperative that the registrations be carefully and accurately completed. In previous years, the differences between registered numbers and actual attendances have resulted in over-catering at considerable cost.

The Early Bird (\$1430.00 GST Incl) Cut Off date for Registrations is 12 September 2014. From then, the cost is \$1630.00 GST Incl, and no registrations will be accepted after 26 September 2014.

I look forward to seeing you at Conference.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Greg Hallam', is written over a light blue horizontal line.

Greg Hallam PSM
CHIEF EXECUTIVE OFFICER

**LOCAL GOVERNMENT ASSOCIATION
OF QUEENSLAND INC
ANNUAL CONFERENCE
27 TO 29 OCTOBER 2014,
MACKAY CONVENTION CENTRE**

**Letter from LGAQ -
Conference Program**

Meeting Date: 26 August 2014

Attachment No: 3



6 August 2014

The Chief Executive Officer
ALL MEMBER COUNCILS

Policy Executive Members
LOCAL GOVERNMENT ASSOCIATION

Dear Sir/Madam

118th ANNUAL CONFERENCE: CONFERENCE AGENDA

1. Your attention is directed to Rule 25 (A) of the Association which states that any Member of the Association may bring forward for discussion any subject connected with the objects of the Association or pertaining to matters of common concern to Members upon giving to the Chief Executive Officer six (6) weeks' notice in writing.
2. Consequently, to assist the Agenda Committee and to enable a copy of the Preliminary Agenda to be available on the LGAQ's website for Member Councils **FOUR (4) WEEKS** prior to the commencement of Conference, agenda items are to be in the hands of the Chief Executive Officer **NO LATER than 29 AUGUST 2014.**

Please forward agenda items by email to:

beth_norman@lgaq.asn.au

3. The Agenda will consist of two (2) parts:

PART 1: Review of Policy Statement

PART 2: Motions for Consideration

The Review of the Policy Statement will take place at the commencement of Conference so that subsequent motions can be considered in line with the current Policy Statement. A copy of the current Policy Statement is available on the Association's website at www.lgaq.asn.au to enable Councils to give full consideration to any proposed amendments to this document. Please note that the Association intends to undertake a comprehensive review of the Policy Statement for consideration at this year's Annual Conference.

4. In submitting motions, you are requested to identify them as either **PART ONE (1)** or **PART TWO (2)**.

When submitting items for the Review of the Policy Statement (PART 1), please identify the clause of the Policy to be reviewed, for example, "2.1.2", and then the complete re-wording you wish to be considered, not just the word or the words you seek to add or delete.

If you are proposing new policies, please identify them as such.

When preparing motions and background information for either **PART 1** or **PART 2**, you are requested to give particular attention to **ALL** relevant facts and, where appropriate, figures.

Consideration should also be given to resolutions carried at previous Annual Conferences on the topic and what action has resulted from the resolution.

Councils are required to utilise the attached template, **noting the new requirement for motions to be approved by Council for submission to the Conference**. The date of the Council meeting approving the motion is to be included in the template. Please also note that motions not supported by background information will be automatically classified as a "C Motion". The Agenda Committee is authorised to draft and submit composite motions where similar or like subjects are submitted by more than one Member Council or District Association.

5. Please note that each registered Delegate and Observer will receive a complete agenda document at Conference via the conference app.
6. It would be appreciated if you would ensure that all agenda items **DO** reach me prior to the closing date of **29 August 2014**. They are to be forwarded **via email to beth_norman@gaq.asn.au**.

Yours sincerely



Greg Hallam PSM
CHIEF EXECUTIVE OFFICER

LGAQ ANNUAL CONFERENCE MOTION TEMPLATE

Submitting Council / Organisation <small>(required)</small>	
LGAQ Policy Executive District <small>(required)</small>	
Date of Council Resolution <small>(required)*</small>	
Title of Motion <small>(required)</small>	
Motion <small>(required)</small>	
Background <small>(required)</small>	
What are the impacts (positive or negative) on Local Government? <small>(required)</small>	
What is the desired outcome sought? <small>(required)</small>	
LGAQ Comment	

- **Date of Council resolution approving the motion be submitted to the Annual Conference**



6 August 2014

The Chief Executive Officer
ALL MEMBER COUNCILS

Policy Executive Members
LOCAL GOVERNMENT ASSOCIATION

Dear Sir/Madam

CERTIFICATES OF SERVICE

This is to bring to your attention the Association's revised policy with regard to the issuing of Certificates of Service as a result of 1996 Annual Conference Resolution No 6.

As you are probably aware, since 1969 the Association has issued to Member Councils at their request a Certificate of Service to Elected Members who have served 20 years or more in Local Government. The 1996 Annual Conference resolved that the qualifying period for Certificates of Service **be reduced from 20 years to 15 years.**

The following relevant information is presented for your information.

1. Service Requirement

Certificate of Service

The period of service necessary to entitle an Elected Member to a Certificate **must be 15 years or more.**

Certificate of Extensive Service

The minimum **additional** period of service necessary to entitle an Elected Member to a Certificate of Extensive Service shall be:

- 5 years - where the Elected Member retires, resigns, or for some other reason ceases to be a member of the Local Government; or
- 10 years - for a service Member

In ascertaining the period of an Elected Member's service:

- It is not necessary for the service to be continuous, and
- It is not necessary that such service be with the Council making requests

2. Procedure

Please complete the attached application form and send it back to Bron Browning via post, fax 07 3252 4473 or email bron_browning@lgaq.asn.au.

Requests for Certificates to be presented at the Annual Conference must be received in this office no later than **FRIDAY 3 October 2014.**

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Greg Hallam', is written over a light blue horizontal line.

Greg Hallam PSM
CHIEF EXECUTIVE OFFICER



2014 Elected Member Long Service Certificate Application Form

NB: Requests for Certificates to be presented at the Annual Conference 2014 must be received in this office no later than FRIDAY 3 October 2014

Recipient's Details (Please Print)			
Title: Award (MBE, OBE, OA, etc.):			
Surname:		Given Names:	
Work Phone: ()		Work Fax: ()	
Mobile Phone:		E-mail:	
What type of certificate are you applying for?		Long Service <input type="checkbox"/>	Extensive Long Service <input type="checkbox"/>
Please specify date of commencement of service (i.e. 24/07/1999 – 25/07/2014) DD/MM/YY – DD/MM/YY Please specify period of service (i.e. 15, 20 years)		Preferred Name on Certificate (if different from above)	
Where/when certificate is to be presented?	2014 Annual Conference Gala Dinner <input type="checkbox"/> Council meeting <input type="checkbox"/>	District Association Meeting <input type="checkbox"/> Others <input type="checkbox"/> Please specify:	
Additional requests/comments		Please note that a lead time of two weeks is necessary for completion and framing of Certificates.	
Council Administrative Contact			
Name:		All correspondence regarding long service certificates will be sent to this contact.	
Direct Line (if different from above):			
Email (if different from above):			
If award is to be presented at Annual Conference, have you registered recipient and/or accompanying person online for the dinner?		Yes <input type="checkbox"/>	No <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Approval of Request			
1. Cost of framing is to be borne by the Council, and actual costs will be invoiced to the Council after framing is completed. Currently this is \$70.00 + \$7 GST.			
Name & Signature of Mayor or Deputy		Date:	
Name & Signature of Chief Executive Officer or Deputy		Date:	
For LGAQ Use Only			
Is recipient eligible?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Name & Signature of Chief Executive Officer		Date:	



6 August 2014

The Chief Executive Officer
ALL MEMBER COUNCILS

Policy Executive Members
LOCAL GOVERNMENT ASSOCIATION

Dear Sir/Madam

LGAQ 118th Annual Conference: 27-29 October 2014 Mackay Entertainment and Convention Centre, Alfred Street, Mackay. Delegates, Observers and Accompanying Persons Registrations

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Yours sincerely

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Greg Hallam PSM
CHIEF EXECUTIVE OFFICER



6 August 2014

The Chief Executive Officer
ALL MEMBER COUNCILS

Policy Executive Members
LOCAL GOVERNMENT ASSOCIATION

Dear Sir/Madam

118th Annual Conference, 27-29 October 2014: Accommodation

Corporate Traveller has been appointed as the official accommodation agent for the 2014 Annual Conference, being held at the Mackay Entertainment and Convention Centre and a link to their online booking tool, can be found on the LGAQ's website www.lgaq.asn.au under Events 2014 LGAQ 118th Annual Conference.

To ensure all councils are able to take full advantage of the special rates I ask that bookings made reflect the needs of those travelling.

TERMS AND CONDITIONS OF BOOKING

Each property will have their own terms and conditions in regard to bookings. Please ensure you check the terms and conditions for each property prior to making bookings.

Yours sincerely

Greg Hallam PSM
CHIEF EXECUTIVE OFFICER

8.3 INFRINGEMENT NOTICE POLICY

File No:	5238
Attachments:	1. Infringement Notice Policy 2. Enforcement Strategy
Authorising Officer:	Evan Pardon - Chief Executive Officer
Author:	Evan Pardon - Chief Executive Officer

SUMMARY

This report seeks Council's approval of a new Infringement Notice Policy and provides an overview of the whole of Council Enforcement Strategy that is currently being drafted and will be subordinate to the policy.

OFFICER'S RECOMMENDATION

THAT:

1. Council adopt the Infringement Notice Policy attached to this report; and
2. The draft Enforcement Strategy be 'received' and continued to be progressed as outlined within the report.

COMMENTARY

Infringement notices are an enforcement option currently utilised by appropriately trained authorised persons within Council's service and regulatory functions in accordance with state legislation and local laws. The proposed Infringement Notice Policy will ensure consistency and compliance in infringement notice offence dealings, ensuring alignment with good enforcement principles and protection of the region's natural, built and social environment.

LEGISLATIVE CONTEXT

The Chief Executive Officer is appropriately delegated pursuant to Part 9, Division 3 s160 of the *State Penalties Enforcement Act 1999* to authorise appropriately qualified Council officers to serve infringements notices against provisions under relevant legislation, local laws and subordinate local laws. Such officers are sub-delegated these powers from the CEO in accordance with section 259 of the *Local Government Act 2009*.

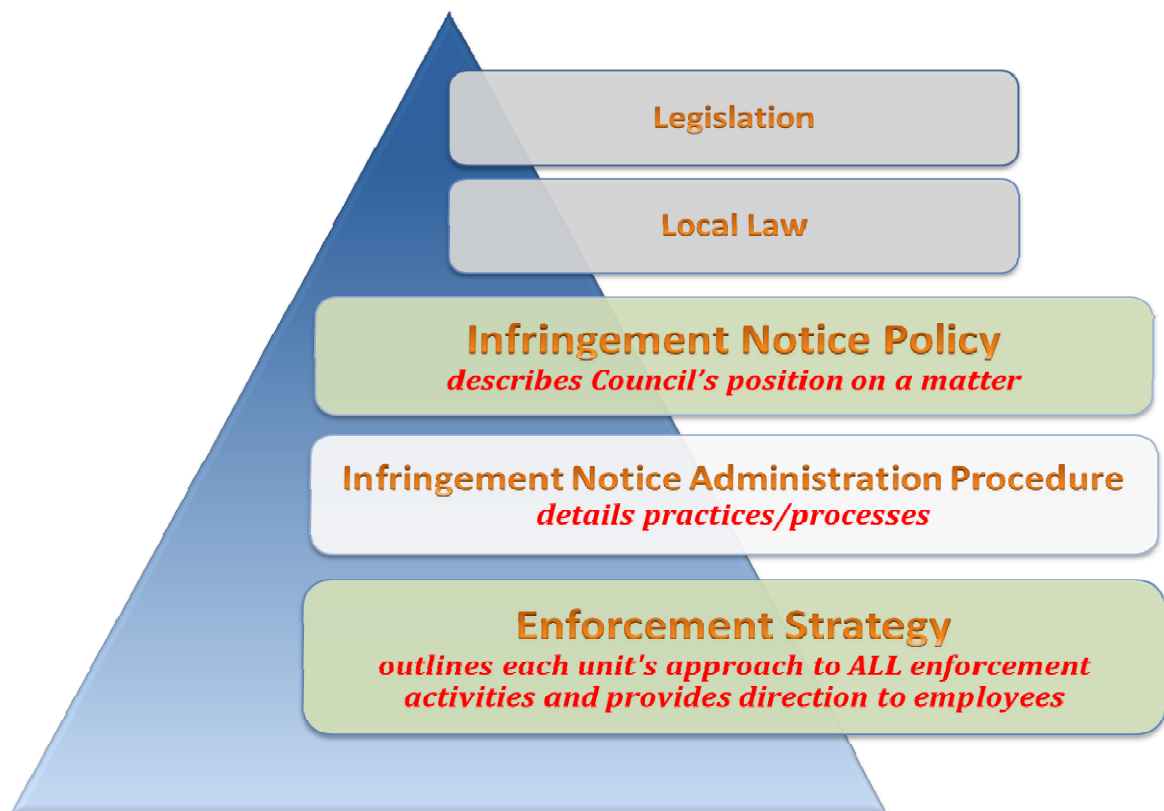
Whilst the utilisation of infringement notices is governed by legislation, there is no statutory requirement for a policy in this regard. This policy has been developed at the discretion of the CEO.

BACKGROUND

Currently, a policy specific to the utilisation of infringement notices as an enforcement option for Council does not exist. As such, it is expected that the proposed community Infringement Notice Policy and relevant subordinate documents will translate the intentions of Council into action and:

- Improve decision making,
- Inform judgments and guide actions,
- Manage risks and entitlements, and
- Strengthen relationships and build capacity.

The image below depicts the document hierarchy in this regard.



The attached policy was researched and developed by Council's Corporate Improvement and Strategy unit with significant contributions from the relevant internal stakeholders. The policy is a high level document that describes Council's position on the matter and has been classified as a community policy due to its direct impact on the community.

Subordinate documents to the policy will be the Infringement Notice Administration Procedure (yet to be developed) and the Enforcement Strategy.

The Enforcement Strategy is currently being drafted and, once finalised, will be subordinate to the policy and procedure. The strategy will outline the approach to all enforcement activities undertaken by Council, including the issue of infringement notices, and has been developed based on the Environment & Public Health Enforcement Strategy adopted by the Health & Compliance Committee 5 March 2013. Whilst amendments to the adopted Environment & Public Health Enforcement Strategy have been made, the overall intent of the strategy as presented to the Health & Compliance Committee remains.

Please note that the attached draft strategy is included for information purposes only as this document is still a work in progress. It is planned that the relevant units will develop the appendix documents for the strategy and will present to their respective committees for consideration in September 2014. Once approved, each of the unit's appendices will form part of the complete Enforcement Strategy document.

Each developed policy document and the Enforcement Strategy will be implemented by the business owner/policy owners in a planned and timely manner to ensure responsibilities across Council are communicated effectively and understood by relevant stakeholders.

CONCLUSION

The attached Infringement Notice Policy has been developed in accordance with Council's Policy Development Framework and will ensure consistency and compliance in infringement notice offence dealings, ensuring alignment with good enforcement principles and protection of the region's natural, built and social environment.

It is recommended that this policy be adopted and the draft Enforcement Strategy be received and continued to be progressed as outlined above.

INFRINGEMENT NOTICE POLICY

Infringement Notice Policy

Meeting Date: 26 August 2014

Attachment No: 1



INFRINGEMENT NOTICE POLICY (COMMUNITY POLICY)

1 Scope:

This policy applies to the issue of Infringement Notices in accordance with State Legislation relevant to Local Government and Rockhampton Regional Council Local Laws. Infringement Notices are an enforcement option utilised by Council's service and regulatory functions as part of an overall enforcement strategy.

2 Purpose:

To provide consistency and compliance in dealings with infringement notice offences through the utilisation of Infringement Notices, ensuring alignment with good enforcement principles and protection of the region's natural, built and social environment.

3 Related Documents:

Primary

Nil

Secondary

Information Privacy Act 2009

Local Government Act 2009

Right to Information Act 2009

State Penalties Enforcement Act 1999

State Penalties Enforcement Regulation 2000

Other specified Acts listed in the Enforcement Strategy

Code of Conduct

Enforcement Strategy

Infringement Notice Administration Procedure

Infringement Notice

Statutory Declaration for Review of Infringement Notice

4 Definitions:

To assist in interpretation, the following definitions apply:

Alleged Offender	for an infringement notice, means the person on whom the notice is served.
Authorised Persons	Refer to Clause 5.3
CEO	<i>Chief Executive Officer</i> A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Council	Rockhampton Regional Council

Corporate Improvement and Strategy use only

Adopted/Approved: Draft

Version: 1

Reviewed Date:

Department: Office of the CEO

Section: Office of the CEO

Page No.: Page 1 of 4

Infringement Notice Offence	an offence, other than an indictable offence or an offence against the person, prescribed under a regulation to be an offence to which the <i>State Penalties Enforcement Act 1999</i> applies.
Infringement Notice	a notice under s15 of the <i>State Penalties Enforcement Act 1999</i> . An infringement notice is a ticket issued 'on the spot' or sent through the mail for offences such as parking illegally, and contains information about the fine amount and the alleged offence.
Reasonable Belief	a reasonable belief is more than a mere suspicion. Forming a reasonable belief requires a deliberative process of consideration, and forming a belief on reasonable grounds that a person has committed an infringement notice offence.
SPEA 1999	<i>State Penalties Enforcement Act 1999</i>

5 Policy Statement:

5.1 Enforcement Principles

To ensure good enforcement principles, Council is committed to:

- 5.1.1 Protecting the community's health, safety and the region's natural, built and social environment by ensuring public compliance in accordance with State Legislation relevant to Local Government and Council's Local Laws, and encouraging conformance through the facilitation of community education;
- 5.1.2 Providing a fair, effective, objective, transparent and consistent framework for all aspects of Infringement Notices; and
- 5.1.3 Ensuring that enforcement action, investigation and recovery action is prompt and proportionate to the alleged offence.

5.2 Infringement Notice

The issuing of an Infringement Notice is an enforcement option available to local governments and is generally most suitable for immediate and straight forward offences. An Infringement Notice is issued in lieu of, or in addition to, alternate processes and remedies as outlined in Council's Enforcement Strategy.

5.3 Authorised Persons

Authorised persons are qualified persons, appointed by the CEO in accordance with the *Local Government Act 2009*, and in addition, may be appointed under specific State Legislation including Regulations, and Council's Local Laws according to their qualifications, competencies and duties stated within individual position descriptions, to monitor public compliance and undertake enforcement. These authorised persons are trained to undertake enforcement action including the issuing of Infringement Notices.

5.4 Enforcement Options/Decisions

Council has adopted an Enforcement Strategy detailing considerations that authorised persons must apply when determining if an Infringement Notice is the most appropriate means of enforcement.

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5.5 Serving an Infringement Notice in the Approved Form

Where an authorised person reasonably believes that a person/company has committed an infringement notice offence, they may issue an Infringement Notice.

5.6 Withdrawing and Reissuing Infringement Notices

5.6.1 Council employees with appropriate sub-delegation by CEO may withdraw and reissue an Infringement Notice at any time before the fine is paid or otherwise discharged under the *SPEA 1999*. Withdrawal under these circumstances generally occurs where it has been identified that the Infringement Notice contains one or more critical errors.

5.6.2 There may also be circumstances where it is appropriate to withdraw and not reissue an Infringement Notice. For example, Council may no longer wish to pursue a fine. This may be as an outcome of a dispute and review as per item 5.7.

5.7 Disputes and Reviews – requested by Alleged offender

5.7.1 Within 28 days from the date the Infringement Notice was issued, the alleged offender may dispute the Infringement Notice formally by submitting the relevant forms available on Council's Website together with any supporting documentation.

5.7.2 Disputes presented verbally will not be considered. The alleged offender must be instructed to dispute the Infringement Notice formally in accordance with item 5.7.1.

5.7.3 Requests for review and subsequent withdrawal will be considered by Council employees with the appropriate sub-delegation in accordance with the Infringement Notice Administration Procedure.

5.7.4 Should the outcome of the review conclude that the request will be denied, formal correspondence will be provided to the alleged offender and the Infringement Notice will remain in force.

5.7.5 Where the alleged offender remains dissatisfied with the decision Council will provide correspondence to the alleged offender stating the options to refer the matter to an outside agency.

5.7.6 If the Infringement Notice is approved to be withdrawn, Council will provide correspondence to the alleged offender confirming this outcome. Where applicable, Council will refund to the alleged offender any amount paid to Council for the offence in accordance with the Infringement Notice Administration Procedure.

5.8 Outstanding Debt/Infringement Notices Recovery

Council will recover the outstanding debt if:

5.8.1 The fine is not paid;

5.8.2 The Infringement Notice has not been withdrawn and remains in force;

5.8.3 A court hearing has not been elected; or

5.8.4 Application for approval for payment of fine by instalments is not lodged within twenty-eight (28) days of the issue of the Infringement Notice.

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6 Review Timelines:

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

- 6.1** The related information is amended or replaced; or
- 6.2** Other circumstances as determined from time to time by the Council.

7 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Chief Executive Officer
Policy Quality Control	Corporate Improvement and Strategy

EVAN PARDON
CHIEF EXECUTIVE OFFICER

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Adopted/Approved: Draft
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INFRINGEMENT NOTICE POLICY

Enforcement Strategy

Meeting Date: 26 August 2014

Attachment No: 2

Enforcement Strategy

DRAFT

1. Scope

Council is responsible for the administration and also has a function in the States administration of the following legislation and related regulations and policies and Local Laws:

- XXXX Act XXX
- XXXXXX Act xxxx
- XXXXXX Act XXXXX

2. Purpose

This strategy outlines Council's approach to enforcement matters and provides employees with direction about the manner in which enforcement activities are to be undertaken, ensuring:

- consistency in enforcement action in matters of non-compliance;
- transparency, procedural fairness and natural justice principles are applied; and
- enforcement action is proportionate to the alleged non-compliance in each case.

3. Related Documents

Actionable Communications and General Complaints Procedure
Code of Conduct
External Delegations and Authorisation Registers
Human Resource Management Delegations Policy
Infringement Notice Policy
Infringement Notice Administration Procedure
Legal Proceedings – Commencement, Cessation and Other Matters Policy
Recordkeeping Policy
Forms?
Work Instructions
Any other related documents, however not legislation

4. Defining Enforcement

Council adopts a broad definition of "enforcement" which combines the provision of advice and assisting compliance with formal action where necessary. This is intended to encourage higher levels of voluntary compliance with legal requirements by individuals, businesses and other bodies.

Notwithstanding the above, Council will take immediate action when required, for example to ensure public health and safety or to protect the environment and take firm action against those who act unlawfully when circumstances warrant.

5. Principles of Good Enforcement

Enforcement actions are taken within the context of both a legal and policy framework. Employees will carry out their enforcement related work with due regard to the following principles.

5.1 Proportionality

Actions will be scaled to the seriousness of the breach or level of risk.

Depending on the seriousness and persistence of the non-compliance, Council will minimise the costs to the person or body by enforcing the minimum action necessary to secure future compliance.

Prosecution will generally be used as a last resort or for continuous serious non-compliance.

5.2 Consistency

Council will take a similar approach in similar cases to achieve similar outcomes. Employees will:

- ensure fair, equitable and non-discriminatory treatment;
- follow work instructions, standard operating procedures and Council policies and procedures; and
- seek approval of any deviation from this strategy and any instructions/policies/procedures.

5.3 Transparency

Council will maintain open communication at all stages of enforcement and will:

- be open and transparent about the manner in which it undertakes enforcement activities;
- consult and provide ready access to published standards, levels of service and performance expected from those on whom the law places a duty (duty holders); and
- make clear what is legally required and what is desirable but not compulsory.

6. Recordkeeping

Any records in regard to the following must be recorded in accordance with the Recordkeeping Policy:

- Approval of a decision;
- any deviation from this strategy or any related works instruction, policy or procedures, ensuring reasons, consequences and risks of the deviation are detailed;
- conflicts of interest; and
- where it is not practical to give a notice before remedial or work required is undertaken.

6.1 Complaints of Non-Compliance

When a report or a complaint about non-compliance is received a full and proper record of the complaint must be made in accordance with the Actionable Communications and General Complaints Procedure and the Recordkeeping Policy.

Where a decision is made not to investigate a complaint, the decision and reasons will be recorded in accordance with Actionable Communications and General Complaints Procedure and Recordkeeping Policy and the complainant will be advised in writing.

7. Authorised Persons

Only employees who are competent by training, qualification and/or experience will be appointed by the CEO to take enforcement actions. These employees also have an understanding of Council's policies, procedures, work instructions and their Instruments of Appointments. Such employees must ensure currency of any relevant training/qualifications to maintain this authorisation.

8. Delegations for Enforcement Action

Various Council positions delegated to initiate various levels of enforcement action are set out in the External Delegations Registers. These registers detail what positions have decision-making powers in accordance with the various acts to approve the issue of stop work orders, serve notices to serve orders, initiate proceedings, etc.

9. Decision Making

The following factors are to be ignored when choosing an enforcement strategy:

- any element of discrimination or bias against the person such as ethnicity, nationality, political association, religion, gender, sexuality or beliefs; and
- possible political advantage or disadvantage to a government, person holding (or a candidate for) public office, or any political group or party.

In coming to a decision on the most appropriate means of enforcement, the employee shall consider, amongst other relevant factors:

- the seriousness of the offence;
- the degree of wilfulness involved;
- history;
- the consequences of non-compliance;
- the likely effectiveness of the various enforcement options;
- deterrence;
- the effect on the community and the environment; and
- consistency of approach to similar breaches/offences.

The Complaint Response/Action, the Non-Compliance Response/Action and Risk Assessment matrixes included in the appendices guide the enforcement process.

Any decision to act, other than in accordance with the Enforcement Strategy, must have approval from the relevant Manager.

9.1 Conflicts of Interest

In accordance with the Code of Conduct, where a personal association or relationship with the alleged offender or any other person involved exists or maybe perceived to exist, an alternative person will make decisions where possible

10. Enforcement Options

Council can determine to take informal action or take formal action in response to an issue.

10.1 Informal Action

Informal action to achieve compliance with legislation may include:

- offering verbal or written advice;
- verbal warnings and requests for action; and/or
- written warnings, requests or reminders.

Advice will be clear and simple and confirmed in writing.

The circumstances in which informal action may be appropriate include:

- the act or omission is not serious enough to warrant formal action;
- the duty holder's past history reasonably suggests that informal action will secure compliance;
- confidence in the individual/other body is high;
- the consequences of non-compliance will not pose a significant risk; and
- where it may prove more effective than a formal approach.

Where statutory action is not possible, but it would be beneficial in a wider public safety context to urge a particular outcome, such action will be taken by an employee with HRM delegation of Band 4 or above. The recipient will be made aware that the requested actions are not legally enforceable.

10.2 Mediation

Where practical, Council will make mediation available. Mediation is a possible alternative where, after investigation, an employee determines that the problems being complained of are incapable of resolution through other formal or informal means. The use of mediation services may also be appropriate where the complainant has no wish to pursue action to resolve a complaint by legal means.

10.3 Formal Action

10.3.1 Legislative Notices

Various pieces of legislation specify the procedures to follow, in order to:

- advise of the intention to issue a legislative notice;
- invite submissions with respect to the matter;
- order a person to do or refrain from doing a thing under specified circumstances; and
- issue directions specifying how the legislative notice may be complied with.

Professional judgement and discretion is used to assess the variables relating to each matter under consideration, including the reasonableness of the actions required by a legislative notice and the timeframe to comply.

Only in circumstances such as a threat to life or immediate threat to public health or safety will a legislative notice be made without giving notice of intention. In these circumstances immediate compliance to resolve a situation can be required.

In most cases the person receiving the legislative notice has a right to internal review or right of appeal to the appropriate court if the legislative notice is considered unreasonable. If a legislative notice is served for which an appeal is possible, Council will advise the recipient in writing of the right to appeal and the relevant legal provisions at the time of serving a legislative notice.

Where there is evidence that an offence has been committed Council may issue an infringement notice and/or launch a prosecution before or in addition to serving a legislative notice. This will only be done where it is determined that the conduct of the recipient justifies taking both steps.

10.3.1.1 Non-Compliance with Legislative Notice

Failure to comply with a legislative notice will incur further enforcement action such as an infringement notice, further legislative notice or possible prosecution.

Where action in regard to non-compliance is provided for by legislation and the necessary work has not been carried out in the time allowed without good reason, Council may undertake the required work. Before doing the work it should be considered if there is a realistic prospect that the person responsible will complete the work within a reasonable time. Where work in default is undertaken Council will seek to recover all costs over a fair period, using all statutory means available.

The decision to carry out action in default is made by the Chief Executive Officer or delegate.

Where an offence has been committed Council may issue an infringement notice and/or launch a prosecution in addition to taking action to fulfil an Order. This will only be done where it is determined the conduct of the recipient justifies taking such steps. Factors such as giving false information, the obstruction of Council employees and the harm or risk of harm caused by the recipient's delay will be considered in determining additional enforcement actions.

10.3.2 Prosecution

Prosecution will only proceed where there is a reasonable prospect that an offence can be proved beyond reasonable doubt. In some cases a Pre-Prosecution letter may be issued to warn the person that a prosecution may be taken if compliance is not attained.

The following circumstances are likely to warrant a prosecution:

- a flagrant breach of the law such that public health, safety and welfare have been put at risk;
- serious environmental harm;
- the alleged breach is too serious or the risks too great to be dealt with by means of an infringement notice, if available;
- a failure to correct an identified serious problem after having been given reasonable opportunity to do so;
- a failure to comply with the requirements of a legislative notice;
- an established and recorded history of similar offences;
- an unwillingness, on the part of the individual or other body, to prevent a recurrence of the problem; and
- the recovery of the costs of the investigation or remedial work or financial compensation that are required by Council.

A decision to prosecute must be in the public interest, the following factors will be considered:

- whether the offence was premeditated;
- the need to influence the offender's future behaviour;
- the effect of the offender's or witness's physical or mental health, balanced against the seriousness of the offence;
- the prevalence of the alleged offence and the need for deterrence, both personal and general; and
- the likely length, expense and outcome of a trial.

Legal advice should be sought to enable a decision whether or not to prosecute a matter:

The final decision to prosecute will be made by Council in accordance with the Legal Proceedings – Commencement, Cessation and Other Matters Policy.

Appendix 1 - Complaints Response/Action

Risk Rating	1st Complaint	2nd Complaint	3rd Complaint	Unsubstantiated
Minor	Site Visit (or phone call) Foot Sheet	Warning Letter	Site Visit Warning Letter (or Legislative Notice)	No Action Letter
Low	Site Visit (or phone call) Warning Letter Foot Sheet	Site Visit Warning Letter	Site Visit Legislative Notice Infringement Notice and/or Prosecution	No Action Letter
Medium	Site Visit Warning Letter (or Legislative Notice)	Site Visit Reminder Letter Legislative Notice Infringement Notice and/or Prosecution	Site Visit Legislative Notice 2 nd Legislative Notice Infringement Notice and/or Prosecution	No Action Letter
High	Site Visit Legislative Notice	Site Visit 2 nd Legislative Notice Infringement Notice and/or Prosecution	Site Visit Infringement Notice and/or Prosecution	No Action Letter

Extension of time may be given before the next compliance action is taken, any more than one extension must be discussed with xxxx, xxxxxx.

Personal Appearance Services Complaints			
Minor	Low	Medium	High
Non-Higher Risk PAS <ul style="list-style-type: none"> Hygiene Cleaning Vermin Structural Animal in premises 	Non-Higher Risk PAS <ul style="list-style-type: none"> Sanitisation Higher Risk PAS <ul style="list-style-type: none"> Sanitation Sanitary 	Higher Risk PAS <ul style="list-style-type: none"> Qualification 	Higher Risk PAS <ul style="list-style-type: none"> Spread of disease Sterilisation of equipment Non-approved
Environmental Protection Complaints			
Minor	Low	Medium	High
Non legislative concerns	Air Pollution <ul style="list-style-type: none"> Odour - general Land contamination Light Noise <ul style="list-style-type: none"> Air pollution (HSE noise) Amplified sound (HSE noise) Plugs (HSE noise) Refrigeration equipment (HSE noise) Leaking pipes (HSE noise) Devolved ERA Other 	Air Pollution <ul style="list-style-type: none"> Spray Drift Odour - septic tank Devolved ERA Water Pollution <ul style="list-style-type: none"> Release of contaminants Devolved ERA ERA <ul style="list-style-type: none"> Non-approved 	Water Pollution <ul style="list-style-type: none"> Emergency Response

* Check last inspection date, if due, conduct routine inspection.

Appendix 2 - Non-Compliance Response/Action

Risk Rating	1st Non-Compliance	2nd Non-Compliance	3rd Non-Compliance	4 th Non-Compliance
Minor	Verbal Advice (phone) Fact Sheet	Advisory Letter	Site Visit Warning Letter (or Legislative Notice)	Legislative Notice
Low	AFSA Sheet (Food) Inspection Report	Inspection Report	Legislative Notice	2 nd Legislative Notice, Infringement Notice and/or Prosecution
		Legislative Notice	2 nd Legislative Notice, Infringement Notice and/or Prosecution	Infringement Notice and/or Prosecution
Medium	AFSA Sheet (Food) ¹	Inspection Report	Legislative Notice	2 nd Legislative Notice, Infringement Notice and/or Prosecution
	Inspection Report ²	Legislative Notice	2 nd Legislative Notice, Infringement Notice and/or Prosecution	Infringement Notice and/or Prosecution
High	Inspection Report ²	Legislative Notice	2 nd Legislative Notice, Infringement Notice and/or Prosecution	Infringement Notice and/or Prosecution
	Legislative Notice ³	2 nd Legislative Notice, Infringement Notice and/or Prosecution	Infringement Notice and/or Prosecution	

*Extension of time may be given before the next compliance action is taken, any more than one extension must be discussed with the Unit Manager.

Food: ¹ AFSA Sheet – to be used for a few non-compliances only excluding potential micro-contamination based non-compliances

² Inspection Report – to be used when there are a number of non-compliances and for potential micro-contamination based non-compliances

³ Legislative Notice – to be used following 1st non-compliance when extreme risk – must be approved by the Unit Manager

Food Non-Compliance			
Minor	Low	Medium	High
Non legislative concerns	General <ul style="list-style-type: none"> • Amenity in premises • Cleanliness • Adequate ventilation and lighting • Storage of personal effects • Storage of refuse & recyclable matter 	Foreign Object or Chemical Contamination eg. <ul style="list-style-type: none"> ▪ Suitability and maintenance of premises, fittings and equipment ▪ Storage of chemicals No Food Safety Supervisor Amendment to FSP required Non-approved changes	Micro-Organism Contamination eg. <ul style="list-style-type: none"> ▪ Inadequate cooking or processing ▪ Inadequate temperature control ▪ No handwash basin ▪ Evidence of pests ▪ Water supply adequate and potable ▪ Inadequate sanitising ▪ Food Safety Program if required ▪ Food business – responsibilities ▪ Food handling – skills & knowledge ▪ Health and hygiene of food handlers – responsibilities No Food Safety Program
Higher Risk Personal Appearance Services Non-Compliance			
Minor	Low	Medium	High
Non legislative concerns	<ul style="list-style-type: none"> ▪ Suitability and cleanliness of premises, linings 	<ul style="list-style-type: none"> ▪ Operator without qualification 	Spread of disease eg. <ul style="list-style-type: none"> ▪ Incorrect sterilisation of items ▪ Inappropriate storage of sterilised items ▪ Instruments puncture skin ▪ Inadequate hygiene

Appendix 3 – Risk Assessment**Probability**

Level	Description	Frequency
Very Likely	Expected to occur always	Daily Occurrences
Likely	Will probably occur often	Regular instances
Possible	Might occur at some time	Some local history
Unlikely	Could occur, but not likely	No local history; elsewhere
Very Unlikely	Only occur exceptionally	Never recorded anywhere

Consequence

Consequence Criteria	Minor	Low	Medium	High	Extreme
	Not really worth worrying about	Consequences readily absorbed but management effort to minimise impact	Significant event, which can be managed under normal procedures	Critical event, with proper management, will be endured	Disaster will lead to collapse
Environmental Nuisance to material or serious environmental harm. (Can also be defined by the Environmental Protection Act 1988)	No harm to the environment	Environmental nuisance or some minor physical environmental damage	Material environmental harm with medium term impacts (< 3 years)	Serious environmental harm with long term impacts (> 3 years)	Uncontrolled toxic release, never able to be restored at all
Human Health & Safety No injuries to fatalities. How would the health & safety of employees or local community be compromised or impacted?	No or extremely low potential for health impact	Nuisance that has potential for health impacts	Exposure results in high potential or immediate health impact, medical treatment may be sought	Immediate health or safety impact, or potential for, of an extreme nature, immediate intervention required	Fatalities or potential for fatal health impact
Economic Cost to community & businesses, fines, Council financial resources, clean up and repair costs (potential litigation expenses not included)	Less than \$1,000	\$1,000 < impact < \$10,000	\$10,000 < impact < \$100,000	\$100,000 < impact < \$0.5M	Impact > \$0.5M
Strategic Significance Threat to Council or community assets (How important is the issue to council?)	No local law or state regulation governing the issue	State regulation governing the issue	Specific Council policy or operational priority (key focus area or strategy)	Immediate impact on Council/community asset (major focus area or strategy)	Long-term, detrimental impact on public view of area impacting viability of the area

Consequence Criteria	Minor	Low	Medium	High	Extreme
Community Exposure To differentiate between isolated incidents and broader community impacts	Localised impact, single complaint/single source	Localised impact multiple complaints <3 & single source	Localised impact multiple complaints >3 or multiple sources	Immediate impact on Council/community asset	City wide/regional community impact



Inherent Risk

Probability	Consequences				
	Minor	Low	Medium	High	Extreme
Very Likely	Low	Medium	High	High	Extreme
Likely	Low	Low	Medium	High	Extreme
Possible	Minor	Low	Medium	High	Extreme
Unlikely	Minor	Low	Medium	Medium	High
Very Unlikely	Minor	Minor	Low	Medium	High

8.4 PROGRESS REPORT - JARDINE PARK DETENTION BASIN AND BACKFLOW PREVENTION DEVICE

File No: 2479
Attachments: Nil
Authorising Officer: Martin Crow - Manager Engineering Services
Robert Holmes - General Manager Regional Services
Author: Angus Russell - Coordinator Strategic Infrastructure

SUMMARY

An investigation has been completed into placing a stormwater backflow prevention device on the Ramsden Street drainage outlet to the Jardine Park Stormwater detention basin.

OFFICER'S RECOMMENDATION

THAT Council proceed with the installation of a flap valve backflow prevention device on the Ramsden Street outlet to the Jardine Park Detention Basin.

COMMENTARY

Council Officers have completed an investigation into the implications of placing a backflow prevention device on the outlet to the Jardine Park detention basin system.

Initially the proposal put forward by the Parks and Recreation Unit was to place a duckbill valve on the detention basin outlet. Investigations into the use of a duckbill valve revealed that the impact on the piped outlet system caused a greater level of flooding (approximately 200mm) in the detention basin resulting in additional and more regular flooding within properties neighbouring Jardine Park.

A more realistic option in meeting the objectives set by the Parks and Recreation Unit was to investigate a different valve arrangement with a lower head loss. Investigations on backflow prevention devices carried out on behalf of Brisbane City Council found that flap valves can provide higher stormwater flow capacities at lower head loss than duck bills and would be likely to be preferred where maintaining the design performance of the stormwater outfall is paramount or where only a low cost device is likely to be justified.

It would appear from these conclusions that a flap valve would be more suited to be fitted to the outlet pipe on the detention system as there is minimal head loss and therefore design capacity can be maintained. The location of the fitting point for the flap valve in Ramsden Street is easily accessible for maintenance purposes and siltation of the outlet is unlikely.

On this basis, the flood model for the Jardine Park detention basin was run using a flap valve. The minimal head loss through the flap valve arrangement resulted in an increase of approximately 75mm in flood height within the detention basin in a 1% Annual Exceedance Probability (AEP) local rainfall generated flood event. A marginal increase in flood extent would be expected but this is restricted to within properties previously impacted by the same event.

The impact of the loss of flood storage in Jardine Park during a Fitzroy River Flood event is unlikely to cause afflux in other areas subject to flood inundation. Rather than re-run the Fitzroy River flood model, the results of similar investigations with regards to the North Rockhampton flood valves investigations have been relied on to form this opinion.

A review of local topography and confirmation of drainage network has been carried out to ensure as far as practicable that Fitzroy River flood waters will not be redirected on alternative paths to the detention system. Similarly a review of the sewer network system has been carried out to ensure that flood waters will not bypass the backflow prevention device through the existing sewer system or house drains.

BACKGROUND

The Parks and Recreation section were proposing to place a duck bill valve on the 900 dia RCP that discharges at Ramsden Street into the Ski Gardens. From discussions with the former Manager of that section it was understood that they were trying to prevent the backflow from a Fitzroy River flood pushing back up into Jardine Park an inundating those sporting facilities. It was also understood that this would also prevent backflow surging back up through some of the gully pits around the residential streets as well and prevent inundation of some properties.

Engineering Services were requested to investigate possible implications of installing a duckbill device at this location. A stormwater investigation carried out in 1999 indicated that it was the outlet capacity ie the 900 dia RCP that was controlling the flood height in the Jardine Park detention basin and so concerns were raised that water levels in the detention basin and the time for the detention basin to discharge would increase as a result of these works. Investigations have been undertaken but progress has been slow due to competing priorities.

PREVIOUS DECISIONS

The following resolution was adopted by Council on 10th June 2014.

THAT:

- a) the progress report on the Jardine Park Detention Basin Backflow Prevention device be received
- b) the outstanding actions detailed in the report needed to come to a final recommendation be implemented as a high priority
- c) the allocated funding to perform the valve installation works be carried forward in the 2014/15 capital works budget, and
- d) a final report be presented to the August 2014 Performance and Service Committee meeting.

BUDGET IMPLICATIONS

A budget of \$25,000 has been allocated in the 2014/15 capital budget to install a backflow prevention device on the outlet to the Jardine Park detention system.

CORPORATE/OPERATIONAL PLAN

Consult on, advocate, plan, deliver and maintain the range of urban and rural public infrastructure appropriate to the region's needs, both present and future.

CONCLUSION

Flooding of Jardine Park from the Fitzroy River occurs for events greater than 18% AEP or 5 Year ARI. The initial proposal to install a duckbill valve on the outlet to the Jardine Park detention system was not considered viable as it potentially increased flood levels from local stormwater in and around Jardine Park. Further investigations have concluded that a flap valve or a sluice valve at this location will provide the outcome that Council are seeking.

8.5 REQUEST FOR SUPPORT BY RESOURCE INDUSTRY GROUP

File No: 8444
Attachments: 1. Request for support from the Resource Industry Group
Authorising Officer: Ross Cheesman - Acting Chief Executive Officer
Author: Rick Palmer - Manager Economic Development

SUMMARY

This report outlines a request by the Resource Industry Group (RIG) for support from the Rockhampton Regional Council as a foundation member.

OFFICER'S RECOMMENDATION

THAT:

1. Council accept the offer of foundation membership of Resource Industry Group (RIG);
2. Council second Senior Resources Advisor Jane Whyte to work up to two days a week for RIG; and
3. Council contribute \$3000 to RIG as its foundation membership.

COMMENTARY

Attached is a proposal for foundation membership which Council has received from Lisa Lilleboe, Secretary of RIG.

Resource Industry Group

Council has played an important role in stimulating the development of RIG. The Mayor called the initial meeting and charged a group of residents with establishing the group.

RIG's current directors are Richard Chappell (101 Business Group - chair), Lisa Lilleboe (Secretary), Ian Brown (Pit Ponies – Treasurer), Ian Cooper (Jellinbah Mine), Gideon Genade (Flinders Hyder), Frank Humphreys (SMW Group), Simon Lever (Hartecs) and Karla Way-McPhail (Coal Train and Undamine).

Its goals for industry members are to consider new possibilities of cost reduction, productivity increase, technology, innovation and the social licence to operate.

Its mission is to facilitate effective engagement at all levels of the resources supply network. RIG will engage, capture, share and apply professional knowledge and capability for mutual benefit to ensure that, where possible, these benefits from the resources supply network continue to be kept in and flowing to the area.

Milestones

To progress RIG to the point where it becomes self-sufficient and the benefits begin to flow back into the region, it is essential to secure resources to create the launchpad for effective development. This is in terms of achievement of milestones, not necessarily timeframe.

The milestones, which should be achieved in the 2014-15 financial year, include:

- Attraction of appropriate industry and service members to RIG;
 - The creation of a framework for working group operation – and recruitment of appropriate members;
 - Effective engagement with relevant stakeholders i.e. Industry, Associations, Education, Government and Community;
 - Appropriate sponsorship secured;
 - Website / portal establishment and creation of appropriate brand.
-

Request

RIG has asked Council for support in two ways. First, it has requested that Jane Whyte, who has already been working closely with them, be formally seconded to work up to two days a week for the organisation until the milestones are achieved.

Second, RIG has requested that Council contribute \$3000 as a one-off amount to establish the organisation. RIG is making similar requests from other organisations.

BACKGROUND

Council has played an important part in the formation of RIG. The Mayor called the initial meeting and charged a group of residents with the task of developing the organisation.

BUDGET IMPLICATIONS

Council is being asked to make an immediate payment of \$3000 and to second Jane Whyte to work for RIG two days a week until the initial milestones are achieved. This immediate contribution will be funded from the economic development section's operational budget.

Once that happens, which is expected to be in the 2014-15 financial year, RIG will be in a position to start its recurrent annual membership.

The value of Jane Whyte's secondment will be taken into account in determining the financial contribution which RIG will be requested to make.

STAFFING IMPLICATIONS

Jane Whyte has already been working closely with RIG. The secondment will formalise the existing situation.

This secondment will give RIG considerably greater capacity, which would be a serious gap in the organization should the secondment not eventuate.

REQUEST FOR SUPPORT BY RESOURCE INDUSTRY GROUP

Request for support from the Resource Industry Group

Meeting Date: 26 August 2014

Attachment No: 1

Resource Industry Group**Foundation Membership Proposal:****About:**

Resource Industry Group – (R.I.G.) is a not-for-profit organisation established by industry, for industry. Whether serving current and future projects in the Bowen, Galilee or Surat Basins, or exporting our niche capabilities across Australia and internationally RIG was formed in February 2014 to create a strong network where the whole industry comes together to tackle familiar and new challenges in a way that adds tangible value.

Industry members:

Consider new possibilities regarding cost reduction, productivity increase, technology and innovation and social licence to operate challenges. Intelligent engagement with Resource Industry Group members in pursuit of these.

Service members:

Engage with and deeply understand the needs of Proponents & Mining companies, Engineering Procurement Construction Management (EPCM) companies and proactively be positioned to contribute intelligent engagement and effective access to opportunities.

Mission:

To facilitate effective engagement at all levels of the supply network. We will engage, capture, share and apply professional knowledge and capability for mutual benefit to ensure that where possible these benefits continue to be kept in and flowing to the area.

Foundation membership:

In order to progress the organisation to the point where it becomes self-sufficient and the benefits begin to flow back into the region, it is essential to secure resources to create the launchpad for effective development. This is in terms of achievement of milestones, not necessarily timeframe:

Milestones include:

- Attraction of appropriate industry and service members to the Resource Industry Group
- Framework for Working Group operation – and recruitment of appropriate Stakeholders
- Effective engagement with relevant Stakeholders i.e. Industry, Associations, Education, Government and Community
- Appropriate Sponsorship secured
- Website / Portal establishment and creation of appropriate brand

Request:

The Resource Industry Group invites Rockhampton Regional Council to consider contributing in the following ways:

- 1) Allocate resources via Jane Whyte, Senior Resources Advisor, Economic Development – on secondment to the Resource Industry Group for two days per week until such time as key milestones are achieved. Following and subject to approval the Resource Industry Group **is** prepared to enter into a Memorandum of Understanding regarding this secondment. While we understand that there would be overlap in Jane's role we recognise that there is merit in separating her work from that of Council as appropriate.
- 2) Foundation membership of RIG from Council – The investment required for foundation membership is a one off amount of \$3,000. We have kept this as low as possible and will extend the invitation to others including Board Member Companies, Livingstone Shire Council, CQU and QRC. Recognition of Foundation membership will be permanent. The funds from foundation membership will be used to achieve milestones as noted above to progress to self-sustainability.

Future:

RIG will by mid financial year 2014/2015 invite Council to participate / contribute as Sponsor to the Resource Industry Group. We would propose that this be as a Platinum Sponsor – which is expected to be at \$40,000 – however with the contribution of Jane's secondment, this would obviously be at a significantly discounted rate.

Summary:

While we do not expect your support unconditionally, we present this paper to highlight the benefits and likely outcomes of our successful development for your consideration in preparation for our negotiations regarding this sponsorship.

Resource Industry Group formally requests Rockhampton Regional Council to consider and approve the request as detailed.

Submitted by: Richard Chappell, RIG Chairman

Lisa Lilleboe, RIG Secretary

Date: 18 August 2014

Contact Details:

resourceindustrygroup@gmail.com

Mobile: Richard Chappell, 0428 882 010

Lisa Lilleboe, 0438 356 374

Resource Industry Group Foundation Membership Proposal

Page 2

9 STRATEGIC REPORTS

9.1 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 JULY 2014

File No:	8148
Attachments:	1. Income Statement - July 2014 2. Key Indicator Graphs - July 2014
Authorising Officer:	Ross Cheesman - General Manager Corporate Services
Author:	Alicia Cutler - Manager Finance

SUMMARY

The Manager Finance presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 July 2014.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Regional Council Summary Budget Management Report for the Period ended 31 July, 2014 be 'received'.

COMMENTARY

The attached financial report and graphs have been compiled from information within Council's Finance One system. The reports presented are as follows:

1. Income Statement (Actuals and Budget for the period 1st July 2014 to 31 July 2014), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

Council should note in reading this report that normally after the completion of the first month of the financial year, operational results should be approximately 8.3% of budget. However, with the accrual of expenditure transactions to finalise the 2013/14 financial year, expenditure results for July can often lag behind budget. All percentages for operational revenue and operational expenditure are measured against the adopted budget.

The percentages reported for capital revenue and capital expenditure are measured against the Adopted Capital Budget, i.e. excluding any carry-over budgets from 2013/14. The carry over budget review is currently in process and will be finalised for August's Budget Management Report.

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

Total Operating Revenue is reported at 32%. Key components of this result are:

- Net Rates and Utility Charges are at 44% of budget. This positive variance is due to General Rates and Utility Charges for the six months ending 31 December 2014 having been processed in full.
- Private and Recoverable Works are behind budget at 5%. This is mostly due to the normal catch-up period between work completed and the billing cycle.
- Grants, Subsidies and Contributions are behind budget at 5%. The quarterly Financial Assistance Grant payment is due in August.
- Interest Revenue is ahead of budget at 11%. Interest Revenue historically remains ahead of budget for the first six months of the financial year and then moves closer to budget during the second half of the financial year.

Total Operating Expenditure is reported at 11%. Key components of this result are:

- Contractors and Consultants expenditure is ahead of budget at 22%. This is solely due to committed expenditure, as actual expenditure is only 1.6% of budget. The actual result is impacted by the accrual of expenditure to 2013/14.
- Asset Operational Expenditure is ahead of budget at 26%. This is mostly due to Council having already paid annual insurance premiums including, amongst others, Public Liability and Motor Vehicle premiums.
- Administrative Expenses are ahead of budget at 21%. This is mostly due to Council having already paid a number of annual Information Technology software licenses.
- Finance Costs are well behind budget. It is anticipated that Finance Costs will move closer to budget in September, following the first quarterly repayment on Council's loan portfolio held with the Queensland Treasury Corporation.
- Other Expenses are reported as ahead of budget at 22%. This is mostly due to Council having paid annual LGAQ membership as well as the first instalment to Capricorn Tourism and Economic Development.

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

Total Capital Income is at 3% of budget. Receipt of Capital Income is anticipated to increase in coming months with GIA and Southside Pool funding and proceeds from asset sales.

Total Capital Expenditure is at 36% of budget with committals, or approximately 4.7% of budget without committals. The actual result is impacted by the accrual of expenditure to 2013/14.

Total Investments are approximately \$80.9M as at 31 July 2014. Total Investments have decreased from \$95.4M reported in June 2014. Total Investments are anticipated to increase from the second half of August to middle September mostly due to the receipt of General Rates and Utility Charges for the six months ending 31 December 2014.

Total Loans are \$157.9M as at 31 July 2014.

CONCLUSION

At this early stage of the financial year, few financial trends have emerged. Operational Income is reported as well ahead of budget due to the levying of the General Rates and Utility Charges for the six months ending 31 December 2014. A number of annual operational outlays including insurance premiums, memberships and Information Technology software licenses have already been paid.

It is anticipated that Capital Expenditure will continue to gain momentum during August with the ongoing roll out of the capital works program for 2014/15.

SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 JULY 2014

Income Statement - July 2014

Meeting Date: 26 August 2014

Attachment No: 1



Income Statement
For Period 1 July 2014 to 31 July 2014
8.3% of Year Gone

	Adopted Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Adopted Budget
	\$	\$	\$	\$	
OPERATING					01
					01
Revenues					
Net rates and utility charges	(124,312,061)	(54,327,264)	0	(54,327,264)	44% A
Fees and Charges	(28,728,960)	(2,271,152)	909	(2,270,243)	8% A
Private and recoverable works	(7,977,114)	(402,986)	0	(402,986)	5% A
Rent/Lease Revenue	(2,973,053)	(243,323)	0	(243,323)	8% A
Grants Subsidies & Contributions	(14,798,353)	(781,380)	223	(781,157)	5% A
Interest revenue	(2,588,470)	(279,281)	0	(279,281)	11% A
Other Income	(3,960,139)	(273,727)	0	(273,727)	7% A
Total Revenues	(185,338,169)	(58,579,112)	1,132	(58,577,980)	32% A
Expenses					
Employee Costs	70,866,620	5,237,963	235,425	5,473,388	8% A
Contractors & Consultants	15,759,452	257,716	3,150,366	3,408,082	22% A
Materials & Plant	18,730,844	750,019	885,407	1,645,426	9% A
Asset Operational	19,139,029	2,630,578	2,266,778	4,897,356	26% A
Administrative Expenses	10,568,893	998,687	1,249,812	2,248,499	21% A
Depreciation	44,437,368	3,703,114	0	3,703,114	8% A
Finance costs	10,063,252	24,403	0	24,403	0% A
Other Expenses	1,480,408	329,848	0	329,848	22% A
Total Expenses	191,045,863	13,932,127	7,797,789	21,728,916	11% A
Transfer / Overhead Allocation					
Transfer/Overhead Allocation	(10,352,252)	(931,627)	0	(931,627)	9% A
Total Transfer / Overhead Allocation	(10,352,252)	(931,627)	0	(931,627)	9% A
TOTAL OPERATING POSITION (SURPLUS) DEFICIT	(4,644,557)	(45,578,611)	7,798,922	(37,779,690)	813% A
CAPITAL	Adopted Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Adopted Budget
Total Developers Contributions Received	(3,600,000)	(169,288)	0	(169,288)	5%
Total Capital Grants and Subsidies Received	(6,344,000)	(371,000)	0	(371,000)	6%
Total Proceeds from Sale of Assets	(6,575,000)	0	0	0	0%
Total Capital Income	(16,519,000)	(540,288)	0	(540,288)	3%
Total Capital Expenditure	80,462,491	3,755,661	25,154,694	28,910,354	36%
Net Capital Position	63,943,491	3,215,373	25,154,694	28,370,066	44%
TOTAL INVESTMENTS		80,956,290			
TOTAL BORROWINGS		157,903,336			

SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 JULY 2014

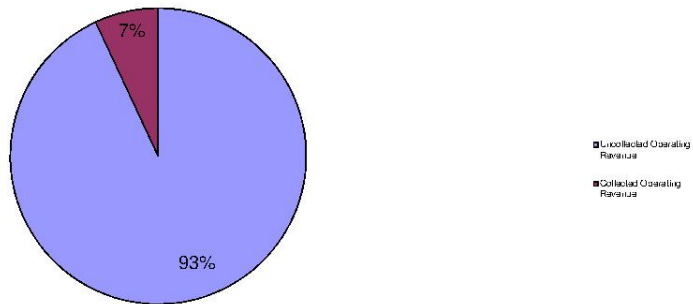
Key Indicator Graphs - July 2014

Meeting Date: 26 August 2014

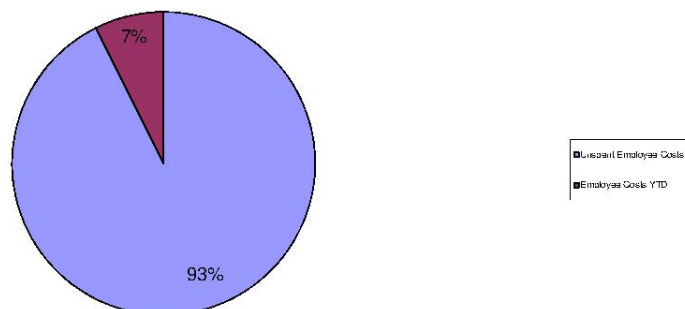
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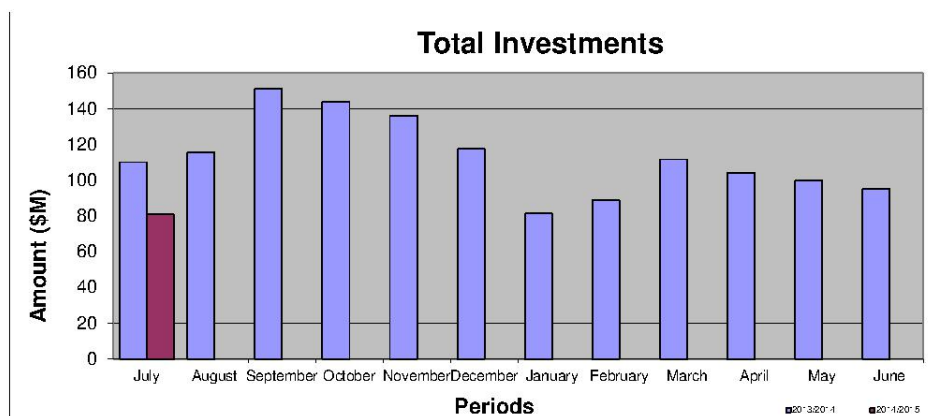
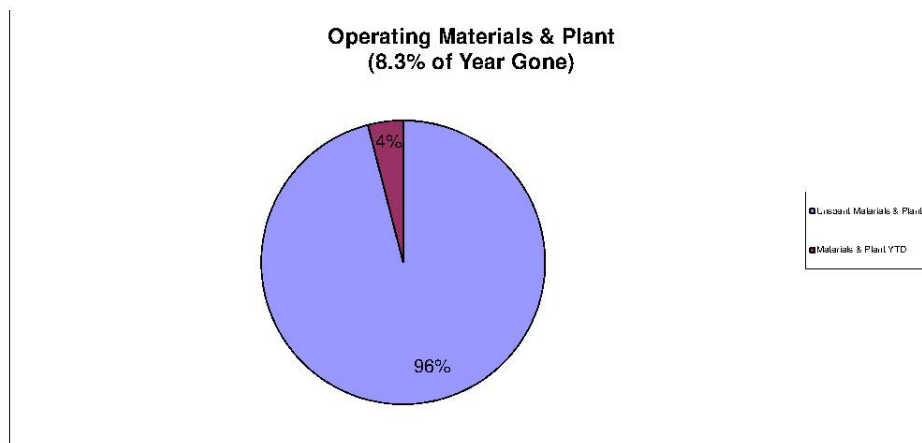
KEY INDICATOR GRAPHS – JULY 2014

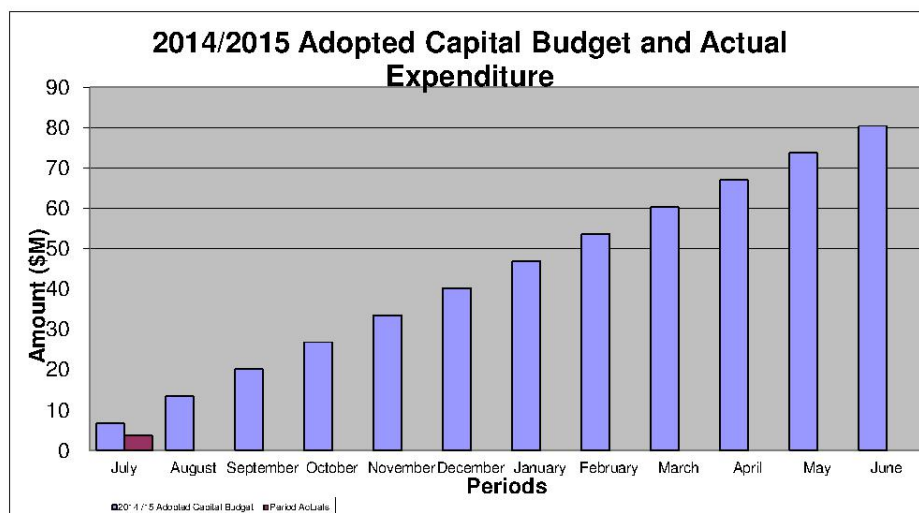
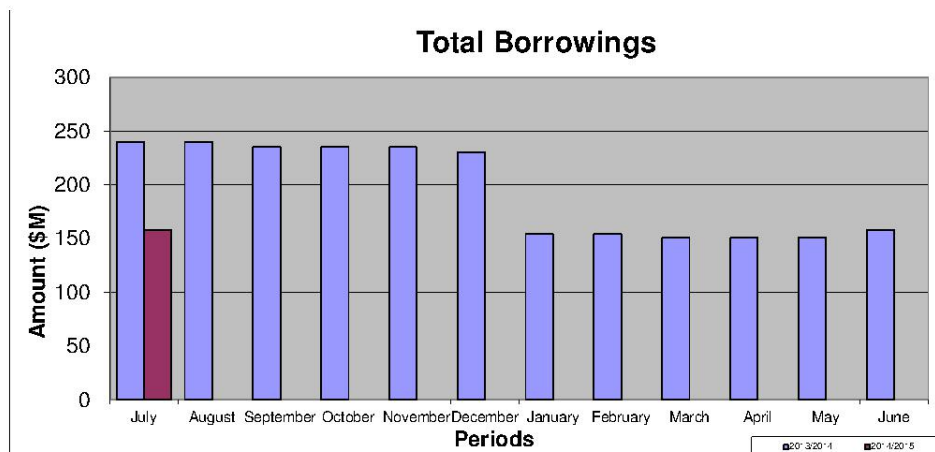
Operating Revenue
(Excluding Net Rates and Utility Charges)
(8.3% of Year Gone)



Operating Employee Costs
(8.3% of Year Gone)







9.2 CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT

File No: 1392

Attachments:

1. Finance Monthly Report - July 2014
2. Workforce & Strategy Monthly Report - July 2014
3. Corporate & Technology Monthly Report - July 2014

Authorising Officer: Ross Cheesman - Acting Chief Executive Officer

Author: Ross Cheesman - Acting Chief Executive Officer

SUMMARY

The monthly operations report for the Corporate Services department as at 31 July 2014 is presented for Councillor's information.

OFFICER'S RECOMMENDATION

THAT the Corporate Services Departmental Monthly Operations Report as at 31 July 2014 be 'received'.

COMMENTARY

The monthly operations reports for each Section of the Corporate Services department are attached for Council's consideration. This is the first of the reports under the new format that correlate to Councils Operational Plan. The performance information contained within the attached reports relates directly to the adopted 2014/15 Operational Plan Key Performance Indicators.

The General Manager's performance summary for each Section is provided below.

Finance

The finance function is presently performing the completion of the annual financial statements. At the same time the data requirements for the Credit Review which will be completed by QTC are due. Over the coming months the results of both will be known.

Workforce & Strategy

The unknowns of "Award Modernisation", while progressing still appears far from conclusion. Rockhampton Regional Council officers continue to represent all councils on the Local Government Association of Queensland working party.

Corporate & Technology

The budget for this section after 1 month is over expended as many annual licence fees and insurance premiums have been paid. The Information Technology departments are rolling out some innovative trials of field applications as well as some enhancements to existing systems.

CONCLUSION

It is recommended that the monthly operations report for the Corporate Services department as at 31 July 2014 be received.

CORPORATE SERVICES DEPARTMENT – MONTHLY OPERATIONAL REPORT

Finance Monthly Report - July 2014

Meeting Date: 26 August 2014

Attachment No: 1

MONTHLY OPERATIONS REPORT
FINANCE SECTION
Period Ended 31 JULY 2014

VARIATIONS, ISSUES AND INNOVATIONS

Innovations

Planning for the Finance One Budget module and the Chart of Accounts review has commenced.

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:

	Incomplete Requests as at Start of Mth		Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Incomplete Requests in Progress		TOTAL UNACTIONED REQUESTS	Completion Standard (days)	Avg Completion Time (days) YTD
	Balance B/F	Completed in Current Mth	Received	Completed		Works Orders Issued	Under Investigation			
Rates Enquiry	2	1	43	40	4	0	0	0	3	1.15

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

Safety Statistics

The safety statistics for the reporting period are:

	FIRST QUARTER		
	July	Aug	Sept
Number of Lost Time Injuries	0		
Number of Days Lost Due to Injury	0		
Total Number of Injuries	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	31/12/14	5	Will continue to review LTFP with the Credit Review during August.
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	30/12/14	10	Ongoing.

Legislative Compliance & Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
Audited Statement Completed by end of October	31/10/14	40	Draft statements will be presented to Audit Committee schedule on the
Annual Budget adopted by 1 August	01/08/14	100	Budget adopted in June
Asset Register must record its non-current physical assets	30/06/15	10	Ongoing

A community Financial report must be prepared for the Annual Report	30/10/14	0	Awaiting finalisation of Financial statements
A Local Government must have a Debt Policy, Investment Policy and a Revenue Policy	01/08/14	100	Included with the Budget Adoption
Monthly Financial report prepared for the monthly meeting of Council	30/07/14	100	June report presented to July P&S

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

No capital projects are relevant to the Finance Section.

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

As at period ended July 2014 – 8.3% of year elapsed.

Project	Revised Budget	Actual (incl. committals)	% budget expended	Explanation
Improve Information for Better Asset Management and Financial Planning	\$95,000	0	0	Majority of work will be from September through to December

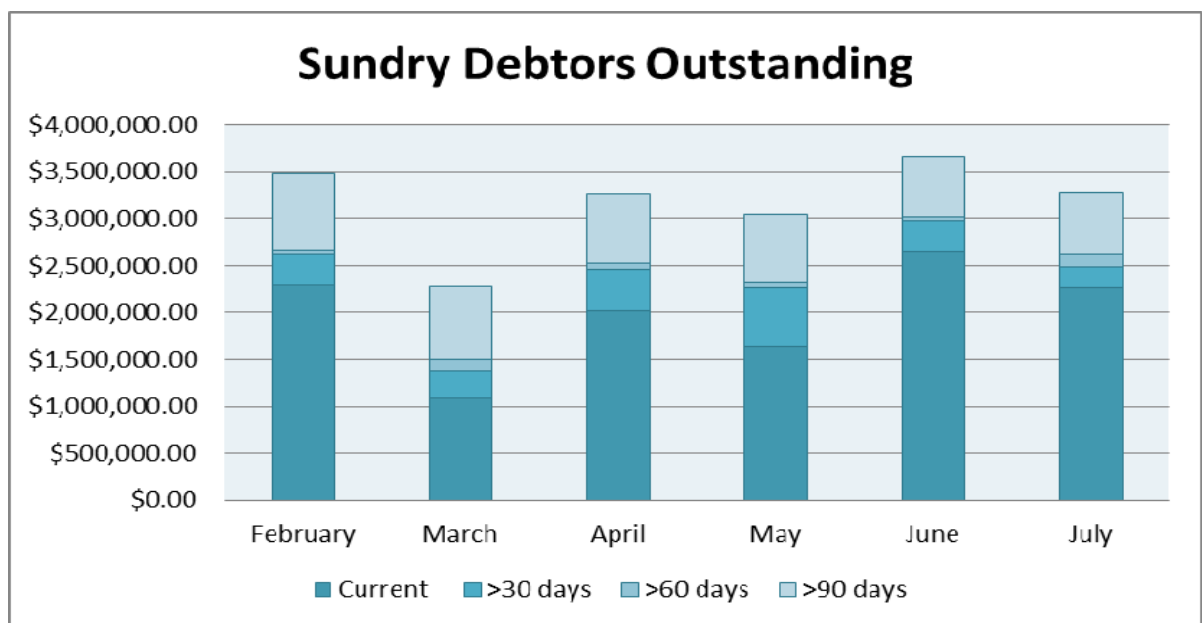
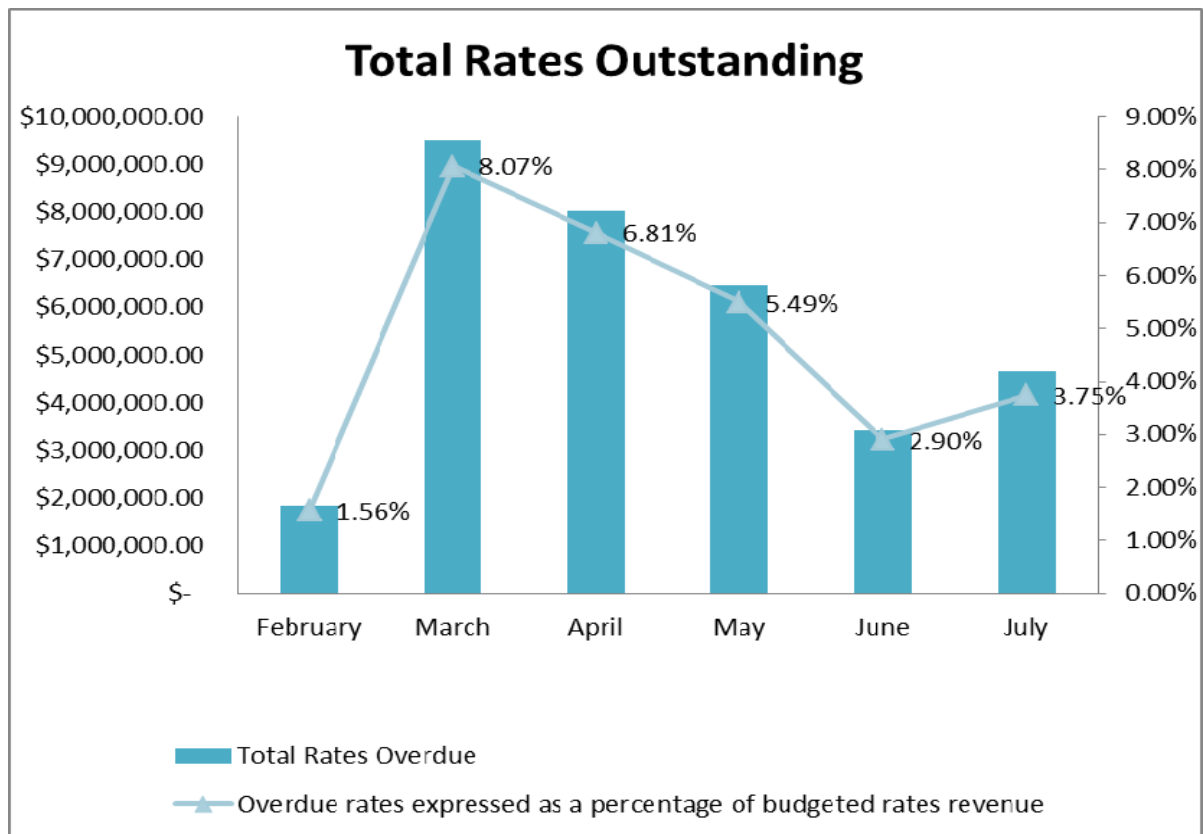
5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS

Service Delivery Standard	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%	3.75% achieved in July

FINANCIAL MATTERS

The accruals of Audit Fees is substantially distorting the overall result, but otherwise tracking as expected.

	Adopted Budget \$	Revised Budget \$	Commit + Actual \$	Variance %	On target 8.3% of Year Gone
FINANCE					
<u>Finance</u>					
Revenues	(95,000)	0	(3,282)	3%	✗
Expenses	766,333	0	42,350	6%	✓
Transfer / Overhead Allocation	0	0	16	0%	✗
Total Unit: Finance	671,333	0	39,084	6%	✓
<u>Accounting Services</u>					
Revenues	0	0	(269)	0%	✓
Expenses	1,152,937	0	77,425	7%	✓
Transfer / Overhead Allocation	12,750	0	587	5%	✓
Total Unit: Accounting Services	1,165,687	0	77,743	7%	✓
<u>Revenue & Treasury</u>					
Revenues	(357,060)	0	(923)	0%	✗
Expenses	1,712,304	0	(112,415)	-7%	✓
Total Unit: Revenue & Treasury	1,355,244	0	(113,338)	-8%	✓
<u>Financial Systems & Projects</u>					
Expenses	405,052	0	30,040	7%	✓
Total Unit: Financial Systems & Projects	405,052	0	30,040	7%	✓
<u>Asset Management</u>					
Revenues	(3,600)	0	(269)	7%	✗
Expenses	1,862,503	0	98,359	5%	✓
Transfer / Overhead Allocation	30,000	0	2,459	8%	✓
Total Unit: Asset Management	1,888,903	0	100,549	5%	✓
Total Section: FINANCE	5,486,220	0	134,077	2%	✓
Grand Total:	5,486,220	0	134,077	2%	✓



CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT

Workforce & Strategy Monthly Report - July 2014

Meeting Date: 26 August 2014

Attachment No: 2

MONTHLY OPERATIONS REPORT
WORKFORCE AND STRATEGY SECTION
Period Ended 31 July 2014

VARIATIONS, ISSUES AND INNOVATIONS

Innovations

The first run through of the new and improved Employee Induction Program was delivered during this period. This program now presents a professional image of Council to new employees.

Improvements / Deterioration in Levels of Services or Cost Drivers

Random testing for drugs and alcohol were undertaken at the Performance and Service Committee meeting on Tuesday 28 July 2014. All Councillors and Officers present at the meeting were tested with the provider undertaking a total of 20 tests.

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:

	Incomplete Requests as at Start of Mth		Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (Days)	Avg Completion Time (days) Current Month	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
	Balance B/F	Completed in Current Mth	Received	Completed							
W&S Complaints Managements Process (NOT CSO USE)	1	1	2	0	2	0	30	0.00	8.20	6.30	5.98

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

Safety Statistics

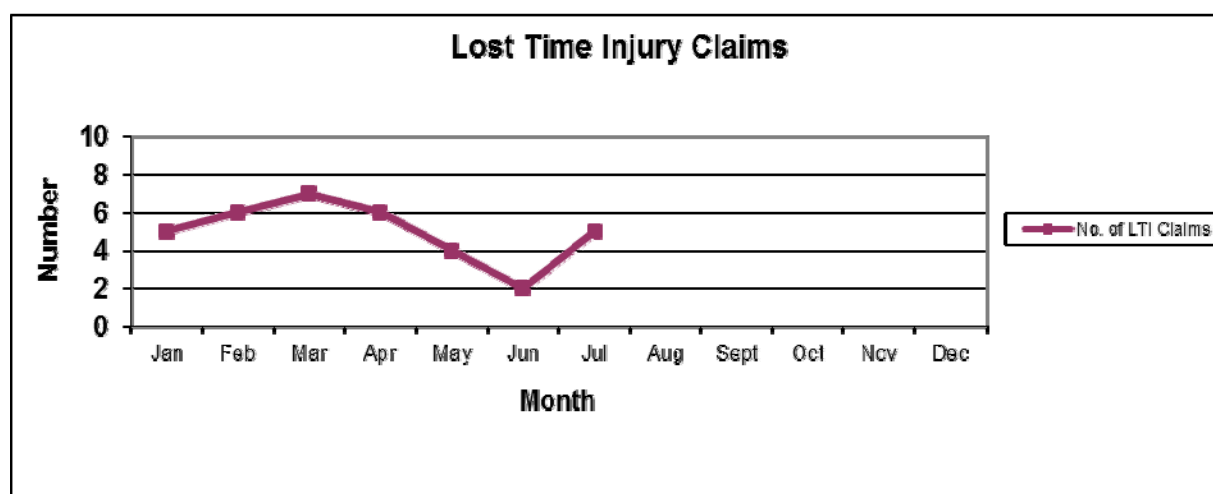
The safety statistics for Workforce & Strategy in the reporting period are:

	July	August	September
Number of Lost Time Injuries	0		
Number of Days Lost Due to Injury	0		
Total Number of Incidents Reported	0		
Total number of Incomplete Hazard Inspections	0		

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

	July	August	September
Number of Lost Time Injuries	5		
Number of Days Lost Due to Injury	55		
Total Number of Incidents Reported	23		
Total number of Incomplete Hazard Inspections	26 (5 -July)		

The graph below displays the number of lost time injuries (LTI) claims lodged across Council. There was a total of five lost time injury claims lodged for July 2014.



Risk Management Summary

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

Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Comp	Comments
A legislatively compliant Safeplan is not implemented effectively for the whole of council, its workers and contractors, to achieve a 70% compliance level with annual Workplace Health & Safety audits and no reduction in worker injuries, possible legislative breaches and legal action, reputational damage, reduced service levels and increased costs and non-compliance with key Council objectives.	Low	<p>Ongoing annual audits will be conducted.</p> <p>Continuing to rectify the actions from the 2011 Workplace Health & Safety System Audit.</p> <p>Third Party Workplace Health & Safety system audit due in October 2014.</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>	October 2014	80%	Audit will be conducted in November 2014
Council's safety management system is not adequately reviewed and monitored on a consistent / ongoing basis to meet legislative requirements and no reduction in worker injuries, legislative breaches or legal action, reputational damage, reduced service levels and increased costs and non-compliance with key council objectives.	Low	<p>Continuance of Departmental MAPs.</p> <p>Implementation the Leadership Training Program</p> <p>Annual review of the Workplace Health & Safety Management System is to be conducted by WHS Audit in October 2014.</p>	October 2014	80%	<p>MAPS continue to be submitted</p> <p>Leadership training program ongoing</p> <p>Audit will be conducted in November 2014</p>

Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Comp	Comments
Safety Management System not continuously improved according to audit findings, legislative requirements and legal advice received resulting in an increase in: incidents, possibility serious or fatal; insurance premiums and common law claims as well as a potential breach of Policy / Procedures and possible prosecution of council or individuals.	Low	Implementation of findings from internal audits. Continue to communicate updates to Management and Supervisors. Update progress via monthly departmental reports.	October 2014	80%	Audit Rectification Action Plan continues to be actioned. Monthly reports are provided
Council's rehabilitation & injury management procedures cannot achieve lost time injury rate reductions, increasing injury claims & insurance premiums.	Low	Leadership Training Package to be implemented. Continue to review and assess on a case by case basis to achieve improved injury management techniques.	Ongoing	-	35 supervisory staff have completed training. Round 3 has commenced.
Compliance training not available to employees meaning the day to day operations are not achievable, resulting in non-compliance which does not meet operational needs creating skill gaps in the workforce, legislative breaches, legal action against employees and council and a risk of serious injury to employees and the public.	Moderate	Ongoing reporting and monitoring	Ongoing	-	Program in place and non-compliance reported to General Managers each month.
Supervisory and managerial staff not having the skills and knowledge of Council's HR Policy and Procedures resulting in litigation, industrial	Moderate	Finalise PEP Project. (1) Policy Enhancement Project currently underway to	30 June	100%	Project completed in early 2014.

Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Comp	Comments
disputes, poor recruitment practices and outcomes, legislative breaches, inappropriate managerial action.		<p>ensure policy coverage while adopting contemporary best practice.</p> <p>Implement Leadership Program to commence in March 2014.</p> <p>Ongoing HR support at toolbox meetings.</p> <p>Continued involvement with LGAQ and membership of legislative subscription.</p>			<p>35 supervisory staff have completed training. Round 3 has commenced.</p> <p>Toolbox meetings attended by Human Resource Advisors.</p> <p>Changes reviewed, communicated and implemented as appropriate.</p>
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	<p>Seek approval of BCP</p> <p>Multiskilling of Administration and HR staff</p>	Ongoing	80%	<p>General Manager advised NFA</p> <p>Informal multiskilling program in place.</p>
Failure to implement outcome of Payroll Audit (June 2013) resulting in non-compliance with audit recommendations	Low	Work with IT to develop program to complete audit recommendations and implement improvements	30 June	10%	Working group established and driving implementation program

Legislative Compliance & Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
Prepare and adopt annual operational plan	27 June 2014	100%	Plan adopted at Special Council meeting 27 June 2014 and has been uploaded on Council's internal and external websites.
Quarterly written assessment of progress towards implanting the current annual operational plan	29 July 2014	100%	2013/14 Q4 review results presented to Performance and Services Committee 29 July 2014.
Report on the results of the annual implementation of the annual operational plan	26 August 2014	100%	The results are included with the Q4 review results in a single report to Performance and Services Committee 29 July 2014.
Update of Workplace Health & Safety documents to meet the new legislative requirements	30 June 2014	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	November 2014	0%	LGW have been booked to conduct the audit in November 2014
WHS Infringement Notices issued to Council are remedied within required timeframes	As per notice	100%	No current notices to report

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

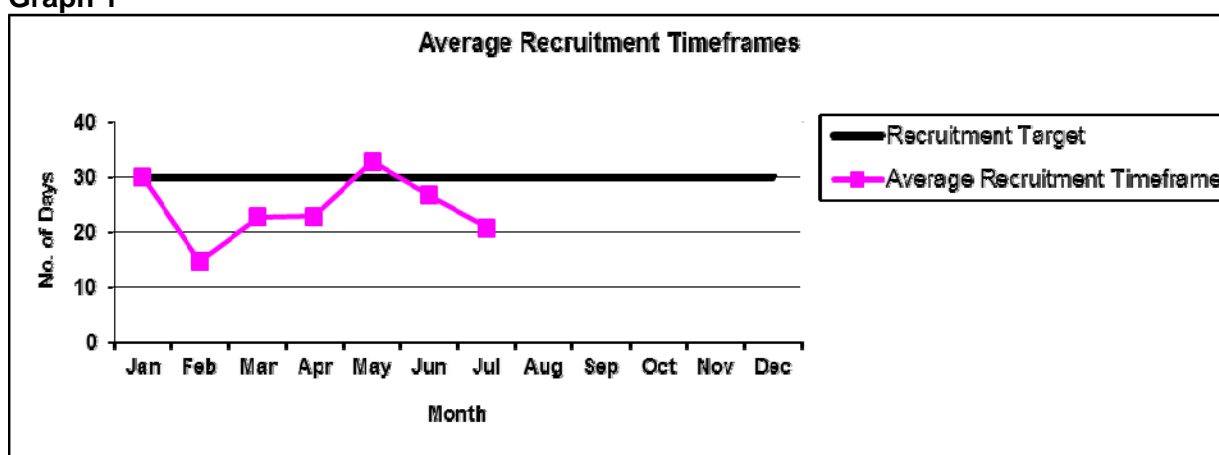
As at period ended July 2014 – 8.3% of year elapsed.

Project	Explanation
Award Modernisation	The Preliminary Exposure Draft for Local Government was released on 24 July 2014. This document however does not contain details of the proposed classification and wages structure. The Queensland Industrial Relations Commission released a document in mid-July proposing a single classification structure for Local Government containing 25 levels. A working party was established by LGAQ to analyse the proposed classification structure, which had representation of 4 Council's in Queensland including Rockhampton. A submission in response to the Exposure Draft and the Classification structure is currently being prepared by LGAQ for consideration of the Commission.
Aurion Review	The Aurion review has progressed well over the past 6 months with over 50% of all outstanding items completed. Arrangements have been made in early August for an Aurion consultant to attend Rockhampton to support and assist in completion of the project.
Service Level Review	This project is in very early stages with the scope of the review still being determined. Updates will be provided in due course.
WHS Management System	Assessments of available systems have been undertaken and quotes received from providers. Recommendations will be considered in early August.
Infringement Notice Policy	Policy has been finalised and will be presented to Performance & Service Committee 26 August 14. Subordinate documents to this policy will be the Infringement Notice Administration Procedure, and an Enforcement Strategy. Both of these documents are yet to be finalised.

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

Service Delivery Standard	Target	Current Month's Performance
Recruitment positions finalised within 30 working days (refer Graph 1 below)	100%	80%
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%	99.72%
Hazard Inspections completed as per the adopted Matrix	100%	100%

Graph 1



Establishment

Establishment	1 Jan 14	June 14	July 14
	FTE Positions	FTE Positions	FTE Positions
Workforce & Strategy	30.05	30.27	30.27
Council	838.9	834.69	831.69

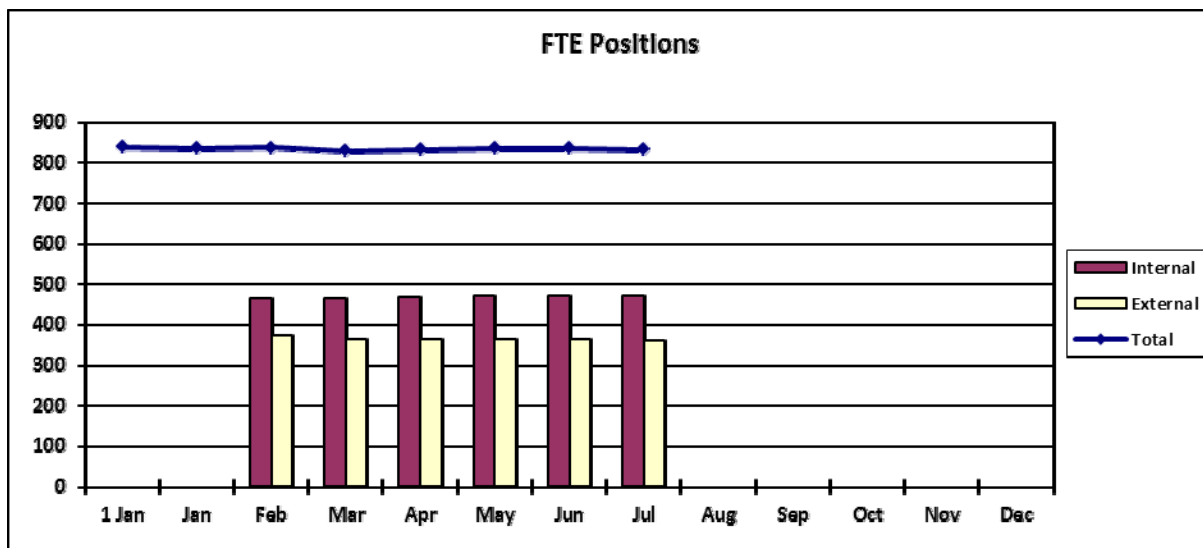
FTE Positions is the total full time equivalent positions approved and recorded in Aurion excluding casual positions and including approved vacancies.

Changes to Establishment

1. Gardener/Grave Operative – Cemeteries. Temporary position abolished.
2. Gardener – Parks. Temporary position abolished.
3. Zoo Keeper – Parks. Temporary position abolished.
4. Property Administration Support Officer – Property and Insurance. Temporary position abolished.
5. Service Delivery & Asset Engineer – Regional Services. Position created.

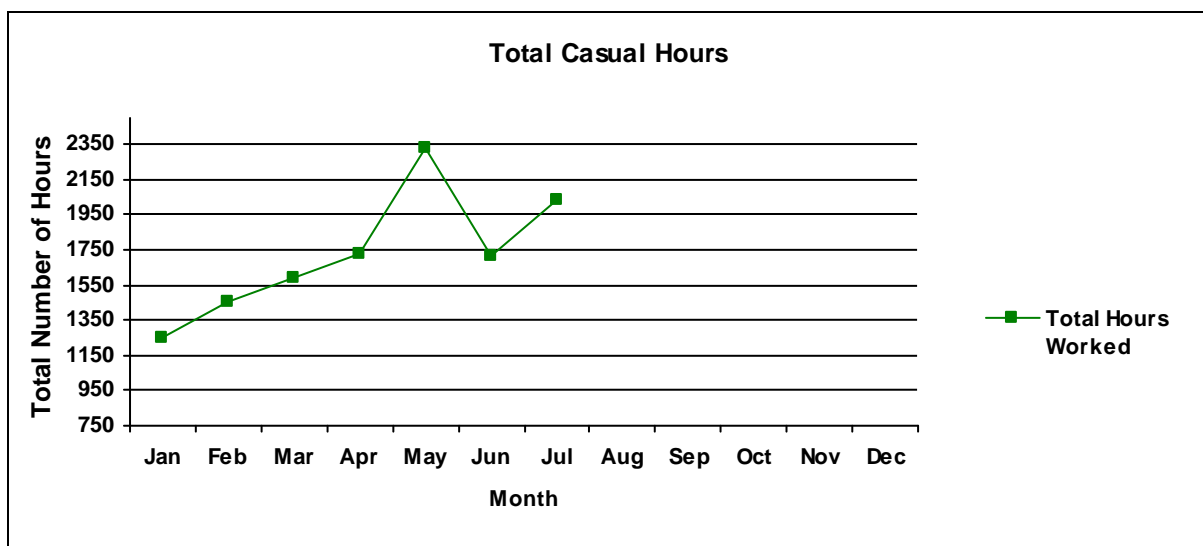
FTE Positions (excluding Casuals & including Vacant Positions)

The following graph shows approved full time equivalent positions. These figures include vacant positions but exclude casuals. The percentage split is 57% internal and 43% external.

**Casual Hours – July 2014**

There are currently a total of 59 casuals actively employed by Council of which 45 were engaged during the reporting period. The engaged casual employees collectively have worked the total number of 2039.33 hours.

Hours previously reported prior to July 2014 only included ordinary hours worked by casuals and excluded overtime hours worked by casuals. Analysis has been undertaken on the data and all statistics now accurately reflect the total number of hours worked by casual staff in the reporting period.



6. FINANCIAL MATTERS

Financial performance as expected for reporting period.

WORKFORCE & STRATEGY	Adopted Budget	Revised Budget	Commit + Actual	Variance	On target
	\$	\$	\$	%	8.3% of Year Gone
<u>Workforce & Strategy</u>					
Expenses	328,610	0	34,312	10%	✗
Total Unit: Workforce & Strategy	328,610	0	34,312	10%	✗
<u>Corporate Improvement & Strategy</u>					
Revenues	(3,500)	0	(269)	8%	✗
Expenses	477,643	0	39,475	8%	✓
Transfer / Overhead Allocation	13,500	0	740	5%	✓
Total Unit: Corporate Improvement & Strategy	487,643	0	39,946	8%	✓
<u>Human Resources</u>					
Expenses	1,712,914	0	98,583	6%	✓
Transfer / Overhead Allocation	8,700	0	494	6%	✓
Total Unit: Human Resources	1,721,614	0	99,077	6%	✓
<u>Safety & Training</u>					
Revenues	(37,000)	0	(5,923)	16%	✓
Expenses	1,221,316	0	177,809	15%	✗
Transfer / Overhead Allocation	65,000	0	2,470	4%	✓
Total Unit: Safety & Training	1,249,316	0	174,356	14%	✗
Total Section: WORKFORCE & STRATEGY	3,787,183	0	347,691	9%	✗
Grand Total:	3,787,183	0	347,691	9%	✗

CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT

Corporate & Technology Monthly Report - July 2014

Meeting Date: 26 August 2014

Attachment No: 3

MONTHLY OPERATIONS REPORT
CORPORATE & TECHNOLOGY SECTION
Period Ended JULY 2014

SECTION UPDATE

RTI / IP Application Status:

One new application was received under the Right to Information Act was received for July, five others were completed, leaving one outstanding application. All applications were completed within legislated timeframes. No documents were released administratively this month and one external review was received. All current applications are progressing in accordance with legislative timeframes. Council also received one section 37 consultation from the Department of Natural Resources and Mines.

Status of major land sales:

- Victoria Parade properties - Development application submitted on schedule as per contract conditions. Scheduled settlement February 2015.
- 601 - 607 Yaamba Road (Music Bowl) - Development application submission deadline extended to 25 August 2014. Scheduled settlement July 2015.

LINKAGES TO OPERATIONAL PLAN

1. **COMPLIANCE WITH CUSTOMER SERVICE REQUESTS**

The response times for completing the predominant customer requests in the reporting period for July 2014 are as below:

	Balance B/F	Completed in Current Mth	Current Month NEW Request		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Accounts Payable Enquiry	0	0	0	0	0	0	2	● 0.00	● 1.80	● 1.27	0.64
Bookings Enquiry	1	1	5	5	0	0	3	● 3.40	● 2.71	● 2.41	1.72
Insurance: Mower / Slasher / Whipper / Snipper	6	4	2	1	3	0	90	● 0.00	● 23.71	● 25.03	20.71
Insurance: Personal Accident / Injury	48	22	6	0	32	6	120	● 0.00	● 0.00	● 0.13	98.38
Insurance: Public Liability / Property Damage Public Property	18	13	2	1	6	1	90	● 1.00	● 14.83	● 10.90	16.06
Leased Premises - General Enquiry	3	2	2	1	2	1	5	● 5.00	● 6.92	● 12.27	3.32
Rates Searches	11	9	160	151	11	0	3	● 1.58	● 1.44	● 1.56	1.39

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

Safety Statistics

The safety statistics for the reporting period are:

	FIRST QUARTER		
	July	Aug	Sep
Number of Lost Time Injuries	0	-	-
Number of Days Lost Due to Injury	0	-	-
Total Number of Incidents Reported	1	-	-
Number of Incomplete Hazard Inspections	0	-	-

Risk Management Summary

Section Risk Register (excludes risks accepted/ALARP)

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%	Currently on hold due to higher project priorities.
Failure to have an efficient and effective Enterprise Risk Management system integrated and embedded through the whole of Council resulting in ineffective decision making having strategic, financial, legal, compliance, safety and service delivery impacts.	High	Implement the Enterprise Risk Management Framework to cater for a consistent approach to risk management throughout the organisation.	June 14	80%	Some delays in the reviewing and finalising of the Section Registers will result in a blow-out of the implementation date.
Operational degradation or failure of Council's Two-way radio communications system resulting in failed regional communications for daily operations and emergency disaster management.	High	Commence planning and implement a replacement RRC regional two-way radio communications system. Two stage plan-1. Replace the Rockhampton City Two-way system. 2. Integrated regional solution taking in the Gracemere infrastructure.	TBD	5%	Currently assessing available solutions leading to system design.

Legislative Compliance & Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
A local government must review its procurement policy annually.	30/06/15	0%	To be completed annually in June.

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

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
CAPITAL WORKS PROGRAM					
FLEET (CP440)					
Fleet Asset Renewal Program	1/07/2014	30/06/2015	Ongoing	\$4M	\$1,400,491
Comment: YTD represents 35% of budget and is made up of committals only. Currently in various stages of procurement for the renewal of fleet assets.					
INFORMATION TECHNOLOGY (CP230)					
IT Asset Renewal & Upgrade Program	1/07/2014	30/06/2015	Ongoing	\$1.3M	\$221,555
Comment: YTD represents 19% of budget and includes committals.					
BUSINESS SUPPORT & DEVELOPMENT (CP630)					
Property Sales	1/07/2014	30/06/2015	Ongoing	-\$5,048,264	\$10,018
Comment: YTD committals and expenses for legal fees related to land sale and lease contracts. First property settlement scheduled for August 2014.					

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

As at period ended July - 8% of year elapsed.

Project	2014/15 Budget	Actual (incl. committals)	% budget expended	Explanation
Customer Service After Hours Operation	\$65,000	\$4,240	7%	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	30%	4 of 14 recommendations implemented, with 5 partially completed and 5 remaining underway..
Review of Councils Contract Manual (Supply Chain Website).	June 2014	June 2015	10%	Post de-amalgamation review and update.
Information and Communication Technology Strategic Plan 2015-20 development.	July 2014	Dec 2014	10%	ICT Plan to include IT Mobility, eServices and Corporate System Consolidation.

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

Service Delivery Standard	Target	Current Performance
IT support services provided within service levels outlined in the IT Service Catalogue.	95%	93%
Ensure availability of system up-time during core business hours (excluding planned outages).	99%	100%
Maintain the ratio of customer queries satisfied by Customer Service Officers, without referral to departments.	80%	85%
Customer Service Call Centre answering 75% of incoming calls within 45 seconds.	75%	65%
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%	90%
Ensure staff purchasing activity is compliant with legislation and policy.	100%	100%
Ensure top 100 suppliers by dollar value under formal	90%	97%

Service Delivery Standard	Target	Current Performance
purchasing agreements (contracts).		
Maximise Council property occupancy rates.	98%	100%
Ensure tenanted properties in any month, have current lease agreements and public liability insurance.	80%	90%
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)	-\$8,823,500
Year to Date (Surplus)	-\$1,114,356

Procurement & Logistics

Contracts Awarded July 14: Qty 13

11060 - Lease of Coffee Shop at Rockhampton Library - The Two Professors
11067 - Hire of Stabilisers - Register of Suppliers - Schedule of Rates
11101 - RPQS Supply and Installation of Flooring – Register of Suppliers – Schedule of Rates
11171 - Automotive Trade Services – Register of Suppliers – Schedule of Rates
11210 - House Drain Connection Relining Works - Orion Group Australia Pty Ltd - Schedule of Rates
11212 - Supply & Delivery of Two Activated Sludge Recycle Pumps - NQ Water Services Pty Ltd - \$146,331
11217 - GRC / RRC Joint Refuse Disposal Feasibility Project - Sustainability Queensland Pty Ltd - \$70,000
11221 - Concept Design for the Architectural Lighting of Rockhampton Bridge/s - Citelum Australia Pty Ltd - \$14,950
11259 - Refurbishment of the James Lawrence Pavilion at the Rockhampton Showgrounds - JP & DA Jenkins Pty Ltd - \$33,811
11234 - Internal Painting of Rockhampton City Hall - Swadling Painting Contractors - \$81,703.25
11238 - Refurbishment of City Hall Toilets - Aizer Building Solutions Pty Ltd - \$46,092.90
11255 - Replacement of Box Gutters at Bauhinia House - Neil Jones Pty Ltd - \$39,045.50
11256 - Replacement of Box Gutters to Dooley St Admin Building - Neil Jones Pty Ltd - \$22,628

Customer Requests Completed Monthly & Top 5 Customer Requests												
	January	February	March	April	May	June	July	August	September	October	November	December
Requests Logged	5133	6054	5898	3678	3540	3028	3733					
Same month Completed	4372	4994	5092	2751	2792	2450	3077					
% completed same month	85%	82%	86%	75%	79%	80%	82%					
Completed Total for Month	5077	5590	6060	3486	3858	3037	3925					
Total Pending	2218	2205	1999	2464	2073	2027	1627					
Top 5 Requests for Month	W/Leak D/Plan MISJJR W/Animal Bin RRC	O/Grown D/Plan Potholes W/Leak CDec	D/Planner T/Trim W/Leak W/Animal CDec	Mossles W/Animal Rates Inf Enq Cdec	D/Planner W/Leak T/Trim COA Bin RRC	D/Planner W/Animal W/Leak Meter Mtce Facilities Mgt	Inf Enq W/Animal D/Plan Cdec W/Leak					

Total uncompleted customer requests up to 3 months old:	1123	Conquest Work Order & Investigation Long Term up to 3 months	320
Total uncompleted customer requests between 3 to 6 months old:	219	Conquest Work Order & Investigation Long Term between 3 to 6 months old:	147
Total uncompleted customer requests greater than 6 months old:	285	Conquest Work Order & Investigation Long Term greater than 6 months old:	164

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:	Facilities Management	Inf Enq - Infringement Enquiry - Local Laws	W/Animal - Wandering Animal
	D/Plan - Duty Planner	T/Trim - Tree Trim	W/Leak - Water Leak
	Bin RRC - Replace Bin RRC	Rates - Rates Enquiries	CDec - Commissioner of Declarations

FINANCIAL MATTERS

Operational Budget Status for month ending July 14

	Adopted Budget	EOM Commitments	YTD Actual	Commit + Actual	Var	On target 8.3% of Year Gone
	\$	\$	\$	\$	%	
CORPORATE SERVICES						
CORPORATE AND TECHNOLOGY						
<u>IT Services</u>						
Revenues	(100,658)	0	(3,177)	(3,177)	3%	✗
Expenses	5,124,996	269,316	914,000	1,183,316	23%	✗
Transfer / Overhead Allocation	21,525	0	2,560	2,560	12%	✗
Total Unit: IT Services	5,045,863	269,316	913,383	1,182,699	23%	✗
<u>Coordinator - Technology Infra</u>						
Expenses	195,261	0	0	0	0%	✓
Total Unit: Coordinator - Technology Infra	195,261	0	0	0	0%	✓
<u>Records Management</u>						
Revenues	(12,000)	0	(1,208)	(1,208)	10%	✓
Expenses	720,387	31,291	57,659	88,951	12%	✗
Transfer / Overhead Allocation	0	0	16	16	0%	✗
Total Unit: Records Management	708,387	31,291	56,467	87,759	12%	✗
<u>Property & Insurance</u>						
Revenues	(599,041)	0	(52,960)	(52,960)	9%	✓
Expenses	2,609,865	41,833	1,653,535	1,695,368	65%	✗
Transfer / Overhead Allocation	9,738	0	669	669	7%	✓
Total Unit: Property & Insurance	2,020,562	41,833	1,601,244	1,643,077	81%	✗
<u>Fleet Services</u>						
Revenues	(252,000)	455	(2,160)	(1,706)	1%	✗
Expenses	13,396,080	1,451,355	1,645,610	3,096,964	23%	✗
Transfer / Overhead Allocation	(16,562,000)	0	(1,819,790)	(1,819,790)	11%	✓
Total Unit: Fleet Services	(3,417,920)	1,451,809	(176,341)	1,275,469	-37%	✗
<u>Corporate & Technology</u>						
Expenses	665,201	21,539	39,769	61,309	9%	✗
Transfer / Overhead Allocation	0	0	750	750	0%	✗
Total Unit: Corporate & Technology	665,201	21,539	40,519	62,059	9%	✗
<u>Procurement & Logistics</u>						
Revenues	(850)	455	0	455	-53%	✗
Expenses	1,429,848	883	111,083	111,966	8%	✓
Transfer / Overhead Allocation	35,086	0	2,457	2,457	7%	✓
Total Unit: Procurement & Logistics	1,464,084	1,338	113,540	114,878	8%	✓
<u>Customer Service</u>						
Revenues	(262,000)	0	(17,388)	(17,388)	7%	✗
Expenses	1,719,530	4,863	120,614	125,477	7%	✓
Transfer / Overhead Allocation	0	0	56	56	0%	✗
Total Unit: Customer Service	1,457,530	4,863	103,281	108,145	7%	✓
Total Section: CORPORATE AND TECHNOLOGY	8,138,968	1,821,990	2,652,094	4,474,084	55%	✗

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 Sale of Properties for Overdue Rates - 2014

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage .

13.2 Legal Matters as at 31 July 2014

This report is considered confidential in accordance with section 275(1)(f), of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving the local government.

13.3 Monthly Report to Council from Chief Executive Officer - Period ending 18 August 2014

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage .

13 CONFIDENTIAL REPORTS

13.1 SALE OF PROPERTIES FOR OVERDUE RATES - 2014

File No: 521

Attachments: Nil

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

Council has the authority under the provisions of the Local Government Regulation 2012 to recover outstanding rates and charges through a land sale process where the amounts have been overdue for three or more years. A further property meeting the criteria has been identified in addition to those already approved at the Council Meeting on the 12 August 2014.

13.2 LEGAL MATTERS AS AT 31 JULY 2014

File No: 1392
Attachments: 1. Legal Matters - July 2014
Authorising Officer: Tracy Sweeney - Manager Workforce and Strategy
Ross Cheesman - General Manager Corporate Services
Author: Kerrie Barrett - Coordinator Corporate Improvement & Strategy

This report is considered confidential in accordance with section 275(1)(f), of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving the local government.

SUMMARY

Coordinator Corporate Improvement & Strategy presenting an update of current legal matters that Council is involved in as at 31 July 2014.

**13.3 MONTHLY REPORT TO COUNCIL FROM CHIEF EXECUTIVE OFFICER - PERIOD
ENDING 18 AUGUST 2014****File No:** 1830**Attachments:** 1. Monthly Report for July 2014**Authorising Officer:** Ross Cheesman - Acting 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 to Council for the period ending 18 August 2014.

14 CLOSURE OF MEETING