



SCENIC RIM REGIONAL COUNCIL

Corporate & Community Services Committee

Agenda

Meeting to be held in the Council Chambers

82 Brisbane Street

Beaudesert

Tuesday, 18 August 2015

Commencing at the conclusion of the
Finance Committee Meeting

SCENIC RIM REGIONAL COUNCIL
CORPORATE & COMMUNITY SERVICES COMMITTEE
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CORPORATE & COMMUNITY SERVICES COMMITTEE

AGENDA

ATTENDANCE

Cr N J Waistell, Chairperson
Cr J C Brent, Mayor
Cr N O'Carroll
Cr V A West, Deputy Mayor
Cr J J Sanders
Cr R J Stanfield
Cr D A McInnes

APOLOGIES

DECLARATIONS OF INTEREST BY MEMBERS

Reception of Deputations by Appointment / Visitors

Nil

Please note: Agenda Items where Subject Headings are followed by [CLOSED] are to be discussed in closed session in accordance with Section 275(1) of the Local Government Regulation 2012.

Section 275(1) A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss-

- (a) the appointment, dismissal or discipline of employees; or
- (b) industrial matters, affecting employees; or
- (c) the local government's budget; or
- (d) rating concessions; or
- (e) contracts proposed to be made by it; or
- (f) starting or defending legal proceedings involving it; or
- (g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
- (h) other business for which public discussion would be likely to prejudice the interests of local government or someone else, or enable a person to gain financial advantage.

1. EXECUTIVE

1.1 Appointment of Special Holiday in 2016

Executive Officer: Chief Executive Officer

Item Author: Executive Personal Assistant - Office of the Mayor and Chief Executive Officer

File Reference: 20/02/001

Executive Summary

The Treasurer, Minister for Employment and Industrial Relations and Minister for Aboriginal and Torres Strait Islander Partnerships has written to Council inviting consideration of whether a request is to be made for a special holiday in the Scenic Rim region in 2016.

Previous Council Considerations / Resolutions

At the Ordinary Meeting held on 29 July 2014, Council adopted the Chief Executive Officer's recommendation that "*Council nominate the Monday of the Brisbane Royal Show, 10 August 2015, as a special holiday for the Scenic Rim region*".

REPORT

As Minister responsible for the administration of the *Holidays Act 1983*, the Treasurer, Minister for Employment and Industrial Relations and Minister for Aboriginal and Torres Strait Islander Partnerships is empowered to appoint, upon request by the Chief Executive Officer of the local government for the district concerned, a special holiday within a district, whether it be a day, or the forenoon or afternoon of a day.

Holidays of this nature are usually appointed in respect of an annual agricultural, horticultural or industrial show or other event which would be of significance to a particular district.

Requests for the appointment of a special holiday for 2016 must be submitted no later than 4 September 2015. Notification of the appointment of the holiday will be published in the Queensland Government Gazette and a copy of the gazettal notice will be forwarded to Council.

Strategic Implications

Community Plan

Not Applicable.

Corporate Plan / Operational Plan

Not Applicable.

Budget Implications

Not Applicable.

Legal / Statutory Implications

Not Applicable.

Risks

Strategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

CF6 Failure to comply with statutory obligations and responsibilities

Risk Assessment

Category	Consequence	Likelihood	Inherent Risk Rating	Treatment of risks	Residual Risk Rating
Legal Compliance and Liability Adverse political impact on Council due to inattention to statutory obligations and responsibilities	Moderate	Likely	High	Monitor legislation changes through subscription; Participation in Regional Forums; reports of compliance within legislative time frames; Familiarity with legislative timeframes	Medium

Conclusion

It is recommended that Council nominate the Monday of the Brisbane Royal Show, 8 August 2016, as a special holiday for the Scenic Rim region.

Consultation

Nil.

Chief Executive Officer's Recommendation

That Council nominate the Monday of the Brisbane Royal Show, 8 August 2016, as a special holiday for the Scenic Rim region.

Attachments

Nil.

1.2 Local Government Association of Queensland 119th Annual Conference

Executive Officer: Chief Executive Officer

Item Author: Councillor Support Officer

File Reference: 02/05/002

Executive Summary

The Local Government Association of Queensland (LGAQ) 119th Annual Conference will be held in Toowoomba from 19-21 October 2015.

Previous Council Considerations / Resolutions

Not applicable.

REPORT

The LGAQ 119th Annual Conference will be held in Toowoomba from 19-21 October 2015.

The theme of the Conference is "Taking Control of Our Own Destiny".

Council is entitled to be represented at the conference by two delegates (pursuant to conference fees paid by Member Councils) and other Elected Members and Officers are able to attend as observers.

Strategic Implications

Community Plan

Sustainable and Prosperous Economy

Outcome: A diverse economy built upon localisation principles.

Open and Responsive Government

Outcome: Government services and supports the community.
Levels of government work together and with others in the community interest.

Corporate Plan / Operational Plan

Sustainable and Prosperous Economy - Strategy 1

Encourage local investment and sustainable business practices and provide appropriate tools, opportunities, incentives and support to our business sector to build capacity, expertise, broaden the region's economic base and enhance innovation.

Sustainable and Prosperous Economy - Strategy 3

Ensure we operate in a way that recognises and supports business needs and aspirations while protecting broader community and environmental interests.

Organisational Sustainability - Strategy 1

Implement and maintain an integrated strategic planning framework across Council, which embeds performance, financial and asset management principles.

Organisational Sustainability - Strategy 5

Build effective leadership and management capabilities across the organisation, encourage teamwork and innovation.

Budget Implications

Provision has been made in Council's 2015/16 Budget.

Legal / Statutory Implications

Not applicable.

Risks

Strategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

- PO1 Poor relationships with other Councils, State and/or Federal governments, resulting in reduced efficiency in key areas, limitations in accessing funding opportunities or devolution of responsibility

Risk Assessment

Category	Consequence	Likelihood	Inherent Risk Rating	Treatment of risks	Residual Risk Rating
Political Missed opportunity to progress Council's interests	Minor	Likely	Medium	Represent Council's interests by attending and participating at the Conference.	Low

Conclusion

The elected members are invited to express interest in attending the LGAQ 119th Annual Conference to be held in Toowoomba from 19-21 October 2015.

Consultation

Not applicable.

Chief Executive Officer's Recommendation

That:

1. Council note the Local Government Association of Queensland 119th Annual Conference information; and
2. The Mayor and Deputy Mayor be nominated as Council's delegates at the Conference, and other interested Councillors be endorsed as observers.

Attachments

Nil.

1.3 Quarter 4 Operational Plan 2014/2015 Review

Executive Officer: Chief Executive Officer

Item Author: Governance Officer

File Reference: 04/12/007

Executive Summary

A report reviewing Council's progress in delivering the 2014/2015 Operational Plan for the period April to June 2015 has been prepared and is presented for Council's endorsement.

Previous Council Considerations / Resolutions

The 2014/2015 Operational Plan was adopted by Council at the Special Meeting held on 3 July 2014.

REPORT

The attached report was prepared as at 30 June 2015 to report on Council's progress towards the implementation of the 2014/2015 Operational Plan.

The 2014/2015 Operational Plan is divided into eight themes that align with Council's Community Plan with each theme split into project and program components. The division of the project and program is also designed to progress the implementation of the Five Year Corporate Plan as required by s.175 of the *Local Government Regulation 2012*.

A project is a discrete body of work that occurs within the nominated time frame and programs represent the ongoing/recurrent operational activities of Council. Key Performance Indicators (KPIs) are nominated for the majority of programs and they provide a process for the measurement of Council's performance. KPIs outlined in the 2014/2015 Operational Plan are presented at the end of the attached report.

The majority of projects were completed during the quarter and some key highlights include:

Spectacular Scenery and Healthy Environment

- Waste Strategy
- Million Trees
- Wild Dog Program
- Fuel Reduction Strategy

Sustainable and Prosperous Economy

- Alliance and Contract Works

Open and Responsive Government

- Statutory Financial Reporting
- Revenue Management

Relaxed Living and Rural Lifestyle

- Social Plan and Sport and Recreation Plan Review
- Implement a Streamlined Plumbing Compliance Certificate and Assessment Process for Class 1 and 10 Buildings Connected to Sewer

Vibrant Towns and Villages

- Graffiti Management
- Parks and Amenities Strategy
- Park Management

Accessible and Services Regions

- Asset Management
- Property Management Strategy
- Asset Management Strategy
- Drainage Strategy
- Road Strategy
- Asset Management Maturity
- Floodways and Causeway Strategy
- Bridge Strategy
- Unconstructed Roads Management
- Private Infrastructure in Road Reserves
- Footpaths and Bikeways Strategy
- Stormwater Network Analysis
- Design and Construction Manual and Standard Drawings
- Infrastructure Flood Recovery

Healthy, Engaged and Resourceful Communities

- Library Services Strategic Plan Review
- Disaster Management
- Schools Immunisation Program Review
- Animal Disaster Planning

Organisational Sustainability

- Development of processes and strategies to facilitate the alignment of the long term financial forecast, asset management plans and priority infrastructure plans
- Long Term Financial Forecast including Annual Budget
- Corporate Budget Management
- Treasury Management
- Payables Management
- Customer Contact Strategy
- Corporate Procurement Management
- Financial Management
- Fleet Business Plan
- Modern Award and Enterprise Bargaining
- Hardware Upgrades
- Review business processes and systems utilising Lean Principles to identify process improvements in Supply section
- Digitisation Policy
- Back scanning

- Printer Lease Renewal
- Shared Network Drive Cleansing
- Insurance Risk Management
- ICT Management Framework
- Insurance Tender

The attached report was prepared during June/July 2015 to satisfy the Chief Executive Officer's reporting obligations and to provide details on Council's progress towards the implementation of the 2014/2015 Operational Plan (Attachment 1).

Strategic Implications

Community Plan

The 2014/2015 Operational Plan has been developed with themes linked directly to the Community Plan.

Corporate Plan / Operational Plan

Organisational Sustainability - Strategy 1

Implement and maintain an integrated and strategic planning framework across Council which embeds performance, financial and asset management principles.

Budget Implications

Not Applicable.

Legal / Statutory Implications

The Chief Executive Officer is required to provide a quarterly report on the Operational Plan to a local government meeting under section 174(3) of the *Local Government Regulation 2012*.

Risks

Strategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

- CF2 Adoption of unrealistic corporate objectives that are beyond the financial resources of the organisation to deliver.
- CF4 Ineffective, inefficient or poorly integrated strategic planning and monitoring.
- CF6 Failure to comply with statutory obligations and responsibilities.

Risk Assessment

Category	Consequence	Likelihood	Inherent Risk Rating	Treatment of risks	Residual Risk Rating
Reputation Negative perception from community in failing to meet statutory obligations and corporate objectives.	Moderate	Unlikely	Medium	Community engagement, Integrated operational and budgetary planning processes; Risk management framework, staff training, adequate corporate governance to ensure adherence to responsibilities.	Low
Legal Compliance and Liability Nonfulfillment of statutory obligations and overlooking unrealistic corporate objectives prior to adoption.	Moderate	Unlikely	Medium	Given high priority by ET; Integration of Council Plans and Planning Processes; Regular and effective monitoring and review of strategic planning documents; ET Strategic Review Framework; Corporate Planning and Performance Management system (CPMS - Cycle); reports of compliance within legislative timeframes.	Low
Political Adverse political impact on Council due to inattention to statutory obligations and corporate objectives.	Major	Likely	High	Adequate Corporate Governance to ensure adherence to responsibilities; Corporate policies and procedures; Internal and External Audit; Regular review /implementation of continuous improvement principles; Regular team meetings with these items open for discussion; Monitor legislation changes through subscription; Participation in Regional Forums; reports of compliance within legislative timeframes Familiarity with legislative change	Medium
Financial and Economic Adverse financial impact on Council due to inattention.	Major	Likely	High	Financial policies; External Audit; Regular review /implementation of continuous improvement principles; Monitor legislation changes through subscription; reports of compliance within legislative timeframes	High

Conclusion

Council has performed satisfactorily in the third quarter in working towards achieving the goal of the 2014/2015 Operational Plan.

Consultation

Executive Team
Management Team
Other key stakeholders in Council.

Chief Executive Officer's Recommendation

That Council endorse the fourth Quarterly Report of the 2014/2015 Operational Plan.

Attachments

1. Quarter 4 Operational Plan Report (attached separately).

2. CHIEF FINANCE OFFICER

Nil

3. REGIONAL SERVICES

Nil

4. INFRASTRUCTURE SERVICES

Nil