

VML:MB  
Vicki Lukritz  
3810 6221

12 July 2018

Sir/Madam

Notice is hereby given that a Meeting of the **CITY MANAGEMENT FINANCE AND COMMUNITY ENGAGEMENT COMMITTEE** is to be held in the **Council Chambers** on the 2nd Floor of the Council Administration Building, 45 Roderick Street, Ipswich commencing at **11.30 am or 10 minutes after the conclusion of the Economic Development and Digital City Committee, whichever is the earlier** on **Tuesday, 17 July 2018.**

<u><b>MEMBERS OF THE CITY MANAGEMENT, FINANCE AND COMMUNITY ENGAGEMENT COMMITTEE</b></u>	
Councillor Wendt (Acting Mayor) and <b>(Chairperson)</b>	Councillor Morrison Councillor Tully Councillor Silver Councillor Stoneman Councillor Bromage Councillor Martin Councillor Pisasale Councillor Ireland Councillor Pahlke

Yours faithfully

**CHIEF EXECUTIVE OFFICER**

## CITY MANAGEMENT, FINANCE AND COMMUNITY ENGAGEMENT COMMITTEE AGENDA

*11.30 am or 10 minutes after the conclusion of the Economic Development and Digital City Committee, whichever is the earlier on, 17 July 2018*  
Council Chambers

Item No.	Item Title	Officer
1	Allocation of Community Donations to 30 June 2018	COO(ASDCE)
2	Delegation Report – Write-Offs and Refunds for Sundry Debt Charges – 1 April 2018 to 30 June 2018	A/COO(WPR)
3	Ipswich Motorsport Precinct – Masterplanning and Related Developments – Division 10	A/COO(WPR)
4	Proposal to Provide Council Assistance to the Aussie Helpers Charity	A/COO(WPR)
5	<b>**Trustee Lease for Queens Park Café – 11 Merle Finimore Avenue, Ipswich, Described as Lease D in Part of Lot 1 on SP154140 on SP230095 and Leases B and C being Part of the Ground Floor and all of the First Floor of a Building in Lot 1 on SP154140 – Tender 10989 - Division 7</b>	A/COO(WPR)
6	Month-End Performance – May 2018	A/CFO
7	<b>**Queensland Urban Utilities – Draft Corporate Plan 2018-2023</b>	A/CFO
8	New Trustee Lease Arrangement to the Ipswich Bowls Club Inc – Part of 10D Milford Street, Ipswich Described as Part of Lot 1 on SP154140 – Division 7	A/CFO
9	Customer Service Activities Status Report – June 2018	A/CFO
10	Overdue Rates and Charges: April-June 2018 Quarter	A/CFO
11	Proposed Property Disposal, Part of 43A Hill Street, North Ipswich, Lot 1 on RP888504 – Division 6	A/CFO
12	Easement Over Springfield Central Southern Sportsfields Energex Limited, Proposed Easement A in Lot 1100 on SP283567 on SP297515, 7002 Parkland Drive, Springfield Central – Division 9	A/CFO
13	Acquisition of Vacant Land – 40 Groeschel Court, Goodna, Described as Lot 1 on RP97625 – Division 2	A/CFO
14	Appointment of Sean Madigan as Alternate Director to Daniel Best for Both Ipswich City Enterprises Pty Ltd and Ipswich City Enterprises Investments Pty Ltd	A/CFO
15	Executive Secretariat Update	CEO
16	Chief Financial Officer Position Title	CEO
17	Queensland Audit Office Interim Management Report 2017–2018	CEO
18	Report – Policy and Administration Advisory Committee No. 2018(06) of 10 July 2018	-

**\*\*** Item includes confidential papers

**CITY MANAGEMENT, FINANCE AND COMMUNITY ENGAGEMENT COMMITTEE NO. 2018(08)**

**17 JULY 2018**

**AGENDA**

**1. ALLOCATION OF COMMUNITY DONATIONS TO 30 JUNE 2018**

With reference to a report by the Community Grants Officer dated 27 June 2018 concerning the allocation of Community Donations.

**RECOMMENDATION**

That the report be received and the contents noted.

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**2. DELEGATION REPORT - WRITE-OFFS AND REFUNDS FOR SUNDRY DEBT CHARGES – 1 APRIL 2018 TO 30 JUNE 2018**

With reference to a report by the Executive Support Officer dated 28 June 2018 concerning the exercise of the delegation entitled 'Power to Approve Write-Offs and Refunds for Sundry Debt Charges' for the period 1 April 2018 to 30 June 2018.

**RECOMMENDATION**

That the report be received and the contents noted.

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**3. IPSWICH MOTORSPORT PRECINCT – MASTERPLANNING AND RELATED DEVELOPMENTS – DIVISION 10**

With reference to a report by the Development and Relationship Manager dated 4 July 2018 concerning the status of masterplanning and related developments at the Ipswich Motorsport Precinct (precinct).

**RECOMMENDATION**

- A. That the Ipswich Motorsport Precinct Masterplan as shown in Attachment A to the report by the Development and Relationship Manager dated 4 July 2018, be noted.
- B. That the Ipswich Motorsport Precinct Masterplan as shown in Attachment A to the report by the Development and Relationship Manager dated 4 July 2018, be released to key stakeholders for consultation and comment.
- C. That Council approve that the continued implementation of the strategic direction and deliverables as defined in the 2014 Masterplan for the Ipswich Motorsport Precinct is undertaken by Council.

- D. That Council support ongoing investigations into the acquisition of adjoining or proximate land to extend the footprint of the Ipswich Motorsport Precinct.
  - E. That Council resolve, pursuant to s 225(3), that it is satisfied that the calling of Expressions of Interest under section 225(5) of the *Local Government Regulation 2012*, as detailed in the report by the Development and Relationship Manager dated 4 July 2018, is in the public interest for the following reason:
    - (i) it will allow Council to identify potential contractors who are serious contenders for managing and operating a driver training centre at the Ipswich Motorsport Precinct.
  - F. That Council resolve to invite Expressions of Interest under section 228(5) of the *Local Government Regulation 2012*, as detailed in the report by the Development and Relationship Manager dated 4 July 2018, for the management and operation of a driver training centre within the Ipswich Motorsport Precinct.
  - G. That a report on the outcomes of market testing and the proposed commercial arrangement for the management and operation of a driver training centre at the Ipswich Motorsport Precinct be submitted to Council.
  - H. That development approvals be sought for the utilisation of 350-440 Paynes Road, Ebenezer as an off-road motorcycle facility and that subject to the finalisation of the site's design and associated approvals, preliminary bulk earthworks be commenced.
  - I. That Council support the construction of an interim motocross track on Lease D Moto X of the Ipswich Motorsport Precinct to be funded by Motorcycle Queensland.
  - J. That Council note that a detailed precinct camping plan and a review of the structure for future leases at the Ipswich Motorsport Precinct are to be undertaken.
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4. PROPOSAL TO PROVIDE COUNCIL ASSISTANCE TO THE AUSSIE HELPERS CHARITY

With reference to a report by the Principal Officer (Fleet) dated 6 July 2018 concerning a proposal for Council to provide assistance to the Aussie Helpers Charity.

RECOMMENDATION

- A. That Council approve the proposal to provide support to the Aussie Helpers Charity as outlined in the report by the Principal Officer (Fleet) dated 6 July 2018.
  - B. That the Chief Operating Officer (Works, Parks and Recreation) commence discussions with Aussie Helpers Charity and implement the steps identified in this report to determine Council's extent of support.
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5. \*\*TRUSTEE LEASE FOR QUEENS PARK CAFÉ – 11 MERLE FINIMORE AVENUE, IPSWICH, DESCRIBED AS LEASE D IN PART OF LOT 1 ON SP154140 ON SP230095 AND LEASES B AND C BEING PART OF THE GROUND FLOOR AND ALL OF THE FIRST FLOOR OF A BUILDING IN LOT 1 ON SP154140 – TENDER 10989 – DIVISION 7

With reference to a report by the Development and Relationship Manager dated 6 July 2018 concerning a Trustee Lease for the operation of the Queens Park Café (Café) at 11 Merle Finimore Avenue, Ipswich.

RECOMMENDATION

- A. That Council resolve to note the report by the Development and Relationship Manager dated 6 July 2018 on the process and developments to achieve a Trustee Lease for Queens Park Café.
  - B. That Council offer the existing tenant a six month Trustee Permit for Queens Park Café after the expiry of the current permit on 31 August 2018.
  - C. That Council, as Trustee Lessor, invite written tenders for the disposal of the leasehold interest in the Queens Park Café located at 11 Merle Finimore Avenue, Ipswich, described as Lease D in part of Lot 1 on SP154140 on SP230095 and Leases B and C being part of the ground floor and all of the first floor of a building in Lot 1 on SP154140 (“the Trustee Lease”).
  - D. That the Chief Operating Officer of Arts, Social Development and Community Engagement undertakes an investigation of alternative service delivery models for the operation of the Queens Park Café.
  - E. That a report be provided to Council detailing the outcomes of the tender process for the operation of Queens Park Café and the outcomes of the analysis of alternative service delivery models.
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6. MONTH-END PERFORMANCE – MAY 2018

With reference to a report by the Business Accounting Manager dated 28 June 2018 concerning Council performance for the period ending 31 May 2018, submitted in accordance with section 204 of the Local Government Regulation 2012.

RECOMMENDATION

That the report be received and the contents noted.

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7. \*\*QUEENSLAND URBAN UTILITIES – DRAFT CORPORATE PLAN 2018–2023

With reference to a report by the Development and Relationship Manager dated 4 July 2018 concerning Queensland Urban Utilities’ (QUU) draft Corporate Plan 2018–2023.

## RECOMMENDATION

That Council approve Queensland Urban Utilities' draft Corporate Plan 2018–2023 as contained in Attachment A to the report by the Development and Relationship Manager dated 4 July 2018.

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8. NEW TRUSTEE LEASE ARRANGEMENT TO THE IPSWICH BOWLS CLUB INC – PART OF 10D MILFORD STREET, IPSWICH DESCRIBED AS PART OF LOT 1 ON SP154140 – DIVISION 7

With reference to a report by the Development and Relationship Manager dated 12 June 2018 concerning a new trustee lease arrangement to the Ipswich Bowls Club Inc (Trustee Lessee) at part of 10D Milford Street, Ipswich described as part of Lot 1 on SP154140.

## RECOMMENDATION

- A. That Council, as Trustee resolve, pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation), that the exemptions under sections 236(1)(b)(ii) of the Regulation apply to the disposal of the Trustee leasehold interest located at part of 10D Milford Street, Ipswich and described as part of Lot 1 on SP154140 ("the land"), by way of a leasehold arrangement between Council and Ipswich Bowls Club Inc for a consideration sum of \$1,000.00 per annum (excluding GST).
  - B. That Council enter into a Trustee Lease with Ipswich Bowls Club Inc ("the tenant") for a period of ten (10) years.
  - C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Trustee Lease to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.
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9. CUSTOMER SERVICE ACTIVITIES STATUS REPORT – JUNE 2018

With reference to a report by the Strategic Client Office Manager dated 5 July 2018 concerning customer service delivery activities for the period 1 June to 31 June 2018.

## RECOMMENDATION

That the report be received and the contents noted.

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10. OVERDUE RATES AND CHARGES: APRIL-JUNE 2018 QUARTER

With reference to a report by the Recoveries Manager dated 3 July 2018 concerning rate arrears and rate collection statistics for the period April-June 2018.

## RECOMMENDATION

That the report be received and the contents noted.

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11. PROPOSED PROPERTY DISPOSAL, PART OF 43A HILL STREET, NORTH IPSWICH, LOT 1 ON RE888504 – DIVISION 6

With reference to a report by the Development and Relationship Manager dated 13 June 2018 concerning the proposed disposal of part of 43A Hill Street, North Ipswich, described as Lot 1 on RP888504 (Lot 1) owned by Ipswich City Council (Council).

## RECOMMENDATION

- A. That Council declare that the 130m<sup>2</sup> portion of Lot 1 on RP888504 (“the Land”) described in the report of the Development and Relationship Manager dated 13 June 2018 is surplus to Council requirements and available for disposal to the adjoining property owner (“Adjoining Property Owner”) at the current market value.
- B. That on the following conditions:
- i. the property owners of Lot 79 on RP14651 (“Adjoining Property Owner”) agree in writing to amalgamate the Land and Lot 79 on RP14651 into one Lot after the sale of the Land; and
  - ii. the Development and Relationship Manager (Finance and Corporate Services) write to all owners of land adjoining the Land to enquire as to whether they wish to acquire the land and none indicate a wish to purchase the Land;
  - iii the consideration for the sale of the Land is current market value;
- C. That Council resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (“Regulation”), that it is satisfied that the exemption referred to in section 236(1)(c)(iv) of the Regulation applies to Council on the disposal of Council’s interest in the Land to the Adjoining Property Owner because:
- i. the land is not suitable to be offered for disposal by tender or auction because of the size of the land and the existence of a driveway on the Land; and
  - ii. it is in the public interest to dispose of the land without a tender process; and
  - iii. the disposal is otherwise in accordance with sound contracting principles.
- D. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the disposal to be executed by Council and to do any other acts necessary to implement Council’s decision in accordance with section 13(3) of the *Local Government Act 2009*.
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12. EASEMENT OVER SPRINGFIELD CENTRAL SOUTHERN SPORTSFIELDS ENERGEX LIMITED, PROPOSED EASEMENT A IN LOT 1100 ON SP238567 ON SP297515, 7002 PARKLAND DRIVE, SPRINGFIELD CENTRAL – DIVISION 9

With reference to a report by the Development and Relationship Manager dated 2 May 2018 concerning the proposed Easement A in Lot 1100 on SP283567 on SP297515 (Lot 1100) in favour of Energex Limited (Energex) located at 7002 Parkland Drive, Springfield Central.

RECOMMENDATION

- A. That Council resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation) that the exemption referred to in section 236 (1)(b)(i) of the Regulation applies to Council for the disposal of the easement interest in Lot 1100 on SP283567 on SP297515 located at 7002 Parkland Drive, Springfield Central, by way of a new easement arrangement between Council and Energex Limited.
  - B. That Council agree to grant Easement A to Energex Limited for a pad mount transformer over part of Lot 1100 on SP283567 on SP297515 located at 7002 Parkland Drive, Springfield Central.
  - C. That Council agree to the compensation amount of \$1.00, payable to Council, as proposed by Energex Limited, for Easement A for a pad mount transformer, over part of Lot 1100 on SP283567 on SP297515 located at 7002 Parkland Drive, Springfield Central.
  - D. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the proposed easement and do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.
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13. ACQUISITION OF VACANT LAND – 40 GROESCHEL COURT, GOODNA DESCRIBED AS LOT 1 ON RP97625 - DIVISION 2

With reference to a report by the Senior Property Officer dated 2 July 2018 concerning the acquisition of land described as Lot 1 on RP97625 located at 40 Groeschel Court, Goodna.

RECOMMENDATION

- A. That Council authorise the acquisition of the land at 40 Groeschel Court, Goodna described as Lot 1 on RP97625 in association with the endorsed Redbank Rifle Range Conceptual Masterplan as adopted by Council at its meeting held on 23 February 2010.

- B. That Council authorise the Chief Executive Officer to negotiate a contract of sale with the registered property owners, for Council to acquire the land at 40 Groeschel Court, Goodna described as Lot 1 on RP97625 and to do any other acts necessary to implement Council's decision to acquire this land in accordance with Section 13(3) of the *Local Government Act 2009*.
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14. APPOINTMENT OF SEAN MADIGAN AS ALTERNATE DIRECTOR TO DANIEL BEST FOR BOTH IPSWICH CITY ENTERPRISES PTY LTD AND IPSWICH CITY ENTERPRISES INVESTMENTS PTY LTD

With reference to a report by the Strategic Client Office Manager dated 8 July 2018 concerning the appointment of Sean Madigan as Alternate Director to Daniel Best for both Ipswich City Enterprises Pty Ltd (ICE) and Ipswich City Enterprises Investments Pty Ltd (ICE Investments).

RECOMMENDATION

That both Ipswich City Enterprises Pty Ltd (ICE) and Ipswich City Enterprises Investments Pty Ltd (ICE Investments) be advised that Sean Madigan is approved by Council to be appointed as an Alternate Director for Daniel Best for both companies.

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15. EXECUTIVE SECRETARIAT UPDATE

With reference to a report by the Chief Executive Officer dated 17 July 2018 providing an update on the Office of the Chief Executive Officer for the month of June 2018.

RECOMMENDATION

That the report providing the activities of the Office of the Chief Executive Officer be received and the contents noted.

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16. CHIEF FINANCIAL OFFICER POSITION TITLE

With reference to a report by the Chief Executive Officer dated 17 July 2018 seeking Council approval to amend the position title of the Chief Financial Officer.

RECOMMENDATION

That Council approve the change in title of the Chief Financial Officer position to Chief Operating Officer (Finance and Corporate Services).

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17. QUEENSLAND AUDIT OFFICE INTERIM MANAGEMENT REPORT 2017–2018

With reference to the report of the Chief Executive Officer dated 10 July 2018 providing an update on the audit of Council's financial statement for the 2017-2018 financial year.

RECOMMENDATION

That the Queensland Audit Office Interim Management Report 2017–2018 be referred to Council's Audit and Risk Management Committee for consideration.

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18. REPORT – POLICY AND ADMINISTRATION ADVISORY COMMITTEE NO. 2018(06) OF 10 JULY 2018

With reference to the report of the Policy and Administration Advisory Committee No. 2018(06) of 10 July 2018.

RECOMMENDATION

That the report of the Policy and Administration Advisory Committee No. 2018(06) of 10 July 2018 be received, the contents noted and the recommendations contained therein be adopted.

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\*\* Item includes confidential papers

and any other items as considered necessary.

<b>City Management, Finance and Community Engagement Committee</b>	
Mtg Date: 17.07.2018	OAR: YES
<b>Authorisation:</b> Caroline McMahon	

27 June 2018

## **MEMORANDUM**

TO: COMMUNITY ENGAGEMENT MANAGER

FROM: COMMUNITY GRANTS OFFICER

RE: ALLOCATION OF COMMUNITY DONATIONS TO 30 JUNE 2018

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### **INTRODUCTION:**

This is a report by the Community Grants Officer dated 27 June 2018 concerning the allocation of Community Donations.

In line with the Community Donations Policy, allocation of Community Donations for the period ended 30 June 2018 are reported in Attachment A. All donations exceeding \$250.00 are required to be acquitted by the applicant within a three (3) month time frame. Acquittals received can be made available on request.

### **BENEFITS TO COMMUNITY AND CUSTOMERS:**

Provision of Community Donations supports Council's commitment to enhancing the quality of life of its community, is consistent with and complements Advance Ipswich and Corporate Plan 2017–2022 Strategies and Goals by:

- Providing equitable access and avenues for all residents of Ipswich to participate and contribute to decisions made in their community.
- Encouraging residents to identify the needs of the community and provide a caring environment with particular attention to youth, families, people with a disability, older people, and people from cultural and linguistically diverse backgrounds.
- Increasing opportunities for active participation in community life.
- Enhancing community belonging and pride.
- Enhancing community capacity.

**FINANCIAL IMPLICATIONS:**

Funding for provision of community donations is contained in the Community Engagement Branch 2017–2018 budget.

**ATTACHMENT:**

Name of Attachment	Attachment
<a href="#">Attachment A - Community Donations Report</a>	Attachment A

**RECOMMENDATION:**

That the report be received and the contents noted.

Josie Berry  
**COMMUNITY GRANTS OFFICER**

I concur with the recommendation contained in this report.

Abbey Richards  
**COMMUNITY ENGAGEMENT MANAGER**

I concur with the recommendation contained in this report.

Caroline McMahon  
**CHIEF OPERATING OFFICER**  
**(ARTS, SOCIAL DEVELOPMENT AND COMMUNITY ENGAGEMENT)**



**Community Donations Allocated June 2018**

Date Paid	Financial Source Name	Organisation Name		Allocation Amount	Project Title
28/05/2018	Citywide	Hannah's House		\$2,000.00	Furnishings for Multipurpose Area
28/05/2018	Division 2	Cancer Council Qld		\$500.00	Fundraiser - Jennifer Rooks
28/05/2018	Division 10	Mega Sportz Soccer Camp - Presbyterian Church of Qld		\$450.00	Sporting Equipment
28/05/2018	Division 9	Redbank Plains State High School		\$339.00	Met West Football Representative
28/05/2018	Division 4	Sacred Heart Primary School P&F		\$500.00	School Fete
28/05/2018	Division 7	United Tradesmen's Lodge		\$500.00	Fundraiser for Guidedogs Qld
28/05/2018	Division 9	Vedanta Centre of Sydney, Brisbane Chapter		\$5,000.00	Purchase of Furniture and Equipment
28/05/2018	Division 9	Ipswich Kindergarten Association		\$1,750.00	Purchase of PA System
28/05/2018	Division 2	St Francis Xavier P&F Association		\$500.00	National Walk to School Day Breakfast
28/05/2018	Division 2	Goodna Bowls Club		\$7,340.00	Green Keeper's Amenities
28/05/2018	Division 5	Ipswich East State School		\$7,000.00	Installation of Fan in Hall
28/05/2018	Division 6	Ipswich Triathlon Club Inc		\$10,000.00	Junior Coaching & Recruitment Camp
28/05/2018	Division 10	Marburg & District Residents' Assn Inc		\$10,000.00	Upgrade to Green Shed
29/05/2018	Division 3	Riverview Neighbourhood House		\$12,816.00	Construction of 3-Bay Garage
28/05/2018	Citywide	Reserve Forces Day Committee (Sth) Qld, Ipswich	\$500.00		Reserve Forces Day Committee
	Division 10		\$250.00		
	Division 9		\$250.00		
	Division 8		\$500.00		
	Division 7		\$300.00		
	Division 6		\$500.00		
	Division 5		\$250.00		
	Division 4		\$100.00		
	Division 2		\$250.00		
				\$2,900.00	
28/05/2018	Citywide	LifeSwich Community Seventh Day Adventist Com	\$300.00		LifeSwich Kids Club School Holiday Program
	Division 2		\$300.00		
				\$600.00	
28/05/2018	Division 1	V.I.T.A.L ProJeX	\$500.00		Charity Golf Day
	Division 6		\$500.00		
	Division 7		\$500.00		
				\$1,500.00	
29/05/2018	Division 7	Brothers Cricket Club Inc	\$5,000.00		Construction of Shed & Purchase of Equipment
	Citywide		\$10,000.00		
				\$15,000.00	

4/06/2018	Division 9	Quota International of Ipswich Club		\$1,000.00	Operating Costs
4/06/2018	Division 9	Run 2 Give Foundation		\$5,000.00	Greater Springfield Marathon
5/06/2018	Division 10	Amberley Girl Guides		\$150.00	The Mack Family Bush Reserve Dedication
5/06/2018	Division 10	Rosewood A&H Assoc		\$1,500.00	Rosewood Show
5/06/2018	Division 1	Rotary Club of Greater Springfield Inc		\$250.00	Golf Day Fundraiser
5/06/2018	Division 5	V.I.T.A.L ProJeX		\$300.00	Charity Golf Day
5/06/2018	Division 3	West Moreton Hospital & Health Service		\$5,000.00	Yarning Circle
5/06/2018	Division 4	YMCA Vocational School		\$500.00	Kokoda Challenge
5/06/2018	Division 1	Woodcrest State College		\$200.00	2018 Sports Award
4/06/2018	Division 7	Goodna Street Life Inc	\$200.00		2018 Sleepout & Fundraising
	Citywide		\$250.00		
	Division 9		\$100.00		
	Division 6		\$100.00		
	Division 5		\$250.00		
	Division 1		\$250.00		
	Division 2		\$250.00		
				\$1,400.00	
4/06/2018	Division 9	Ipswich & District Athletic Club	\$500.00		37th Annual Winter Carnival
	Division 2		\$500.00		
	Division 5		\$500.00		
	Division 1		\$500.00		
				\$2,000.00	
4/06/2018	Division 10	Ipswich Netball Association	\$125.00		Netball Qld Premier League Competition
	Division 8		\$100.00		
	Division 7		\$200.00		
	Division 3		\$100.00		
	Division 1		\$200.00		
	Division 5		\$250.00		
	Citywide		\$500.00		
				\$1,475.00	
4/06/2018	Division 6	Leukaemia Foundation	\$50.00		World's Greatest Shave - Bruce Beasley
	Division 5		\$100.00		
	Division 2		\$100.00		
	Citywide		\$100.00		
				\$350.00	
4/06/2018	Division 9	Lions Club of Ipswich Inc	\$250.00		2018 Ipswich Hospital Graduate Nurse of the Year
	Division 8		\$100.00		
	Division 6		\$50.00		
	Division 5		\$100.00		
	Division 1		\$100.00		
	Citywide		\$400.00		
				\$1,000.00	

4/06/2018	Citywide	Silkstone State School	\$250.00		Under 8's Day
	Division 7		\$500.00		
				\$750.00	
4/06/2018	Division 10	The Children's Hospital Foundation	\$75.00		2018 Kid's Ride Fundraiser
	Division 7		\$100.00		
	Division 6		\$100.00		
	Division 5		\$200.00		
	Division 1		\$100.00		
	Citywide		\$200.00		
				\$775.00	
5/06/2018	Division 7	Christian Religious Instruction Network (CRI) Ltd	\$500.00		Fundraising Dinner
	Division 5		\$1,000.00		
				\$1,500.00	
5/06/2018	Citywide	Gateebil Gurrnung Aboriginal Corporation	\$100.00		Murri Women's Softball Tournament
	Division 10		\$200.00		
	Division 2		\$400.00		
	Division 1		\$150.00		
	Division 3		\$150.00		
				\$1,000.00	
5/06/2018	Citywide	Ipswich & District Rifle Club Inc	\$1,000.00		Purchase of Furniture & Appliances
	Division 3		\$1,385.00		
				\$2,385.00	
5/06/2018	Division 8	Ipswich Minister's Christian Fellowship	\$100.00		Monthly Fellowship Meetings
	Division 2		\$200.00		
	Division 1		\$200.00		
	Citywide		\$200.00		
				\$700.00	
5/06/2018	Division 10	Ipswich Rangers Rugby Club	\$250.00		50th Anniversary Celebrations & Training Equipment
	Division 9		\$250.00		
	Division 8		\$200.00		
	Division 7		\$1,000.00		
	Division 5		\$250.00		
	Division 1		\$250.00		
	Citywide		\$250.00		
				\$2,450.00	

5/06/2018	Citywide	Redbank Plains Scout Group	\$250.00		2019 Scout Jamboree
	Division 9		\$250.00		
	Division 7		\$200.00		
	Division 5		\$250.00		
	Division 2		\$2,050.00		
				\$3,000.00	
15/06/2018	Division 10	Ashwell State School		\$852.50	External Lighting of School
15/06/2018	Division 10	Springfield United Football Club		\$250.00	FQ Community Cup - Seuren McDonald
15/06/2018	Division 6	St Joseph's School P&F Association		\$1,500.00	School Fete
15/06/2018	Citywide	Ipswich Woodcrafts Club Inc		\$500.00	Annual Bribie Island/Ipswich Woodcrafts Competition
15/06/2018	Citywide	Ipswich Woodcrafts Club Inc		\$500.00	Robert Sorby Tour
15/06/2018	Division 8	Churchill State School	\$250.00		Year 6 Camp
	Citywide		\$500.00		
				\$750.00	
15/06/2018	Division 2	St Augustine's College P&F Association	\$250.00		Biennial Fete
	Division 1		\$250.00		
	Citywide		\$250.00		
				\$750.00	
19/06/2018	Division 5	Tivoli Social Enterprises		\$200.00	Fundraiser for Goodna Helping Hands
19/06/2018	Division 7	CYMS St Edmunds Ipswich Swimming Club Inc		\$1,000.00	Junior Optus Dolphins Swimming Carnival
22/06/2018	Citywide	Redbank Plains State High School		\$250.00	Big Band Blast Weekend
22/06/2018	Division 2	Rotary Club of Goodna Inc		\$3,000.00	Dolly Parton Imagination Library
22/06/2018	Division 4	Bundamba State Secondary College		\$200.00	Upgrade Pedal Prix Vehicles
22/06/2018	Division 10	Rosewood Equestrian Group Inc		\$13,750.00	Feasability Study
22/06/2018	Division 10	Rosewood Junior Rugby League Football Club Inc		\$5,000.00	Purchase of PA/Speaker System
19/06/2018	Division 7	Divine Mercy Church Inc.	\$200.00		R.U.N. Multicultural Festival
	Division 2		\$250.00		
	Division 1		\$200.00		
	Citywide		\$50.00		
				\$700.00	
19/06/2018	Citywide	Church Street Kindergarten and Preschool Associa	\$250.00		Fashion Parade Luncheon Fundraiser
	Division 6		\$200.00		
	Division 1		\$200.00		
	Division 2		\$500.00		
				\$1,150.00	

22/06/2018	Division 10	Domestic Violence Action Centre	\$250.00		Schools Education Program
	Division 9		\$500.00		
	Division 8		\$200.00		
	Division 7		\$500.00		
	Division 5		\$500.00		
	Division 4		\$500.00		
	Citywide		\$1,000.00		
				\$3,450.00	
22/06/2018	Division 10	Scout Association - Moreton Region	\$125.00		Limestone Scout Revue
	Division 8		\$100.00		
	Division 7		\$200.00		
	Division 5		\$200.00		
	Division 4		\$400.00		
	Division 3		\$250.00		
	Division 2		\$200.00		
	Citywide		\$400.00		
				\$1,875.00	
22/06/2018	Citywide	Variety Qld	\$500.00		Equipment and Service provision
	Division 10		\$300.00		
	Division 9		\$500.00		
	Division 8		\$200.00		
	Division 7		\$500.00		
	Division 6		\$200.00		
	Division 1		\$250.00		
	Division 2		\$2,050.00		
				\$4,500.00	
22/06/2018	Citywide	Woodlinks State School P&C	\$500.00		Purchase of equipment
	Division 3		\$569.00		
				\$1,069.00	
22/06/2018	Division 10	Ipswich Little Theatre Society Inc	\$250.00		2018 One Act Play Festival
	Division 9		\$1,000.00		
	Division 8		\$500.00		
	Division 7		\$250.00		
	Division 5		\$250.00		
	Division 4		\$500.00		
	Division 2		\$500.00		
	Division 1		\$250.00		
	Citywide		\$500.00		
				\$4,000.00	
			TOTAL	156626.5	

<b>City Management, Finance and Community Engagement Committee</b>	
Mtg Date: 17.07.18	OAR: YES
<b>Authorisation:</b> Bryce Hines	

LW:LW

H:\Departmental\Committee Reports\1806 LW Delegation Report Write-offs and refunds for sundry debt charges 1 April to 30 June 2018.docx

28 June 2018

## **MEMORANDUM**

TO: EXECUTIVE ASSISTANT

FROM: EXECUTIVE SUPPORT OFFICER

RE: DELEGATION REPORT - WRITE-OFFS AND REFUNDS FOR SUNDRY DEBT  
CHARGES – 1 APRIL 2018 TO 30 JUNE 2018

### **INTRODUCTION:**

This is a report by the Executive Support Officer dated 28 June 2018 concerning the exercise of the delegation entitled 'Power to Approve Write-Offs and Refunds for Sundry Debt Charges' for the period 1 April 2018 to 30 June 2018.

In relation to this delegation I advise as follows:


### **Power to Approve Write-Offs and Refunds for Sundry Debt Charges**

#### **Power delegated:**

The power to approve write-offs and refunds up to a maximum of \$1,000.00 for sundry debt charges in respect to the Waste Services matters.

#### **Action taken:**

Attachment A outlines the exercise of delegation which was approved between 1 April 2018 to 30 June 2018.

Name of Attachment	Attachment
<a href="#">List of write-offs and refunds up to a maximum of \$1,000.00 for sundry debt charges during the period 1 April 2018 to 30 June 2018.</a>	 Attachment A

**RECOMMENDATION:**

That the report be received and the contents noted.

Lynn Wilson

**EXECUTIVE SUPPORT OFFICER**

I concur with the recommendation/s contained in this report.

Sharon Smith

**EXECUTIVE ASSISTANT**

I concur with the recommendation/s contained in this report.

Bryce Hines

**ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)**

April - June 2018

A/C	Debtor Name	Invoice #	Date	Amt inc GST	Description	Reason for Write-Off
30417	Roladuct Spiral Tubing			\$0.60	Customer error	Underpaid by \$0.60
				<b>\$0.60</b>		
31385	John Holland			\$0.03	Customer error	Underpaid by \$0.30
				<b>\$0.03</b>		
13906	Pring Street	152834	12/31/2017	\$5.00	Waste Tracking Levy x2	Business closed 1/12/17 Customer no longer responding
				<b>\$5.00</b>		
25107	Vogue News	160096	6/20/2018	\$5.80	Comm Refuse Bin 240L x 1 / WK	Business closed - no notification. Customer no longer responding
				<b>\$5.80</b>		
30422	Community Access Transition Services	158918	4/30/2018	\$29.30	Comm Refuse Bin 240L x 1 / WK	In liquidation
		160281	5/31/2018	\$38.15	Comm Commingle Bin 240L x 1 / WK	
				<b>\$67.45</b>		
30560	Wray Organic Pty Ltd	157601	3/31/2018	\$73.40	Industrial 1.5m3 x 2 / WK	In liquidation
				<b>\$73.40</b>	Industrial 1.5m3 Cardboard x 2 / WK	
30932	D & M Nails Pty Ltd	159091	4/30/2018	\$5.70	Comm Refuse Bin 240L x 1 / WK	Business sold 5/4/18 - Customer no longer responding
				<b>\$5.70</b>		
31092	Papas Sushi & Bar Pty Ltd	157830	3/31/2018	\$157.50	Industrial 1.1m3 R/L x 2 / WK	Business closed - no notification. Customer no longer responding
		159170	4/30/2018	\$140.00		
		160536	5/31/2018	\$17.50		
				<b>\$315.00</b>		
31207	Woodlands of Marburg	157906	3/31/2018	\$288.40	Industrial 4.5m3 x 1 / WK	Business closed - customer no longer responding
		159245	4/30/2018	\$144.20		
				<b>\$432.60</b>		
31215	Hunter Street Bakery & Cafe	157909	3/31/2018	\$450.50	Industrial 1.5m3 x 4 / WK	Business closed - no notification. Customer no longer responding
		159248	4/30/2018	\$477.00		
		160615	5/31/2018	\$132.50		
				<b>\$1,060.00</b>		
31235	Krazzycorp Logistics Pty Ltd	148265	8/31/2018	\$17.60	Industrial Rent F/L x 1 / WK	Business closed - customer no longer responding



		149575	9/30/2018	\$22.00		
				<b>\$39.60</b>		
31255	Ipswich and West Moreton Property Maintenance	141688	3/31/2018	257.1	6m3 Skip	Account terminated - customer not responding
		141688	9/19/2017	-\$100.00	Payment	
		143038	4/30/2018	\$36.75	Industrial Rent R/L x 1 / WK	
		144377	5/31/2018	\$32.35	Industrial .66m3 R/L x 1 / MO	
		145696	6/30/2018	\$32.35		
		146981	7/31/2018	\$22.00		
		148278	8/31/2017	\$17.60		
		149587	9/30/2018	\$22.00		
		150875	10/31/2017	\$17.60		
		152251	11/30/2018	\$17.60		
		153629	12/31/2018	\$22.00		
				<b>\$377.35</b>		
31275	Raceview Scrap Metal	146996	7/31/2018	\$59.00	Industrial .66m3 R/L x 1 / WK	Business closed - no notification. Customer no longer responding
		148293	8/31/2018	\$576.20	16m3 RORO	
				<b>\$635.20</b>	Industrial 1.1m3 R/L x 1 / WK	
31315	Keogh & Warren Catering	147019	7/31/2017	\$18.10	Industrial 1.1m3 R/L x 1 / WK	Business closed - no notification. Customer no longer responding
				<b>\$18.10</b>		
31317	5 Ways Café	153669	12/31/2018	\$92.40	Comm Commingle Bin 360L x 1 / WK	Business closed - no notification. Customer no longer responding
		155232	1/31/2018	\$48.20	Industrial 1.1m3 R/L x 1 / WK	
		156560	2/28/2018	\$52.20		
		157971	1/31/2018	\$30.10		
				<b>\$222.90</b>		
31322	Raceview Scrap Metal	148324	8/31/2017	\$36.20	Industrial 1.1m3 R/L x 1 / WK	Business closed - no notification. Customer no longer responding
		149630	9/30/2018	\$72.40		
		150916	10/31/2018	\$18.10		
				<b>\$126.70</b>		
31337	Ipswich Lube Check	157986	3/31/2018	\$39.90	Industrial 1.5m3 x 1 / BW	In liquidation
		159320	4/30/2018	\$39.90		
		160691	5/31/2018	\$19.95		
				<b>\$99.75</b>		
31362	Switch Nightclub	150948	10/31/2017	\$253.40	Industrial 1.1m3 R/L x 2 / WK	Business closed - no notification. Customer no longer responding
		152325	11/30/2018	\$289.60		
		153702	12/31/2017	\$253.40		
		155265	1/31/2018	\$72.40		
				<b>\$868.80</b>		
	<b>TOTAL WRITTEN OFF JUNE 2018</b>			<b>\$4,353.98</b>		

<b>City Management, Finance and Community Engagement Committee</b>	
Mtg Date: 17.07.18	OAR: YES
<b>Authorisation:</b> Bryce Hines	

GT:GT  
A4931924

4 July 2018

## **MEMORANDUM**

TO: ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)

FROM: DEVELOPMENT AND RELATIONSHIP MANAGER

RE: IPSWICH MOTORSPORT PRECINCT – MASTERPLANNING AND RELATED  
DEVELOPMENTS  
DIVISION 10

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### **INTRODUCTION:**

This is a report by the Development and Relationship Manager dated 4 July 2018 concerning the status of masterplanning and related developments at the Ipswich Motorsport Precinct (precinct).

### **BACKGROUND:**

#### **Precinct Masterplan**

In 2013 Council commissioned the preparation of a draft masterplan for the future development of the precinct. The masterplan, an evolution from an initial concept in 2003, contained proposals for a number of upgrades to the facilities within the precinct to increase the site's commercial viability and sustainability. The masterplan also contemplated several sub-precincts for the promotion of the motorsport industry along with related commercial opportunities.

In 2014 further supporting reports were commissioned that provided an economic assessment of the developments at the precinct, detailed construction estimates and a prospectus to assist in attracting future investment. In 2017, Council's entity Ipswich Motorsport Park Pty Ltd updated the component of the master plan relating to Queensland Raceway.

Following Council's decision in April 2018 to wind-up Ipswich Motorsport Park Pty Ltd, the company will be deregistered by mid-September 2018. As a result, Council has reassumed responsibility for precinct masterplanning and endorsement is sought on the evolution of the vision as encapsulated in the update to the 2014 masterplan reflecting the revised layout for Queensland Raceway (refer Attachment A).

### Precinct Expansion

The precinct's ability to expand to cater for growing demand for motorsport related activities (especially in relation to off-road activities) is currently restricted by Council's precinct land holdings. Investigations are ongoing into acquisition opportunities and the associated benefits with land which either adjoins or is proximate to the precinct.

Council's master planning identified two land parcels, Lot 2 on RP197248 (246-348 Paynes Road, Ebenezer) and Lot 257 on CH31247 (Lot 257 Unnamed Road Ebenezer) as detailed in Attachment B with potential for the future extension of the precinct for off-road related sports activities. Initial discussions with the owner of the two land parcels indicated an openness to an acquisition by Council. As a result, at its May 2017 meeting Council authorised negotiation on the purchase of these two lots immediately to the west of the existing precinct. Discussions remain on hold whilst the owner considers its longer-term options for the site.

### Lease C – Proposed Driver Training Centre

At its September 2017 meeting, Council approved an Expressions of Interest (EOI) process for the management and operation of a driver training facility in the precinct. The EOI was placed on hold in late 2017 until Council's future level of involvement was confirmed.

Lease C (refer Attachment C) is vacant and has previously been used for camping associated with larger events in the precinct. Council has received a number of expressions of interest regarding a permanent arrangement for Lease C. The original 2013 masterplan identified this location as an ideal site for a driver training facility which could also be used by Willowbank Raceway as a pit extension for major events. A purpose built driver training facility would offer services including novice driver and company fleet driver training and advanced car control training. With no formal access to Lease C from Champions Way, a licence agreement with the Lease H lessee would be required.

It is proposed that Council develop a detailed feasibility/business plan to validate the driver training centre and then conduct an Expressions of Interest (EOI) process to shortlist operators interested in the commercial operation of a driver training facility on Lease C. A further report would be provided to Council on the completion of the EOI process detailing the outcomes of the market testing and recommending the next steps.

### Lease I – Lease Surrender

Council owns 350-440 Paynes Road, Ebenezer (44.7 ha) to the immediate west of Queensland Raceway (refer Lease I on Attachment C). Motorcycling Queensland (MQ) commenced a 30 year lease for this site on 1 May 2015 with the aim of developing a world-class off-road facility to compliment the proposed expansion of the precinct. As part of preparations for the off-road facility, MQ undertook significant master planning and design option studies.

Following MQ's advice of its intention to surrender the Lease, this Lease terminated on 30 April 2018. As a result, Council has commenced a review of its options for the site's future development in line with the existing precinct's master plan with reference to MQ's investigations. It is proposed to initiate the process to obtain the required development

approvals for 350-440 Paynes Road site and to progress the site's design and potentially undertake preliminary bulk earthworks to support the site's ultimate use.

In the interim, it is proposed to utilise the site through a temporary event licence (as utilised for other precinct leases). A temporary event licence is now in place for Lease I with RSL RAEMUS Rover Racing, an initiative involving returned soldiers suffering PTSD in a motorsport based challenge program. RSL RAEMUS Rover Racing held their first program on site on 26 June 2018.

#### Lease D – Interim Motocross Track

Following MQ's decision to surrender Lease I and until a permanent site for all off-road facilities is confirmed and established under the masterplan, it is proposed to co-locate all off-road facilities within the precinct's Leases A and D. Part of Lease D (Moto X - refer Attachment C) is currently unimproved and vacant.

It is proposed to temporarily accommodate MQ's motocross events in Lease D Moto X through a temporary event licence or a seasonal permit that adequately restricts Council's liability. MQ will at their expense, construct a temporary dirt track facility within the lease supported by relocatable buildings and other facilities.

#### Event Camping

On-site camping forms a significant part of the attraction and experience associated with on-site events such as the Winter Nationals and CMC Rocks. Significant numbers of attendees prefer on-site temporary accommodation such as caravans, motorhomes and tents with current demand surpassing availability. To maximise the camping yield, a camping plan for the entire motorsport precinct is to be prepared. The associated study will investigate the inclusion of two Council owned land parcels at 92-152 and 154-244 Paynes Road Ebenezer as potential short-term camping sites including appropriate commercial arrangements for any camping.

#### Precinct Leases

Given the increased level of commercial and other motorsport related activities that will result from the successful implementation of the masterplan, it is proposed to review the structure of future leases within the precinct for adequacy particularly with reference to a lease's ability to ensure it mutually benefits both parties and supports the precinct's commercial growth and activation.

#### **CONCLUSION:**

The masterplan remains the key document for the strategic direction and growth of the precinct. Its ongoing implementation together with targeted land acquisitions will ensure that Council maximises the long-term development opportunities and utilisation of the site whilst delivering its commercial viability and sustainability potentially supported by third party investment.

The establishment of a commercially viable driver training centre would be a catalytic project in terms of site activation and align with the goal of increasing commercial activity across the precinct

The construction of an interim off-road racing facility in Lease D will allow for a level of off-road motorcycle activity to occur until Council's review and delivery of its off-road options under the masterplan are completed.

**ATTACHMENTS:**

Name of Attachment	Attachment
<a href="#">Precinct Masterplan</a>	Attachment A
<a href="#">Site Plan – 246-348 Paynes Road, Ebenezer and Lot 257 Unnamed Road Ebenezer</a>	Attachment B
<a href="#">Leased Areas – Ipswich Motorsport Precinct</a>	Attachment C

**RECOMMENDATIONS:**

- A. That the Ipswich Motorsport Precinct Masterplan as shown in Attachment A to the report by the Development and Relationship Manager dated 4 July 2018, be noted.
- B. That the Ipswich Motorsport Precinct Masterplan as shown in Attachment A to the report by the Development and Relationship Manager dated 4 July 2018, be released to key stakeholders for consultation and comment.
- C. That Council approve that the continued implementation of the strategic direction and deliverables as defined in the 2014 Masterplan for the Ipswich Motorsport Precinct is undertaken by Council.
- D. That Council support ongoing investigations into the acquisition of adjoining or proximate land to extend the footprint of the Ipswich Motorsport Precinct.
- E. That Council resolve, pursuant to s 225(3), that it is satisfied that the calling of Expressions of Interest under section 225(5) of the *Local Government Regulation 2012*, as detailed in the report by the Development and Relationship Manager dated 4 July 2018, is in the public interest for the following reason:
  - (i) it will allow Council to identify potential contractors who are serious contenders for managing and operating a driver training centre at the Ipswich Motorsport Precinct.
- F. That Council resolve to invite Expressions of Interest under section 228(5) of the *Local Government Regulation 2012*, as detailed in the report by the Development and Relationship Manager dated 4 July 2018, for the management and operation of a driver training centre within the Ipswich Motorsport Precinct.
- G. That a report on the outcomes of market testing and the proposed commercial arrangement for the management and operation of a driver training centre at the Ipswich Motorsport Precinct be submitted to Council.

- H. That development approvals be sought for the utilisation of 350-440 Paynes Road, Ebenezer as an off-road motorcycle facility and that subject to the finalisation of the site's design and associated approvals, preliminary bulk earthworks be commenced.
- I. That Council support the construction of an interim motocross track on Lease D Moto X of the Ipswich Motorsport Precinct to be funded by Motorcycle Queensland.
- J. That Council note that a detailed precinct camping plan and a review of the structure for future leases at the Ipswich Motorsport Precinct are to be undertaken.

Greg Thomas

**DEVELOPMENT AND RELATIONSHIP MANAGER**

I concur with the recommendation contained in this report.

Bryce Hines

**ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)**





## SUB-CONSULTANT'S PROJECT NUMBER: N/A

GENERAL NOTES:

1. This drawing is the copyright of Apex Circuit Design Ltd and must not be retained, copied or used without the contractor's authority.
2. Do not scale from the drawings. If in doubt, ask.
3. All dimensions & levels in metres unless noted otherwise. All dimensions to be verified on site & approved by the engineer.
4. This drawing should be read in conjunction with other relevant architectural, structural, mechanical & electrical drawings and all relevant sections of the specifications.
5. The information shown on this drawing should only be used as a reference and not for construction.

DRAWING NOTES:



**PRELIMINARY DRAWING:**  
THIS DRAWING IS FOR PRELIMINARY PURPOSES ONLY  
AND MUST NOT BE READ AS A CONSTRUCTION ISSUE.  
IT INDICATES DESIGN INTENT ONLY AND IS SUBJECT TO  
AMENDMENT DURING FINAL DESIGN DEVELOPMENT.

E	SURFACE WATER ATTENUATION PONDS ADDED. OVERALL PLAN AMENDED.	22/10/13	PP	BW
D	AMENDMENTS FOLLOWING CLIENTS COMMENTS	11/09/13	DB	BW
C	ADDITIONAL ATTENUATION PONDS ADDED	28/08/13	DB	BW
B	OVERALL SITE PLAN AND THE MAIN TRACK AMENDED. NOTES ADDED.	18/08/13	DB	BW
A	INITIAL ISSUE	dd/mm/yy	-	-

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Project Title

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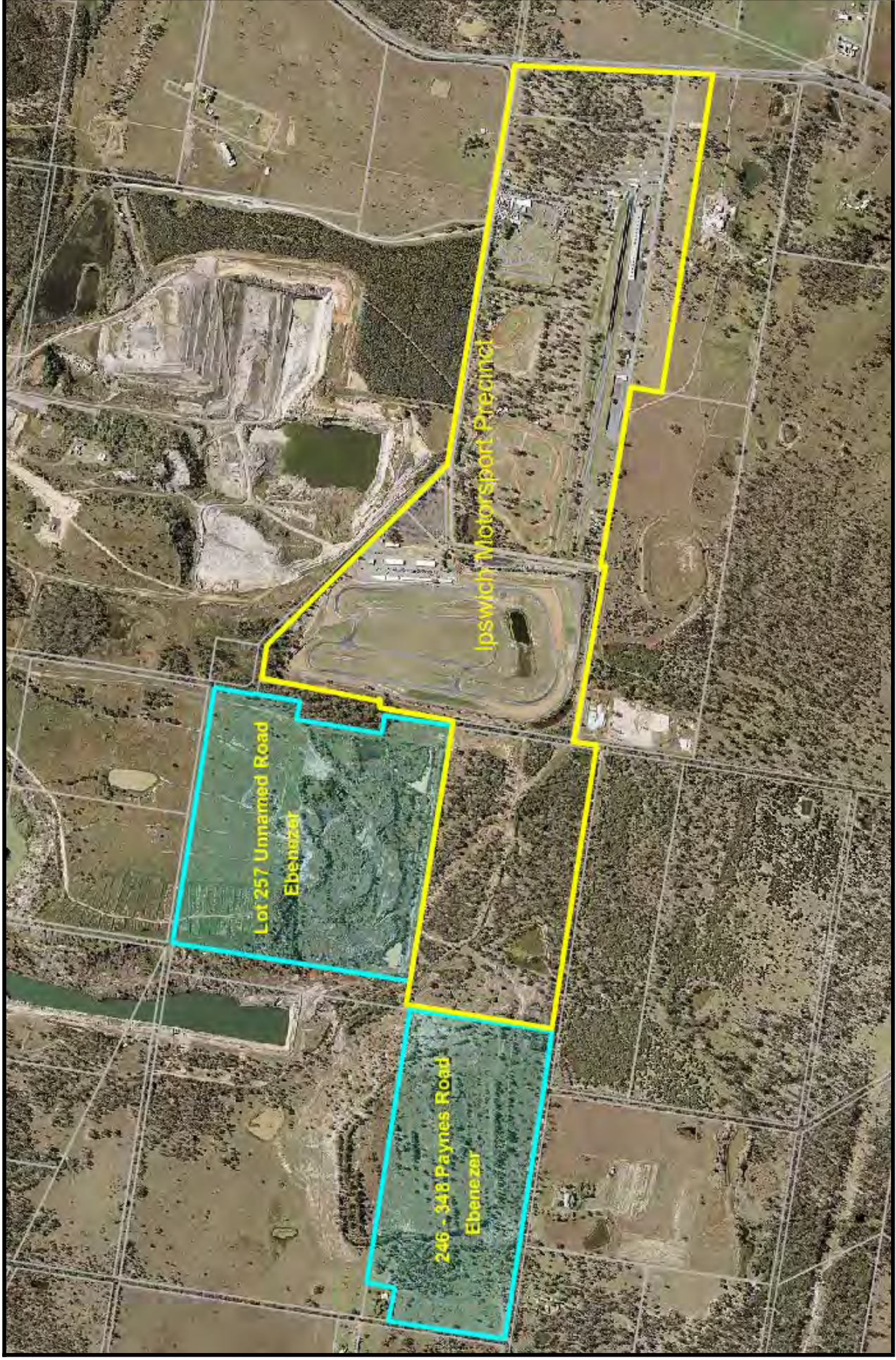
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2D SITE PLAN

Designt 06	Drawn 06	Checked BW	Approved CB	Date 18/05/13
Drawing Number 081-DD-S-PL-APX-001			Scale: @ A1 1:5000@A1	Rev E

PRELIMINARY







# IPSWICH MOTORSPORT PRECINCT



\* The size of the lease areas are estimates only

Lease Areas	Size	Tenure Arrangement	Expiry	Option
Lease A Large		Facility Permits / Temporary Event Licence		
Lease A Small		Facility Permits / Temporary Event Licence		
Lease B	9.05 ha	Facility Permits / Temporary Event Licence		
Lease C		Facility Permits / Temporary Event Licence		
Lease D	6.4 ha	Facility Permits / Temporary Event Licence		
Lease E	2500m <sup>2</sup>	Lease - The Commissioner of Fire Services	30/06/2016	Holding Over
Lease F	54.33 ha	Lease - Motorsports Queensland Ltd	15/07/2027	1 x 30 years
Lease G	3250m <sup>2</sup>	Lease - Ipswich Motorsport Precinct Management Group Inc.	15/07/2043	1 x 30 years
Lease H	37.35 ha	Lease - Willowbank Raceway Inc.	31/12/2043	1 x 30 years
Lease I		Facility Permits / Temporary Event Licence		
Lease J	6.863 ha	Lease - Ipswich Kart Club Inc.	31/01/2022	

<b>City Management Finance and Community Engagement Committee</b>	
Mtg Date: 17.07.18	OAR: YES
<b>Authorisation:</b> Kaye Cavanagh	

6 July 2018

## **MEMORANDUM**

TO: ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)

FROM: PRINCIPAL OFFICER (FLEET)

RE: PROPOSAL TO PROVIDE COUNCIL ASSISTANCE TO THE AUSSIE HELPERS  
CHARITY

---

### **INTRODUCTION:**

This is a report by the Principal Officer (Fleet) dated 6 July 2018 concerning a proposal for Council to provide assistance to the Aussie Helpers Charity.

### **BACKGROUND:**

Council has been approached by multiple employees requesting Council consider assisting the Aussie Helpers Charity with the provision of grass bales for stock feed and provide an opportunity for staff to volunteer labour and funds to assist farming families that are in need.

Aussie Helpers is a non-profit registered charity that assists farming families in various ways including groceries, personal hygiene goods, stock feed and face to face counselling. The Aussie Helpers charity does not receive government funding and relies on the generosity of people to assist them in times of need.

### **PROPOSAL:**

Council owns and maintains a large variety of open space throughout the City. These areas are slashed or mowed intermittently to reduce fire risk with the grass then left to decompose. The consideration is requested to bale the grass and provide the charity with much needed feed for struggling farmers.

As the Aussie Helpers Charity is a non-profit organisation it has been requested that consideration be given to raising funds by means of staff and Council donations. Initial discussions have indicated that a number of staff would be willing to participate should the proposal be approved.

It is suggested that the following proposal be carried out to determine the extent and feasibility of Council's support for the Aussie Helpers Charity:

- Contact Aussie Helpers Charity to discuss how Council can assist with the possible provision of grass bales, transport of the bales, labour and donations.
- Establish a list of potential Council owned sites where the baling of grass can be carried out.
- Investigate and implement any biosecurity measures or fire ant requirements that are required to enable the baling, mowing and transport of Ipswich City Council slashed or mowed grass areas.
- Approve the use of Council plant, assets and staff to assist with the process of baling grass from recommended sites. This will include the provision of suitable insurance for the mentioned activity.
- Source a machine or contractor that is capable of slashing, mowing and baling the available grass from the Council land.
- Ask for expressions of interest from Council staff to volunteer or participate with the charity works.
- Consider and implement a process and campaign that will allow the donation of funds by Council staff for the Aussie Helpers Charity. Ipswich City Council to also consider matching a dollar for dollar donation for money raised by Ipswich City Council staff members.
- Should Council agree to engage with the Aussie Helpers Charity consideration should be given to assigning an officer to its coordination and implementation.

**RECOMMENDATION:**

- A. That Council approve the proposal to provide support to the Aussie Helpers Charity as outlined in the report by the Principal Officer (Fleet) dated 6 July 2018.
- B. That the Chief Operating Officer (Works, Parks and Recreation) commence discussions with Aussie Helpers Charity and implement the steps identified in this report to determine Council's extent of support.

Mark Sines

**PRINCIPAL OFFICER (FLEET)**

I concur with the recommendation/s contained in this report.

Kaye Cavanagh

**ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)**

BM:BM  
A4945278

City Management, Finance and Community Engagement Committee	
Mtg Date: 17 July 2018	OAR: YES
<b>Authorisation:</b> Bryce Hines	

6 July 2018

### **MEMORANDUM**

TO: ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)

FROM: DEVELOPMENT AND RELATIONSHIP MANAGER

RE: TRUSTEE LEASE FOR QUEENS PARK CAFÉ – 11 MERLE FINIMORE AVENUE,  
IPSWICH DESCRIBED AS LEASE D IN PART OF LOT 1 ON SP154140 ON SP230095  
AND LEASES B AND C BEING PART OF THE GROUND FLOOR AND ALL OF THE  
FIRST FLOOR OF A BUILDING IN LOT 1 ON SP154140 – TENDER 10989  
DIVISION 7

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#### **INTRODUCTION:**

This is a report by the Development and Relationship Manager dated 6 July 2018 concerning a Trustee Lease for the operation of the Queens Park Café (Café) at 11 Merle Finimore Avenue, Ipswich.

#### **BACKGROUND:**

The Café is located in Queens Park on State Land at 11 Merle Finimore Avenue, Ipswich described as Lease D in part of Lot 1 on SP154140 on SP230095 and Leases B and C being part of the ground floor and all of the first floor of a building in Lot 1 on SP154140. Ipswich City Council (Council) is the Trustee of the land under a Deed of Grant in Trust.

In anticipation of the existing Trustee Permit expiring on 28 February 2018, Council advertised for tenders on 11 November 2017 for experienced café operators to lease and operate the café for a 5 year term. On 19 February 2018, the successful tenderer was notified and the process commenced to finalise the terms and conditions of the Trustee Lease. Given the impending expiry of the Trustee Permit and the negotiations required to finalise the terms and conditions of the new Trustee Lease, the Trustee Permit with the existing tenant was extended for six months to 31 August 2018.

As final agreement on the terms and conditions of the Trustee Lease has not been reached, Council needs to consider its position given the approaching expiry date of the current Trustee Permit. The attached confidential background paper details developments with the Trustee Lease for the Café.

#### **OPTIONS:**

Given the status of Trustee Lease negotiations and the impending permit expiry date, the following options are for consideration by Council:

1. Status Quo - Council accepts the revised offer of the shortlisted tenderer and enters into a five year Trustee Lease.
2. New Tender/Offer 6 Month Trustee Permit - Council approves a new tender to the market for the operation of the Café with revised parameters to clarify Council's commercial expectations and the existing tenant is offered a new six month Trustee Permit post 31 August 2018 to ensure the Café's operations are not interrupted.
3. New Tender/Council Operates The Café - Council approves a new tender to the market for the operation of the Café with revised parameters to clarify Council's commercial expectations and, that the Council's internal service provider operates the Café in the interim period post the expiry of the current Trustee Permit on 31 August 2018 to ensure the Café's operations are not interrupted.
4. Council Operates The Café - Council's internal service provider operates the Café post the expiry of the Trustee Permit on 31 August 2018 until further notice and with no further tender process conducted.

For Options 2 and 3, further investigation will be undertaken to consider alternate service delivery models for the café's operations including a community organisation under a social enterprise arrangement and Council's internal service provider. Council will then be provided with a report detailing the outcomes of the tender process for the operation of the Café and the findings from the investigation into service delivery models for the operation of the Café.

The current Trustee Permit does not include a provision for the permit holder to terminate and abandon the premises during the term of the Trustee Permit. Initial consultation with Arts, Social Development and Community Engagement has confirmed that the group's current skill set will allow for the Café to be operated by their team at short notice.

If Council supports the adoption of Options 2 or 3, which involve retendering, it is proposed to modify/improve the tender process so that it achieves more interest in the marketplace and provides prospective tenderers with an increased understanding of Council's expectations especially from a commercial perspective. The revised parameters will include:

- A definitive base rent reflective of a market rental assessment with an additional turnover rent based on a percentage of gross turnover;

- Initial Trustee Lease term of five years with a five year option, only applicable if the Lessee's performance in the first five year term meets performance expectations;
- An extensive advertisement program (including notification to local and regional providers and not-for-profit organisations) in association with an extended tender timeframe to allow prospective tenderers to fully consider the opportunity; and
- The provision of detailed business and marketing goals and strategies to support their vision for the Café.

### **CONCLUSION:**

Council's objective for the Café is to activate and value add to the Queens Park precinct and maximise opportunities that result from its operation. Additionally, Council needs to ensure that by offering the Café for lease, it represents the best value for money option and return to both the community and Council.

Prior to the tender being issued, a market rental assessment of the Café was undertaken by a qualified retail/commercial Valuer. The assessment was used as a guide in evaluating the commercial aspects of the tender submissions and the decision to appoint an operator of the Café. Council officers have attempted to form an agreement with the successful tenderer on a reasonable rent for the Café, but this remains unresolved.

Given the status of Trustee Lease negotiations and the impending permit expiry date, a decision by Council should be made with consideration of all available options. To achieve the optimal outcome for both the Council and the community it is recommended that Council consider Option 2 for implementation. This will allow for a new tender process with improved parameters and the existing tenant being offered a new six month Trustee Permit post 31 August 2018 to ensure the Café's operations are not interrupted.

It should be noted that the current Trustee Permit holder would have the ability to provide a tender submission for any future tender process. In the case that the extension of the Trustee Permit not be accepted, Option 3 provides for a new tender process and the Café's operation by Council's internal service provider in the interim period. The long-term solution for the Café's operation will be guided by the findings of the investigation into service delivery models and the outcomes of the tender process.

### **CONFIDENTIAL BACKGROUND PAPER**

<a href="#">Confidential Background Paper</a>	Background Details
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**RECOMMENDATION:**

- A. That Council resolve to note the report by the Development and Relationship Manager dated 6 July 2018 on the process and developments to achieve a Trustee Lease for Queens Park Café.
- B. That Council offer the existing tenant a six month Trustee Permit for Queens Park Café after the expiry of the current permit on 31 August 2018.
- C. That Council, as Trustee Lessor, invite written tenders for the disposal of the leasehold interest in the Queens Park Café located at 11 Merle Finimore Avenue, Ipswich, described as Lease D in part of Lot 1 on SP154140 on SP230095 and Leases B and C being part of the ground floor and all of the first floor of a building in Lot 1 on SP154140 ("the Trustee Lease").
- D. That the Chief Operating Officer of Arts, Social Development and Community Engagement undertakes an investigation of alternative service delivery models for the operation of the Queens Park Café.
- E. That a report be provided to Council detailing the outcomes of the tender process for the operation of Queens Park Café and the outcomes of the analysis of alternative service delivery models.

Greg Thomas

**DEVELOPMENT AND RELATIONSHIP MANAGER**

I concur with the recommendation contained in this report.

Bryce Hines

**ACTING CHIEF OPERATING OFFICER (WORKS PARKS AND RECREATION)**

<b>City Management, Finance and Community Engagement Committee</b>	
Mtg Date: 17.07.18	OAR: Yes
<b>Authorisation:</b> Jeffrey Keech	

28 June 2018

## **MEMORANDUM**

TO: ACTING CHIEF FINANCIAL OFFICER

FROM: BUSINESS ACCOUNTING MANAGER

RE: MONTH-END PERFORMANCE – MAY 2018

### **INTRODUCTION:**

This is a report by the Business Accounting Manager dated 28 June 2018 concerning Council performance for the period ending 31 May 2018, submitted in accordance with section 204 of the *Local Government Regulation 2012*.

### **BACKGROUND:**

Section 204 of the *Local Government Regulation 2012* requires a monthly report to be submitted to Council in respect of the performance of Council's budget. The monthly performance report for May 2018 is included at Attachment A.

### **ATTACHMENT:**

<b>Name of Attachment</b>	<b>Attachment</b>
<a href="#">May 2018 Monthly Performance Report</a>	Attachment A

### **RECOMMENDATION:**

That the report be received and the contents noted.

Lavina Britton  
**BUSINESS ACCOUNTING MANAGER**

I concur with the recommendation contained in this report.

Jeffrey Keech  
**ACTING CHIEF FINANCIAL OFFICER**





**Ipswich City Council**

**Performance Report**

**May 2018**

**Ipswich City Council - Summary Financial Results**

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	FY Budget \$'000	EOY Forecast \$'000	Detail Page ref:
<b>Net Result as at 31 May 2018:</b>						
<b>Cash Operational Revenue</b>						
Net Rates and Utilities	185,944	185,975	(31)	188,977	188,977	
Fees and Charges	26,623	25,090	1,533	28,398	28,398	Page 10
Operational Grants and Contributions	14,339	12,508	1,831	18,938	18,938	Page 11
Interest	4,735	3,711	1,024	4,122	4,735	Page 12
Other Cash Revenue	30,931	28,843	2,088	38,709	38,709	"
<b>Total Cash Operational Revenue</b>	<b>262,572</b>	<b>256,127</b>	<b>6,445</b>	<b>279,144</b>	<b>279,757</b>	
<b>Cash Operational Expenses</b>						
Employee Expenses*	84,859	85,098	239	92,264	95,593	Page 13
Materials and Services#	75,169	78,655	3,486	87,466	92,013	"
Finance costs	12,660	13,501	841	14,597	14,597	"
Other Cash Expenses	6,150	6,479	329	9,144	9,144	"
	<b>178,838</b>	<b>183,733</b>	<b>4,895</b>	<b>203,471</b>	<b>211,347</b>	
<b>Cash Operational Result</b>	<b>83,734</b>	<b>72,394</b>	<b>11,340</b>	<b>75,673</b>	<b>68,410</b>	
<b>Non-Cash Operational Revenue</b>						
Gain on Asset Disposal	220	0	220	0	220	Page 12
Internal Revenue	21,270	21,174	96	22,751	22,751	"
<b>Total Non-Cash Operational Revenue</b>	<b>21,490</b>	<b>21,174</b>	<b>316</b>	<b>22,751</b>	<b>22,971</b>	
<b>Non-Cash Operational Expense</b>						
Depreciation	60,002	59,633	(369)	64,990	64,990	Page 13
Headworks Credit Indexation	0	0	0	0	0	"
Loss on Asset Disposal	1,636	0	(1,636)	0	1,636	"
Internal Expense	19,338	18,561	(777)	19,933	19,933	"
<b>Total Non-Cash Operational Expense</b>	<b>80,976</b>	<b>78,194</b>	<b>(2,782)</b>	<b>84,923</b>	<b>86,559</b>	
<b>Net Result before Capital</b>	<b>24,248</b>	<b>15,374</b>	<b>8,874</b>	<b>13,501</b>	<b>4,822</b>	
<b>Capital</b>						
Capital Grants	7,412	6,133	1,279	8,524	8,524	Page 11
Donated Asset Revenue	45,812	51,595	(5,783)	72,535	72,535	"
Contributions	8,019	15,954	(7,935)	17,550	17,550	"
Headworks Credit Consumption	0	0	0	0	0	"
<b>Total Capital</b>	<b>61,243</b>	<b>73,682</b>	<b>(12,439)</b>	<b>98,609</b>	<b>98,609</b>	
<b>Total Net Result</b>	<b>85,491</b>	<b>89,056</b>	<b>(3,565)</b>	<b>112,110</b>	<b>103,431</b>	
<b>Capital Program as at 31 May 2018:</b>						
<b>Cash Capital Items</b>						
Asset Construction and Purchase	105,026	134,471	29,445	165,078	165,078	Page 17
<b>Non-cash Capital Items</b>						
Donated Assets	45,744	51,200	5,456	58,044	58,044	"
<b>Total Capital Program</b>	<b>150,770</b>	<b>185,671</b>	<b>34,901</b>	<b>223,122</b>	<b>223,122</b>	

\* Including contract labour

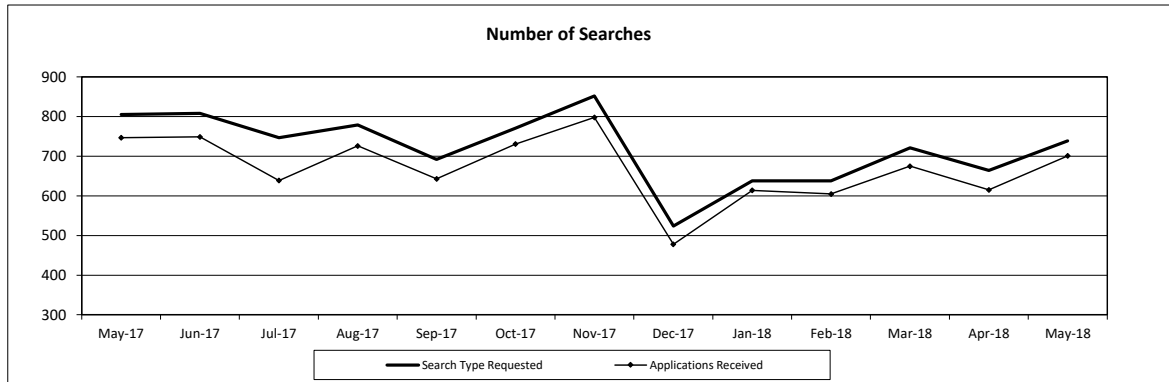
# excluding contract labour

For information on individual line items, please refer to the relevant section of the report.

ICC Performance Report  
May 2018

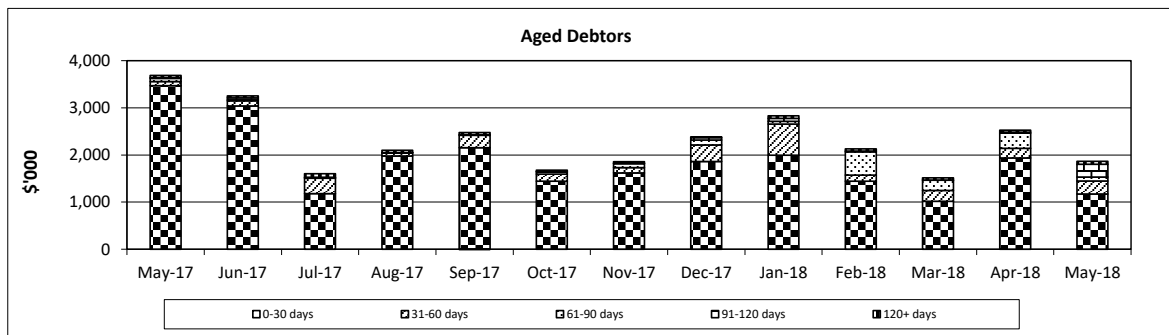
**Additional Performance Information:**

**Property Searches:**



	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
Search Type Requested	805	808	747	779	692	771	852	524	638	638	721	664	739
Applications Received	747	749	639	726	643	731	798	478	614	605	675	615	701

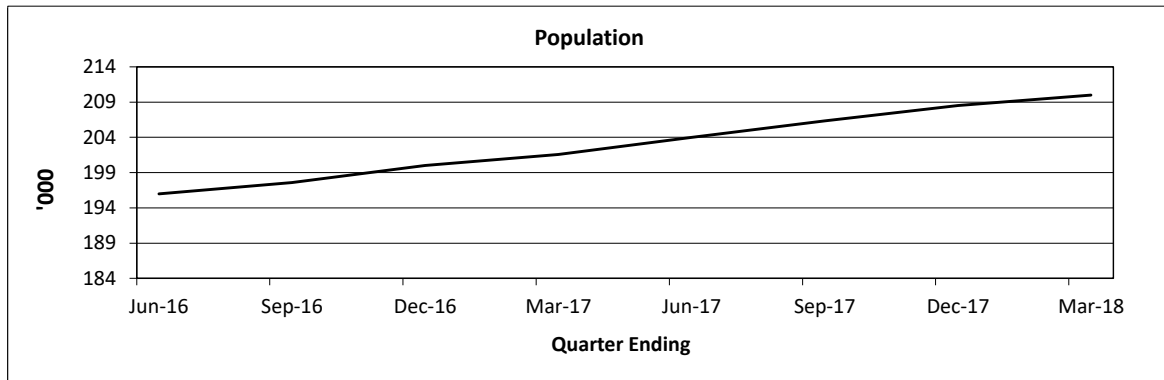
**Aged Debtors:**



	May-17 \$'000	Jun-17 \$'000	Jul-17 \$'000	Aug-17 \$'000	Sep-17 \$'000	Oct-17 \$'000	Nov-17 \$'000	Dec-17 \$'000	Jan-18 \$'000	Feb-18 \$'000	Mar-18 \$'000	Apr-18 \$'000	May-18 \$'000
0-30 days	3,469	3,041	1,181	1,977	2,153	1,444	1,619	1,862	1,995	1,443	1,016	1,936	1,174
31-60 days	89	109	325	67	265	152	113	350	661	132	233	207	276
61-90 days	65	20	8	1	13	45	82	106	60	491	215	319	82
91-120 days	17	40	12	3	1	7	12	51	60	16	5	21	273
120+ days	50	42	77	52	46	29	31	14	57	49	46	43	59

91-120 days includes \$250k to Ipswich City Properties for admin support and rental income for 143 Brisbane St- these have been paid in June .

**Population:**

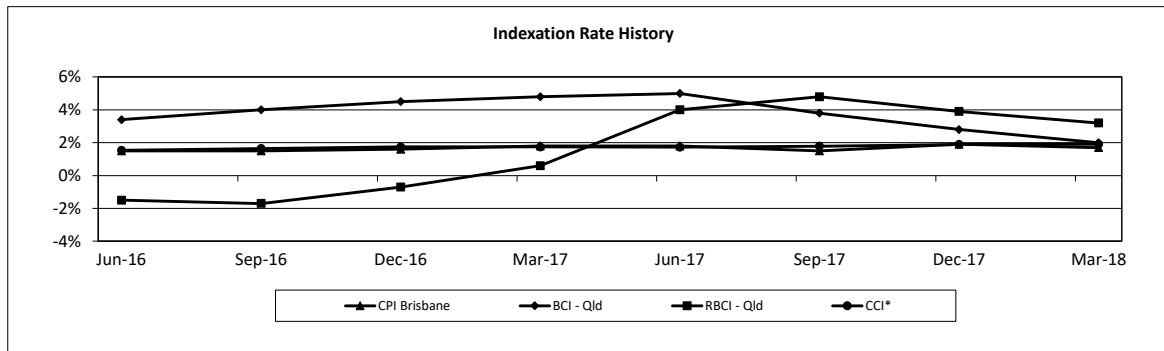


	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18
Population	196	198	200	202	204	206	209	210

**Growth in Waste Domestic Services:**

	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18
Growth per quarter:	0.76%	0.82%	1.40%	0.83%	1.25%	1.26%	1.13%	0.93%

**Indexation Rate History:**



	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18
CPI Brisbane	1.50%	1.50%	1.60%	1.80%	1.80%	1.50%	1.90%	1.70%
BCI - Qld	3.40%	4.00%	4.50%	4.80%	5.00%	3.80%	2.80%	2.00%
RBCI - Qld	-1.50%	-1.70%	-0.70%	0.60%	4.00%	4.80%	3.90%	3.20%
CCI*	1.53%	1.64%	1.74%	1.74%	1.73%	1.79%	1.89%	1.90%

CPI = Consumer Price Index; BCI = Building Construction Index; RBCI = Roads and Bridges Construction Index; CCI = Council Cost Index

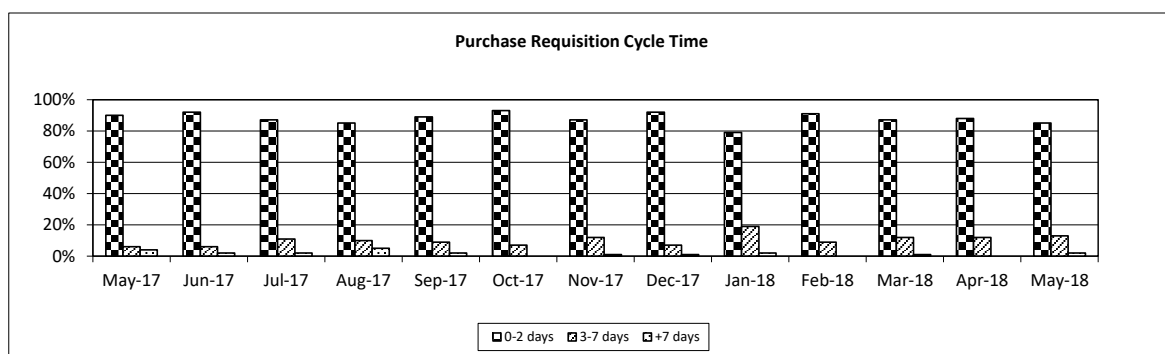
ICC Performance Report  
May 2018

Invoices Paid within Terms:

	Nov-17		Dec-17		Jan-18		Feb-18		Mar-18		Apr-18		May-18	
Total invoices paid	5,881		5,232		4,797		4,806		5,169		4,779		5,482	
	Count	\$	Count	\$	Count	\$	Count	\$	Count	\$	Count	\$	Count	\$
% paid within terms	95%	97%	96%	98%	91%	91%	95%	97%	97%	98%	97%	97%	94%	97%
% paid <1 week outside terms	2%	2%	1%	1%	4%	4%	1%	2%	2%	1%	2%	2%	1%	1%
% paid >1 week outside terms	3%	1%	3%	1%	5%	5%	4%	1%	1%	1%	1%	1%	5%	3%

Slightly under target for number of invoices in May.

Purchase Requisition Cycle Time:

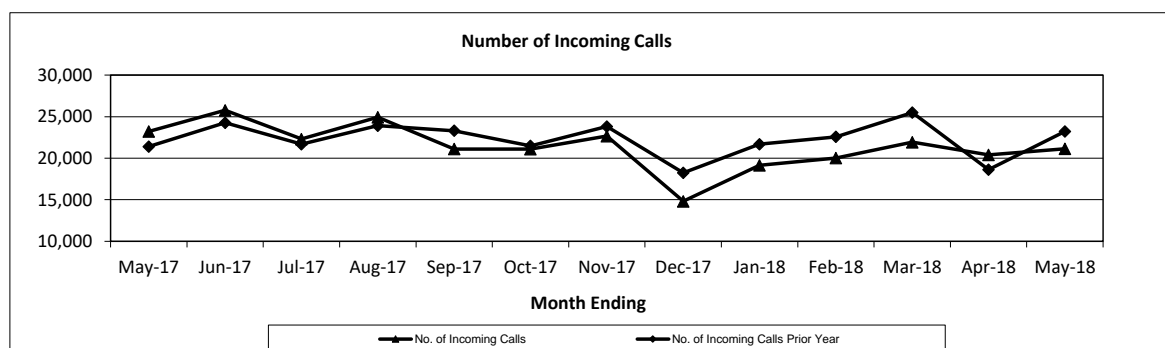


Key performance indicator for this activity is two days.

	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
0-2 days	90%	92%	87%	85%	89%	93%	87%	92%	79%	91%	87%	88%	85%
3-7 days	6%	6%	11%	10%	9%	7%	12%	7%	19%	9%	12%	12%	13%
+7 days	4%	2%	2%	5%	2%	0%	1%	1%	2%	0%	1%	0%	2%

Satisfactory results.

Number of Incoming phone calls - All Council (excluding BCC After Hours and Helpdesk)



	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
No. of Incoming Calls	23,222	25,768	22,308	24,933	21,109	21,097	22,656	14,818	19,147	20,027	21,922	20,397	21,153
No. of Incoming Calls Prior Year	21,405	24,264	21,689	23,927	23,313	21,495	23,814	18,241	21,681	22,579	25,508	18,637	23,222

## Statement of Cashflows

	July Actuals	July Budget	August Actuals	August Budget	September Actuals	September Budget	October Actuals	October Budget	November Actuals	November Budget	December Actuals	December Budget	January Actuals	January Budget	February Actuals	February Budget	March Actuals	March Budget	April Actuals	April Budget	May Actuals	May Budget	June Budget
<b>Cashflows from Operating Activities</b>																							
Receipts from Customers	(2,731)	(4,020)	(38,935)	(38,178)	(4,365)	(9,397)	(5,928)	(4,041)	(37,084)	(38,366)	(3,664)	(3,941)	(7,553)	(4,167)	(36,157)	(39,596)	(3,842)	(3,955)	(5,280)	(4,187)	(37,264)	(40,786)	(6,172)
General Rates and Utilities Charges	(2,847)	(2,501)	(3,718)	(2,157)	(1,786)	(2,408)	(1,992)	(2,478)	(2,315)	(2,157)	(1,974)	(2,259)	(2,077)	(2,314)	(2,721)	(2,046)	(2,261)	(2,229)	(2,313)	(2,344)	(2,671)	(2,197)	(1,657)
Fees and Charges	(196)	(536)	(592)	(527)	(662)	(518)	(577)	(523)	(1,179)	(518)	(888)	(518)	(542)	(518)	(190)	(518)	(824)	(518)	(1,194)	(518)	(341)	(518)	(585)
Operating Contributions	(638)	(559)	(937)	(900)	(214)	(229)	(110)	(204)	(1,555)	(901)	(487)	(267)	(387)	(691)	(948)	(919)	(985)	(202)	(209)	(204)	(1,013)	(1,699)	(3,568)
Operating Grants and Subsidies	(4,126)	(1,097)	(2,374)	(2,016)	(2,829)	(1,338)	(2,607)	(2,021)	(2,444)	(1,608)	(3,149)	(1,273)	(8,056)	(2,134)	(2,071)	(435)	(2,427)	(768)	(761)	(980)	(2,280)	(5,142)	(3,238)
Other Income	(328)	(1,444)	(549)	(1,444)	(859)	(1,444)	(707)	(1,444)	(1,048)	(1,444)	(1,204)	(1,444)	(502)	(1,444)	(1,889)	(1,444)	(708)	(1,444)	(1,575)	(1,444)	(349)	(1,514)	(4,531)
Capital Contributions	(211)				(53)		(227)				(265)		(1,903)		(319)		(1,572)		(1,193)		(1,387)		(1,337)
Capital Grants and Subsidies	(11,098)	(10,158)	(47,103)	(46,222)	(10,769)	(10,075)	(12,148)	(10,711)	(46,625)	(44,993)	(5,333)	(9,702)	(21,060)	(11,637)	(42,587)	(47,566)	(12,283)	(11,002)	(12,590)	(9,677)	(46,305)	(51,138)	(21,108)
Payments to Suppliers and Employees																							
Employee Payments	6,404	6,760	7,791	8,434	6,418	6,760	6,832	8,434	8,134	6,760	6,688	6,760	8,938	9,126	6,245	6,894	6,765	6,902	6,811	6,909	8,084	8,594	10,415
Supplier Payments	9,081	11,056	11,254	8,572	7,230	7,813	7,680	7,468	6,932	5,985	5,697	8,286	7,143	6,829	6,768	6,307	7,437	7,291	4,908	6,302	7,570	6,701	9,697
Other Expenses	755	962	1,030	656	630	588	178	393	732	732	541	530	572	701	606	671	491	553	467	549	638	639	3,084
Interest Received	16,241	18,778	20,054	17,661	14,278	15,161	14,540	16,294	15,797	13,497	12,926	15,566	16,653	16,655	13,600	13,872	14,745	14,745	12,383	13,760	16,292	15,924	23,196
Borrowing Costs	(498)	(338)	(461)	(392)	(503)	9	(461)	84	(493)	(357)	(379)	(379)	(394)	(293)	(405)	(312)	(350)	(355)	(415)	(260)	(443)	(318)	80
Net Cash Outflow (Inflow) from Operating Activities	4,657	8,282	(27,498)	(27,953)	6,395	8,508	1,944	5,667	(30,308)	(31,853)	10,543	9,268	(4,811)	4,725	(29,310)	(34,006)	5,263	7,058	(792)	3,823	(29,446)	(37,532)	5,638
<b>Cashflows from Investing Activities</b>																							
Payments for property, plant and equipment*	11,227	17,374	14,932	14,464	7,503	10,433	5,975	16,114	9,652	15,758	8,220	13,094	6,949	14,851	10,870	14,780	10,375	12,681	7,224	12,684	10,883	12,724	23,810
Dividends Received	1,713	1,717	613	617	5,113	5,117	1,144	1,017	2,473	2,517	(7,922)	(5,081)	(1,915)	1,160	6,600	1,160		6,660	1,700	660	900	(850)	2,841
Proceeds from sale of (payments for) equity investments																							
Transfers to/from subsidiary entities					1	1	118	118	(126)		5		0		(27)				24		(34)		(14,013)
Net Cash Outflow (Inflow) from Investing Activities	12,941	19,091	15,546	15,081	(2,506)	10,250	7,207	17,131	11,999	18,275	2,417	8,872	5,034	14,011	17,440	15,939	10,375	19,341	8,969	13,343	11,740	12,533	12,638
<b>Cashflows from Financing Activities</b>																							
Proceeds from Borrowings																							
Redemption of Borrowings																							
Interest free loan (proceeds) redemption					4,714	4,701					4,771	5,401					4,842	5,472					5,792
Working Capital (Proceeds) Redemption																							
Net Cash Outflow (Inflow) from Financing Activities					4,714	4,701					4,771	5,401											5,792
Net Decrease (Increase) in Cash Held	17,598	27,374	(11,952)	(12,872)	8,604	23,454	9,150	22,799	(18,309)	(13,578)	17,734	23,542	223	18,736	(11,919)	(18,067)	20,479	31,871	8,197	17,166	(17,697)	(24,998)	24,067
Cash at Beginning of Period	183,751	183,751	166,153	166,153	178,105	178,105	169,501	169,501	160,350	160,350	178,660	178,660	160,923	160,923	160,700	160,700	172,619	172,619	152,139	152,139	143,943	143,943	161,640
Cash at End of Reporting Period	166,153	156,377	178,105	179,025	169,501	154,651	160,350	146,702	178,660	173,929	160,923	155,118	160,700	142,187	172,619	178,766	152,139	140,748	143,943	139,974	161,640	161,640	137,572

\* Including intangible assets

The end of year forecast cash balance is \$137.57 million.

ICC Performance Report  
May 2018

**Departmental Breakdown**

Trend of year to date results as at 31 May 2018:

Revenue and Expense: ☹️<1% or \$50k worse than budget whichever is greater; ☹️<5% or \$125k worse than budget whichever is greater; ☹️>=5% or >=\$125k worse than budget whichever is greater.  
Capital: Within 5% or \$50k +/- budget whichever is greater; ☹️ within 10% or \$250k +/- budget whichever is greater; ☹️ more than 10% or >\$250k +/- budget whichever is greater. U=under; O=over

**Departmental Controlled:**

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
<b>Arts, Social Development and Community Engagement</b>	Revenue	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️		☹️
	Employee Expenses*	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️		☹️
	Other Expense Categories**	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️		☹️
	Capital	U☹️	U☹️	U☹️	U☹️	U☹️	U☹️	U☹️	U☹️	U☹️	U☹️	U☹️		U☹️

Satisfactory results for revenue and expenses.

Capital expenditure under budget by \$43k or 6.9%.

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
<b>Economic Development and Marketing</b>	Revenue	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️		☹️
	Employee Expenses*	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️		☹️
	Other Expense Categories**	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️		☹️
	Capital	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a

Satisfactory results for revenue and other expenses categories.

Employee Expenses is over budget \$117k or 2.71%.

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
<b>Infrastructure Services Department</b>	Revenue	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️		☹️
	Employee Expenses*	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️		☹️
	Other Expense Categories**	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️		☹️
	Capital	U☹️	O☹️	O☹️	U☹️	U☹️	U☹️	U☹️	U☹️	U☹️	U☹️	U☹️		U☹️

Satisfactory results for revenue and employee expenses. Other Expenses over budget by \$271k or 26.3%.

Capital expenditure under budget for infrastructure program \$14.746m or 20.2%. See pages 18-21 for details.

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
<b>Finance and Corporate Services Department</b>	Revenue	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️		☹️
	Employee Expenses*	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️		☹️
	Other Expense Categories**	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️		☹️
	Capital	U☹️	U☹️	U☹️	U☹️	U☹️	U☹️	U☹️	U☹️	U☹️	U☹️	U☹️		U☹️

Satisfactory results for revenue and expenses.

Capital expenditure under budget by \$8.162m or 33%.

\* Employee expenses including Labour Contracts

\*\* Operational Expense excluding the above

ICC Performance Report  
May 2018

**Departmental Breakdown**

Trend of year to date results as at 31 May 2018:

Revenue and Expense: ☹️<1% or \$50k worse than budget whichever is greater; ☹️<5% or \$125k worse than budget whichever is greater; ☹️>=5% or >=\$125k worse than budget whichever is greater.  
Capital: Within 5% or \$50k +/- budget whichever is greater; ☹️ within 10% or \$250k +/- budget whichever is greater; ☹️ more than 10% or >\$250k +/- budget whichever is greater. U=under; O=over

**Departmental Controlled:**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
<b>Works, Parks and Recreation Department</b> Revenue	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️		☹️
Employee Expenses*	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️		☹️
Other Expense Categories**	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️		☹️
Capital	O☹️	O☹️	U☹️	U☹️	U☹️	U☹️	U☹️	U☹️	U☹️	U☹️	U☹️		U☹️

Satisfactory results for revenue and other expenses. Employee expenses is over budget \$723k or 2.23%.

Capital expenditure under budget for Infrastructure Program \$4.128m or 17.6%. Capital expenditure for fleet and equipment purchase under budget \$2.581m or 24.8%.

Capital expenditure for IWS under budget \$28k or 3.0%.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
<b>Health, Security and Regulatory Services Department</b> Revenue	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️		☹️
Employee Expenses*	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️		☹️
Other Expense Categories**	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️		☹️
Capital	U☹️	U☹️	U☹️	U☹️	U☹️	U☹️	U☹️	U☹️	U☹️	U☹️	O☹️		O☹️

Satisfactory results for revenue and other expense categories. Employee expenses over budget \$289k or 4.48%.

Capital expenditure over budget \$242k or 17.3%.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
<b>Planning and Development Department</b> Revenue	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️		☹️
Employee Expenses*	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️		☹️
Other Expense Categories**	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️		☹️
Capital	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a

Satisfactory results for overall.

**Corporate Controlled:**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
<b>Corporate Items</b> Revenue	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️		☹️
Expenses	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️	☹️		☹️
Capital	O☹️	O☹️	O☹️	O☹️	O☹️	O☹️	O☹️	O☹️	O☹️	U☹️	U☹️		U☹️

Revenue under budget \$10.942m or 4.62%. Expenses over budget by \$1.480m or 1.91%.

Capital expenditure for donated assets under budget \$5.456m or 10.7%.

\* Employee expenses including Labour Contracts

\*\* Operational Expense excluding the above



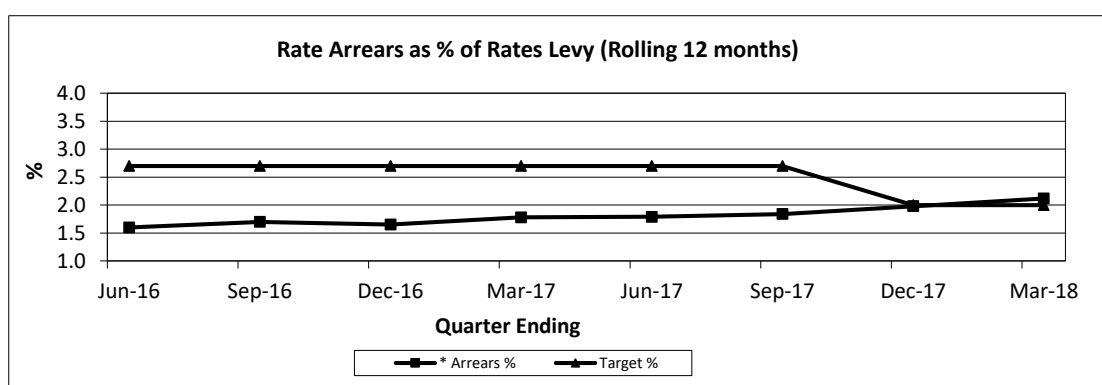
## Revenue

### Net Rates and Utilities:

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
General Rates	165,087	165,253	(166)	168,255	98%	168,255
Utilities and Other Charges	31,396	31,218	178	31,228	101%	31,228
Discounts/Remissions	(10,539)	(10,496)	(43)	(10,506)	100%	(10,506)
	<b>185,944</b>	<b>185,975</b>	<b>(31)</b>	<b>188,977</b>	<b>98%</b>	<b>188,977</b>

Satisfactory results overall.

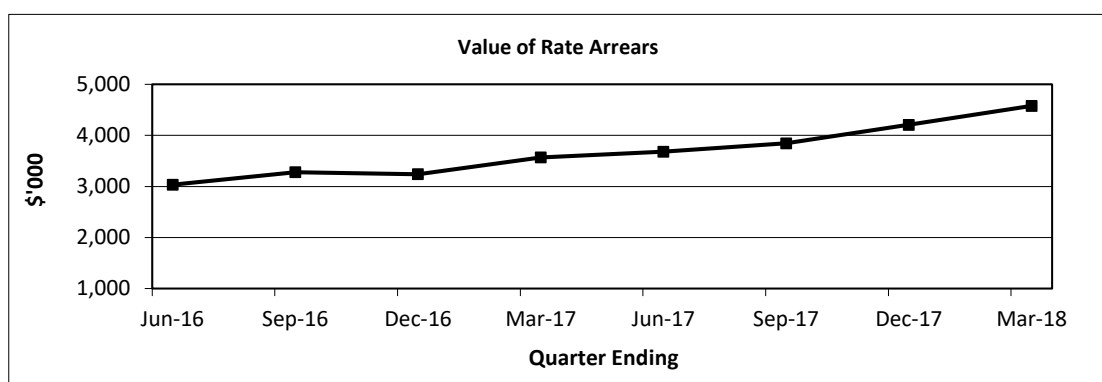
### Rate Arrears as at 31 March 2018:



	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18
* Arrears %	1.6	1.7	1.65	1.78	1.79	1.84	1.98	2.12
Target %	2.70	2.70	2.70	2.70	2.70	2.70	2.00	2.00

\* Rolling 12 month average

### Value of Rate Arrears:



	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18
\$'000	3,034	3,281	3,242	3,568	3,680	3,844	4,207	4,579

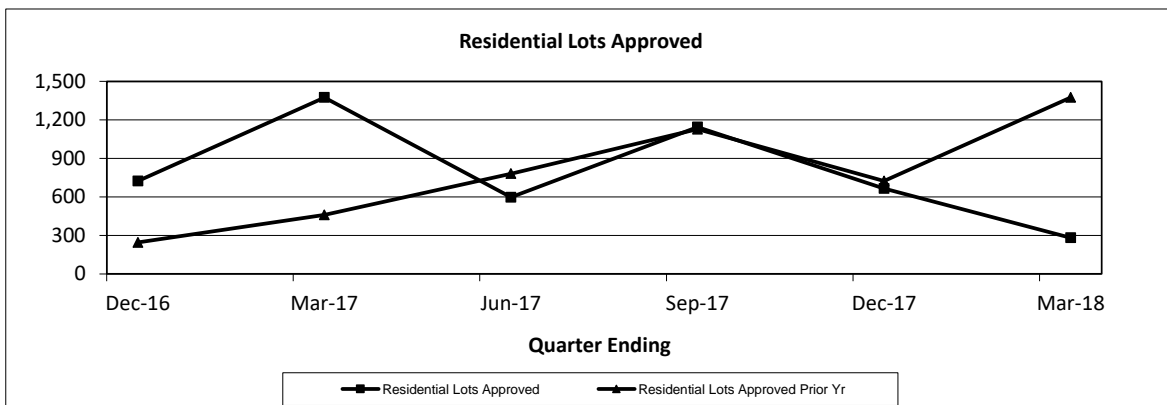
ICC Performance Report  
May 2018

**Fees and Charges:**

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Planning Fees	14,546	13,299	1,247	14,778	98%	14,778
Hlth Animal Cemetery Fees	1,162	926	236	1,805	64%	1,805
Traffic and Reg Park Fees	2,113	2,219	(106)	2,438	87%	2,438
Waste Fees	6,239	5,892	347	6,428	97%	6,428
Other Fees	2,563	2,754	(191)	2,949	87%	2,949
	<b>26,623</b>	<b>25,090</b>	<b>1,533</b>	<b>28,398</b>	<b>94%</b>	<b>28,398</b>

Satisfactory results overall.

**Residential Lots Approved:**



	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18
<b>Residential Lots Approved</b>	724	1,374	597	1,144	665	282
<b>Residential Lots Approved Prior Yr</b>	245	459	781	1,127	724	1,374

### Grants and Contributions:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Operational Grants	7,155	6,775	380	10,670	67%	10,670
Capital Grants	7,412	6,133	1,279	8,524	87%	8,524
Donated Asset Revenue	45,812	51,595	(5,783)	72,535	63%	72,535
*Operational Cash Contributions	7,184	5,733	1,451	8,268	87%	8,268
*Capital Cash Contributions	8,019	15,954	(7,935)	17,550	46%	17,550
	<b>75,582</b>	<b>86,190</b>	<b>(10,608)</b>	<b>117,547</b>	<b>64%</b>	<b>117,547</b>

Satisfactory results overall. Donated assets and cash contributions are mostly developer driven and will be closely monitored.

### \*Cash Contribution Actuals Breakdown YTD:

	Footpaths \$'000	Open Space \$'000	Roads \$'000	Social \$'000	Others \$'000	Grand Total \$'000
Operational Cash Contribution	0	2,711	4,232	0	241	7,184
Capital Cash Contribution	0	0	7,930	0	89	8,019
	<b>0</b>	<b>2,711</b>	<b>12,162</b>	<b>0</b>	<b>330</b>	<b>15,202</b>

### Balance Sheet Movement YTD:

Open Space NCL	0	6,326	0	0	0	6,326
Stormwater NCL	0	0	0	0	1,501	1,501
Social NCL	0	0	0	2,071	0	2,071
Footpaths NCL	298	0	0	0	0	298
Streetscape NCL	0	0	0	0	0	0
	<b>298</b>	<b>6,326</b>	<b>0</b>	<b>2,071</b>	<b>1,501</b>	<b>10,196</b>

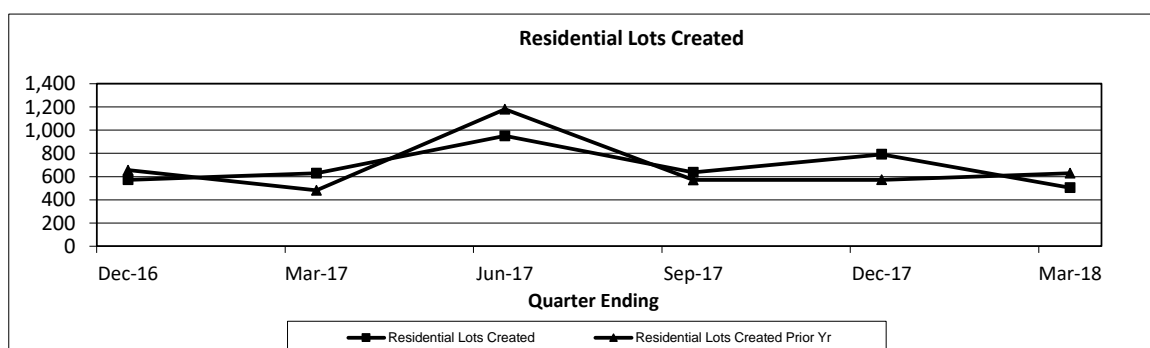
### Total Cash Contributions

<b>298</b>	<b>9,037</b>	<b>12,162</b>	<b>2,071</b>	<b>1,831</b>	<b>25,398</b>
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Other operational cash contributions include Queen's Parks Nature Centre (\$30k), Poetry Feast (\$8k), Sponsorship of Awards for Excellence 2017 (\$5k) and vegetation retention (\$198k).

Other capital cash contributions primarily relates to upgrade of the Ipswich BMX track & Cycle Park (\$80k).

### Residential Lots Created:



	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18
Residential Lots Created	572	629	951	637	792	505
Residential Lots Created Prior Yr	655	482	1,181	571	572	629

ICC Performance Report  
May 2018

**Other Revenue Sources:**

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Sales, Recoverable Works	2,598	2,585	13	2,865	91%	2,865
Interest	4,735	3,711	1,024	4,122	115%	4,735
Other Revenue	28,333	26,258	2,075	35,844	79%	35,844
Gain on Asset Disposal	220	0	220	0	n/a	220
Internal Revenue	21,270	21,174	96	22,751	93%	22,751
	<b>57,156</b>	<b>53,728</b>	<b>3,428</b>	<b>65,582</b>	<b>87%</b>	<b>66,415</b>

Satisfactory results overall. Other Revenue is over budget due to QUU Tax revenue (\$406k), and Other Sundry receipts (\$1.663m)

ICC Performance Report  
May 2018

**Expense**

**Employee Expenses**

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	69,764	73,969	4,205	80,216	87%	80,216
Overtime	1,775	1,490	(285)	1,614	110%	1,775
Allowances	266	282	16	305	87%	305
Other employee costs	19,748	20,822	1,074	22,591	87%	22,591
<b>Total Labour Opex + Capex</b>	<b>91,553</b>	<b>96,563</b>	<b>5,010</b>	<b>104,726</b>	<b>87%</b>	<b>104,887</b>
<i>Less Capitalised Labour</i>	(12,440)	(13,892)	(1,452)	(15,040)	83%	(15,040)
Opex Labour before Contractors	<b>79,113</b>	<b>82,671</b>	<b>3,558</b>	<b>89,686</b>	<b>88%</b>	<b>89,847</b>
<i>Plus Contract Opex Labour</i>	5,746	2,427	(3,319)	2,578	223%	5,746
Opex Labour incl Contractors	<b>84,859</b>	<b>85,098</b>	<b>239</b>	<b>92,264</b>	<b>92%</b>	<b>95,593</b>

Satisfactory results overall.

**Materials and Services (excl. Labour Contracts)**

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Communication	1,312	1,238	(74)	1,351	97%	1,351
Materials	7,026	10,743	3,717	12,267	57%	12,267
Motor Vehicle Expenses	1,963	3,180	1,217	3,440	57%	3,440
Other Goods	2,287	2,168	(119)	2,451	93%	2,451
Other Services	11,807	11,121	(686)	12,497	94%	12,497
Service Contracts	28,264	32,900	4,636	35,868	79%	35,868
Utilities Expenses	8,562	8,608	46	9,754	88%	9,754
Consultants	3,017	2,855	(162)	3,454	87%	3,454
Other Materials and Services	10,931	5,842	(5,089)	6,384	171%	10,931
	<b>75,169</b>	<b>78,655</b>	<b>3,486</b>	<b>87,466</b>	<b>86%</b>	<b>92,013</b>

**Other Expense Sources:**

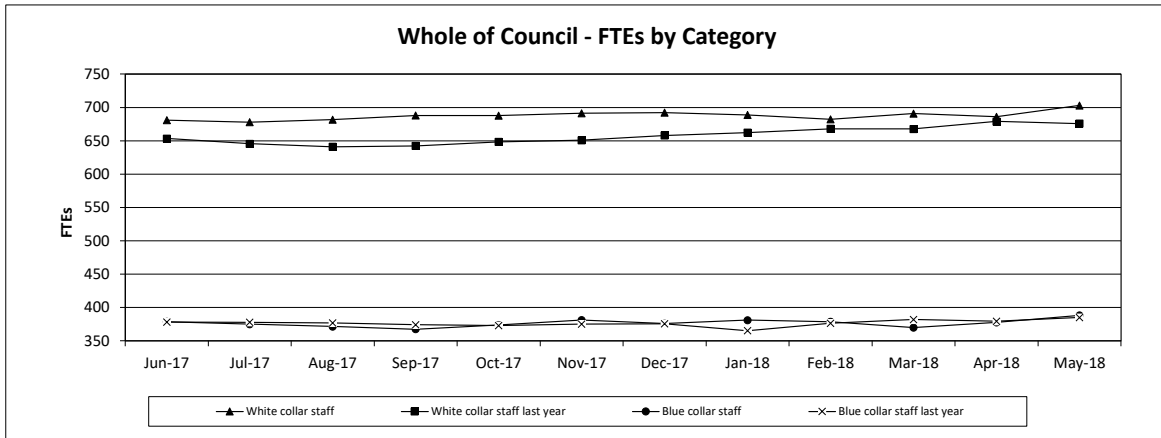
Depreciation	60,002	59,633	(369)	64,990	92%	64,990
Finance Costs	12,660	13,501	841	14,597	87%	14,597
Other Expenses	6,150	6,479	329	9,144	67%	9,144
Headworks Credit Indexation	0	0	0	0	n/a	0
Loss on disposal assets	1,636	0	(1,636)	0	n/a	1,636
Internal Expenses	19,338	18,561	(777)	19,933	97%	19,933
	<b>99,786</b>	<b>98,174</b>	<b>(1,612)</b>	<b>108,664</b>	<b>92%</b>	<b>110,300</b>
<b>TOTAL</b>	<b>174,955</b>	<b>176,829</b>	<b>1,874</b>	<b>196,130</b>	<b>89%</b>	<b>202,313</b>

Satisfactory results overall.

Loss on asset disposals primarily relates to partial retirement of road infrastructure network assets.

## Full Time Equivalents:

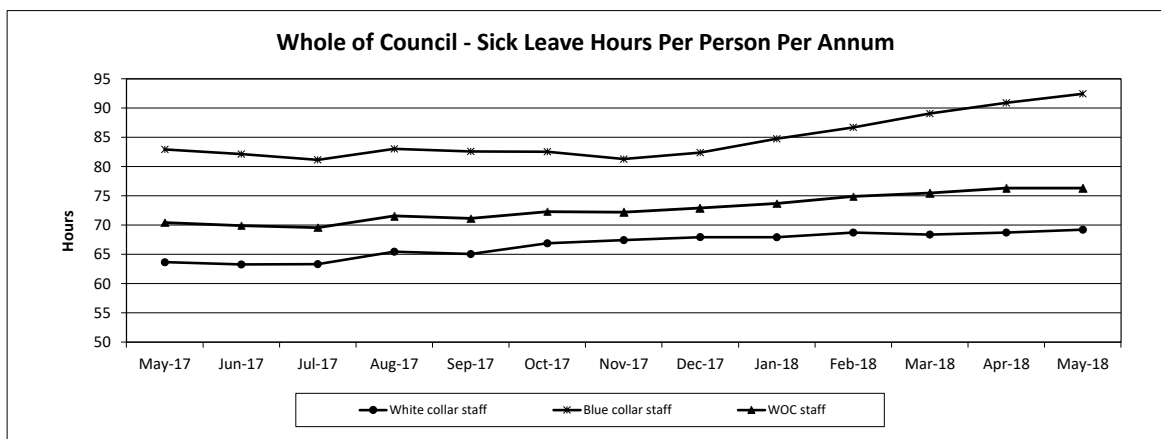
### Whole of Council



	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
White collar staff	681.0	678.1	681.7	688.0	687.8	691.4	692.4	688.9	682.3	690.9	686.0	702.9
Blue collar staff	378.7	375.0	371.5	367.5	373.8	381.2	375.9	381.1	378.7	369.9	377.8	388.2
<b>Total</b>	<b>1,059.7</b>	<b>1,053.1</b>	<b>1,053.2</b>	<b>1,055.5</b>	<b>1,061.7</b>	<b>1,072.5</b>	<b>1,068.3</b>	<b>1,069.9</b>	<b>1,061.0</b>	<b>1,060.8</b>	<b>1,063.9</b>	<b>1,091.1</b>
<i>Movement prior month (white collar)</i>	5.1	(2.9)	3.6	6.3	(0.1)	3.5	1.0	(3.5)	(6.6)	8.6	(4.9)	16.8
<i>Movement prior month (blue collar)</i>	(6.3)	(3.7)	(3.5)	(4.0)	6.3	7.3	(5.2)	5.1	(2.4)	(8.8)	7.9	10.4
<i>White collar staff last year</i>	653.4	645.5	641.1	642.4	648.5	650.8	658.0	662.4	668.1	667.7	679.0	675.8
<i>Blue collar staff last year</i>	378.2	377.9	376.9	374.2	372.9	375.1	375.8	365.3	376.5	382.0	379.5	385.0
<i>Total FTEs last year</i>	1,031.6	1,023.4	1,018.1	1,016.6	1,021.4	1,025.9	1,033.8	1,027.7	1,044.6	1,049.7	1,058.5	1,060.9

## Sick Leave:

### Whole of Council



	May-17 Hours	Jun-17 Hours	Jul-17 Hours	Aug-17 Hours	Sep-17 Hours	Oct-17 Hours	Nov-17 Hours	Dec-17 Hours	Jan-18 Hours	Feb-18 Hours	Mar-18 Hours	Apr-18 Hours	May-18 Hours
White collar staff	63.67	63.30	63.35	65.46	65.08	66.91	67.45	67.96	67.94	68.73	68.40	68.74	69.24
Blue collar staff	82.95	82.16	81.17	83.03	82.61	82.54	81.30	82.41	84.75	86.70	89.06	90.91	92.45
WOC staff	70.44	69.91	69.57	71.57	71.15	72.31	72.22	72.93	73.71	74.90	75.48	76.33	76.33

\* Rolling 12 month average

Rolling 12 month average sick leave hours per annum has increased by 1.54 hours for blue collar staff and .50 hours for white collar staff.

### Annual Leave:

Annual Leave Balances as at pay period ended 28 May 2018:

#### Whole of Council

	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
No of people with 0-4 weeks	822	807	794	786	785	808	803	800	880	854	845	841	841
No of people with 4-8 weeks	271	284	290	303	307	285	296	291	230	240	240	241	256
No of people with 8+ weeks	7	11	12	8	10	14	15	14	8	8	15	14	12

Of the 14 people with balances over 8+ weeks, the highest balance is 15.17 weeks, which relates to an employee whose assigned hours are 10.6 per week.

Long Service Leave Balances over and above 26 Weeks as at pay period ended 28 May 2018:

#### Whole of Council and Departments

	Feb-18			Mar-18			Apr-18			May-18		
	No of People	Sum in Weeks	Value \$'000	No of People	Sum in Weeks	Value \$'000	No of People	Sum in Weeks	Value \$'000	No of People	Sum in Weeks	Value \$'000
ASDCE	-	-	-	-	-	-	-	-	-	-	-	-
EDM	1	7	2	1	7	2	1	7	2	1	7	2
IS	3	1	1	3	1	2	3	2	2	3	2	3
FCS and EX	4	11	12	6	11	13	4	12	13	5	12	14
WPR	10	4	6	9	3	5	9	4	5	12	4	7
IWS	1	1	1	1	1	1	1	1	2	1	1	2
HSRS	1	-	-	1	-	-	1	-	1	1	1	1
PD	2	1	4	2	2	5	1	1	3	1	1	3
<b>WOC</b>	<b>22</b>	<b>25</b>	<b>27</b>	<b>23</b>	<b>26</b>	<b>28</b>	<b>20</b>	<b>26</b>	<b>28</b>	<b>24</b>	<b>28</b>	<b>31</b>

Weeks/dollar value in above table relate to the LSL balances of each individual over and above 26 weeks, e.g. an employee with a total of 30 weeks accumulated LSL will show as four weeks in the table.

The number of people with long service leave over 26 weeks has increased by 4 to 24. The value figure has increased to \$31k.

### Lost Time Injury Frequency Rates:

#### Whole of Council

	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
LTI's	0	0	1	0	0	0	0	0	1	0	1	0	0
LTIFR	0	0	0	0	0	0	0	0	7	0	7	0	0
LTIFR Rolling 12 months	3	3	3	3	3	2	2	2	2	2	2	2	2
Cumulative Days lost 12 months	125	110	100	111	129	138	155	171	197	204	219	192	238
LTISR Rolling 12 months	64	64	58	64	74	79	88	101	112	116	125	109	141

### Flex Balances (hours) as at pay period ended 28 May 2018:

#### Whole of Council

	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
Arts, Social Dev and Com Engagement	311	342	321	354	367	333	367	312	336	345	388	376	352
Economic Development and Marketing	186	193	189	197	178	169	167	119	101	130	170	169	153
Finance and Corporate Services	679	685	635	647	707	753	751	733	650	748	756	724	726
Health, Security and Regulatory Services	434	441	413	423	407	376	405	436	432	446	383	393	377
Infrastructure Services	424	464	445	383	416	443	378	380	305	304	427	382	395
Planning and Development	613	573	673	663	660	647	674	781	466	578	671	623	628
Works, Parks and Recreation	884	871	775	715	748	697	710	781	669	846	925	877	897
	<b>3,531</b>	<b>3,568</b>	<b>3,451</b>	<b>3,381</b>	<b>3,484</b>	<b>3,419</b>	<b>3,454</b>	<b>3,541</b>	<b>2,959</b>	<b>3,397</b>	<b>3,720</b>	<b>3,543</b>	<b>3,528</b>

### Time in Lieu Balances (hours) as at pay period ended 28 May 2018:

#### Whole of Council

	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
Arts, Social Dev and Com Engagement	338	183	185	211	252	245	290	144	145	198	293	285	305
Economic Development and Marketing	194	196	144	152	155	110	103	82	91	96	125	147	163
Finance and Corporate Services	308	340	315	245	237	228	262	177	212	255	325	396	432
Health, Security and Regulatory Services	142	141	150	132	133	137	88	105	74	114	156	170	189
Infrastructure Services	157	179	153	140	133	133	38	7	22	26	20	20	23
Planning and Development	82	79	144	135	111	122	98	95	99	88	97	90	93
Works, Parks and Recreation	219	231	394	684	734	431	405	369	331	436	352	275	298
	<b>1,440</b>	<b>1,349</b>	<b>1,485</b>	<b>1,700</b>	<b>1,755</b>	<b>1,405</b>	<b>1,283</b>	<b>979</b>	<b>975</b>	<b>1,214</b>	<b>1,367</b>	<b>1,383</b>	<b>1,503</b>

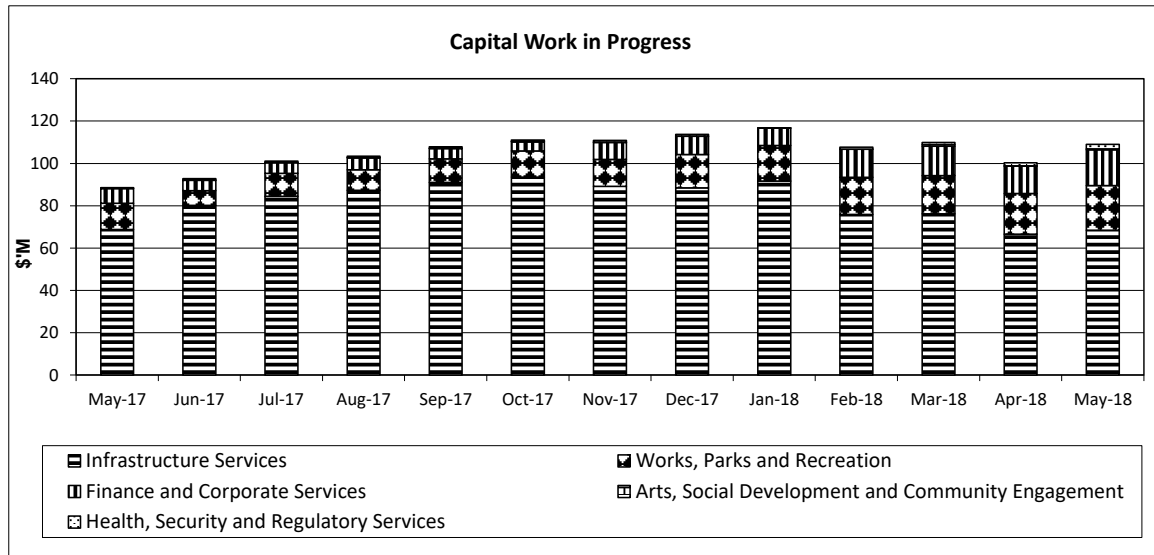


### Capital Expenditure

Results as at 31 May 2018:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled	105,026	134,471	29,445	165,078	64%	165,078
Corporate Controlled	45,744	51,200	5,456	58,044	79%	58,044
	<b>150,770</b>	<b>185,671</b>	<b>34,901</b>	<b>223,122</b>	<b>68%</b>	<b>223,122</b>

Capital Work in Progress Current Balance (\$'000):



	May-17 \$M	Jun-17 \$M	Jul-17 \$M	Aug-17 \$M	Sep-17 \$M	Oct-17 \$M	Nov-17 \$M	Dec-17 \$M	Jan-18 \$M	Feb-18 \$M	Mar-18 \$M	Apr-18 \$M	May-18 \$M
Infrastructure Services	68.85	80.19	84.49	87.27	91.03	93.52	89.17	88.48	91.64	75.89	76.19	66.60	68.47
Works, Parks and Recreation	12.30	6.98	10.81	9.75	11.17	12.40	12.72	15.75	16.82	17.56	18.02	19.22	21.05
Finance and Corporate Services	6.94	4.89	5.10	5.67	4.82	4.30	8.03	8.63	8.22	13.25	13.90	12.90	16.95
Arts, Social Development and Community Engagement	0.32	0.08	0.08	0.10	0.16	0.16	0.15	0.08	0.08	0.10	0.78	0.11	0.44
Health, Security and Regulatory Services	0.17	0.71	0.58	0.65	0.68	0.71	0.77	0.79	0.03	0.90	0.96	1.48	2.14
	<b>88.58</b>	<b>92.85</b>	<b>101.06</b>	<b>103.44</b>	<b>107.86</b>	<b>111.09</b>	<b>110.84</b>	<b>113.73</b>	<b>116.79</b>	<b>107.70</b>	<b>109.85</b>	<b>100.31</b>	<b>109.05</b>

The above figures exclude infrastructure credits and donated assets.

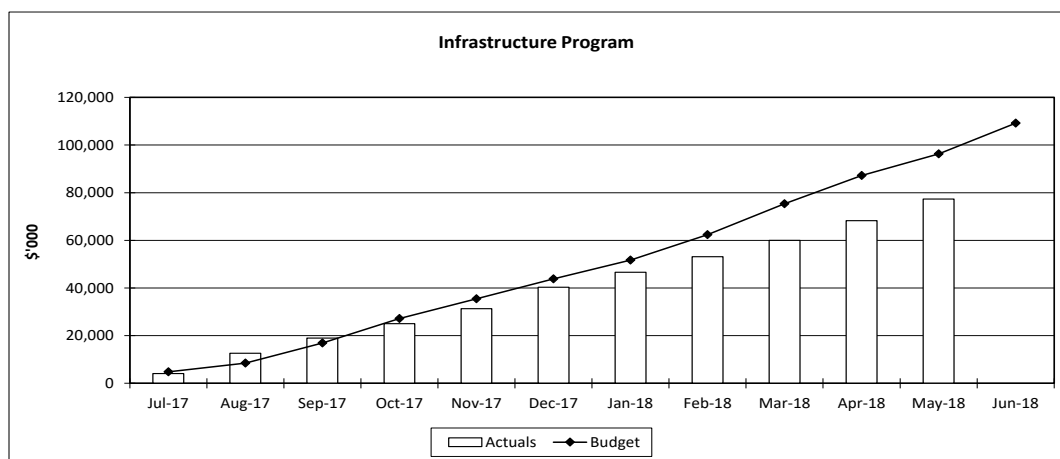
CWIP Balance by Project Status (as % of total):

	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
Concept	3%	2%	2%	2%	2%	2%	1%	2%	2%	2%	2%	2%	2%
Design	9%	5%	5%	6%	6%	5%	5%	4%	7%	8%	8%	9%	4%
Delivery	61%	63%	62%	45%	32%	33%	37%	48%	44%	56%	53%	63%	70%
Completion	27%	30%	31%	47%	60%	60%	56%	46%	47%	34%	37%	26%	24%

### Infrastructure Capital Portfolio by Delivery Department

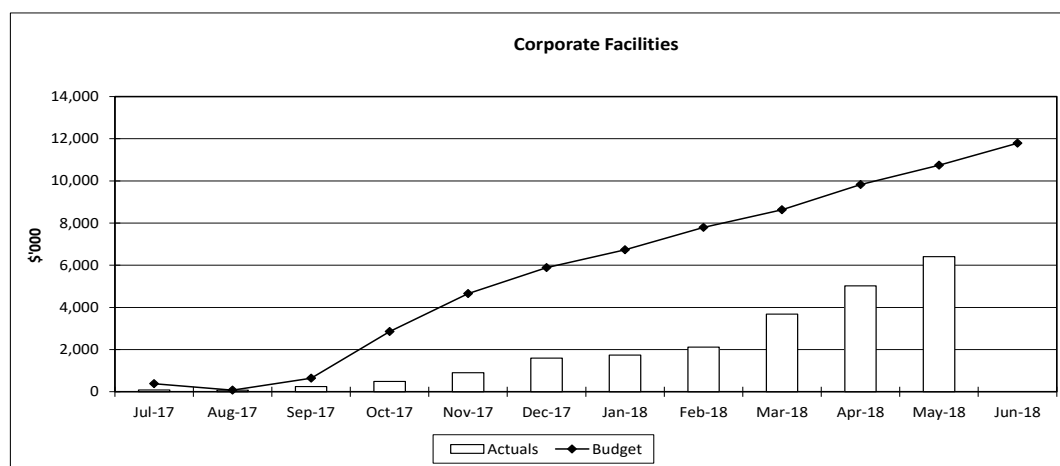
Results as at 31 May 2018:

Department Controlled	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Infrastructure Portfolio - IS	57,978	72,723	14,745	82,856	70%	82,856
Infrastructure Portfolio - WP	19,329	23,457	4,128	26,145	74%	26,145
<b>Total</b>	<b>77,307</b>	<b>96,180</b>	<b>18,873</b>	<b>109,001</b>	<b>71%</b>	<b>109,001</b>



### Infrastructure Capital Expenditure by Program

#### Corporate Facilities

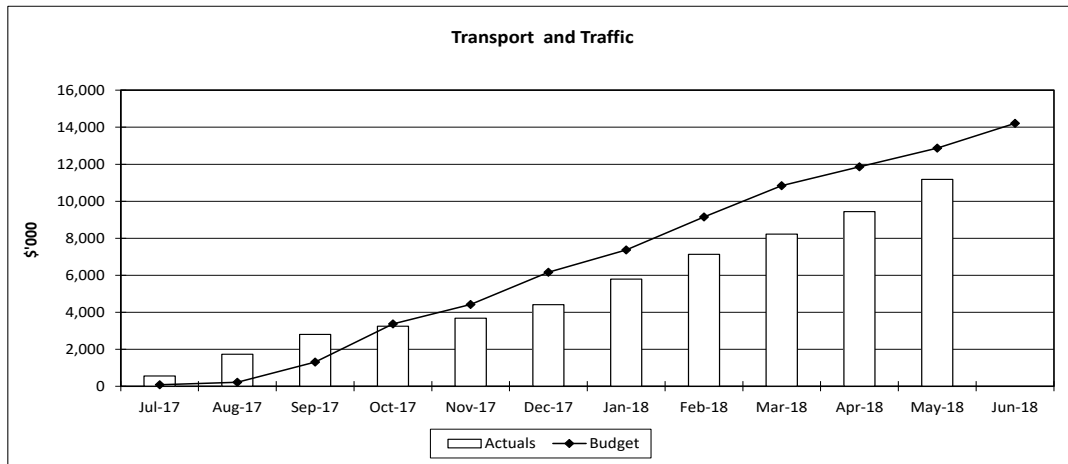


**Comments per IS** - Forecast final cost is \$7m. There is a variance (Budget minus FFC) of (minus) \$172K, after receipt of external funding.

**Comments per WPR** - Negative expenditure relates to expensing of planning costs. Woollen Mill project is completed. Riverview Depot project is in procurement phase with a number of tenders in evaluation phase or currently in the market.

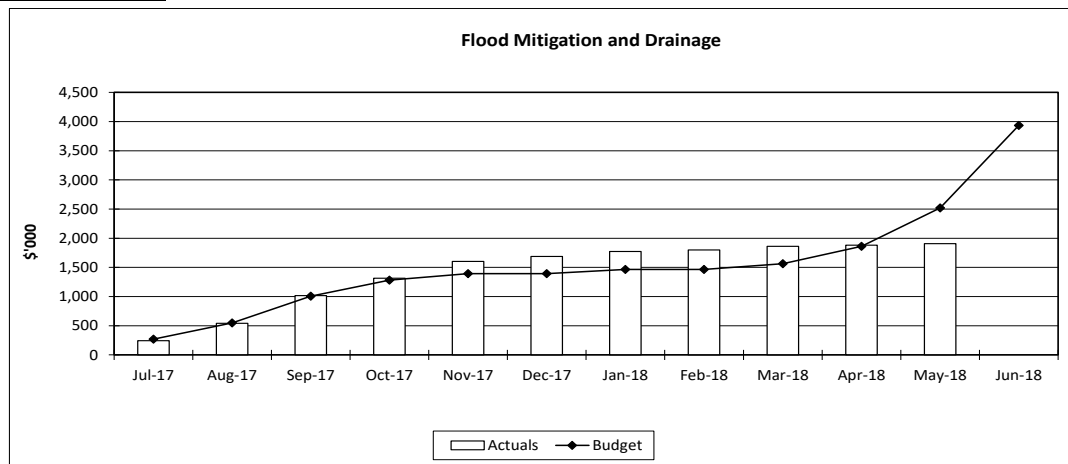
**Infrastructure Capital Expenditure by Program con't**

**Transport and Traffic**



**Comments per IS** - Forecast final cost for this program is \$15.1m. The forecast final cost identifies \$2.55m of carryover (C/O) for next FY. The variance (Approved minus FFC) is 2.1m.

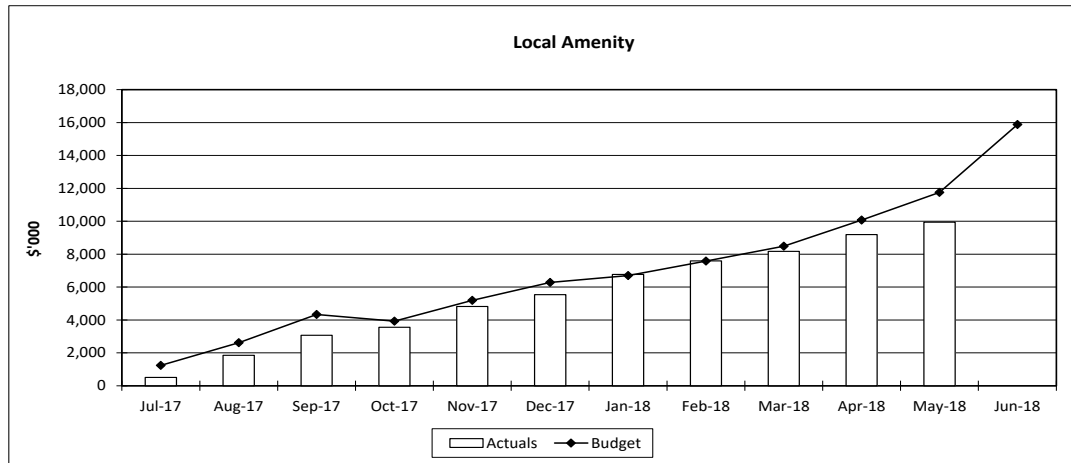
**Flood Mitigation and Drainage**



**Comments per IS** - Forecast final cost is \$3.3m

**Infrastructure Capital Expenditure by Program con't**

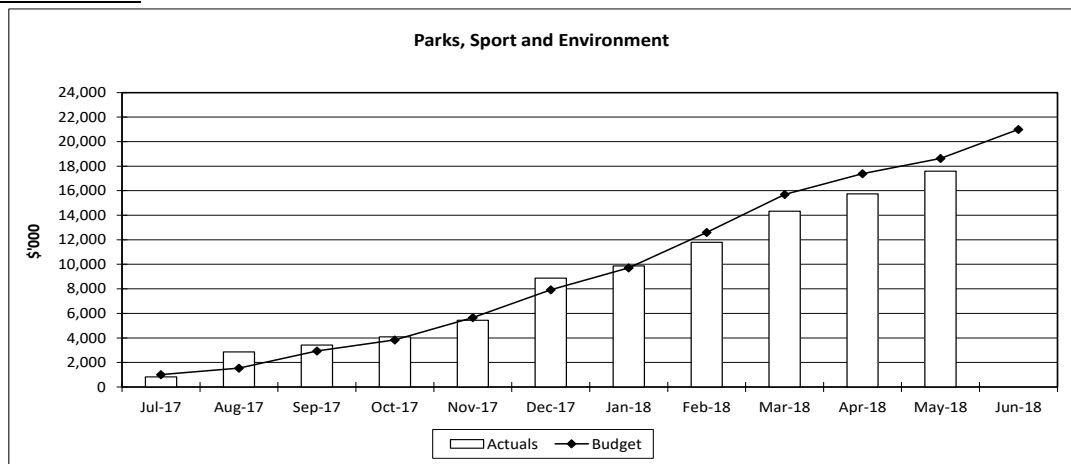
**Local Amenity**



**Comments per IS** - Forecast final cost for this program is \$11.6m. The variance (Approved minus FFC) is \$2.8m.

**Comments per WPR** - All budgets from Divisional Allocation have been transferred.

**Parks, Sport and Recreation**

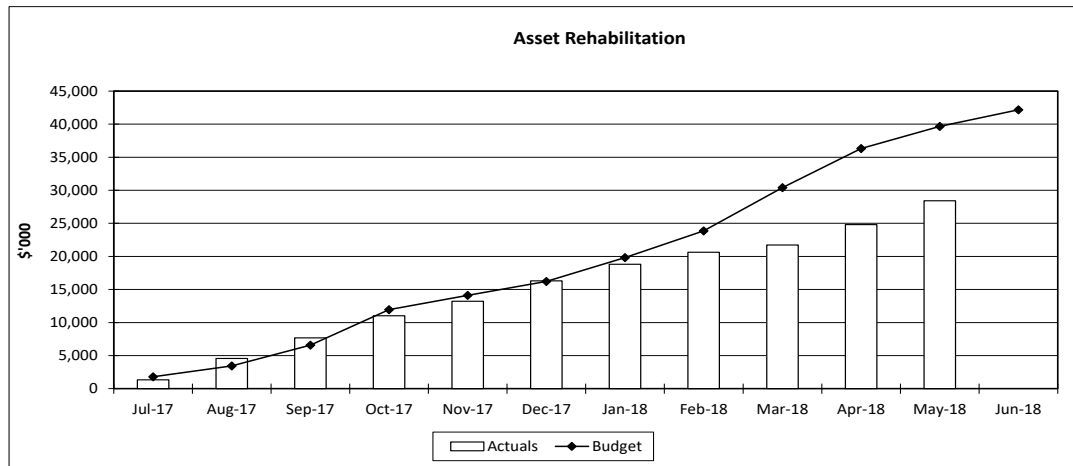


**Comments per IS** - Forecast final cost (FFC) is \$10.3m.

**Comments per WPR** - Forecasted expenditure to be \$1.7m over budget which is the majority of the Windle Road Land acquisition. This strategic land acquisition has been in negotiations for years and approved by Committee. Other minor over spend within Strategic parks which will be funded within the portfolio - this relates to Smart City Projects and Strategic Sport projects.

**Infrastructure Capital Expenditure by Program con't**

**Asset Rehabilitation**



**Comments per IS** - Forecast final cost is \$31.5m. There is a variance (Budget minus FFC) of \$2.1m

**Comments per WPR** - Majority of projects and program currently on track, with a couple of urgent works currently programmed but delays with suppliers may result in the project being finalised before the end of financial year.

# Arts, Social Development and Community Engagement Department

## Performance Report

May 2018

### Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
<b>Department Controlled</b>						
Civic Centre Service Fees	174	152	22	173	101%	174
Library Fees and Fines	21	35	(14)	40	53%	40
Other Fees	323	286	37	308	105%	323
Operational Grants	2,325	2,391	(66)	2,579	90%	2,579
Capital Grants	0	0	0	0	n/a	0
Other Revenue	1,798	1,598	200	1,736	104%	1,798
Internal Revenue	423	321	102	321	132%	423
	<b>5,064</b>	<b>4,783</b>	<b>281</b>	<b>5,157</b>	<b>98%</b>	<b>5,337</b>
<b>Corporate Controlled</b>						
Donated Asset Revenue	134	14	120	32	419%	134
Cash Contributions	8	1,581	(1,573)	3,746	0%	3,746
Hdwks Credit Consumption	0	0	0	0	n/a	0
	<b>142</b>	<b>1,595</b>	<b>(1,453)</b>	<b>3,778</b>	<b>4%</b>	<b>3,880</b>
<b>TOTAL</b>	<b>5,206</b>	<b>6,378</b>	<b>(1,172)</b>	<b>8,935</b>	<b>58%</b>	<b>9,217</b>

Satisfactory results for Department controlled revenue. Operational Grants is under budget due to a change in the grant funding for Home Assist Community Care.

ASDCE Performance Report  
May 2018

**Department Controlled Expenses**

**Employee Expenses**

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Wages (opex and capex)	7,479	8,227	748	8,894	84%	8,894
Overtime	253	108	(145)	117	216%	253
Allowances	17	12	(5)	13	131%	17
Other employee costs	2,122	2,172	50	2,353	90%	2,353
<b>Total Labour Opex + Capex</b>	<b>9,871</b>	<b>10,519</b>	<b>648</b>	<b>11,377</b>	<b>87%</b>	<b>11,517</b>
<i>Less recovery/charge out</i>	6	131	125	143	4%	143
Opex Labour before Contractors	<b>9,877</b>	<b>10,650</b>	<b>773</b>	<b>11,520</b>	<b>86%</b>	<b>11,660</b>
<i>Plus Contract Opex Labour</i>	182	189	7	194	94%	194
Opex Labour incl Contractors	<b>10,059</b>	<b>10,839</b>	<b>780</b>	<b>11,714</b>	<b>86%</b>	<b>11,854</b>

Satisfactory results overall.

**Materials and Services (excl. Labour Contracts)**

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Advertising	274	291	17	311	88%	311
Materials	481	516	35	1,167	41%	1,167
Other Goods	881	824	(57)	977	90%	977
Other Services	1,133	1,723	590	2,111	54%	2,111
Service Contracts	735	780	45	873	84%	873
Other Materials and Services	279	297	18	323	86%	323
	3,783	4,431	648	5,762	66%	5,762
<b>Other Expense Sources</b>						
Other Expenses	1,217	1,811	594	3,883	31%	3,883
Internal Expenses	511	414	(97)	439	116%	511
	<b>5,511</b>	<b>6,656</b>	<b>1,145</b>	<b>10,084</b>	<b>55%</b>	<b>10,156</b>
<b>TOTAL DEPARTMENT CONTROLLED</b>	<b>15,570</b>	<b>17,495</b>	<b>1,925</b>	<b>21,798</b>	<b>71%</b>	<b>22,010</b>

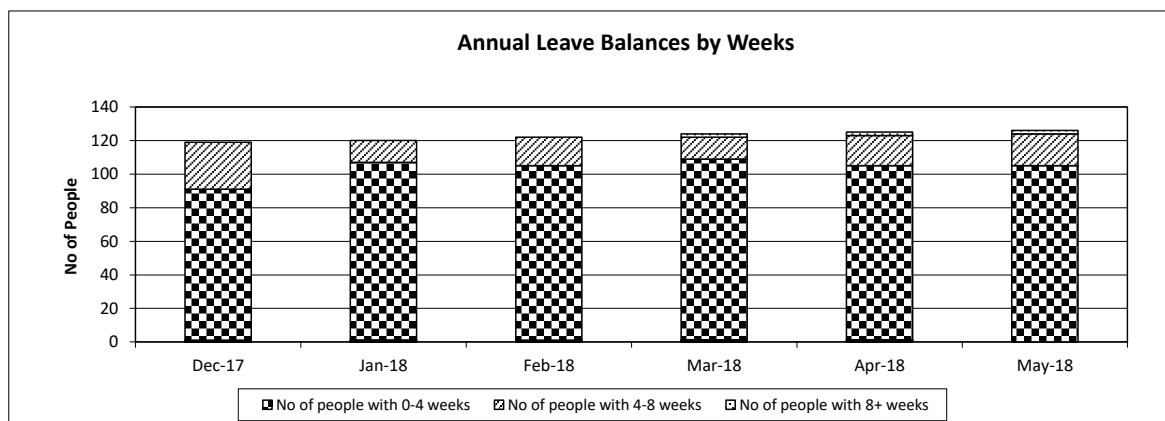
**Corporate Controlled Expenses**

Depreciation	305	261	(44)	285	107%	305
Finance Costs	0	0	0	0	n/a	0
Loss on Disposal Assets	25	0	(25)	0	n/a	25
<b>TOTAL CORPORATE CONTROLLED</b>	<b>330</b>	<b>261</b>	<b>(69)</b>	<b>285</b>	<b>116%</b>	<b>330</b>

Satisfactory results overall. Internal expenses over budget by \$97k and is mostly offset by internal revenue within the department.

**Arts, Social Development and Community Engagement Department**

**Annual Leave Balances as at pay period ended 28 May 2018:**



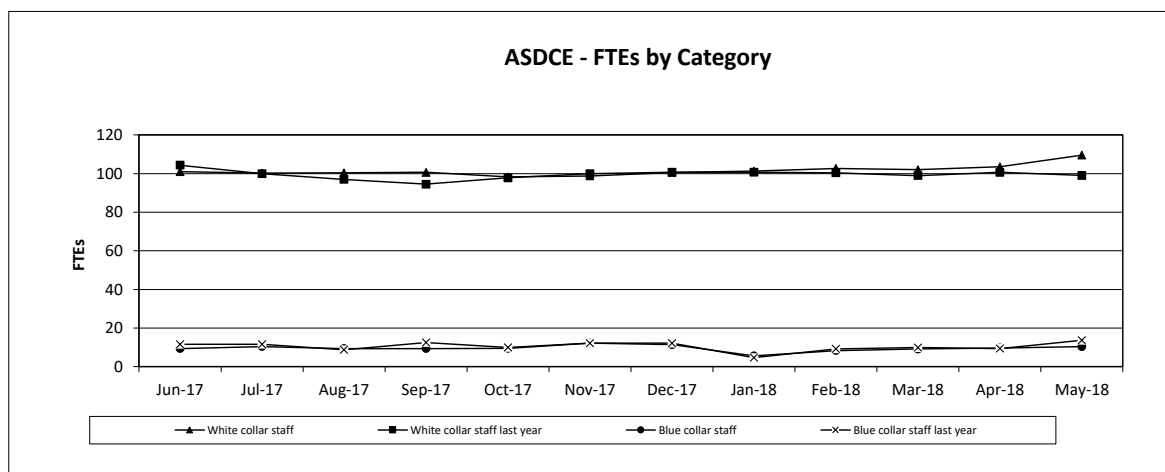
No of people with 0-4 weeks

No of people with 4-8 weeks

No of people with 8+ weeks

	Dec-17		Jan-18		Feb-18		Mar-18		Apr-18		May-18	
No of people with 0-4 weeks	91	76.5%	107	89.2%	105	86.1%	109	87.9%	105	84.0%	105	83.3%
No of people with 4-8 weeks	28	23.5%	13	10.8%	17	13.9%	13	10.5%	18	14.4%	19	15.1%
No of people with 8+ weeks	0	0.0%	0	0.0%	0	0.0%	2	1.6%	2	1.6%	2	1.6%

**Full Time Equivalents:**



White collar staff

Blue collar staff

**Total**

*Movement prior month (white collar)*

*Movement prior month (blue collar)*

*White collar staff last year*

*Blue collar staff last year*

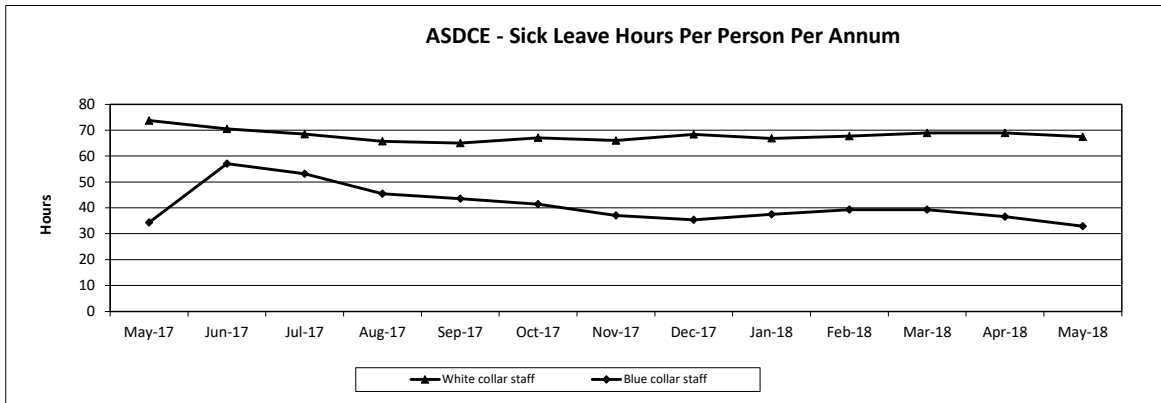
*Total FTEs last year*

	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
White collar staff	101.0	100.2	100.4	100.6	98.3	98.8	100.6	101.3	102.7	102.1	103.5	109.6
Blue collar staff	9.4	10.4	9.4	9.4	9.5	12.3	11.4	5.6	8.3	9.1	9.7	10.4
<b>Total</b>	<b>110.4</b>	<b>110.7</b>	<b>109.8</b>	<b>110.0</b>	<b>107.7</b>	<b>111.1</b>	<b>112.0</b>	<b>106.9</b>	<b>111.0</b>	<b>111.2</b>	<b>113.2</b>	<b>120.0</b>
<i>Movement prior month (white collar)</i>	2.0	(0.8)	0.2	0.2	(2.4)	0.5	1.8	0.7	1.4	(0.7)	1.5	6.0
<i>Movement prior month (blue collar)</i>	(4.3)	1.1	(1.1)	0.0	0.1	2.8	(0.9)	(5.8)	2.7	0.8	0.5	0.7
<i>White collar staff last year</i>	104.4	100.0	97.0	94.5	97.8	99.9	100.7	100.7	100.4	99.0	100.7	99.0
<i>Blue collar staff last year</i>	11.5	11.5	8.8	12.5	9.9	12.2	12.2	4.6	9.2	9.9	9.4	13.7
<i>Total FTEs last year</i>	115.9	111.5	105.8	107.0	107.7	112.1	112.9	105.4	109.6	108.9	110.0	112.7



**Arts, Social Development and Community Engagement Department**

**Sick Leave:**



White collar staff

Blue collar staff

\* Rolling 12 month average

May-17 Hours	Jun-17 Hours	Jul-17 Hours	Aug-17 Hours	Sep-17 Hours	Oct-17 Hours	Nov-17 Hours	Dec-17 Hours	Jan-18 Hours	Feb-18 Hours	Mar-18 Hours	Apr-18 Hours	May-18 Hours
73.69	70.52	68.47	65.71	65.01	67.06	65.97	68.39	66.85	67.72	68.90	68.91	67.44
34.31	57.06	53.19	45.44	43.56	41.44	37.06	35.31	37.44	39.31	39.31	36.56	32.88

**Lost Time Injury Frequency Rates:**

LTI's

LTIFR

LTIFR Rolling 12 months

Cumulative Days lost 12 months

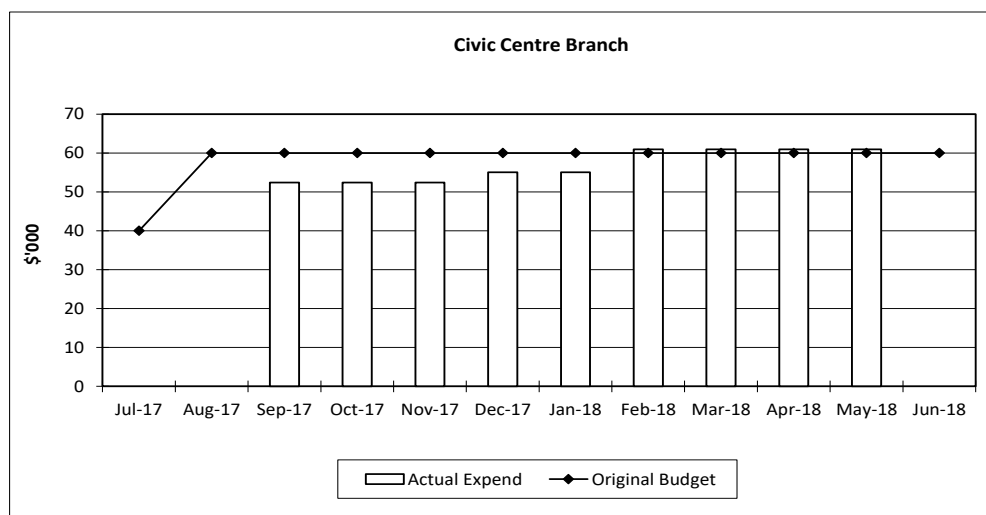
LTISR Rolling 12 months

May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0

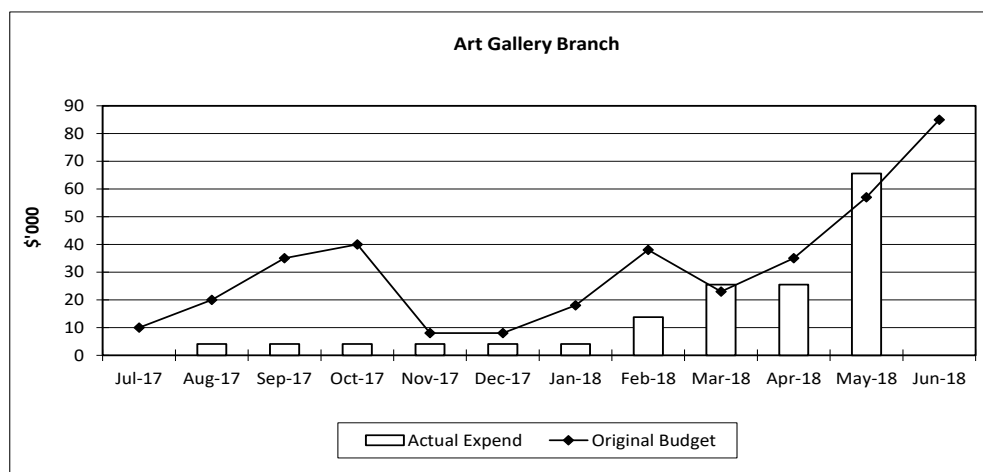
### ASDCE Capital Expenditure by Program

Results as at 31 May 2018:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved
Department controlled	580	623	43	1,704	34%

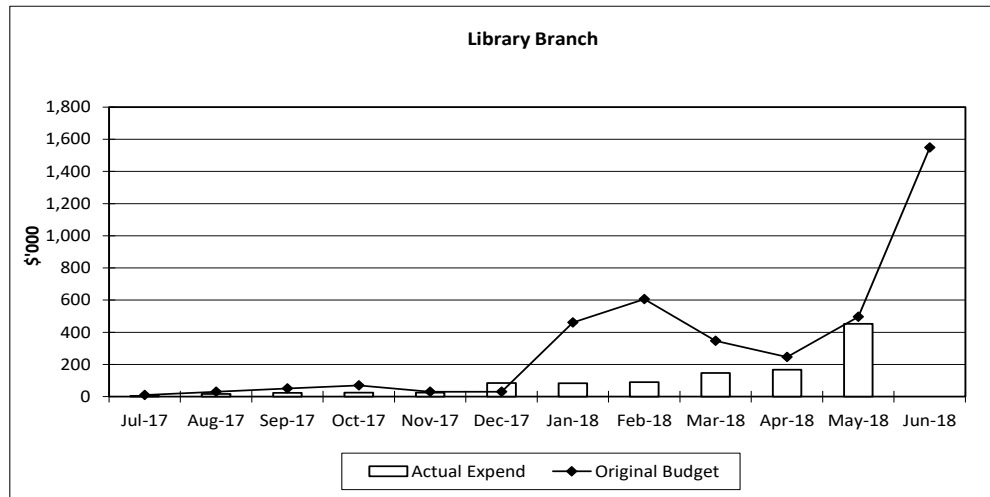


Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
DCH00020/ DCH00022	Civic Centre Assets	61	60	No issues

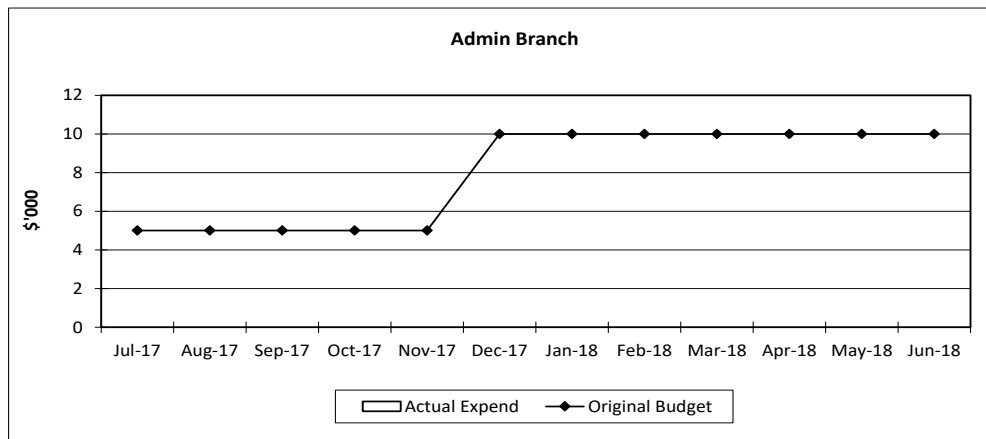


Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	65	57	Expect to be on budget by end of the financial year.

**ASDCE Capital Expenditure by Program con't**



Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
DEL10018	Library Capital Purchases	453	496	Planning in place to procure assets in Jun 18.



Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
DEA00005	CCS Admin Assets	0	10	Planning in place to procure Community Engagement branch furniture and fixtures

# Economic Development and Marketing

## Performance Report

May 2018

### Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
<b>Department Controlled</b>						
Operational Grants	124	100	24	166	75%	166
Other Revenue	260	243	17	264	98%	264
Internal Revenue	6	0	6	0	n/a	6
	<b>390</b>	<b>343</b>	<b>47</b>	<b>430</b>	<b>91%</b>	<b>436</b>
<b>Corporate Controlled</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>
<b>TOTAL</b>	<b>390</b>	<b>343</b>	<b>47</b>	<b>430</b>	<b>91%</b>	<b>436</b>

Satisfactory results overall.

## Department Controlled Expenses

### Employee Expenses

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	2,854	3,281	427	3,549	80%	3,549
Overtime	63	58	(5)	63	100%	63
Allowances	10	4	(6)	5	200%	10
Other employee costs	866	979	113	1,060	82%	1,060
<b>Total Labour Opex + Capex</b>	<b>3,793</b>	<b>4,322</b>	<b>529</b>	<b>4,677</b>	<b>81%</b>	<b>4,682</b>
<i>Less Capitalised Labour</i>	75	0	(75)	0	n/a	75
Opex Labour before Contractors	<b>3,868</b>	<b>4,322</b>	<b>454</b>	<b>4,677</b>	<b>83%</b>	<b>4,757</b>
<i>Plus Contract Opex Labour</i>	571	0	(571)	0	n/a	571
Opex Labour incl Contractors	<b>4,439</b>	<b>4,322</b>	<b>(117)</b>	<b>4,677</b>	<b>95%</b>	<b>5,328</b>

Employee expenses over budget due to vacant position coverage and approved but unbudgeted positions.

### Materials and Services (excl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Advertising	1,208	1,047	(161)	1,202	100%	1,208
Communication	24	0	(24)	0	n/a	24
Other Goods	67	88	21	95	71%	95
Other Services	1,051	379	(672)	408	258%	1,051
Service Contracts	602	1,571	969	1,714	35%	1,714
Entertainment	59	94	35	99	60%	99
Other Materials and Services	282	239	(43)	264	107%	282
	<b>3,293</b>	<b>3,418</b>	<b>125</b>	<b>3,782</b>	<b>87%</b>	<b>4,473</b>
<b>Other Expense Sources</b>						
Other Expenses	84	12	(72)	12	700%	84
Internal Expenses	105	84	(21)	97	108%	105
	<b>3,482</b>	<b>3,514</b>	<b>32</b>	<b>3,891</b>	<b>89%</b>	<b>4,662</b>
<b>TOTAL DEPARTMENT CONTROLLED</b>	<b>7,921</b>	<b>7,836</b>	<b>(85)</b>	<b>8,568</b>	<b>92%</b>	<b>9,990</b>

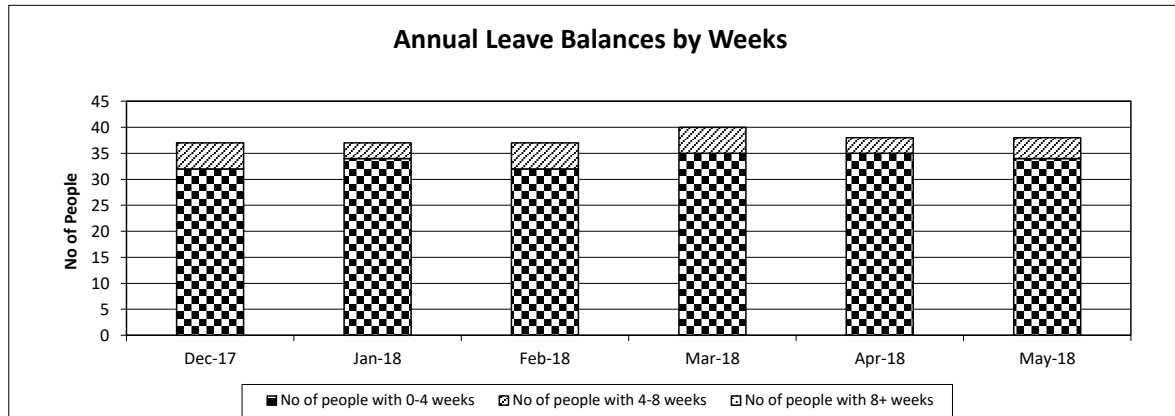
### Corporate Controlled Expenses

Depreciation	5	1	(4)	1	500%	5
Other Finance Costs	0	0	0	0	n/a	0
<b>TOTAL CORPORATE CONTROLLED</b>	<b>5</b>	<b>1</b>	<b>(4)</b>	<b>1</b>	<b>500%</b>	<b>5</b>

Satisfactory results overall. Service contracts is under budget as the Ipswich Events Corporation Contracts have expired. Other services over budget relates to a payment to Ipswich Events Corporation in relation to the Ipswich Festival (\$400k).

**Economic Development and Marketing Department**

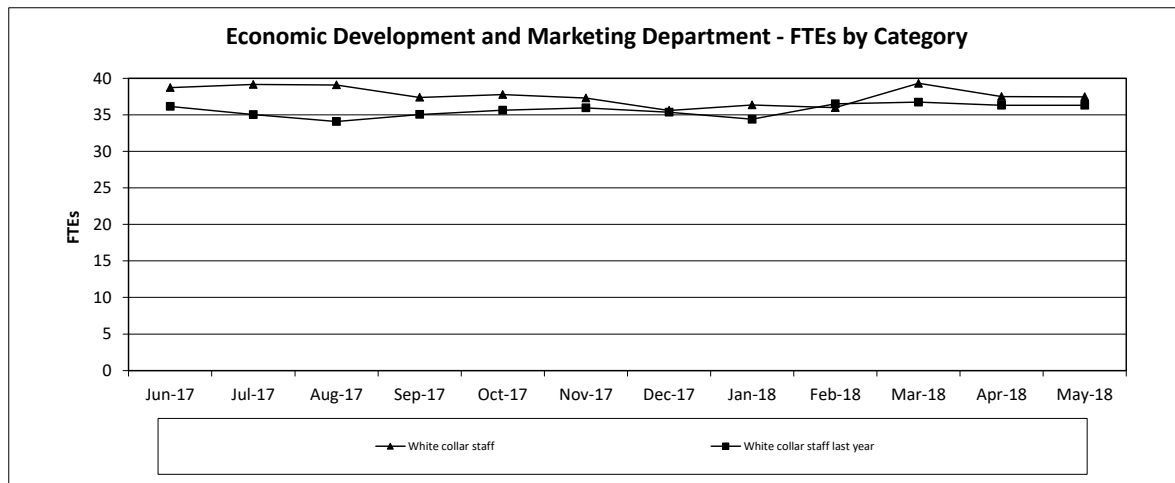
**Annual Leave Balances as at pay period ended 28 May 2018:**



No of people with 0-4 weeks  
No of people with 4-8 weeks  
No of people with 8+ weeks

Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
32	34	32	35	35	34
5	3	5	5	3	4
0	0	0	0	0	0
86.5%	91.9%	86.5%	87.5%	92.1%	89.5%
13.5%	8.1%	13.5%	12.5%	7.9%	10.5%
0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

**Full Time Equivalents:**



White collar staff

**Total**

*Movement prior month (white collar)*

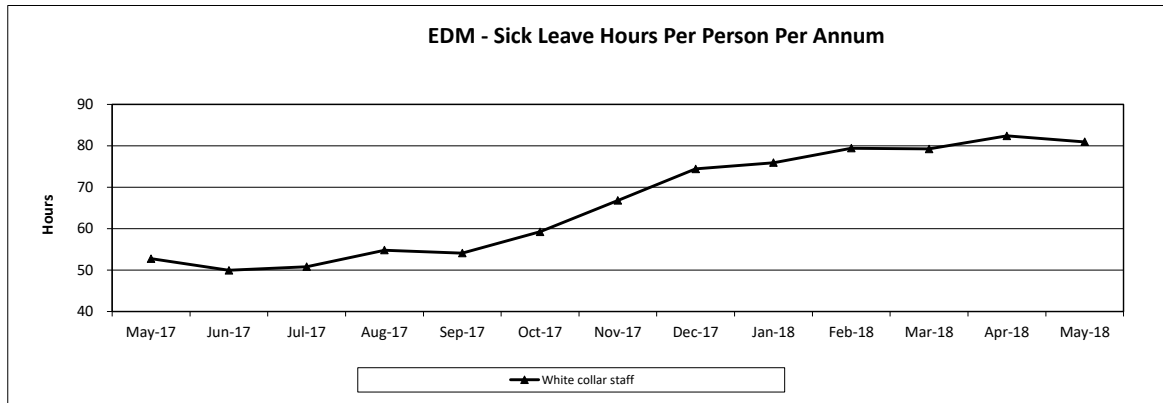
*White collar staff last year*

*Total FTEs last year*

Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
38.7	39.2	39.1	37.4	37.8	37.3	35.6	36.4	36.0	39.3	37.5	37.5
38.7	39.2	39.1	37.4	37.8	37.3	35.6	36.4	36.0	39.3	37.5	37.5
2.4	0.4	(0.1)	(1.7)	0.4	(0.5)	(1.7)	0.8	(0.4)	3.3	(1.8)	(0.0)
36.2	35.0	34.1	35.0	35.6	36.0	35.4	34.4	36.5	36.7	36.3	36.3
36.2	35.0	34.1	35.0	35.6	36.0	35.4	34.4	36.5	36.7	36.3	36.3

**Economic Development and Marketing Department**

**Sick Leave:**



White collar staff

\* Rolling 12 month average

May-17 Hours	Jun-17 Hours	Jul-17 Hours	Aug-17 Hours	Sep-17 Hours	Oct-17 Hours	Nov-17 Hours	Dec-17 Hours	Jan-18 Hours	Feb-18 Hours	Mar-18 Hours	Apr-18 Hours	May-18 Hours
52.70	49.90	50.79	54.79	54.06	59.20	66.78	74.39	75.89	79.39	79.20	82.36	80.94

**Lost Time Injury Frequency Rates:**

	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
LTI's	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0
Cumulative Days lost 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0
LTISR Rolling 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0

# Infrastructure Services Department

## Performance Report

May 2018

### Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
<b>Department Controlled</b>						
Other Fees and Charges	6	0	6	0	n/a	6
Sales, Recoverable works	0	0	0	0	n/a	0
Capital Grants	0	0	0	0	n/a	0
Other Revenue	35	0	35	0	n/a	35
	<b>41</b>	<b>0</b>	<b>41</b>	<b>0</b>	<b>n/a</b>	<b>41</b>
<b>Corporate Controlled</b>						
Donated Asset Revenue	45,678	42,000	3,678	60,541	75%	60,541
Cash Contributions	12,142	10,175	1,967	11,252	108%	12,142
	<b>57,820</b>	<b>52,175</b>	<b>5,645</b>	<b>71,793</b>	<b>81%</b>	<b>72,683</b>
<b>TOTAL</b>	<b>57,861</b>	<b>52,175</b>	<b>5,686</b>	<b>71,793</b>	<b>81%</b>	<b>72,724</b>

Satisfactory results for Department controlled revenue.

Donated assets, cash contributions and headwork credits are developer driven and will be closely monitored.



**Department Controlled Expenses**

**General Ledger**

**Employee Expenses (incl. Labour Contracts)**

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	7,154	8,283	1,129	9,035	79%	9,035
Contract (opex and capex)	570	0	(570)	0	n/a	570
Overtime	62	74	12	80	78%	80
Allowances	15	23	8	24	63%	24
Other employee costs	1,967	2,334	367	2,548	77%	2,548
<b>Total Labour Opex + Capex</b>	<b>9,768</b>	<b>10,714</b>	<b>946</b>	<b>11,687</b>	<b>84%</b>	<b>12,257</b>

**Labour Breakdown (Project Ledger)**

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
<b>Capex</b>						
Wages	8,044	9,482	1,438	10,359	78%	10,359
Contract	529	0	(529)	0	n/a	529
	<b>8,573</b>	<b>9,482</b>	<b>909</b>	<b>10,359</b>	<b>83%</b>	<b>10,888</b>
<b>Opex</b>						
Wages	758	1,156	398	1,331	57%	1,331
Contract	41	0	(41)	0	n/a	41
	<b>799</b>	<b>1,156</b>	<b>357</b>	<b>1,331</b>	<b>60%</b>	<b>1,372</b>
<b>Total Project Labour (opex and capex)</b>	<b>9,372</b>	<b>10,638</b>	<b>1,266</b>	<b>11,690</b>	<b>80%</b>	<b>12,260</b>

Satisfactory results overall. Standard labour rates are currently under review.

## Department Controlled Expenses (con't)

### Materials and Services (excl. Labour Contracts)

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Service Contracts	58	383	325	418	14%	418
Consultants	308	612	304	667	46%	667
Other Materials and Services	462	36	(426)	38	n/a	462
	828	1,031	203	1,123	74%	1,547
<b>Other Expense Sources</b>						
Other Expenses	127	0	(127)	0	n/a	127
Internal Expenses	347	0	(347)	0	n/a	347
	474	0	(474)	0	n/a	474
<b>TOTAL DEPARTMENT CONTROLLED EXPENSES (excl. Labour)</b>	<b>1,302</b>	<b>1,031</b>	<b>(271)</b>	<b>1,123</b>	<b>116%</b>	<b>2,021</b>

### Corporate Controlled Expenses

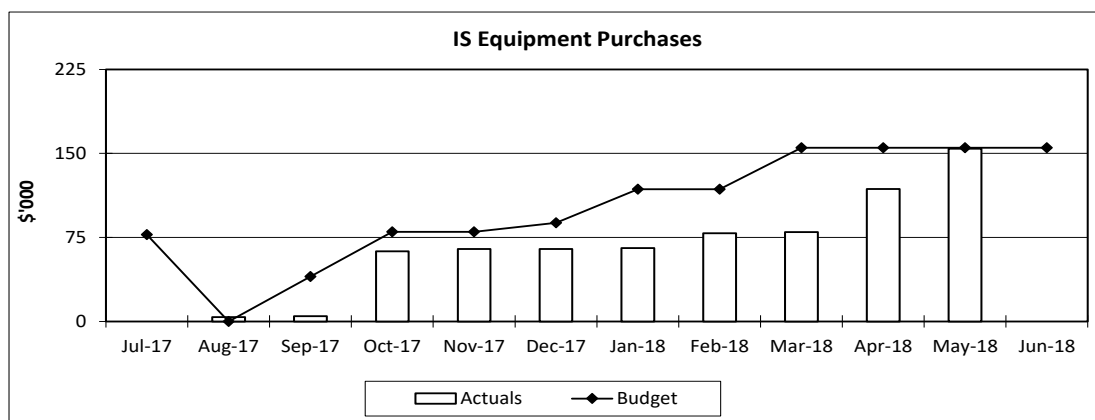
Depreciation	113	118	5	123	92%	123
Other Finance Costs	0	0	0	0	n/a	0
Loss on disposal assets	28	0	(28)	0	n/a	28
<b>TOTAL CORPORATE CONTROLLED</b>	<b>141</b>	<b>118</b>	<b>(23)</b>	<b>123</b>	<b>115%</b>	<b>151</b>

Satisfactory results for Materials and Services. Other Expenses relates to Bunnings refund for road infrastructure agreement \$104k and Motor vehicle deductibles \$16.5k. Internal expenses primarily relates to expensing of non capital related items \$250k, and the result of vehicle usage charges not being accrued in the fleet costs recovery account \$79k. This is being investigated with the assistance of WPR.

### Infrastructure Services Department Minor Equipment Capital Expenditure

Results as at 31 May 2018:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled	154	155	1	155	99%	155

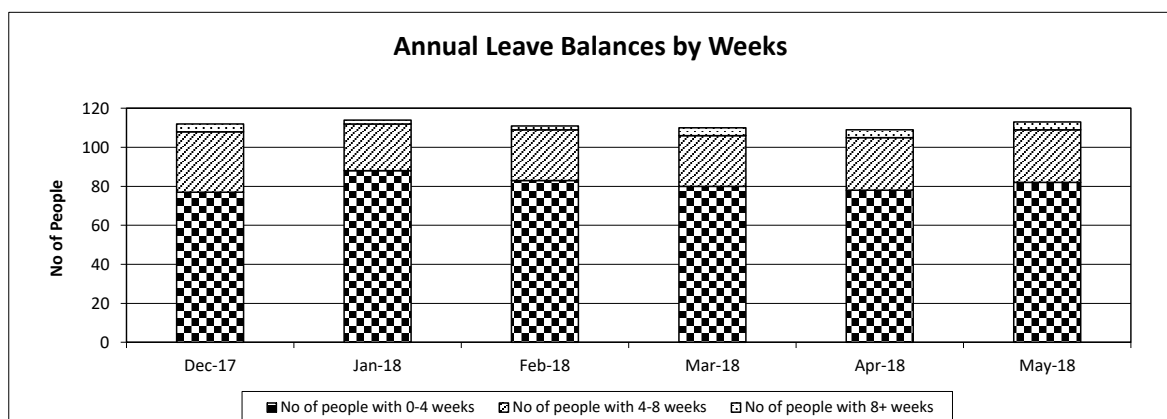


### Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
Various		154	155	No issues.

# Infrastructure Services Department

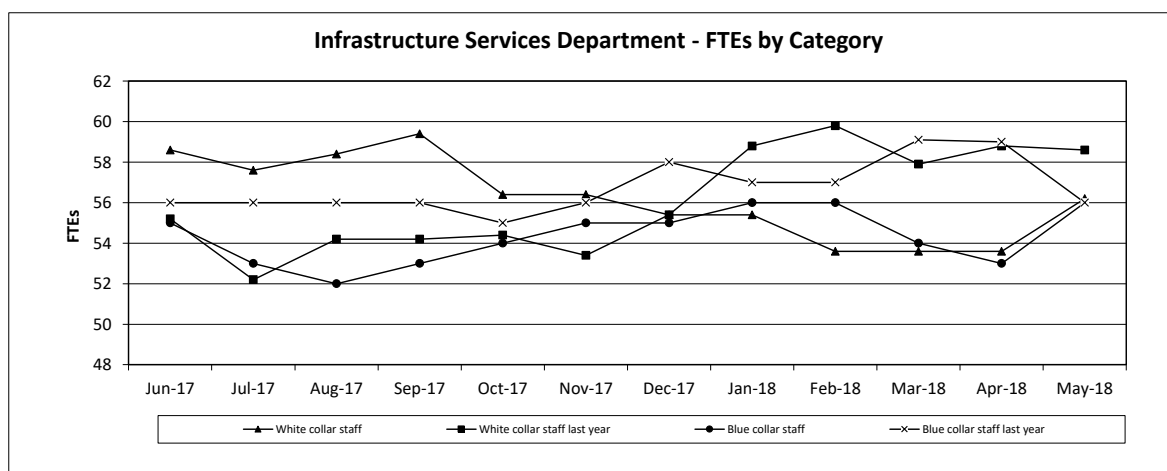
## Annual Leave Balances as at pay period ended 28 May 2018:



No of people with 0-4 weeks  
No of people with 4-8 weeks  
No of people with 8+ weeks

Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
77	88	83	80	78	82
68.7%	77.1%	74.8%	72.8%	71.6%	72.6%
31	24	26	26	27	27
27.7%	21.1%	23.4%	23.6%	24.7%	23.9%
4	2	2	4	4	4
3.6%	1.8%	1.8%	3.6%	3.7%	3.5%

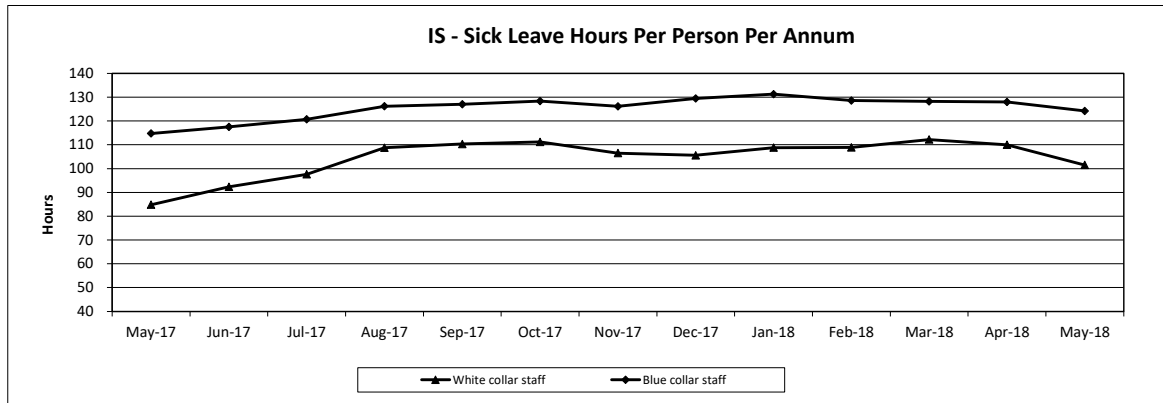
## Full Time Equivalents:



	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
White collar staff	58.6	57.6	58.4	59.4	56.4	56.4	55.4	55.4	53.6	53.6	53.6	56.2
Blue collar staff	55.0	53.0	52.0	53.0	54.0	55.0	55.0	56.0	56.0	54.0	53.0	56.0
<b>Total</b>	<b>113.6</b>	<b>110.6</b>	<b>110.4</b>	<b>112.4</b>	<b>110.4</b>	<b>111.4</b>	<b>110.4</b>	<b>111.4</b>	<b>109.6</b>	<b>107.6</b>	<b>106.6</b>	<b>112.2</b>
Movement prior month (white collar)	0.0	(1.0)	0.8	1.0	(3.0)	0.0	(1.0)	0.0	(1.8)	0.0	0.0	2.6
Movement prior month (blue collar)	(1.0)	(2.0)	(1.0)	1.0	1.0	1.0	0.0	1.0	0.0	(2.0)	(1.0)	3.0
White collar staff last year	55.2	52.2	54.2	54.2	54.4	53.4	55.4	58.8	59.8	57.9	58.8	58.6
Blue collar staff last year	56.0	56.0	56.0	56.0	55.0	56.0	58.0	57.0	57.0	59.1	59.0	56.0
Total FTEs last year	111.2	108.2	110.2	110.2	109.4	109.4	113.4	115.8	116.8	117.0	117.8	114.6

**Infrastructure Services Department**

**Sick Leave:**



White collar staff

Blue collar staff

\* Rolling 12 month average

May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
84.82	92.35	97.62	108.76	110.29	111.17	106.48	105.57	108.80	108.87	112.21	109.99	101.50
114.72	117.50	120.70	126.19	126.98	128.34	126.14	129.43	131.24	128.55	128.18	127.99	124.19

**Lost Time Injury Frequency Rates:**

LTI's

LTIFR

LTIFR Rolling 12 months

Cumulative Days lost 12 months

LTISR Rolling 12 months

May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
0	0	0	0	0	0	0	0	0	0	1	0	0
0	0	0	0	0	0	0	0	0	0	67	0	0
0	0	0	0	0	0	0	0	0	0	6	6	9
0	0	0	0	0	0	0	0	0	0	17	17	5
0	0	0	0	0	0	0	0	0	0	97	96	43

# Finance and Corporate Services Department

## Performance Report

May 2018

### Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
<b>Department Controlled</b>						
Utilities and Other Charges	90	68	22	70	129%	90
Change of Ownership Fees	666	648	18	648	103%	666
Other Fees and Charges	996	1,090	(94)	1,189	84%	1,189
Sales, Recoverable works	0	0	0	0	n/a	0
Operational Grants	2,398	2,398	0	4,431	54%	4,431
Capital Grants	0	0	0	0	n/a	0
Other Revenue	23,921	22,845	1,076	32,131	74%	32,131
Internal revenue	1,660	1,661	(1)	1,812	92%	1,812
	<b>29,731</b>	<b>28,710</b>	<b>1,021</b>	<b>40,281</b>	<b>74%</b>	<b>40,319</b>
<b>Corporate Controlled</b>						
General Rates	165,087	165,253	(166)	168,255	98%	168,255
Discounts/Remissions	(10,481)	(10,419)	(62)	(10,431)	100%	(10,431)
Net Rates and Utilities	154,606	154,834	(228)	157,824	98%	157,824
Cash Donations and Contributions	0	0	0	0	n/a	0
Interest	4,397	3,501	896	3,887	113%	4,397
Gain on Asset Disposal	0	0	0	0	n/a	0
Tax Equivalents Revenue	5,155	4,864	291	4,987	103%	5,155
	<b>164,158</b>	<b>163,199</b>	<b>959</b>	<b>166,698</b>	<b>98%</b>	<b>167,376</b>
<b>TOTAL</b>	<b>193,889</b>	<b>191,909</b>	<b>1,980</b>	<b>206,979</b>	<b>94%</b>	<b>207,695</b>

Satisfactory results overall. Other fees and charges under budget due to less than expected volume of property searches occurring in the 17/18 financial year. Operational grant received from Department of Education and Training in relation to first start grant and funds received from Department of Infrastructure, Local Government and Planning. Other revenue over budget due to QUU Tax revenue and Dividends received.

FC Performance Report  
May 2018

**Department Controlled Expenses**

**Employee Expenses**

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	15,597	16,258	661	17,643	88%	17,643
Overtime	12	19	7	20	60%	20
Allowances	99	128	29	139	71%	139
Other employee costs	4,534	4,724	190	5,127	88%	5,127
<b>Total Labour Opex + Capex</b>	<b>20,242</b>	<b>21,129</b>	<b>887</b>	<b>22,929</b>	<b>88%</b>	<b>22,929</b>
<i>Less Capitalised Labour</i>	<i>(2,252)</i>	<i>(2,435)</i>	<i>(183)</i>	<i>(2,638)</i>	<i>85%</i>	<i>(2,638)</i>
Opex Labour before Contractors	<b>17,990</b>	<b>18,694</b>	<b>704</b>	<b>20,291</b>	<b>89%</b>	<b>20,291</b>
<i>Plus Contract Opex Labour</i>	<i>1,343</i>	<i>925</i>	<i>(418)</i>	<i>1,016</i>	<i>132%</i>	<i>1,343</i>
Opex Labour incl Contractors	<b>19,333</b>	<b>19,619</b>	<b>286</b>	<b>21,307</b>	<b>91%</b>	<b>21,634</b>

Satisfactory results overall.

**Materials and Services (excl. Labour Contracts)**

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Communication	1,255	1,229	(26)	1,341	94%	1,341
Other Goods	904	982	78	1,073	84%	1,073
Other Services	7,010	7,282	272	7,976	88%	7,976
Service Contracts	9,636	9,781	145	10,196	95%	10,196
Legal Expenses	911	663	(248)	683	133%	911
Other Materials and Services	1,770	1,932	162	2,083	85%	2,083
	<b>21,486</b>	<b>21,869</b>	<b>383</b>	<b>23,352</b>	<b>92%</b>	<b>23,580</b>
<b>Other Expense Sources</b>						
Finance Costs	470	496	26	560	84%	560
Other Expenses	3,419	3,285	(134)	3,702	92%	3,702
Internal expenses	309	323	14	353	88%	353
Community Services Expense	431	431	0	470	92%	470
	<b>26,115</b>	<b>26,404</b>	<b>289</b>	<b>28,437</b>	<b>92%</b>	<b>28,665</b>
<b>TOTAL DEPARTMENT CONTROLLED</b>	<b>45,448</b>	<b>46,023</b>	<b>575</b>	<b>49,744</b>	<b>91%</b>	<b>50,299</b>

**Corporate Controlled**

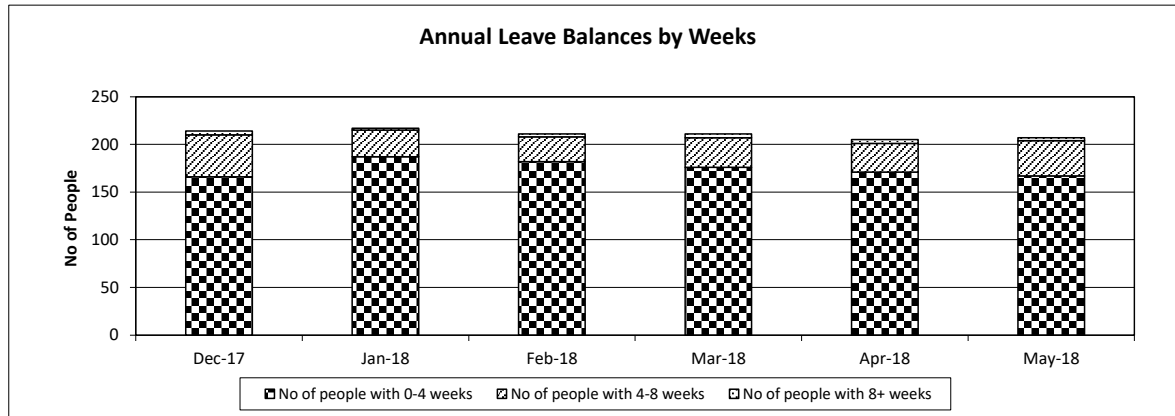
Depreciation	7,474	7,212	(262)	7,804	96%	7,804
Loss on disposal assets	0	0	0	0	n/a	0
QTC Finance Costs	11,853	12,641	788	13,642	87%	13,642
Other Finance Costs	0	0	0	0	n/a	0
<b>TOTAL CORPORATE CONTROLLED</b>	<b>19,327</b>	<b>19,853</b>	<b>526</b>	<b>21,446</b>	<b>90%</b>	<b>21,446</b>

Satisfactory results overall. Legal expenses relate to various legal matters in the FCS Admin, CEO, and Corporate Services branches.

Satisfactory results for corporate controlled expenditure.

## Finance and Corporate Services Annual Leave

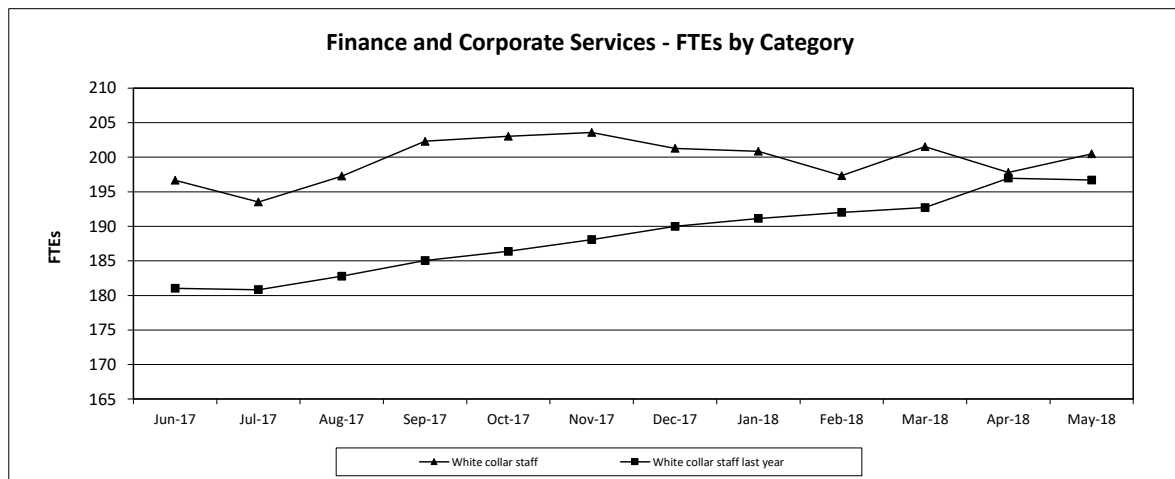
### Annual Leave Balances as at pay period ended 28 May 2018:



No of people with 0-4 weeks  
No of people with 4-8 weeks  
No of people with 8+ weeks

Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
166	187	182	176	171	167
77.5%	86.2%	86.3%	83.4%	83.4%	80.7%
44	28	26	31	30	37
20.6%	12.9%	12.3%	14.7%	14.6%	17.9%
4	2	3	4	4	3
1.9%	0.9%	1.4%	1.9%	2.0%	1.4%

### Full Time Equivalents:



White collar staff

**Total**

*Movement prior month (white collar)*

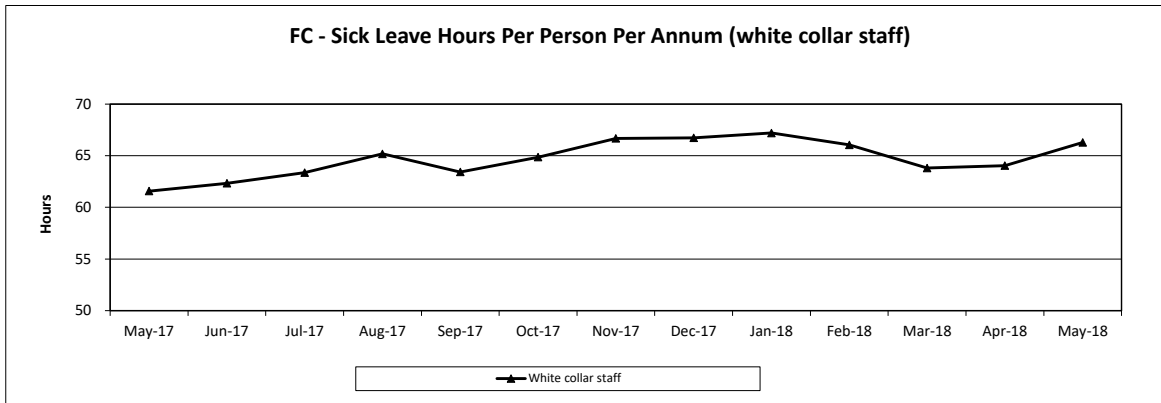
*White collar staff last year*

*Total FTEs last year*

Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
196.7	193.5	197.3	202.3	203.0	203.6	201.3	200.9	197.3	201.5	197.8	200.5
196.7	193.5	197.3	202.3	203.0	203.6	201.3	200.9	197.3	201.5	197.8	200.5
(0.0)	(3.2)	3.8	5.0	0.7	0.6	(2.3)	(0.4)	(3.5)	4.2	(3.7)	2.7
181.0	180.8	182.8	185.1	186.4	188.1	190.0	191.1	192.0	192.7	197.0	196.7
181.0	180.8	182.8	185.1	186.4	188.1	190.0	191.1	192.0	192.7	197.0	196.7

**Finance and Corporate Services Department**

**Sick Leave:**



White collar staff

\* Rolling 12 month average

May-17 Hours	Jun-17 Hours	Jul-17 Hours	Aug-17 Hours	Sep-17 Hours	Oct-17 Hours	Nov-17 Hours	Dec-17 Hours	Jan-18 Hours	Feb-18 Hours	Mar-18 Hours	Apr-18 Hours	May-18 Hours
61.58	62.33	63.35	65.17	63.43	64.86	66.68	66.73	67.19	66.04	63.80	64.04	66.28

**Lost Time Injury Frequency Rates - FCS:**

	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
LTI's	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0
Cumulative Days lost 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0
LTISR Rolling 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0

**Lost Time Injury Frequency Rates - Executive Office:**

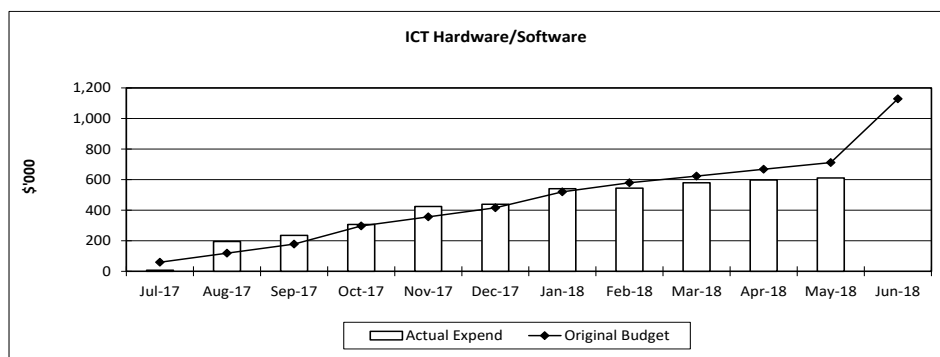
	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
LTI's	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	29	-	-	-	0	0	0	0	0	0	0	0	34
Cumulative Days lost 12 months	36	28	15	2	2	-	0	0	0	0	0	0	38
LTISR Rolling 12 months	1,060	831	451	61	61	-	-	-	0	0	0	0	1,302



**FC Capital Expenditure by Program**

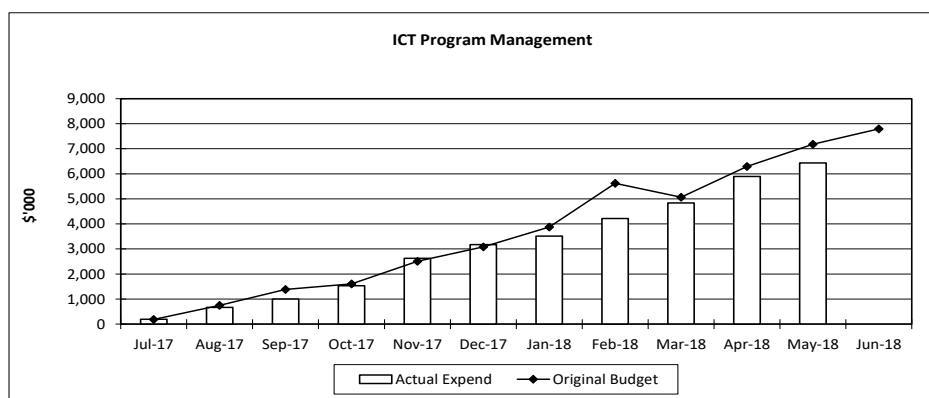
Results as at 31 May 2018:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled*	16,582	24,744	8,162	38,830	43%	38,830



**Major Projects**

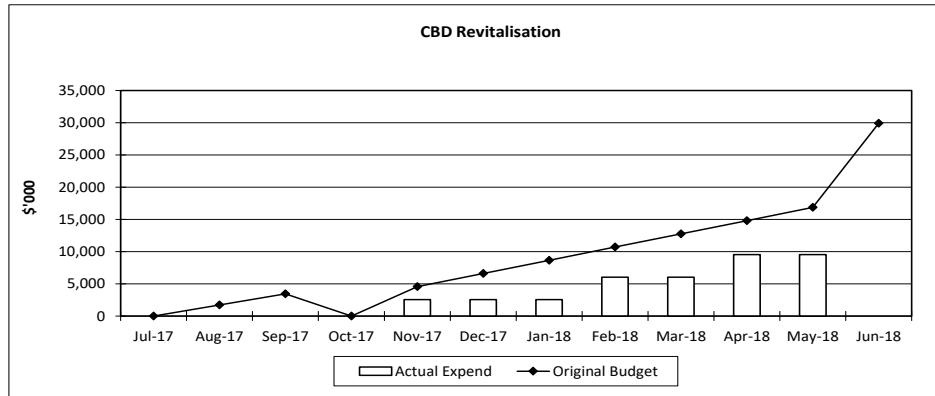
Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	611	712	Satisfactory result.



**Major Projects**

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	6,435	7,182	Satisfactory result.

**FC Capital Expenditure by Program con't**



**Major Projects**

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	9,536	16,850	Satisfactory result.

# Works, Parks and Recreation Department

## Performance Report

May 2018

Excluding Ipswich Waste

### Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
<b>Department Controlled</b>						
Utilities and Other Charges	3,851	3,761	90	3,761	102%	3,851
Traffic and Reg Park Fees	1,118	1,053	65	1,148	97%	1,148
Other Fees and Charges	14	0	14	0	n/a	14
Sales, Recoverable Works	2,598	2,585	13	2,865	91%	2,865
Operational Grants	2,002	1,809	193	3,311	60%	3,311
Capital Grants	7,413	6,133	1,280	8,524	87%	8,524
Other Revenue	2,206	1,467	739	1,601	138%	2,206
Internal Revenue	12,452	12,477	(25)	13,611	91%	13,611
	<b>31,654</b>	<b>29,285</b>	<b>2,369</b>	<b>34,821</b>	<b>91%</b>	<b>35,530</b>
<b>Corporate Controlled</b>						
Discounts/Remissions	(57)	(77)	20	(75)	76%	(75)
Donated Asset Revenue	0	9,581	(9,581)	11,962	0%	11,962
Cash Contributions	3,048	9,926	(6,878)	10,815	28%	10,815
Interest	0	0	0	0	n/a	0
Gain on Disposal/Revaluation	220	0	220	0	n/a	220
	<b>3,211</b>	<b>19,430</b>	<b>(16,219)</b>	<b>22,702</b>	<b>14%</b>	<b>22,922</b>
<b>TOTAL</b>	<b>34,865</b>	<b>48,715</b>	<b>(13,850)</b>	<b>57,523</b>	<b>61%</b>	<b>58,452</b>

Satisfactory results overall for Department controlled revenue.  
Cash contributions, donated asset revenue and headwork credits are developer driven.

## Department Controlled Expenses

### Excluding Ipswich Waste

#### Employee Expenses

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	20,717	21,275	558	23,051	90%	23,051
Overtime	765	701	(64)	760	101%	765
Allowances	75	69	(6)	75	100%	75
Other employee costs	5,697	5,861	164	6,349	90%	6,349
<b>Total Labour Opex + Capex</b>	<b>27,254</b>	<b>27,906</b>	<b>652</b>	<b>30,235</b>	<b>90%</b>	<b>30,240</b>
<i>Less Capitalised Labour</i>	<i>(2,313)</i>	<i>(1,986)</i>	<i>327</i>	<i>(2,144)</i>	<i>108%</i>	<i>(2,313)</i>
Opex Labour before Contractors	<b>24,941</b>	<b>25,920</b>	<b>979</b>	<b>28,091</b>	<b>89%</b>	<b>27,927</b>
<i>Plus Contract Opex Labour</i>	<i>2,123</i>	<i>753</i>	<i>(1,370)</i>	<i>770</i>	<i>276%</i>	<i>2,123</i>
Opex Labour incl Contractors	<b>27,064</b>	<b>26,673</b>	<b>(391)</b>	<b>28,861</b>	<b>94%</b>	<b>30,050</b>

Employee expenses are over target predominantly due to unbudgeted positions in Executive and contingent workers in Fleet engaged to meet service standards due to vacant positions.

#### Materials and Services (excl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Maintenance	4,740	202	(4,538)	220	2155%	4,740
Materials	6,334	9,866	3,532	10,708	59%	10,708
Motor Vehicle Expenses	1,934	3,171	1,237	3,430	56%	3,430
Service Contracts	10,082	12,905	2,823	14,519	69%	14,519
Utilities Expenses	8,351	8,379	28	9,499	88%	9,499
Consultants	1,351	927	(424)	1,375	98%	1,375
Other Materials and Services	3,490	2,238	(1,252)	2,501	140%	3,490
	36,282	37,688	1,406	42,252	86%	47,761
<b>Other Expense Sources</b>						
Other Expenses	1,176	1,291	115	1,459	81%	1,459
Internal Expenses	4,899	4,649	(250)	5,073	97%	5,073
	<b>42,357</b>	<b>43,628</b>	<b>1,271</b>	<b>48,784</b>	<b>87%</b>	<b>54,293</b>
<b>TOTAL DEPARTMENT CONTROLLED</b>	<b>69,421</b>	<b>70,301</b>	<b>880</b>	<b>77,645</b>	<b>89%</b>	<b>84,343</b>

#### Corporate Controlled

Depreciation	50,686	50,586	(100)	55,201	92%	55,201
QTC Finance Costs	336	364	28	395	85%	395
Other Finance Costs	0	0	0	0	n/a	0
Loss on disposal assets	1,563	0	(1,563)	0	n/a	1,563
<b>TOTAL CORPORATE CONTROLLED</b>	<b>52,585</b>	<b>50,950</b>	<b>(1,635)</b>	<b>55,596</b>	<b>95%</b>	<b>57,159</b>

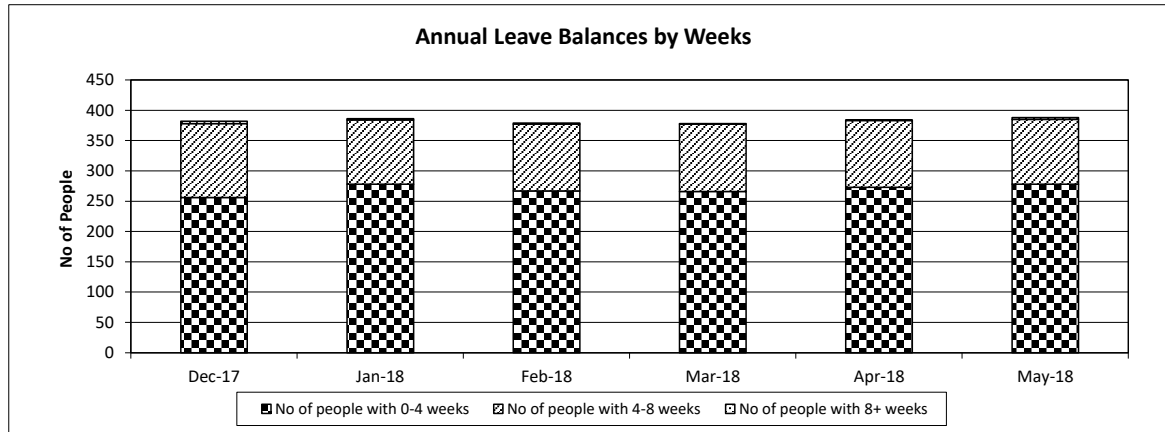
Satisfactory results overall. Consultants over budget due to expensing of capital projects. Other materials and services relates to corporate credit card accruals. Internal Expenses is over budget due to plant and equipment internal charges.

Loss on asset disposals relates to partial retirement of road infrastructure network assets.

**Works, Parks and Recreation Department**

**Excluding Ipswich Waste**

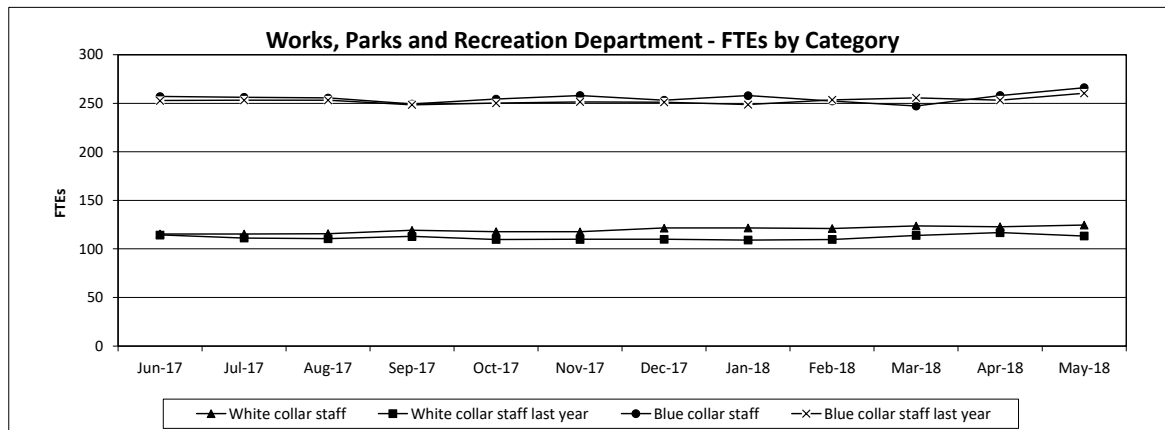
**Annual Leave Balances as at pay period ended 28 May 2018:**



No of people with 0-4 weeks  
No of people with 4-8 weeks  
No of people with 8+ weeks

Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
256	278	267	266	273	278
67.1%	72.0%	70.5%	70.4%	71.1%	71.6%
122	106	110	111	110	107
31.9%	27.5%	29.0%	29.4%	28.6%	27.6%
4	2	2	1	1	3
1.0%	0.5%	0.5%	0.2%	0.3%	0.8%

**Full Time Equivalents:**



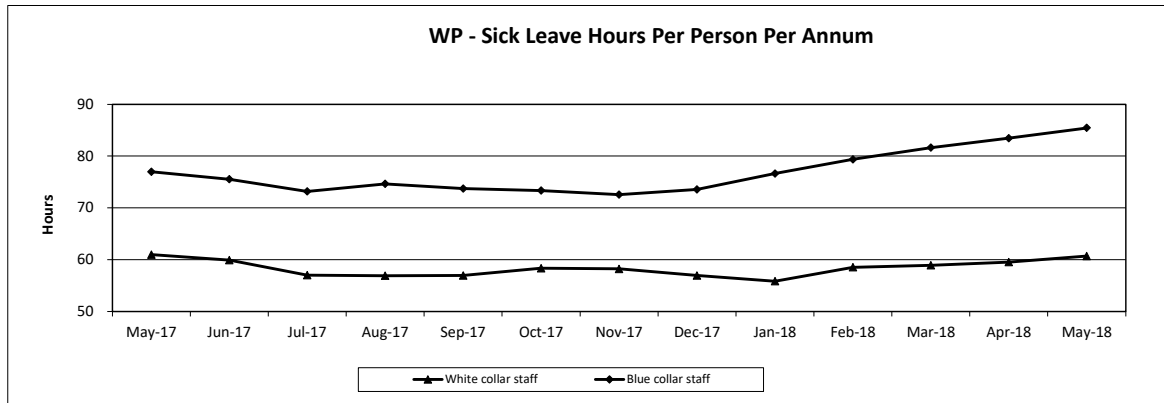
White collar staff  
Blue collar staff

Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
115.5	115.5	115.8	119.1	117.8	117.7	121.5	121.7	121.2	123.7	122.9	124.7
257.1	256.3	255.5	249.4	254.4	258.1	253.3	258.0	252.4	247.2	258.1	266.2
372.5	371.8	371.3	368.5	372.2	375.8	374.8	379.7	373.6	370.9	381.0	390.9
2.1	0.0	0.3	3.3	(1.3)	(0.1)	3.8	0.2	(0.5)	2.6	(0.9)	1.8
(3.4)	(0.8)	(0.8)	(6.2)	5.0	3.8	(4.9)	4.8	(5.6)	(5.3)	10.9	8.1
114.4	111.3	110.5	112.9	109.8	109.9	110.0	109.2	109.8	113.9	116.8	113.3
252.8	253.3	253.3	248.5	250.2	251.6	251.3	248.8	253.6	255.7	253.3	260.5
367.2	364.6	363.8	361.4	360.0	361.4	361.2	358.0	363.5	369.6	370.1	373.8

*Movement prior month (white collar)*  
*Movement prior month (blue collar)*  
*White collar staff last year*  
*Blue collar staff last year*  
*Total FTEs last year*

**Works, Parks and Recreation Department**

**Sick Leave:**



White collar staff

Blue collar staff

\* Rolling 12 month average

May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
60.94	59.90	56.99	56.90	56.93	58.32	58.20	56.92	55.84	58.52	58.91	59.51	60.68
76.95	75.51	73.15	74.64	73.70	73.35	72.55	73.54	76.62	79.35	81.63	83.43	85.44

**Lost Time Injury Frequency Rates:**

LTI's

LTIFR

LTIFR Rolling 12 months

Cumulative Days lost 12 months

LTISR Rolling 12 months

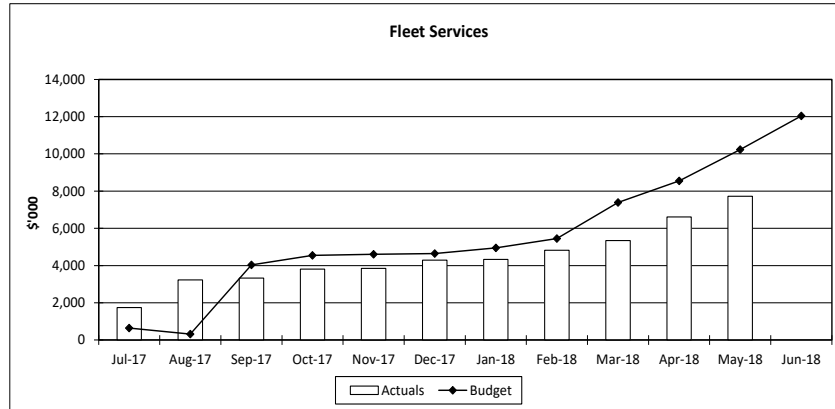
May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0
5	5	5	5	3	2	2	2	2	0	0	0	0
63	70	70	70	67	64	62	56	56	44	42	24	26
103	114	114	113	108	103	99	99	90	69	67	37	41

**WP Capital Expenditure by Program**

**Non-Infrastructure Program and excluding Ipswich Waste**

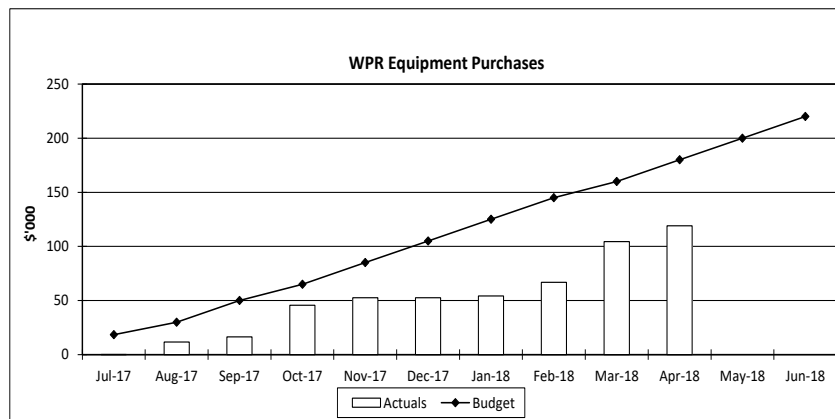
Results as at 31 May 2018:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled						
Fleet	7,723	10,228	2,505	12,043	64%	12,043
WPR - Equipment	119	195	76	215	55%	215
<b>Total Department Controlled</b>	<b>7,842</b>	<b>10,423</b>	<b>2,581</b>	<b>12,258</b>	<b>64%</b>	<b>12,258</b>



**Major Projects**

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various	7,723	10,228	Major plant items planned to be delivered before the end of financial year and all vehicles that were on hold during the Fleet Contract have been ordered and planned for delivery.



**Major Projects**

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various	119	195	Equipment replaced when required.

# Ipswich Waste

## Performance Report

### May 2018

#### Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
<b>Department Controlled</b>						
Garbage Charges Revenue	27,416	27,305	111	27,305	100%	27,416
Net Rates and Utilities	27,416	27,305	111	27,305	100%	27,416
Waste Disposal Fees	6,239	5,892	347	6,428	97%	6,428
Operational Grants	2	0	2	0	n/a	2
Other Revenue	77	79	(2)	84	92%	84
Internal Revenue	1,144	1,420	(276)	1,549	74%	1,549
	<b>34,878</b>	<b>34,696</b>	<b>182</b>	<b>35,366</b>	<b>99%</b>	<b>35,479</b>
<b>Corporate Controlled</b>						
Interest	338	210	128	235	144%	338
	<b>338</b>	<b>210</b>	<b>128</b>	<b>235</b>	<b>144%</b>	<b>338</b>
<b>TOTAL</b>	<b>35,216</b>	<b>34,906</b>	<b>310</b>	<b>35,601</b>	<b>99%</b>	<b>35,817</b>

Internal Trading Revenue is under due to the correction of a cross charging issue within Waste.



IWS Performance Report  
May 2018

**Department Controlled Expenses**

**Employee Expenses**

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Wages (opex and capex)	3,689	3,925	236	4,252	87%	4,252
Overtime	524	368	(156)	399	131%	524
Allowances	17	17	0	19	89%	19
Other employee costs	987	1,072	85	1,161	85%	1,161
<b>Total Labour Opex + Capex</b>	<b>5,217</b>	<b>5,382</b>	<b>165</b>	<b>5,831</b>	<b>89%</b>	<b>5,956</b>
<i>Less recovery/charge out</i>	33	0	(33)	0	n/a	33
Opex Labour before Contractors	<b>5,250</b>	<b>5,382</b>	<b>132</b>	<b>5,831</b>	<b>90%</b>	<b>5,989</b>
<i>Plus Contract Opex Labour</i>	847	383	(464)	409	207%	847
Opex Labour incl Contractors	<b>6,097</b>	<b>5,765</b>	<b>(332)</b>	<b>6,240</b>	<b>98%</b>	<b>6,836</b>

Employee expenses are over target predominantly due to contingent workers required in order to meet service standards and achieve HR standards.

**Materials and Services (excl. Labour Contracts)**

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Advertising	32	196	164	232	14%	232
Maintenance	55	181	126	198	28%	198
Materials	105	208	103	227	46%	227
Service Contracts	3,255	3,324	69	3,626	90%	3,626
Other Materials and Services	446	183	(263)	205	218%	446
	3,893	4,092	199	4,488	87%	4,729
<b>Other Expense Sources</b>						
Other Expenses	59	0	(59)	0	n/a	59
Internal Expenses	6,970	7,227	257	7,892	88%	7,892
	<b>10,922</b>	<b>11,319</b>	<b>397</b>	<b>12,380</b>	<b>88%</b>	<b>12,680</b>
<b>TOTAL DEPARTMENT CONTROLLED</b>	<b>17,019</b>	<b>17,084</b>	<b>65</b>	<b>18,620</b>	<b>91%</b>	<b>19,516</b>

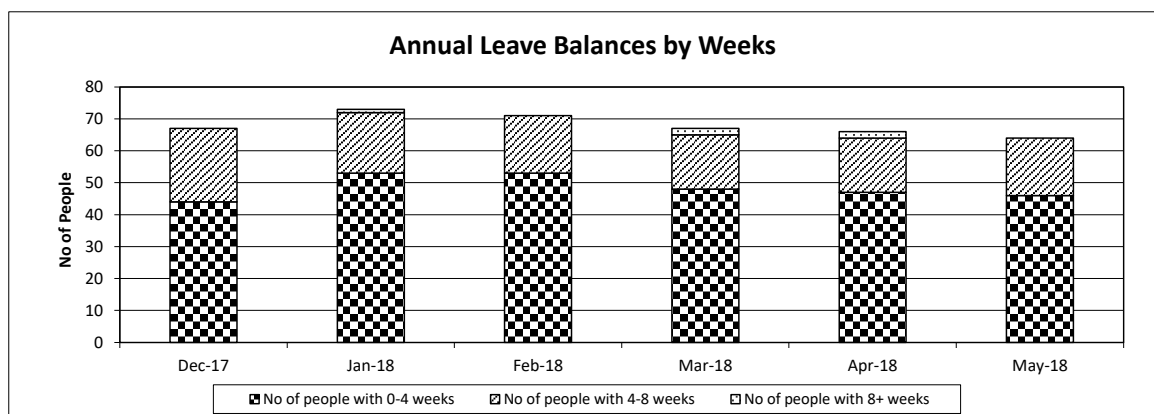
**Corporate Controlled Expenses**

Depreciation	669	677	8	739	91%	739
Finance Costs	0	0	0	0	n/a	0
Loss on disposal assets	19	0	(19)	0	n/a	19
Tax Equivalents Expense	5,155	4,864	(291)	4,987	103%	5,155
<b>TOTAL CORPORATE CONTROLLED</b>	<b>5,843</b>	<b>5,541</b>	<b>(302)</b>	<b>5,726</b>	<b>102%</b>	<b>5,913</b>

Satisfactory results overall. Other Expenses primarily relates to Bad Debts \$43k, Doubtful Debts \$5.7k and Stripe Commission payments \$9.1k.

## Ipswich Waste Annual Leave

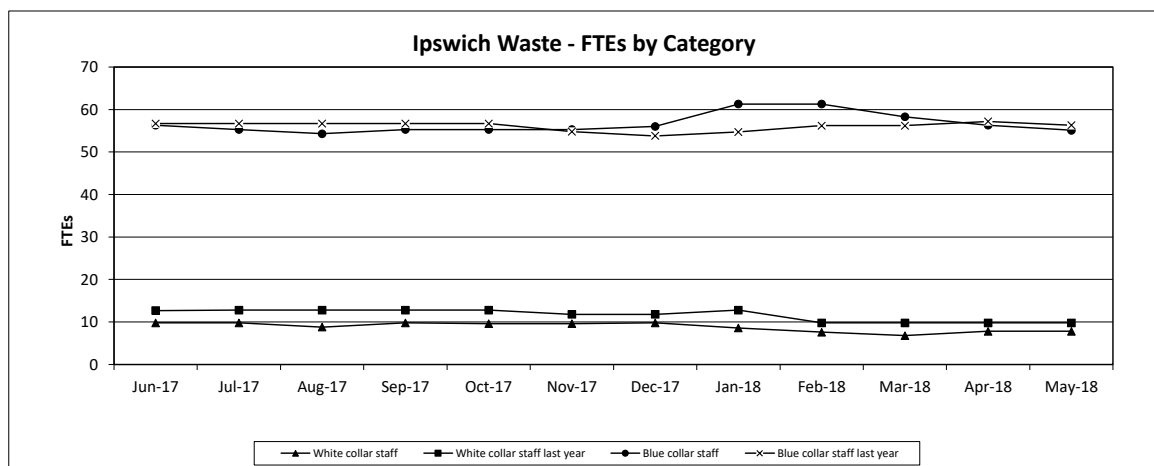
### Annual Leave Balances as at pay period ended 28 May 2018:



No of people with 0-4 weeks  
No of people with 4-8 weeks  
No of people with 8+ weeks

Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
44	53	53	48	47	46
65.7%	72.6%	74.6%	71.6%	71.2%	71.9%
23	19	18	17	17	18
34.3%	26.0%	25.4%	25.4%	25.8%	28.1%
0	1	0	2	2	0
0.0%	1.4%	0.0%	3.0%	3.0%	0.0%

### Full Time Equivalents:



White collar staff

Blue collar staff

**Total**

Movement prior month (white collar)

Movement prior month (blue collar)

White collar staff last year

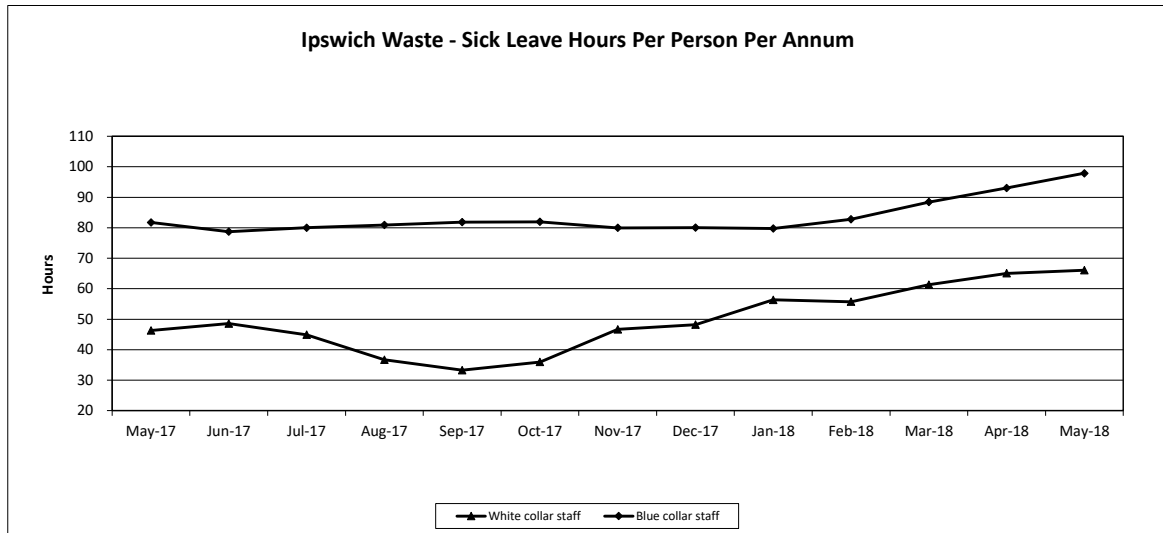
Blue collar staff last year

Total FTEs last year

Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
9.8	9.8	8.8	9.8	9.6	9.6	9.8	8.6	7.6	6.8	7.8	7.8
56.3	55.3	54.3	55.3	55.3	55.3	56.0	61.3	61.3	58.3	56.3	55.1
66.1	65.1	63.1	65.1	64.9	64.9	65.8	69.9	68.9	65.1	64.1	62.9
0.0	0.0	(1.0)	1.0	(0.2)	0.0	0.2	(1.2)	(1.0)	(0.8)	1.0	0.0
0.0	(1.0)	(1.0)	1.0	0.0	0.0	0.7	5.3	0.0	(3.0)	(2.0)	(1.2)
12.7	12.8	12.8	12.8	12.8	11.8	11.8	12.8	9.8	9.8	9.8	9.8
56.7	56.7	56.7	56.7	56.7	54.8	53.8	54.7	56.2	56.2	57.2	56.3
69.4	69.5	69.5	69.5	69.5	66.6	65.6	67.5	66.0	66.0	67.0	66.1

**Ipswich Waste Services**

**Sick Leave:**



	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
White collar staff	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
Blue collar staff	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
* Rolling 12 month average													

**Lost Time Injury Frequency Rates:**

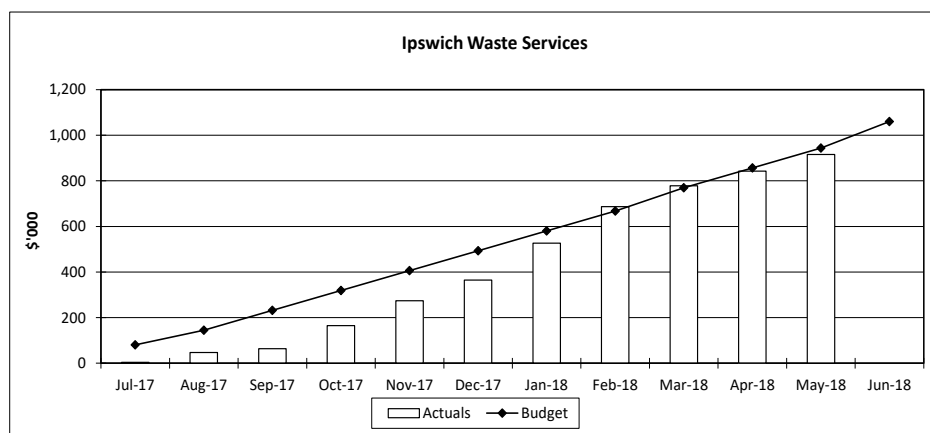
	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
LTI's	0	0	0	0	0	0	0	0	1	0	0	0	0
LTIFR	0	0	0	0	0	0	0	0	97	0	0	0	0
LTIFR Rolling 12 months	0	0	0	0	0	0	0	0	9	9	9	9	9
Cumulative Days lost 12 months	0	0	0	0	0	0	0	0	5	5	5	5	5
LTISR Rolling 12 months	0	0	0	0	0	0	0	0	43	43	43	43	43

**Waste Capital Expenditure by Project or Program Areas:**

**Ipswich Waste**

Results as at 31 May 2018:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled	916	944	28	1,060	86%	1,060



**Major Projects**

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	916	944	Bins replaced as required and according to city growth.

# Health, Security and Regulatory Services Department Performance Report

## May 2018

### Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
<b>Department Controlled</b>						
Utilities and Other Charges	39	84	(45)	92	42%	92
Net Rates and Utilities	39	84	(45)	92	42%	92
Town Planning Develop Fees	0	0	0	0	n/a	0
Hlth Animal Cemetery Fees	1,162	926	236	1,805	64%	1,805
Traffic and Reg Park Fees	996	1,166	(170)	1,290	77%	1,290
Other Fees	322	504	(182)	551	58%	551
Operational Grants	290	78	212	183	158%	290
Capital Grants	0	0	0	0	n/a	0
Other Revenue	29	23	6	26	112%	29
	<b>2,838</b>	<b>2,781</b>	<b>57</b>	<b>3,947</b>	<b>72%</b>	<b>4,057</b>
<b>Corporate Controlled</b>						
Gain on Disposal/Revaluation	0	0	0	0	n/a	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>
<b>TOTAL</b>	<b>2,838</b>	<b>2,781</b>	<b>57</b>	<b>3,947</b>	<b>72%</b>	<b>4,057</b>

Traffic and Reg Park Fees under budget as a result of parking officers undertaking testing requirements for the new ANPR vehicle, resulting in a reduction in PIN volumes.

Operational grants relate to Littering, Dumping and Waste reduction campaign (\$45k) and immunisation grant (\$235k) that was received earlier than planned. Other fees relates to lower than expected SPER revenue for non traffic related offences.

## Department Controlled Expenses

### Employee Expenses

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Wages (opex and capex)	4,665	4,858	193	5,274	88%	5,274
Overtime	83	133	50	145	57%	145
Allowances	28	25	(3)	27	104%	28
Other employee costs	1,300	1,374	74	1,493	87%	1,493
<b>Total Labour Opex + Capex</b>	<b>6,076</b>	<b>6,390</b>	<b>314</b>	<b>6,939</b>	<b>88%</b>	<b>6,940</b>
<i>Less Capitalised Labour</i>	18	(122)	(140)	(128)	(14%)	18
Opex Labour before Contractors	<b>6,094</b>	<b>6,268</b>	<b>174</b>	<b>6,811</b>	<b>89%</b>	<b>6,958</b>
<i>Plus Contract Opex Labour</i>	640	177	(463)	189	339%	640
Opex Labour incl Contractors	<b>6,734</b>	<b>6,445</b>	<b>(289)</b>	<b>7,000</b>	<b>96%</b>	<b>7,598</b>

Employee expenses over budget due to additional contract positions held and vacancy rates not being met.

### Materials and Services (excl. Labour Contracts)

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Maintenance	177	141	(36)	155	114%	177
Other Services	298	308	10	385	77%	385
Service Contracts	3,896	4,155	259	4,522	86%	4,522
Other Materials and Services	464	510	46	577	80%	577
	<b>4,835</b>	<b>5,114</b>	<b>279</b>	<b>5,639</b>	<b>86%</b>	<b>5,661</b>
<b>Other Expense Sources</b>						
Other Expenses	65	70	5	76	86%	76
Internal Expenses	346	310	(36)	339	102%	346
	<b>5,246</b>	<b>5,494</b>	<b>248</b>	<b>6,054</b>	<b>87%</b>	<b>6,083</b>
<b>TOTAL DEPARTMENT CONTROLLED</b>	<b>11,980</b>	<b>11,939</b>	<b>(41)</b>	<b>13,054</b>	<b>92%</b>	<b>13,681</b>

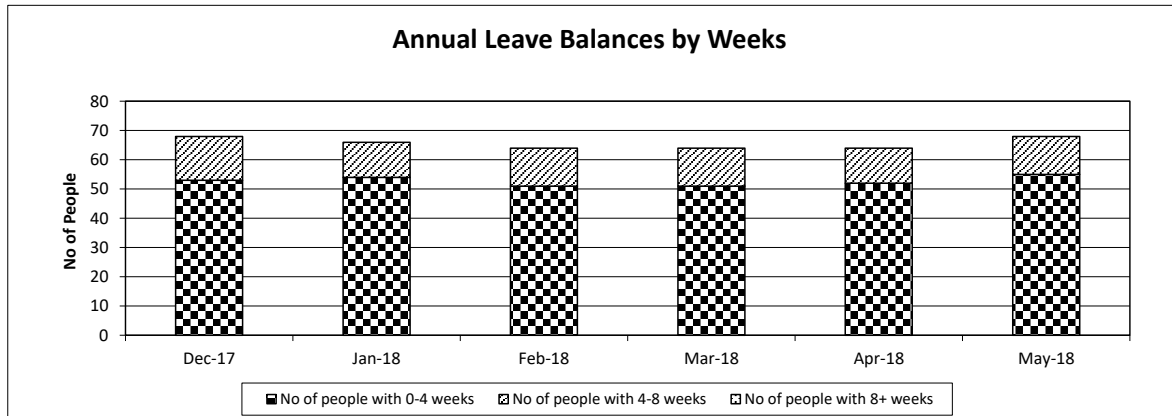
### Corporate Controlled Expenses

Depreciation	749	777	28	837	89%	837
Finance Costs	0	0	0	0	n/a	0
Loss on disposal assets	1	0	(1)	0	n/a	1
<b>TOTAL CORPORATE CONTROLLED</b>	<b>750</b>	<b>777</b>	<b>27</b>	<b>837</b>	<b>90%</b>	<b>838</b>

Satisfactory results overall. Service contracts under budget relates primarily to Safe City Branch. Maintenance over budget relates to cemetery slashing costs in Strategic Policy and Systems branch.

**Health, Security and Regulatory Services Department**

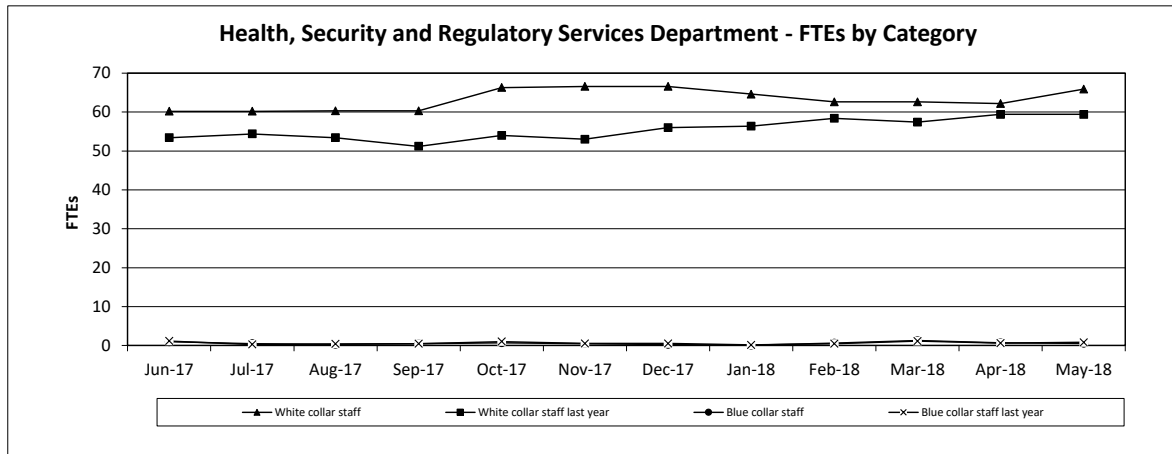
**Annual Leave Balances as at pay period ended 28 May 2018:**



No of people with 0-4 weeks  
No of people with 4-8 weeks  
No of people with 8+ weeks

Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
53	54	51	51	52	55
77.9%	81.8%	79.7%	79.7%	81.3%	80.8%
15	12	13	13	12	13
22.1%	18.2%	20.3%	20.3%	18.8%	19.1%
0	0	0	0	0	0
0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

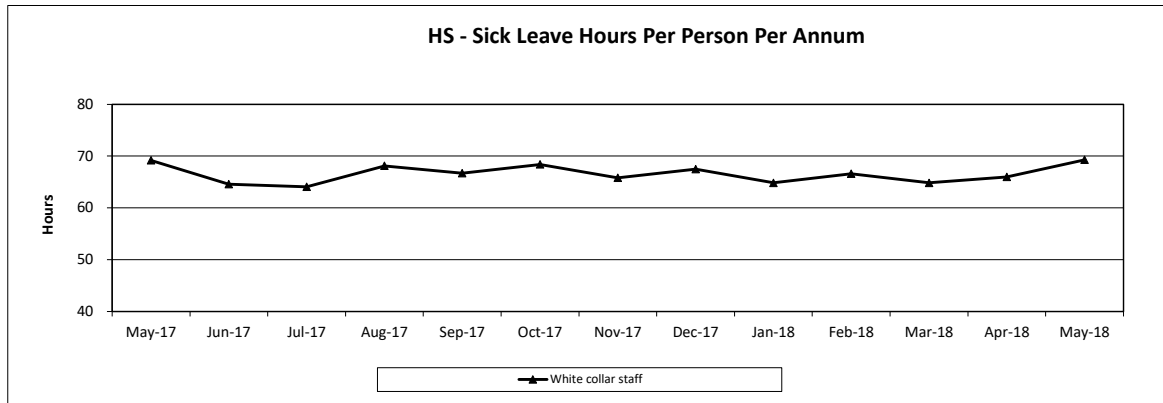
**Full Time Equivalents:**



	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
White collar staff	60.2	60.2	60.3	60.3	66.3	66.6	66.6	64.6	62.6	62.6	62.2	65.9
Blue collar staff	1.0	0.5	0.3	0.5	0.7	0.5	0.3	0.1	0.6	1.3	0.7	0.6
<b>Total</b>	<b>61.2</b>	<b>60.7</b>	<b>60.6</b>	<b>60.8</b>	<b>67.0</b>	<b>67.1</b>	<b>66.9</b>	<b>64.7</b>	<b>63.2</b>	<b>63.9</b>	<b>62.9</b>	<b>66.5</b>
<i>Movement prior month (white collar)</i>	0.8	0.0	0.1	0.0	6.0	0.3	0.0	(2.0)	(2.0)	0.0	(0.4)	3.7
<i>Movement prior month (blue collar)</i>	0.2	(0.5)	(0.2)	0.2	0.2	(0.2)	(0.2)	(0.2)	0.6	0.7	(0.6)	(0.2)
<i>White collar staff last year</i>	53.4	54.4	53.4	51.2	54.0	53.0	56.0	56.4	58.4	57.4	59.4	59.4
<i>Blue collar staff last year</i>	1.2	0.3	0.4	0.5	1.0	0.5	0.5	0.2	0.5	1.2	0.6	0.8
<i>Total FTEs last year</i>	54.6	54.7	53.8	51.7	55.0	53.5	56.5	56.6	58.9	58.6	60.0	60.2

**Health, Security and Regulatory Services Department**

**Sick Leave:**



White collar staff

\* Rolling 12 month average

May-17 Hours	Jun-17 Hours	Jul-17 Hours	Aug-17 Hours	Sep-17 Hours	Oct-17 Hours	Nov-17 Hours	Dec-17 Hours	Jan-18 Hours	Feb-18 Hours	Mar-18 Hours	Apr-18 Hours	May-18 Hours
69.16	64.55	64.05	68.11	66.68	68.39	65.81	67.48	64.82	66.57	64.82	65.96	69.27

**Lost Time Injury Frequency Rates:**

LTI's

LTIFR

LTIFR Rolling 12 months

Cumulative Days lost 12 months

LTISR Rolling 12 months

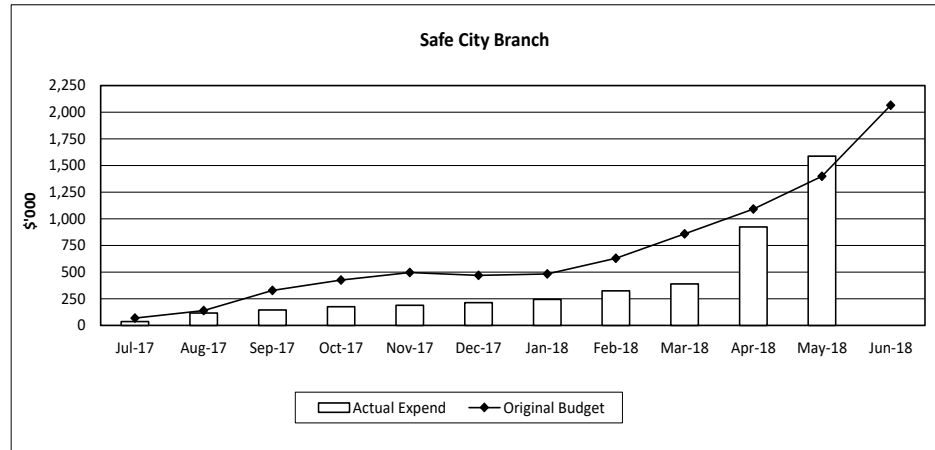
May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0
11	11	11	11	10	10	10	10	10	10	10	0	0
9	9	9	9	9	9	9	15	15	15	15	6	9
97	96	95	95	92	90	89	147	144	143	143	56	84



## Health, Security and Regulatory Services Department

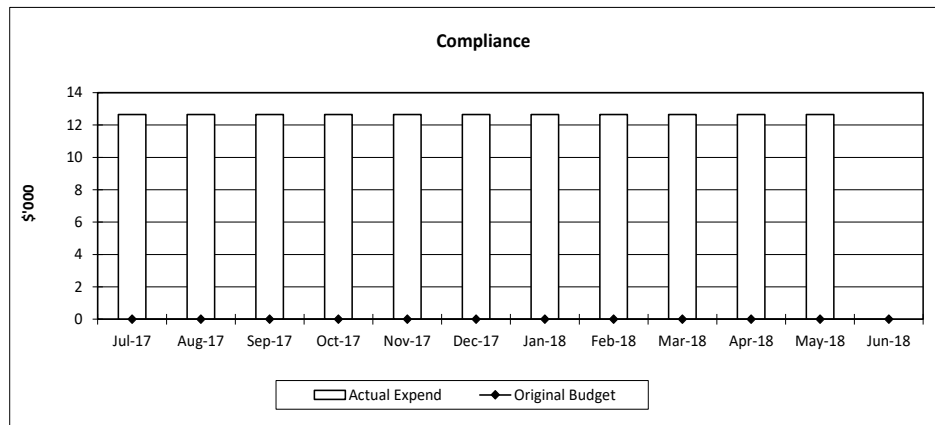
Results as at 31 May 2018:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled	1,645	1,403	(242)	2,070	79%	2,070



### Major Projects

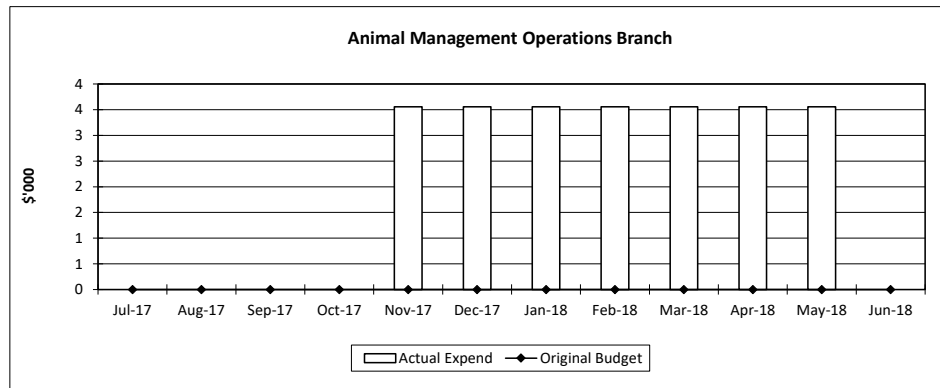
Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	1,588	1,402	No budget implications.



### Major Projects

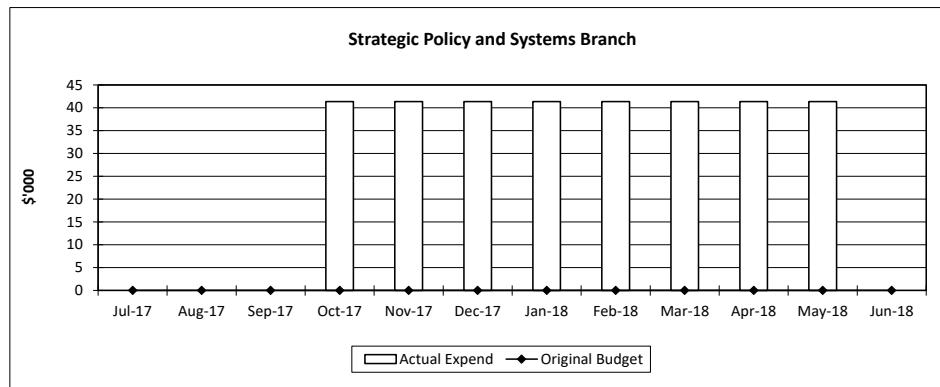
Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	13	0	Relates to Meteorological Weather Stations purchased for odour related compliance matters.

**HS Capital Expenditure by Program con't**



**Major Projects**

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	4	-	No budget implications.



**Major Projects**

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	41	-	No budget implications.

# Planning and Development Department

## Performance Report

### May 2018

#### Revenue:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
<b>Department Controlled</b>						
Town Planning Develop Fees	14,546	13,299	1,247	14,778	98%	14,778
Other Fees	39	40	(1)	40	98%	40
Govt Grant Subsidy	17	0	17	0	n/a	17
Other Revenue	8	3	5	3	267%	8
Community Service Revenue	431	431	0	470	92%	470
	<b>15,041</b>	<b>13,773</b>	<b>1,268</b>	<b>15,291</b>	<b>98%</b>	<b>15,313</b>
<b>Corporate Controlled</b>						
Cash Contributions	5	5	0	5	100%	5
Interest	0	0	0	0	n/a	0
	<b>5</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>100%</b>	<b>5</b>
<b>TOTAL</b>	<b>15,046</b>	<b>13,778</b>	<b>1,268</b>	<b>15,296</b>	<b>98%</b>	<b>15,318</b>

Satisfactory results overall.

PD Performance Report  
May 2018

**Department Controlled Expenses**

**Employee Expenses**

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Wages (opex and capex)	7,609	7,863	254	8,519	89%	8,519
Overtime	12	28	16	30	40%	30
Allowances	4	3	(1)	4	100%	4
Other employee costs	2,276	2,307	31	2,499	91%	2,499
<b>Total Labour Opex + Capex</b>	<b>9,901</b>	<b>10,201</b>	<b>300</b>	<b>11,052</b>	<b>90%</b>	<b>11,052</b>
<i>Less recovery/charge out</i>	36	0	(36)	0	n/a	36
Opex Labour before Contractors	<b>9,937</b>	<b>10,201</b>	<b>264</b>	<b>11,052</b>	<b>90%</b>	<b>11,088</b>
<i>Plus Contract Opex Labour</i>	0	0	0	0	n/a	0
Opex Labour incl Contractors	<b>9,937</b>	<b>10,201</b>	<b>264</b>	<b>11,052</b>	<b>90%</b>	<b>11,088</b>

Satisfactory results overall.

**Materials and Services (excl. Labour Contracts)**

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Legal Expenses	562	625	63	650	86%	650
Consultants	60	144	84	156	38%	156
Other Materials and Services	148	244	96	262	56%	262
	<b>770</b>	<b>1,013</b>	<b>243</b>	<b>1,068</b>	<b>72%</b>	<b>1,068</b>

**Other Expense Sources**

Other Expenses	2	10	8	12	17%	12
Internal Expenses	264	260	(4)	283	93%	283
	<b>1,036</b>	<b>1,283</b>	<b>247</b>	<b>1,363</b>	<b>76%</b>	<b>1,363</b>

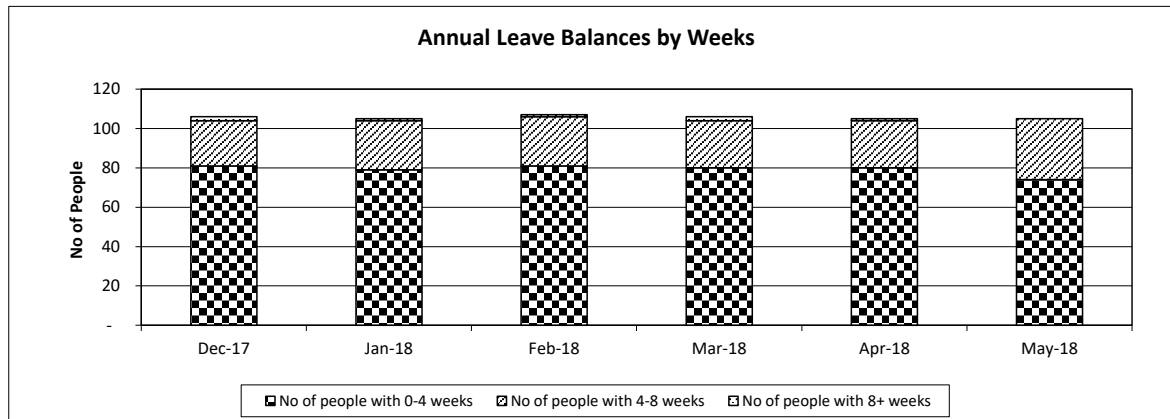
<b>TOTAL DEPARTMENT CONTROLLED</b>	<b>10,973</b>	<b>11,484</b>	<b>511</b>	<b>12,415</b>	<b>88%</b>	<b>12,451</b>
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**Corporate Controlled**

Depreciation	1	1	0	1	100%	1
Finance Costs	0	0	0	0	n/a	0
<b>TOTAL CORPORATE CONTROLLED</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>100%</b>	<b>1</b>

Satisfactory results overall.

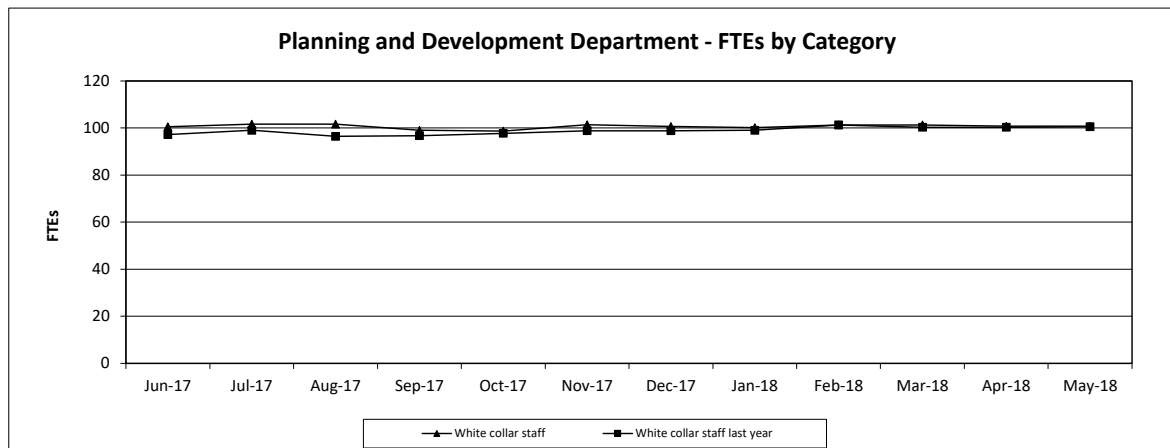
**Annual Leave Balances as at pay period ended 28 May 2018:**



No of people with 0-4 weeks  
No of people with 4-8 weeks  
No of people with 8+ weeks

	Dec-17		Jan-18		Feb-18		Mar-18		Apr-18		May-18	
No of people with 0-4 weeks	81	76.4%	79	75.2%	81	75.7%	80	75.5%	80	76.1%	74	70.5%
No of people with 4-8 weeks	23	21.7%	25	23.8%	25	23.4%	24	22.6%	24	22.9%	31	29.5%
No of people with 8+ weeks	2	1.9%	1	1.0%	1	0.9%	2	1.9%	1	1.0%	-	0.0%

**Full Time Equivalents:**



White collar staff

**Total**

*Movement prior month (white collar)*

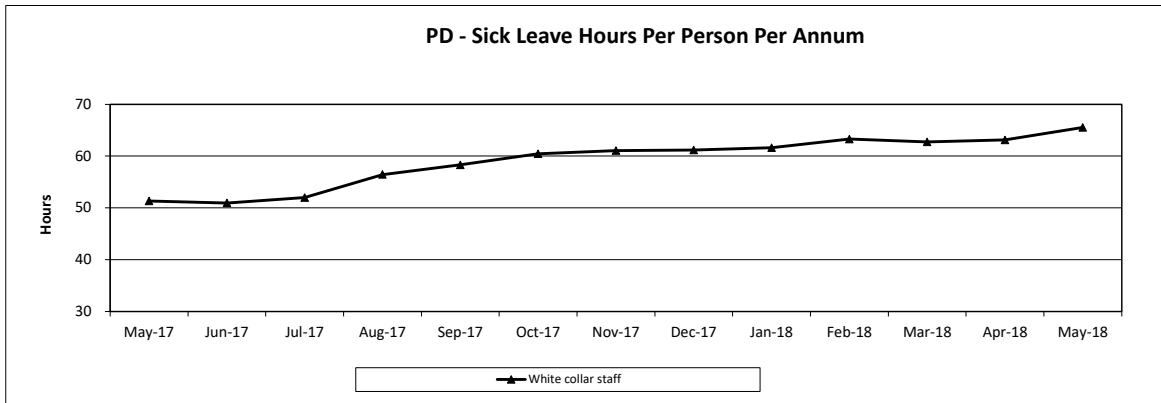
*White collar staff last year*

*Total FTEs last year*

	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
White collar staff	100.5	101.6	101.6	99.0	98.7	101.4	100.6	100.1	101.3	101.3	100.7	100.7
<b>Total</b>	100.5	101.6	101.6	99.0	98.7	101.4	100.6	100.1	101.3	101.3	100.7	100.7
<i>Movement prior month (white collar)</i>	0.0	1.1	0.0	(2.6)	(0.3)	2.7	(0.8)	(0.5)	1.2	0.0	(0.6)	0.0
<i>White collar staff last year</i>	97.2	99.0	96.4	96.7	97.7	98.8	98.8	99.0	101.3	100.3	100.3	100.5
<i>Total FTEs last year</i>	97.2	99.0	96.4	96.7	97.7	98.8	98.8	99.0	101.3	100.3	100.3	100.5

**Planning and Development Department**

**Sick Leave:**



White collar staff

\* Rolling 12 month average

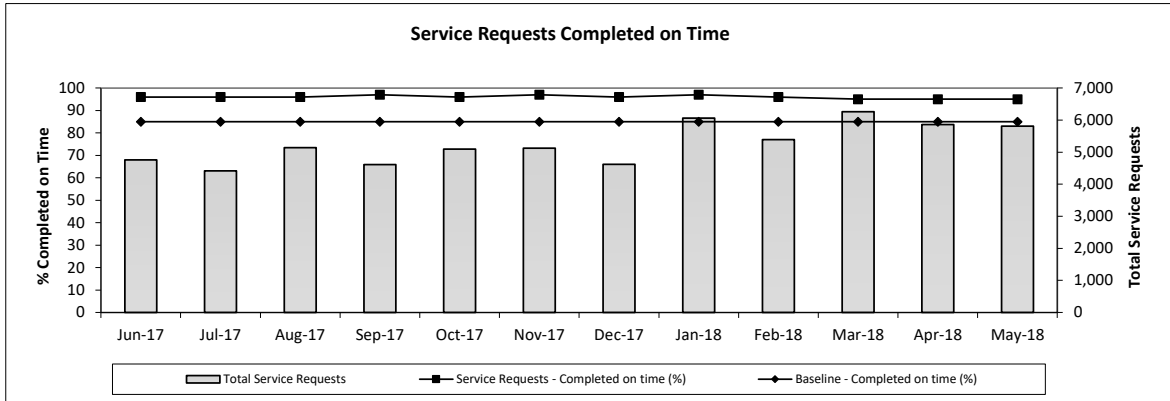
May-17 Hours	Jun-17 Hours	Jul-17 Hours	Aug-17 Hours	Sep-17 Hours	Oct-17 Hours	Nov-17 Hours	Dec-17 Hours	Jan-18 Hours	Feb-18 Hours	Mar-18 Hours	Apr-18 Hours	May-18 Hours
51.31	50.95	51.98	56.43	58.29	60.45	61.05	61.15	61.59	63.28	62.72	63.10	65.53

**Lost Time Injury Frequency Rates:**

	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
LTI's	0	0	1	0	0	0	0	0	0	0	0	0	0
LTIFR	0	0	0	-	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	6.21	6.16	12.22	12	12	12	6	6	6	6	6	6	6
Cumulative Days lost 12 months	3	3	6	30	51	65	84	100	121	140	140	140	143
LTISR Rolling 12 months	18.63	18.48	36.65	183	313	399	514	615	741	858	866	858	879

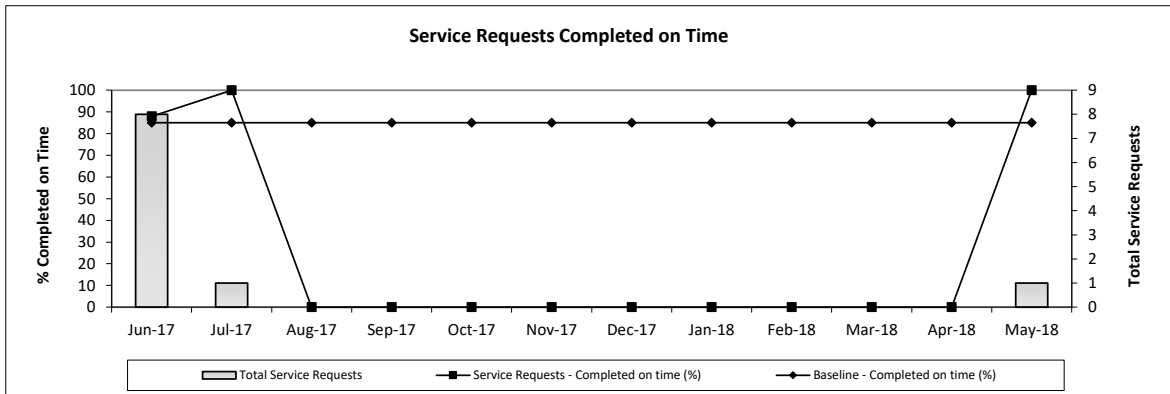
**Customer Engagement System**

**All Council:**



All Council	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
Service Requests - Completed on time (%)	96	96	96	97	96	97	96	97	96	95	95	95
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	4,758	4,416	5,140	4,612	5,095	5,124	4,620	6,062	5,391	6,261	5,861	5,811

**Arts, Social Development and Community Development Department:**

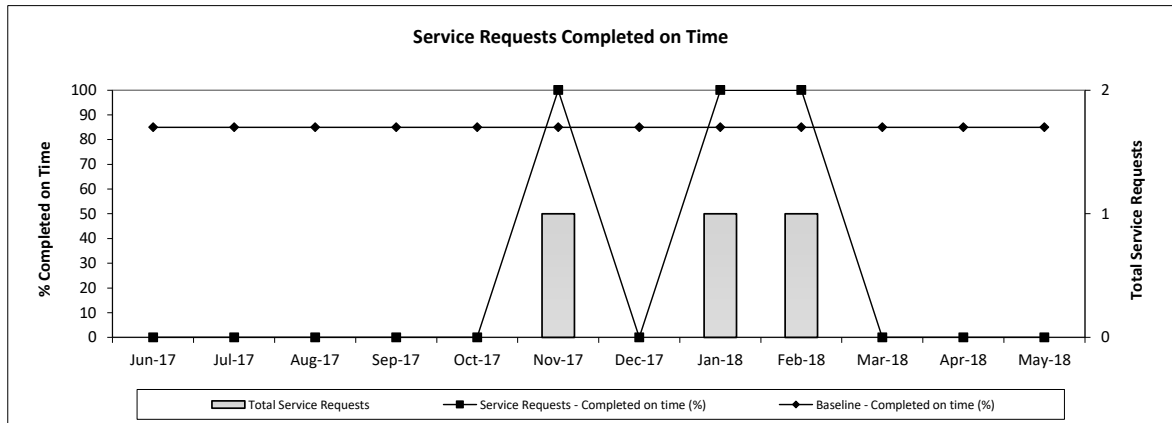


AS	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
Service Requests - Completed on time (%)	88	100	0	0	0	0	0	0	0	0	0	100
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	8	1	0	0	0	0	0	0	0	0	0	1

**May**

The results exceed the baseline for the month.

**Economic Development and Marketing Department:**

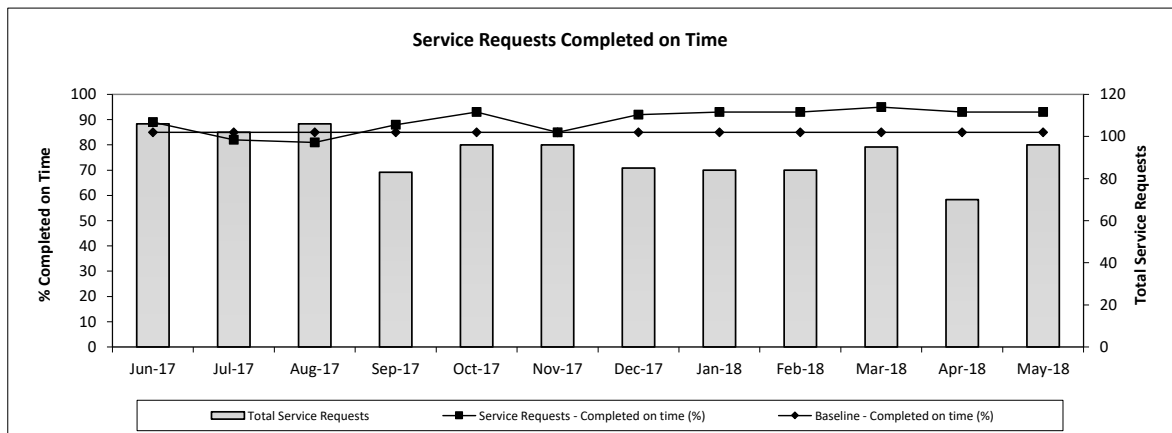


EDM	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
Service Requests - Completed on time (%)	0	0	0	0	0	100	0	100	100	0	0	0
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	0	0	0	0	0	1	0	1	1	0	0	0

**May**

No service requests for the month.

**Infrastructure Services Department:**



IS	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
Service Requests - Completed on time (%)	89	82	81	88	93	85	92	93	93	95	93	93
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	106	102	106	83	96	96	85	84	84	95	70	96

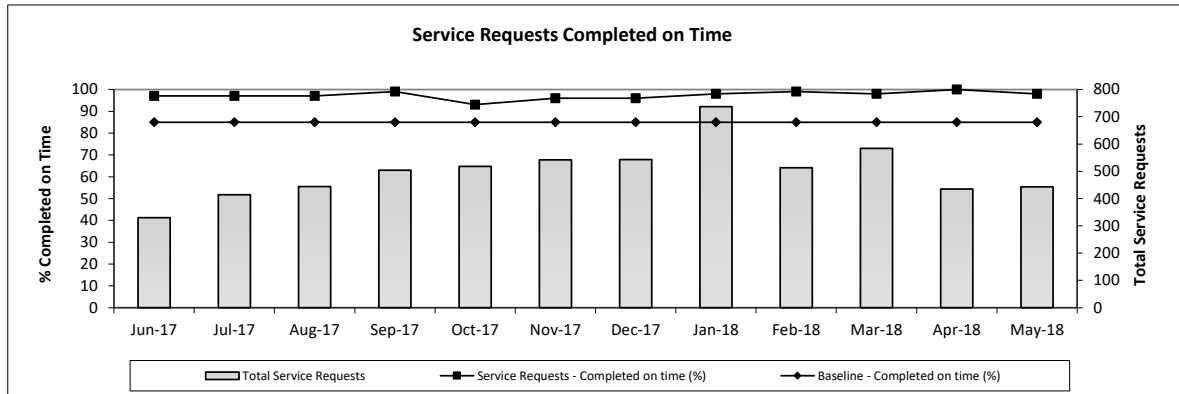
**May**

The results exceed the baseline for the month.



ICC Performance Report  
May 2018

Finance and Corporate Services Department:

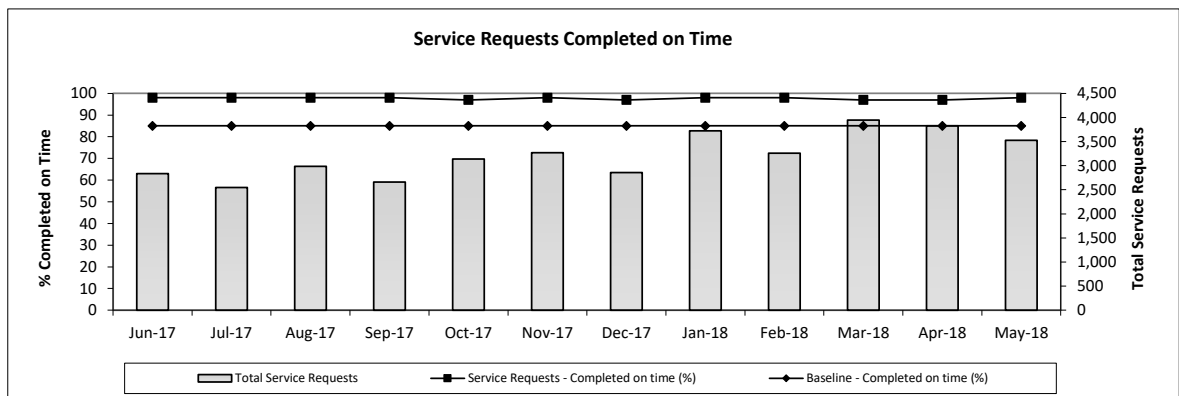


FC	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
Service Requests - Completed on time (%)	97	97	97	99	93	96	96	98	99	98	100	98
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	330	414	444	504	518	542	543	737	513	584	435	443

**May**

The results exceed the baseline for the month.

Works Parks and Recreation Department:



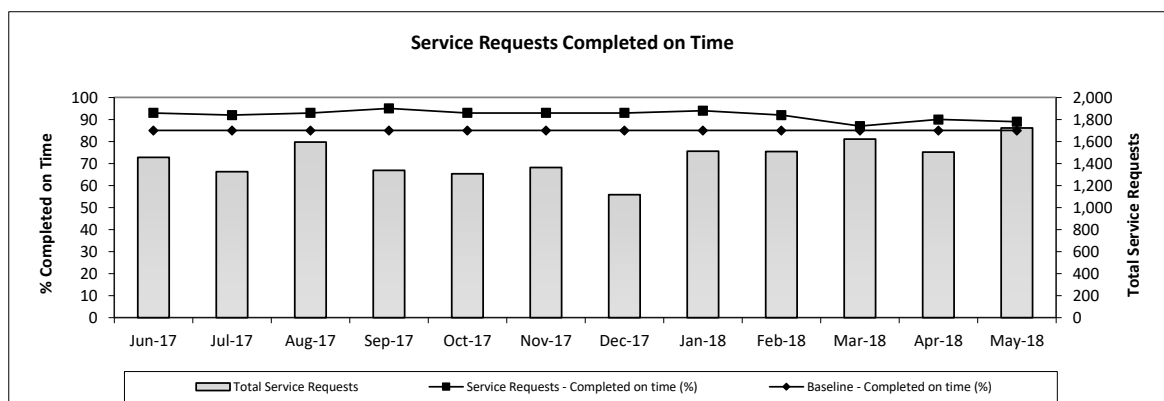
WP	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
Service Requests - Completed on time (%)	98	98	98	98	97	98	97	98	98	97	97	98
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	2,835	2,547	2,986	2,660	3,138	3,269	2,857	3,723	3,259	3,946	3,827	3,526

**May**

The results exceed the baseline for the month.

ICC Performance Report  
May 2018

Health, Security and Regulatory Services Department:

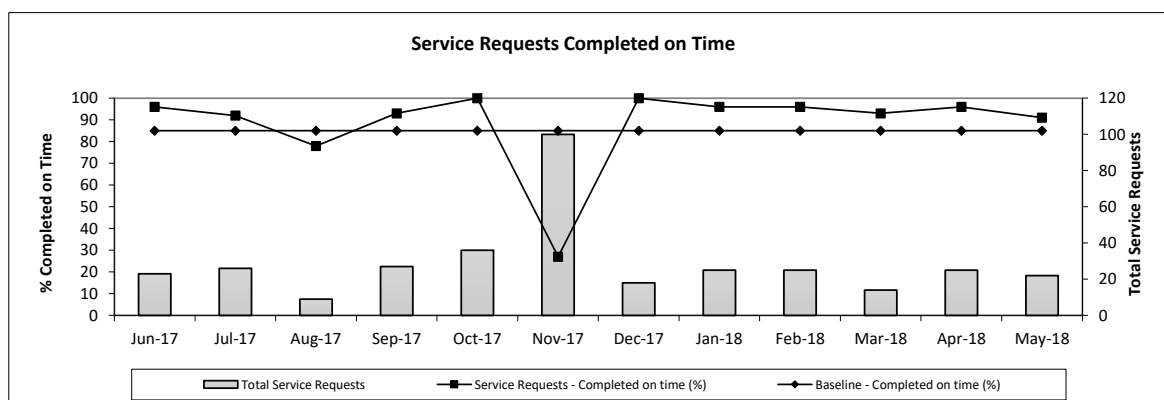


HS	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
Service Requests - Completed on time (%)	93	92	93	95	93	93	93	94	92	87	90	89
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	1,456	1,326	1,595	1,338	1,307	1,364	1,117	1,512	1,509	1,622	1,504	1,723

**May**

The results exceed the baseline for the month.

Planning and Development:



PD	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
Service Requests - Completed on time (%)	96	92	78	93	100	27	100	96	96	93	96	91
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	23	26	9	27	36	100	18	25	25	14	25	22

**May**

The results exceed the baseline for the month.

**Council Environmental Performance:**

**Waste Generated by Council Departments (Tonnes):**

		May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
<b>AS</b>	Event Recycling	-	-	-	-	-	-	-	-	-	-	-	-	-
	Depot Commercial and Industrial	0.20	0.20	0.39	0.39	1.17	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
	Office Recycling	0.01	0.28	0.19	0.24	0.11	0.01	0.21	0.01	0.11	0.20	0.68	0.11	0.20
	Office Commercial and Industrial	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>IS</b>	Office Recycling	-	0.08	-	-	-	-	-	-	-	-	-	-	-
	Depot Recycling	-	-	-	-	-	-	-	-	-	-	-	-	-
	Depot Construction and Demolition	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>FC</b>	Office Recycling	0.33	0.79	0.30	0.31	0.47	0.57	0.12	0.15	0.39	0.49	0.40	0.51	0.71
	Office Waste	-	-	-	-	-	-	-	-	-	-	-	-	-
	Office Commercial and Industrial	0.29	0.26	0.26	0.27	0.04	0.29	0.23	0.26	0.26	0.24	0.26	0.26	0.27
<b>WPR</b>	Event Recycling	-	-	-	-	-	-	-	-	-	-	-	-	-
	Depot Construction and Demolition	42.32	66.38	51.36	75.91	63.84	39.67	54.81	22.22	24.38	47.16	46.02	48.92	49.20
	Depot Commercial and Industrial	17.71	17.85	18.37	20.70	51.19	20.86	17.75	17.17	18.75	16.75	20.87	17.68	20.85
	Depot Recycling	8.76	3.30	13.34	9.02	10.94	4.99	4.26	7.89	11.77	5.13	3.19	4.55	9.32
	Office Commercial and Industrial	10.64	10.27	9.70	11.25	3.90	9.88	9.85	9.84	10.40	9.23	9.80	8.74	10.32
	Office Recycling	4.70	4.81	4.48	4.64	4.41	4.22	4.57	3.46	4.42	3.61	3.66	3.60	4.91
	Timber	32.64	30.64	36.04	22.30	38.58	24.94	16.46	4.55	6.48	10.22	13.36	15.60	11.68
	Metal collected from Depots	2.34	6.02	3.71	1.72	2.68	3.50	3.39	1.97	10.72	8.32	-	2.30	9.38
	Community Service Obligation	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>HS</b>	Depot Commercial and Industrial	0.06	-	0.50	-	-	0.15	0.08	-	0.38	-	0.19	-	0.29
<b>PD</b>	Office Recycling	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Waste</b>		<b>133.35</b>	<b>106.96</b>	<b>97.43</b>	<b>120.00</b>	<b>140.88</b>	<b>138.64</b>	<b>146.75</b>	<b>177.33</b>	<b>109.28</b>	<b>111.93</b>	<b>98.63</b>	<b>102.47</b>	<b>117.33</b>

\* Education Program Recycling relates to bins supplied to schools/community groups with no charge as part of the education program

\*\* Operational Recycling is all recycling that is produced outside the office

\*\*\* Operational Waste is all waste that is produced outside of the office, such as green waste and timber

\*\*\*\* Public Place Recycling is recycling in a public place, such as a public pool

\*# Park Recycling is recycling from parks

**Community Environmental Performance:**

	Mar-15	Jun-15	Sep-15	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18
	%	%	%	%	%	%	%	%	%	%	%	%	%
Total recycling rate	31.37	33.72	26.89	31.84	33.32	34.34	29.69	35.92	38.06	32.50	31.71	31.5	30.44
% Waste diverted from landfill*	47.62	56.12	32.89	49.46	45.43	49.88	41.16	51.68	56.52	45.99	42.77	48.74	36.59
*At Riverview Transfer Station													

GT:GT  
A4932048

City Management, Finance and Community Engagement Committee	
Mtg Date: 17.07.18	OAR: YES
Authorisation: Jeffrey Keech	

4 July 2018

## **MEMORANDUM**

TO: ACTING CHIEF FINANCIAL OFFICER

FROM: DEVELOPMENT AND RELATIONSHIP MANAGER

RE: QUEENSLAND URBAN UTILITIES – DRAFT CORPORATE PLAN 2018-2023

---

### **INTRODUCTION:**

This is a report by the Development and Relationship Manager dated 4 July 2018 concerning Queensland Urban Utilities' (QUU) draft Corporate Plan 2018-2023.

### **BACKGROUND:**

The *South-East Queensland Water (Distribution and Retail Restructuring) Act 2009* required QUU to enter into a Participation Agreement (the Agreement) with its shareholding local governments (Participants). The Agreement includes a number of mandatory requirements around strategic planning and shareholder involvement including:

- QUU annually preparing a five (5) year strategic plan (Corporate Plan) which details QUU's directions, goals and priorities; and
- the QUU Board adopting the Corporate Plan following approval by a Special Majority of Participants.

As part of this process, Ipswich City Council is required to approve the draft QUU Corporate Plan 2018-2023 (Confidential Background Papers - Attachment A).

### **CONFIDENTIAL BACKGROUND PAPERS:**

<b>Confidential Background Papers</b>	Background Details
---------------------------------------	--------------------

**RECOMMENDATION:**

That Council approve Queensland Urban Utilities' draft Corporate Plan 2018-2023 as contained in Attachment A to the report by the Development and Relationship Manager dated 4 July 2018.

Greg Thomas

**DEVELOPMENT AND RELATIONSHIP MANAGER**

I concur with the recommendation contained in this report.

Jeffrey Keech

**ACTING CHIEF FINANCIAL OFFICER**

GT:SP  
A4881108

<b>City Management, Finance and Community Engagement Committee</b>	
Mtg Date: 17.07.18	OAR: YES
<b>Authorisation:</b> Jeffrey Keech	

12 June 2018

## **MEMORANDUM**

TO: ACTING CHIEF FINANCIAL OFFICER

FROM: DEVELOPMENT AND RELATIONSHIP MANAGER

RE: NEW TRUSTEE LEASE ARRANGEMENT TO THE IPSWICH BOWLS CLUB INC –  
PART OF 10D MILFORD STREET, IPSWICH DESCRIBED AS PART OF LOT 1 ON  
SP154140 – DIVISION 7

---

### **INTRODUCTION:**

This is a report by the Development and Relationship Manager dated 12 June 2018 concerning a new trustee lease arrangement to the Ipswich Bowls Club Inc (Trustee Lessee) at part of 10D Milford Street, Ipswich described as part of Lot 1 on SP154140.

### **BACKGROUND:**

The purpose of this report is to provide details of a new trustee lease between the Ipswich Bowls Club Inc and Ipswich City Council (Council).

Ipswich Bowls Club Inc has occupied and operated a bowls club on the land since 1910. The most recent lease expired on 30 June 2004 and no formal tenure documentation has been in place since this date. The current process is to ensure a new trustee lease is in place for these arrangements.

The current building on the land was built in 1967. Council currently owns the building and is responsible for the structural elements and major building and maintenance issues with the Ipswich Bowls Club Inc responsible for general maintenance and repairs.

Property Services has corresponded with the Ipswich Bowls Club Inc and the following new trustee lease terms have been agreed:

<b>LEASE TERMS:</b>	
Term:	10 Years
Commencement Date:	1 August 2018
Expiry Date:	31 July 2028
Rent:	\$1,000.00 per annum (excluding GST)
Building Ownership:	Ownership of building upon the land is with the Trustee Lessor (Council)
Maintenance:	Council (as owner) is responsible for the structural elements and major building and maintenance issues (i.e. exterior walls and roof) The Ipswich Bowls Club Inc is responsible for general maintenance and repairs (including general landscaping maintenance i.e. mowing, cleaning)

**CONCLUSION:**

It is recommended that Council proceed to enter into a ten (10) year trustee lease agreement over the land with the Ipswich Bowls Club Inc for a rental consideration of \$1,000.00 per annum (excluding GST).

**CONSULTATION:**

Councillor Martin (Division 7) has been provided a copy of this report.

**ATTACHMENTS:**

<b>Name of Attachment</b>	<b>Attachment</b>
<a href="#">10D Milford Street, Ipswich – Sketch Plan (Lease L)</a>	Attachment A

**RECOMMENDATION:**

- A. That Council, as Trustee resolve, pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation), that the exemptions under sections 236(1)(b)(ii) of the Regulation apply to the disposal of the Trustee leasehold interest located at part of 10D Milford Street, Ipswich and described as part of Lot 1 on SP154140 (“the land”), by way of a leasehold arrangement between Council and Ipswich Bowls Club Inc for a consideration sum of \$1,000.00 per annum (excluding GST).
- B. That Council enter into a Trustee Lease with Ipswich Bowls Club Inc (“the tenant”) for a period of ten (10) years.
- C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Trustee Lease to be executed by Council and to do any other acts necessary to implement Council’s decision in accordance with section 13(3) of the *Local Government Act 2009*.

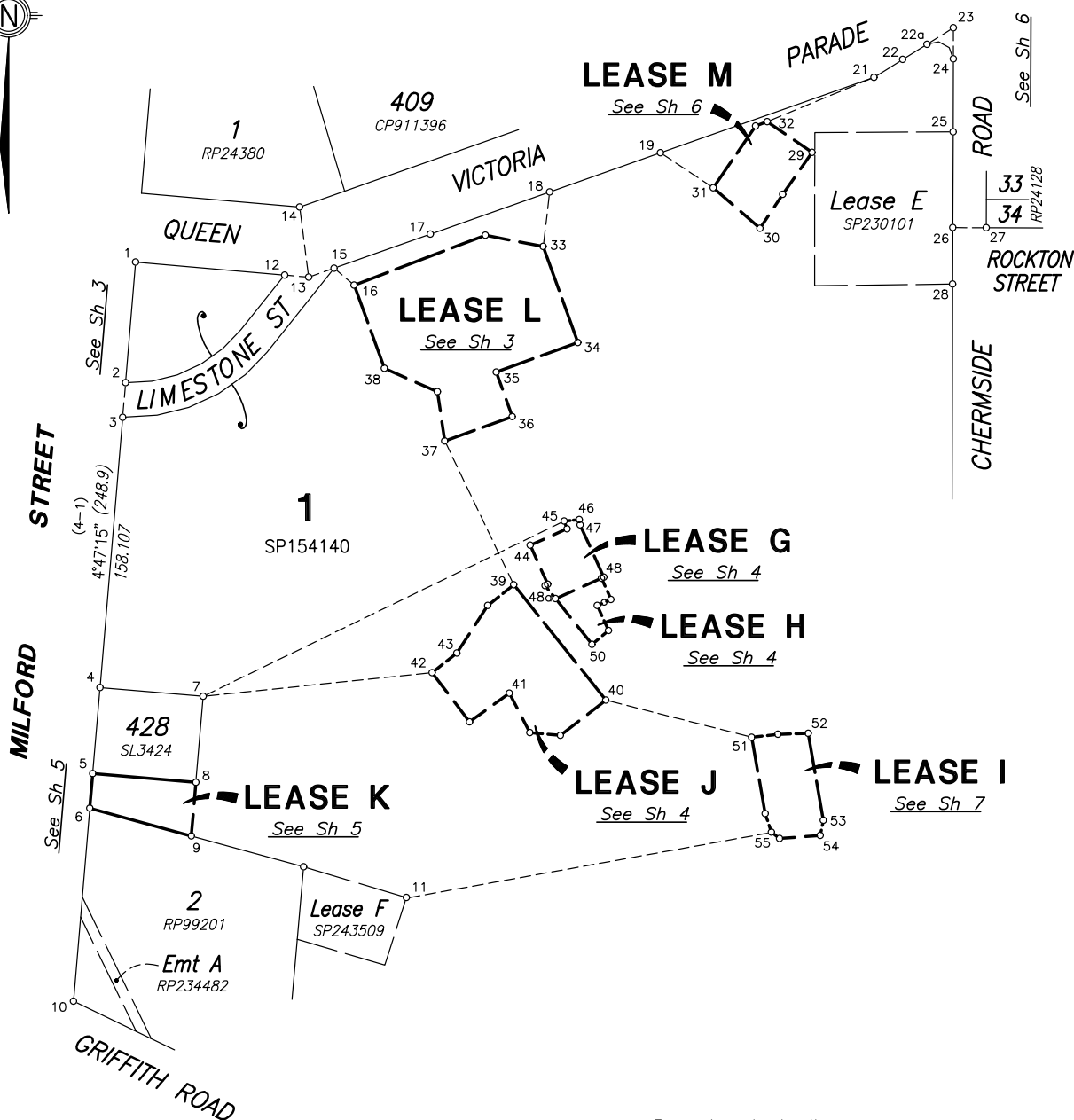
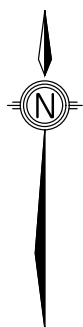
Greg Thomas

**DEVELOPMENT AND RELATIONSHIP MANAGER**

I concur with the recommendations contained in this report.

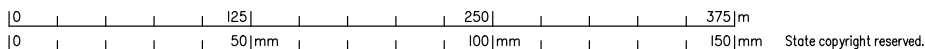
Jeffrey Keech

**ACTING CHIEF FINANCIAL OFFICER**



Peg placed at all new corners  
unless shown otherwise.

For Reference Marks, Permanent Marks  
and Traverses Tables, See Sheet 8.



RPS Australia East Pty Ltd (ACN 140 292 762) hereby certify that the land comprised in this plan was surveyed by the corporation, by Michael Stuart ZAHL, surveying graduate, for whose work the corporation accepts responsibility, under the supervision of Robin Gene ANDERSON, cadastral surveyor and that the plan is accurate, that the said survey was performed in accordance with the Survey and Mapping Infrastructure Act 2003 and Surveyors Act 2003 and associated Regulations and Standards and that the said survey was completed on 16/06/2017.

..... Authorised Delegate

..... Date

PLAN OF

**LEASES G - M**

in Lot 1 on SP154140

LOCAL

GOVERNMENT: IPSWICH CITY

LOCALITY: IPSWICH

Meridian: CP862922

Survey  
Records NO

Scale: 1 : 2500

Format: STANDARD

**SP292762**

State copyright reserved.



**WARNING : Folded or Mutilated Plans will not be accepted.  
Plans may be rolled.  
Information may not be placed in the outer margins.**

5. Lodged by

(Include address, phone number, reference and Lodger Code)

## 1. Certificate of Registered Owners or Lessees.

~~1/We~~ IPSWICH CITY COUNCIL FOR PARK AND RECREATION  
PURPOSES AND FOR NO OTHER PURPOSE WHATSOEVER  
DEED OF GRANT IN TRUST

(Names in full)

\*as Registered Owners of this land agree to this plan and dedicate the Public Use  
Land as shown hereon in accordance with Section 50 of the Land Title Act 1994.

~~\*as Lessees of this land agree to this plan.~~

Signature of \*Registered Owners ~~\*Lessees~~

\*Rule out whichever is inapplicable

## 2. Planning Body Approval.

\*  
hereby approves this plan in accordance with the:  
%

Dated this ..... day of .....

..... #  
..... #

\*Insert the name of the Planning Body.

% Insert applicable approving legislation.

# Insert designation of signatory or delegation

## 3. Plans with Community Management Statement :

CMS Number :

Name :

## 4. References :

Dept File :

Local Govt :

Surveyor : 135502-1

## 6. Existing

## Created

Title Reference	Description	New Lots	Road	Secondary Interests
50734003	Lot 1 on SP154140	-	-	Leases G-M

*Lease 714090223 (Lease D on SP230095,  
Lease B and C) to be surrendered prior to  
registration of this plan.*

*Leases G-M do not affect leases 715507964  
(Lease E on SP230101) & 715555084 (Lease  
F on SP234482).*

## 9. Building Format Plans only.

I certify that :

\* As far as it is practical to determine, no part  
of the building shown on this plan encroaches  
onto adjoining lots or road;  
\* Part of the building shown on this plan  
encroaches onto adjoining \*lots and road

..... Authorised Delegate Date

..... Cadastral Surveyor/Director\*

\*delete words not required

## 10. Lodgement Fees :

Survey Deposit	\$ .....
Lodgement	\$ .....
..... New Titles	\$ .....
Photocopy	\$ .....
Postage	\$ .....
TOTAL	\$ .....

II. Insert  
Plan  
Number**SP292762**

## 7. Orig Grant Allocation :

## 8. Passed &amp; Endorsed :

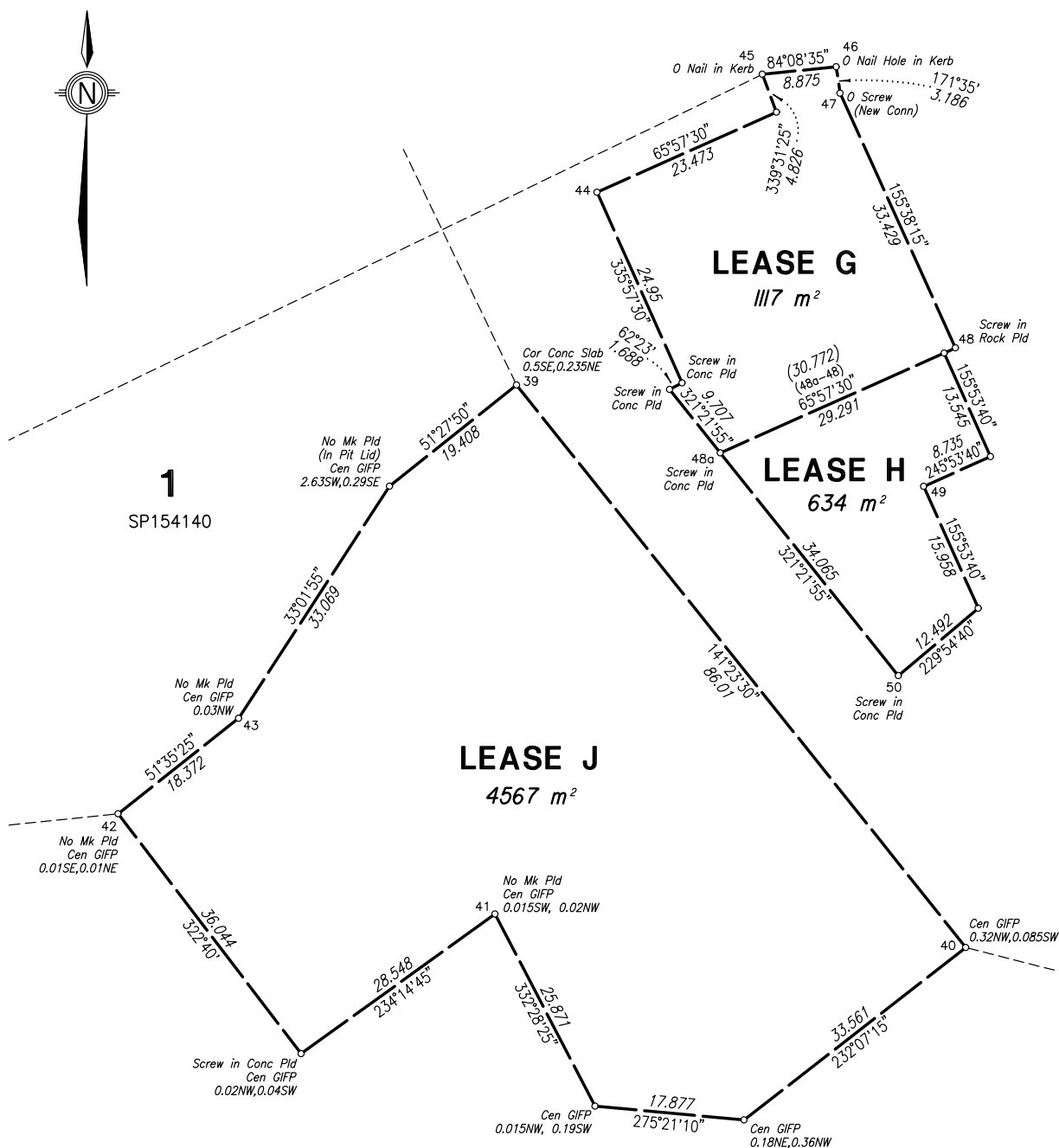
By: RPS Australia East Pty Ltd

Date: .....

Signed: .....

Designation : Cadastral Surveyor



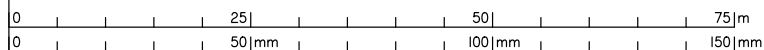


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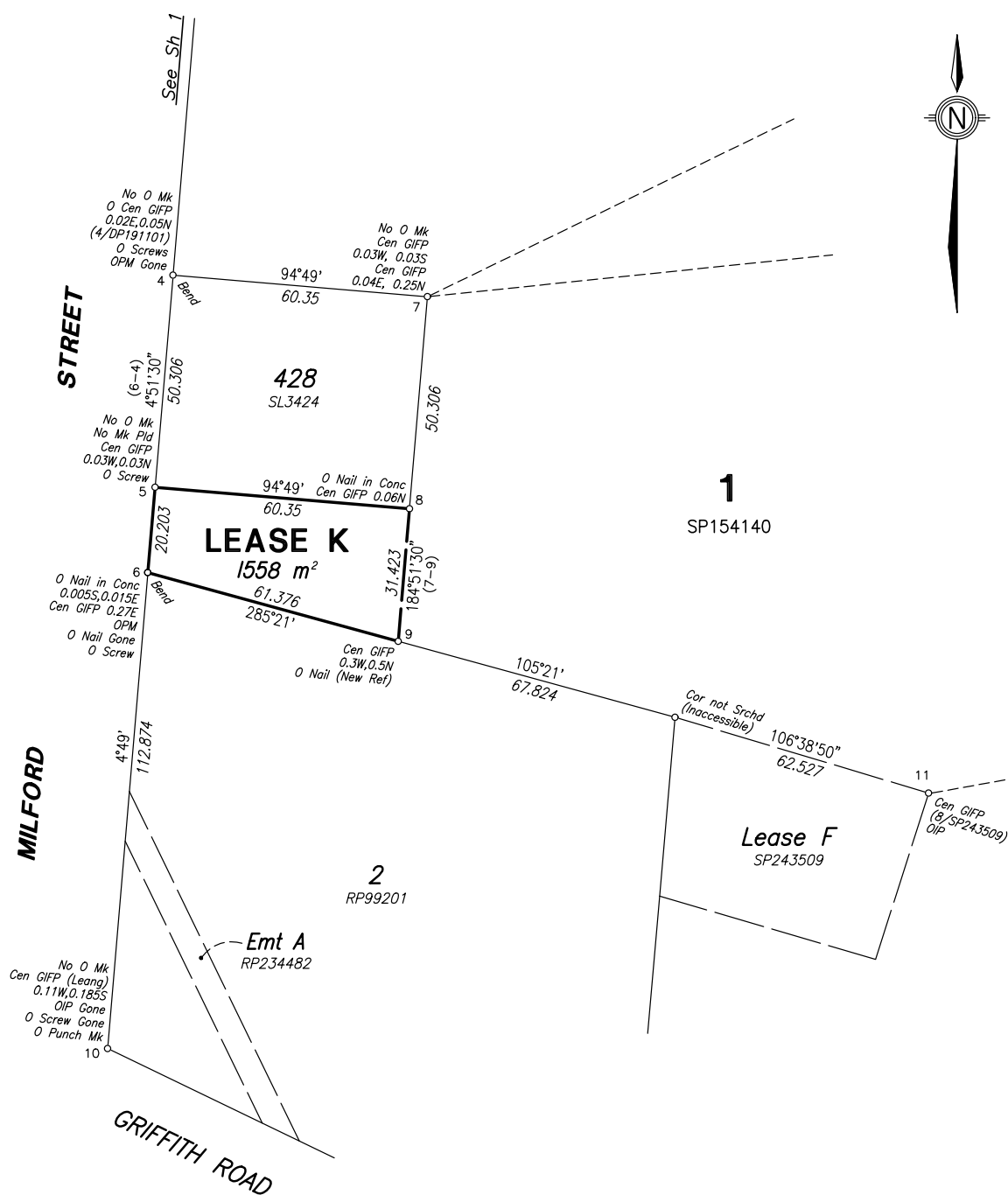
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Plan  
Number **SP292762**



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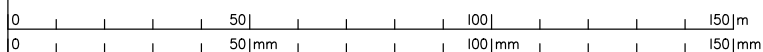
*Peg placed at all new corners unless shown otherwise.*

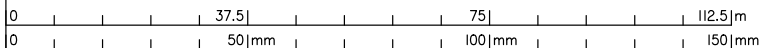
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Plan  
Number

**SP292762**

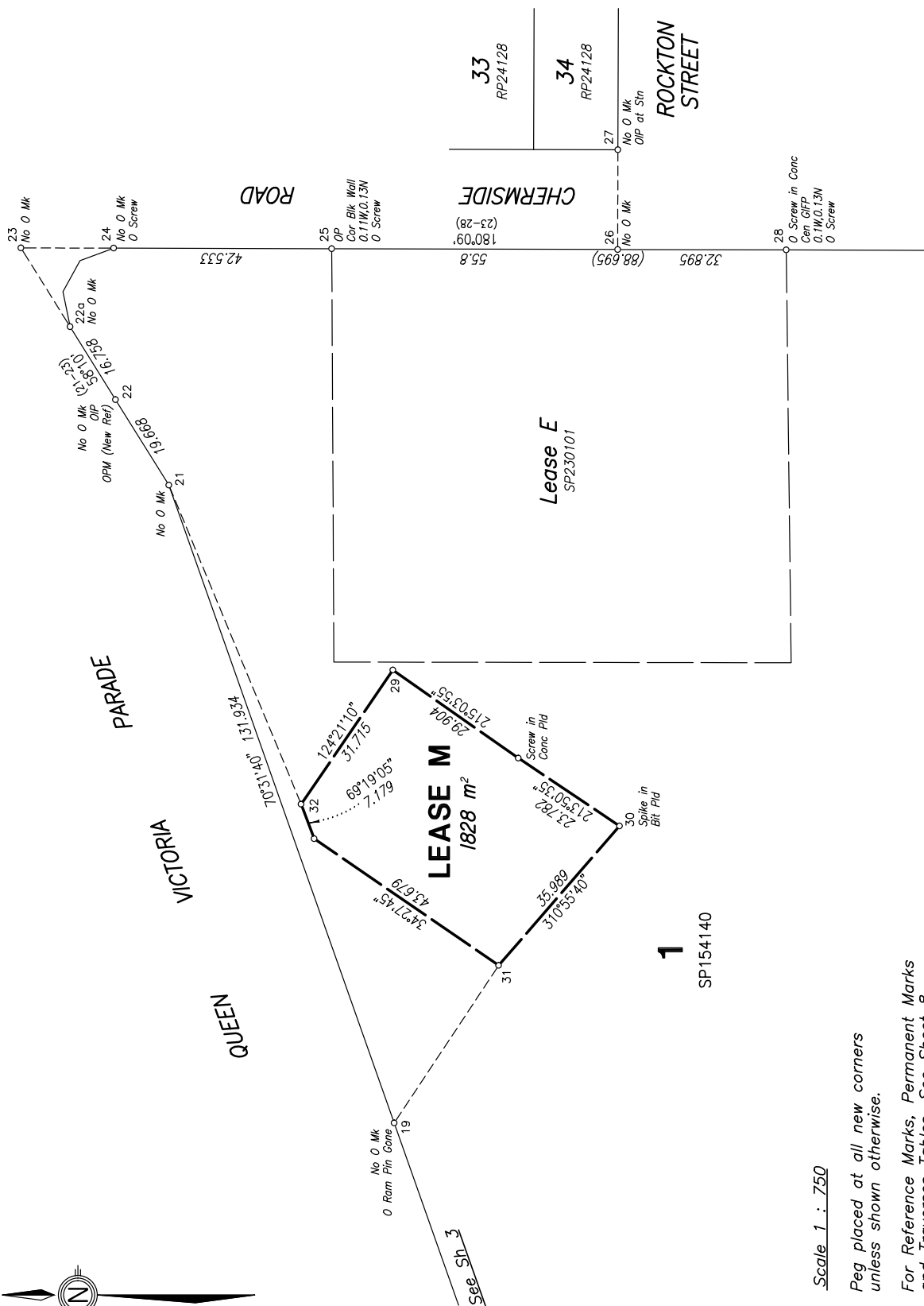


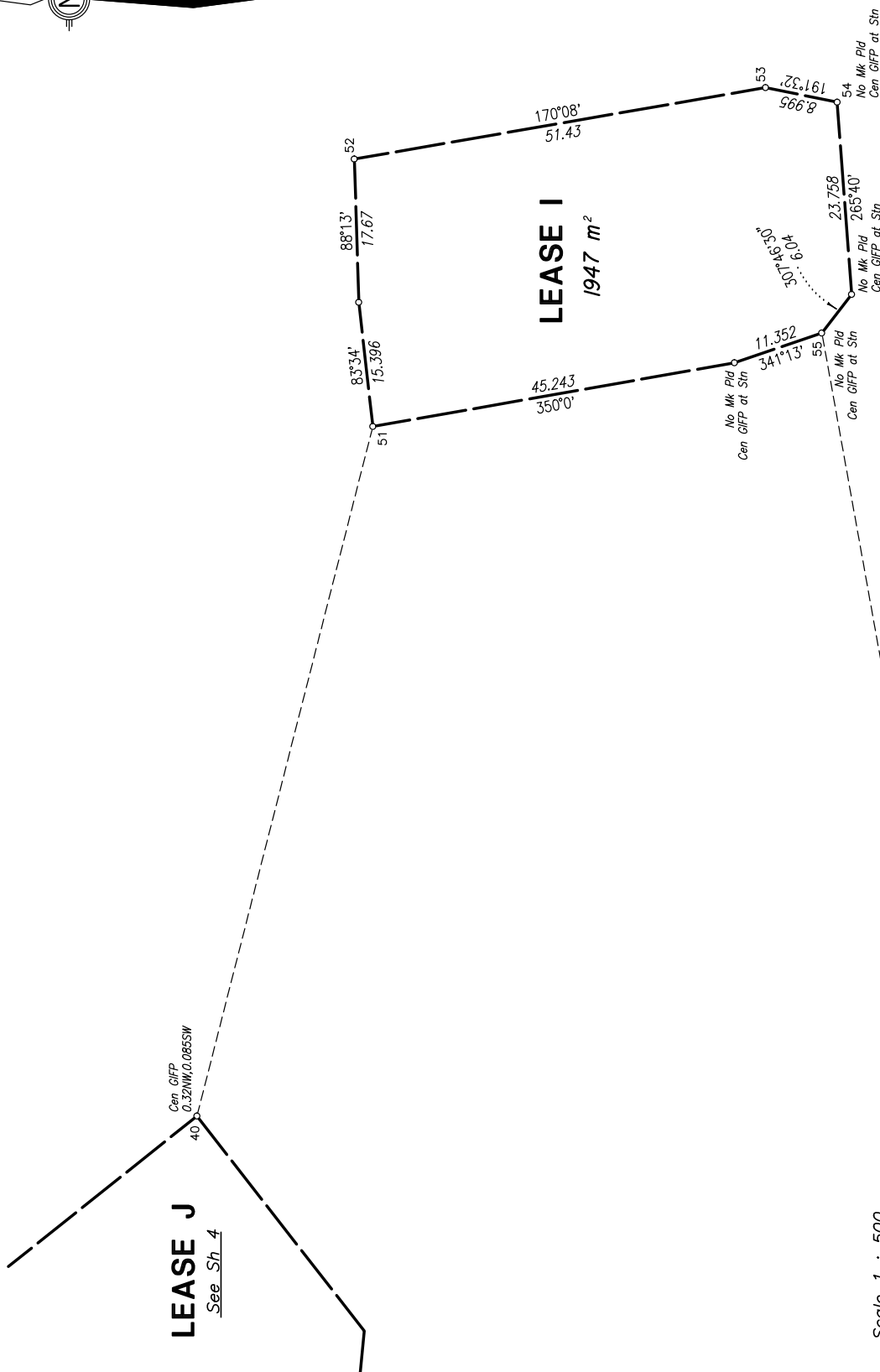


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Number

**SP292762**

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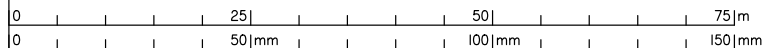




Scale 1 : 500

Peg placed at all new corners  
unless shown otherwise.  
For Reference Marks, Permanent Marks  
and Traverses Tables, See Sheet 8.

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Insert  
Plan  
Number  
**SP292762**

## REINSTATEMENT REPORT

Plans Searched: IS236312, SP243509, SP230101, Lease No. 71409223, SP230095, DP191101, SP154140, SP147851, SP146259, CP862922, RP234482, RP95618 & SL3424.

Milford Street is fixed between O Ref Marks at Stns 1 & 10, with O Ref Marks at Stns 2, 4, 5 & 6 all lining up. 32mm of excess was found between Stns 2-4 which agrees with recent survey shown on IS236312. Excess was also found between Stns 4-5 and 6-10. These observations agree with recent survey shown on DP191101.

The northern boundary of Lot 2 on RP99201 is fixed between O Ref Marks at Stns 6 & 11. The angles and distances measured between Stns 6 & 11 agrees with recent survey shown on SP243509. Maintaining bearings and distances around Lot 428 per DP191101 lines up with fixed Stns 4 & 5, the O Nail at Stn 8 and agrees with occupation at Stn 7.

Queen Victoria Parade is fixed between O Ref Marks at Stns 1 & 22. Maintaining angles and distances between Stns 1-22 per CP862922 shows good agreement for distance but a number of marks in between are off line. The angle at Stn 1 was decreased by 10" to line up with the OIP at Stn 22, which meant that the O Marks at Stns 1, 14, 15 & 22 lined up precisely. O Ref Marks at Stns 12, 15, 17 & 18 were offline by varying magnitudes and as such were re-referenced.

Chermside Road (Stns 24-28) is fixed between Stns 24 & 28, with O Marks at Stns 24, 25, 27 & 28 all lining up and agreeing for distance. Stns 22 and 24 are fixed by O Ref Marks, however there is ~20mm misclose between Stns 22 & 24 using original B&D's around the truncation. Hence the traverse lines 22a-23 & 23-24 were projected to intersection in order to fix Stn 23.

REFERENCE		MARKS		
STN	TO	BRG	DIST	REMARKS
1	O Nail in Kerb	275°01'	3.59	6/CP862922
1	O Nail in Conc	359°33'	11.7	4/IS236312
1	O Nail in Conc	355°20'	11.919	4/IS236312
2	O Nail in Telstra M/H	199°51'	1.164	3/IS236312
2	O Nail in Bit Gone	347°34'	4.115	3/IS236312
4	O Screw in Kerb	340°25'30"	9.333	4/DP191101
4	O Screw in Conc	190°14'	19.143	4/DP191101
5	O Screw in Footpath	275°33'	1.977	5/DP191101
6	O GI Nail in Bit Gone	270°57'	4.505	6/DP191101
6	O Screw in Conc	192°14'40"	14.098	7/SP243509
7	Pin	39°46'	5.67	
7	Screw in Conc	63°53'	63.40	
8	Nail in M/H Fd	134°33'	5.03	
9	O Nail in Conc (New Ref)	326°03'	0.56	14/DP191101
9	Pin	80°0'	1.795	
10	OIP Gone	237°51'	1.763	1/RP234482
10	O Screw in Conc Gone	252°24'	2.107	6/SP243509
10	Screw in Footpath	265°15'	3.116	
10	O Punch Mk in Lift Lug in Traffic Island	293°05'	11.628	8/DP191101
11	OIP	132°45'	2.535	8/SP243509
11	Pin	121°22'	3.335	
12	O Nail in Telstra M/H (New Ref)	274°27'30"	1.088	12a/CP862922
13	Screw in Conc	9°42'30"	25.17	
14	O D/H in Conc	at Stn		13a/CP862922
14	O Bolt in LP (New Ref)	227°34'30"	8.937	13a/CP862922
15	O Nail in Kerb (New Ref)	237°39'	10.786	7/IS236312
17	O Nail in Conc (New Ref)	340°31'40"	4.067	12b/CP862922
17	Screw in Footpath Fd	278°50'	15.016	
18	O Ram Pin in Bit (New Ref)	340°31'40"	4.942	12c/CP862922
19	Screw in Kerb	342°50'	3.884	
19	O Ram Pin in Bit Gone	340°31'40"	4.138	12d/CP862922
22	OIP	238°10'10"	0.604	2/SP230101
24	O Screw in Conc	157°13'	4.808	5/SP230101
25	O Screw in Conc	89°11'	1.48	6/SP230101
27	OIP	at Stn		10/SP230101
28	O Screw in Conc	134°34'	2.496	7/SP230101
29	Pin	145°37'	2.838	
32	Screw in Footpath	268°24'30"	4.479	
33	Pin	64°07'	1.198	
34	Pin	25°38'20"	20.179	
36	Pin	226°26'	3.322	
37	Spike in Bit	287°29'	21.562	
38	Screw in Conc Fd	287°06'30"	57.731	
40	Screw in Kerb	145°42'45"	36.917	
41	Screw in Kerb	193°16'30"	27.495	
43	Pin	353°14'	9.71	
44	Screw in Kerb	274°38'	11.613	
46	Screw in Rock	351°20'	7.547	
47	O Screw in Blk Wall (New Conn)	170°26'	11.322	5/SP230095
48	Pin	353°15'	4.08	
52	Screw in Kerb	78°18'20"	6.405	
53	Pin	353°00'30"	7.722	
55	Screw in Service Pit	257°52'45"	25.207	

TRAVERSES		
LINE	BRG	DIST
3-2	4°47'15"	20.205
7-42	84°06'05"	134.105
7-45	64°06'15"	233.845
12-13	95°00'30"	14.024
13-14	352°42'30"	41.171
13-15	70°31'40"	15.753
15-16	130°18'	15.312
19-31	123°36'	36.909
22a-23	58°10'	18.057
23-24	180°09'	18.029
26-27	90°09'	19.46
33-18	6°44'50"	32.029
32-21	67°25'55"	67.373
37-39	154°21'45"	92.945
40-51	104°18'20"	87.701
11-55	79°50'25"	216.161

PERMANENT MARKS				
PM	BRG	DIST	No.	REMARKS
3-OPM (New Ref)	300°47'	2.515	147961	2/IS236312
4-PM Fd	2°40'10"	50.187	206644	Stand
4-OPM Gone	1°38'30"	51.654	67000	1/IS236312
6-OPM	306°05'	2.547	67005	6/DP191101
13-OPM Gone	2°47'10"	26.792	32003	6/IS236312
22-OPM (New Ref)	312°48'	42.472	32001	2/SP230101

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Insert  
Plan  
Number

SP292762

<b>City Management, Finance and Community Engagement Committee</b>	
Mtg Date: 17.07.18	OAR: YES
<b>Authorisation:</b> Jeff Keech	

5 July 2018

## **MEMORANDUM**

TO: ACTING CHIEF FINANCIAL OFFICER

FROM: STRATEGIC CLIENT OFFICE MANAGER

RE: CUSTOMER SERVICE ACTIVITIES STATUS REPORT – JUNE 2018

---

### **INTRODUCTION:**

This is a report by the Strategic Client Office Manager dated 5 July 2018 concerning customer service delivery activities for the period 1 June to 31 June 2018.

### **SERVICE LEVELS:**

The following table describes the contracted service level targets.



Name	Service Description	Minimum Level	Bonus Level	May 18	June 18
First Point of Contact Resolution (FPOCR)	The percentage of customer enquiries that are resolved at the first point of contact, regardless of channel used (phone, counter, email, internet, etc.)	75%	80%	91%	92%
Grade of Service - Phone (GoS)	The percentage of customer calls that are answered within 20 seconds.	80%	(Level 1) 83% (Level 2) 85%	91%	88%
Grade of Service - Phone (GoS)	The percentage of customer calls that are answered within 60 seconds.	90%	92%	97%	95%
Rates Arrears	The percentage of rates notices that are not in arrears compared to total rates notices produced.	98%	98.15%	97.88%	97.75%
Processing time for customer requests	The time to process a customer request from receiving a CES CRM service request compared to Council corporate standard time frames. % Requests completed within corporate standard timeframes.	80%	95%	98%	99%
Processing of all incoming mail	The percentage of applicable and relevant daily incoming mail that is scanned registered and tasked within the first Business Day of receipt.	80%	98%	100%	100%
Processing of incoming emails	The percentage of incoming emails received that are registered and tasked, responded to, or identified as junk by midnight of the first business day of receipt.	80%	98%	100%	100%
Lodgement of P&D applications	The percentage of P&D applications that are lodged, registered, payments assessed and receipted and prepared as a digital file for planning assessment within 24 hours of receipt (business days).	To be determined	To be determined	NA	NA

**SERVICE LEVELS – COMMENTARY:**

Call volumes still tending to be lower than expected.

Anecdotal feedback from the call teams was that dog registration renewals were processed in a steady fashion without the peaks of call volumes and customer angst seen in some previous years. Some reward for the effort put in by the HSRS team and the Customer Service teams to be proactive in identifying issues and responses beforehand.  
See table below for call volumes.

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>
<b><u>2016</u></b>	14,365	15,993	16,139	14,089	14,583	17,339
<b><u>2017</u></b>	15,308	15,974	17,616	12,568	16,129	18,767
<b><u>2018</u></b>	13,539	13,960	15,169	13,971	14,932	16,218

**Out of Hours Call Centre Services**

<b><u>Name</u></b>	<b><u>Service Description</u></b>	<b><u>Minimum Level</u></b>	<b><u>May 18</u></b>	<b><u>June 18</u></b>
Grade of Service	The percentage of customer calls that are answered within 30 seconds.	80%	91%	90%

There is no bonus service level applicable to out of hours.

**FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this report.

**RECOMMENDATION:**

That the report be received and the contents noted.

Richard Bennett

**STRATEGIC CLIENT OFFICE MANAGER**

I concur with the recommendation contained in this report.

Jeff Keech

**ACTING CHIEF FINANCIAL OFFICER**

City Management, Finance and Community Engagement Committee	
Mtg Date: 17/07/2018	OAR: Yes
Authorisation: Jeffrey Keech	

3 July 2018

## MEMORANDUM

TO: ACTING CHIEF FINANCIAL OFFICER

FROM: RECOVERIES MANAGER

RE: OVERDUE RATES AND CHARGES: APRIL-JUNE 2018 QUARTER

### INTRODUCTION:

This is a report by the Recoveries Manager dated 3 July 2018 concerning rate arrears and rate collection statistics for the period April-June 2018.

### BACKGROUND:

#### **Overdue Rates & Charges:**

	Yearly Levies	Arrears \$ End of quarter	Arrears %	Total Assessments	Assessments in Arrears End of quarter	% in Arrears
June 2012	\$143,520,383	\$3,952,492	2.77	68,385	4,969	7.27
June 2013	\$152,366,516	\$2,761,175	1.81	69,409	4,199	6.05
June 2014	\$162,735,579	\$2,492,150	1.56	70,533	3,924	5.56
June 2015	\$175,942,886	\$2,764,243	1.57	72,515	4,949	6.82
June 2016	\$189,635,715	\$3,034,312	1.60	75,207	5,090	6.77
June 2017	\$205,419,598	\$3,680,474	1.79	78,689	6,067	7.71
Sept 2017	\$208,842,075	\$3,844,841	1.84	79,793	6,083	7.62
Dec 2017	\$212,463,832	\$4,207,191	1.98	80,508	6,143	7.63
Mar 2018	\$215,771,805	\$4,579,419	2.12	81,384	6,099	7.49
June 2018	\$218,794,862	\$4,929,782	2.25	82,232	6,089	7.40

#### **Arrears \$ value:**

Following the completion of the April-June 2018 rating period, the approximate balance of overdue rates and charges was \$4,929,782 or 2.25% of the total rates. This represents an increase in outstanding balances of \$350,363 or 0.13% from the previous quarter.

**Arrears - Number of Assessments:**

At the end of the June quarter, 6,089 assessments remained in arrears.  
 5,301 (87%) of assessments held balances outstanding of less than \$1,000.00, including  
 2,860 (47%) with outstanding balances of less than \$100.00.

**Reminder Letters:**

Quarter	Reminder letters	\$	Second letter	\$
April – June 2012	8,250	\$3,952,492	3,519	\$2,630,456
April – June 2013	8,666	\$4,577,587	3,605	\$1,874,009
April – June 2014	8,633	\$4,797,481	3,440	\$1,678,378
April - June 2015	8,634	\$5,117,628	3,888	\$2,320,978
April - June 2016	9,776	\$5,767,789	4,247	\$2,375,731
April-June 2017	11,102	\$6,214,851	4,950	\$3,023,858
July-September 2017	11,241	\$6,956,062	4,735	\$3,237,916
October – December 2017	11,202	\$7,419,069	4,655	\$3,095,801
January-March 2018	10,860	\$7,302,059	4,693	\$3,367,075
April-June 2018	10,264	\$6,566,455	5,561	\$4,505,858

**Legal Actions undertaken to recover Rates:**

The following actions were commenced, or finalised on behalf of Council during the April-June quarter 2018:

Action	Number	Value
New Claims Filed	46	\$205,603
Filed Claims Paid in full prior to Judgement	4	\$10,697
Defences Lodged	0	0
Defences Resolved	0	0
Defences under Legal Dept Control	4	\$9,792
Judgments Granted	20	\$40,463
Sale of Land Resolutions	0	0
Rates paid prior to Auction during the quarter	2	\$19,800
Properties Auctioned	0	
Properties Sold at Auction	0	
Properties purchased by Council at Auction	0	

**Summary**

The targeted level of 1.85% rate arrears, was not achieved by 0.40%.  
 The minimum acceptable arrears percentage rate of 2.00% was also exceeded, by 0.25%.

**Planned Actions**

- Continue to apply collection strategies to non-owner occupied properties i.e. Companies, Trusts, Vacant land, Investment properties.
- Continue to apply collection strategy to habitual defaulters.
- Continued close maintenance of payment plans and escalation of breaches.
- Continued drive to liaise with banks and finance providers for payments in full.

**RECOMMENDATION:**

That the report be received and the contents noted.

Glen Wilson

**RECOVERIES MANAGER**

I concur with the recommendation contained in this report.

Richard Bennett

**STRATEGIC CLIENT MANAGER**

I concur with the recommendation contained in this report.

Jeffrey Keech

**ACTING CHIEF FINANCIAL OFFICER**

GT:KP  
A4842389

<b>City Management, Finance and Community Engagement Committee</b>	
Mtg Date: 17.07.18	OAR: YES
<b>Authorisation:</b> Jeffrey Keech	

13 June 2018

### **MEMORANDUM**

TO: CHIEF EXECUTIVE OFFICER

FROM: DEVELOPMENT AND RELATIONSHIP MANAGER

RE: PROPOSED PROPERTY DISPOSAL  
PART OF 43A HILL STREET, NORTH IPSWICH  
LOT 1 ON RP888504 - DIVISION 6

---

#### **INTRODUCTION:**

This is a report by the Development and Relationship Manager dated 13 June 2018 concerning the proposed disposal of part of 43A Hill Street, North Ipswich, described as Lot 1 on RP888504 (Lot 1) owned by Ipswich City Council (Council).

#### **BACKGROUND:**

Council has identified that infrastructure in the form of a concrete driveway from an adjoining private property, described as Lot 79 on RP14651 (Lot 79), located at 43 Hill Street, North Ipswich is currently encroaching on part of Lot 1 (vacant Council freehold land, Program 30 for Urban Rural Greening Program). Lot 1 has an area of 4,656m<sup>2</sup> and is zoned Recreation.

Lot 79 is privately owned. The property was purchased on 17 January 2018. The concrete driveway appears to have been constructed some time ago by a previous property owner and appears to have always been intended to be within Lot 79. The constructed driveway occupies approximately 130m<sup>2</sup> of Lot 1.

A valuation of the proposed area for disposal identified in Attachment A, will be undertaken by an independent registered valuer to obtain the current market value.

It is proposed that Council declare the 130m<sup>2</sup> portion of land in Lot 1 as surplus to Council requirements, and for its disposal to the adjoining property owner at the current market value.

The purpose of the disposal is to allow the property owner to amalgamate the exercised portion of Lot 1 with the existing driveway into Lot 79 to remove any further doubt in the future of the property, and eliminate any risk to Council from the driveway portion being constructed on Council's land.

**BENEFITS TO COMMUNITY AND CUSTOMERS:**

Community benefits include:

- resolution of a legacy property anomaly;
- negation of the requirement to remove the driveway from Council's land and associated costs; and
- revenue flow from the disposal of the subject parcel.

**CONSULTATION:**

Councillor Bromage (Division 6) has been provided a copy of this Committee Report.

**CONCLUSION:**

It is recommended that Council declare part of Lot 1 surplus to Council requirements and dispose to the adjoining property owners of Lot 79, at the current market value determined by an independent registered valuer.

**ATTACHMENTS:**

Name of Attachment	Attachment
<a href="#">Disposal Plan – Part of Lot 1 located at 43 Hill Street, North Ipswich</a>	Attachment A
<a href="#">ICC Property Plan – 43 Hill Street, North Ipswich</a>	Attachment B
<a href="#">ICC Property Plan – 43A Hill Street, North Ipswich</a>	Attachment C
<a href="#">iKnow Aerial View 2006 – 43 Hill Street, North Ipswich</a>	Attachment D
<a href="#">Google Maps – Street View – 43 Hill Street, North Ipswich</a>	Attachment E
<a href="#">Nearmaps – Vertical View – 43 Hill Street, North Ipswich</a>	Attachment F

**RECOMMENDATION:**

- A. That Council declare that the 130m<sup>2</sup> portion of Lot 1 on RP888504 ("the Land") described in the report of the Development and Relationship Manager dated 13 June 2018 is surplus to Council requirements and available for disposal to the adjoining property owner ("Adjoining Property Owner") at the current market value.

- B. That on the following conditions:
- i. the property owners of Lot 79 on RP14651 (“Adjoining Property Owner”) agree in writing to amalgamate the Land and Lot 79 on RP14651 into one Lot after the sale of the Land; and
  - ii. the Development and Relationship Manager (Finance and Corporate Services) write to all owners of land adjoining the Land to enquire as to whether they wish to acquire the land and none indicate a wish to purchase the Land;
  - iii. the consideration for the sale of the Land is current market value;
- C. That Council resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (“Regulation”), that it is satisfied that the exemption referred to in section 236(1)(c)(iv) of the Regulation applies to Council on the disposal of Council’s interest in the Land to the Adjoining Property Owner because:
- i. the land is not suitable to be offered for disposal by tender or auction because of the size of the land and the existence of a driveway on the Land; and
  - ii. it is in the public interest to dispose of the land without a tender process; and
  - iii. the disposal is otherwise in accordance with sound contracting principles.
- D. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the disposal to be executed by Council and to do any other acts necessary to implement Council’s decision in accordance with section 13(3) of the *Local Government Act 2009*.

Greg Thomas

**DEVELOPMENT AND RELATIONSHIP MANAGER (FINANCE AND CORPORATE SERVICES)**

I concur with the recommendations contained in this report.

Bryce Hines

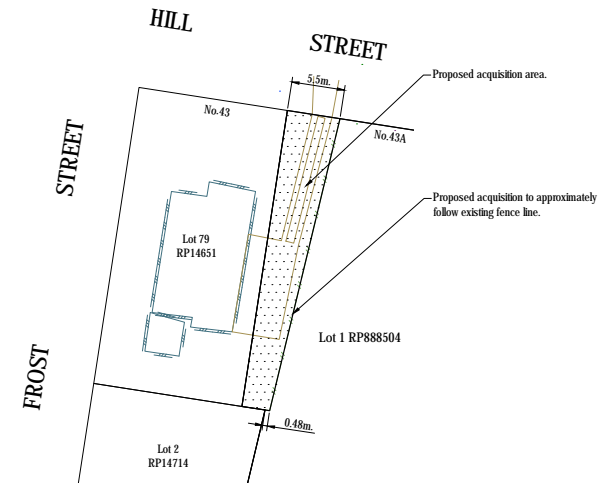
**ACTING CHIEF OPERATING OFFICER (WORKS PARKS AND RECREATION)**

I concur with the recommendations contained in this report.

Jeffrey Keech

**ACTING CHIEF FINANCIAL OFFICER (FINANCE AND CORPORATE SERVICES)**





**DETAIL PLAN**  
Scale B

**PROPERTY DETAILS**

LOCATION : No.43A Hill Street, North Ipswich  
PROPERTY OWNER : Ipswich City Council Program 30  
C/- D. Baker  
PO Box 191 Ipswich QLD 4305

PROPERTY DESCRIPTION : Lot 1 on RP888504  
Parish of Chunwar  
County of Stanley

EXISTING AREA : 4.636m<sup>2</sup>  
ACQUISITION AREA : 130m<sup>2</sup>  
BALANCE AREA : 4.536m<sup>2</sup>

**NOTES:**

1. All dimensions are approximate only and subject to survey.

REVISIONS			
Issue	Revisions/Descriptions	Drawn	Date

SURVEY DATA			
Horiz. Datum	Terrain 2001	Vertical Datum	A.M.D.G. Level Book
Size: A1 - Scales before reduction:			
Scale A: 0 5 10 15 20 25 1:500			
Scale B: 0 2 4 6 8 10 12 1:250			
Dimensions shown in metres except where shown otherwise			

DRAWING CERTIFICATION	
Classification	
Certifier Name	
Certifier No.	
Date	
Signature:	
Drawing Status	

COUNCIL APPROVAL	
Approved By	
(For)	Chief Operating Officer (RO)
Date:	

**City of Ipswich**

**TECHNICAL SERVICES**

P.O. Box 191 Ipswich QLD 4305 Australia  
Telephone: (07) 3810 6666  
Facsimile: (07) 3810 7963  
e-mail: TechnicalServices@ipswich.qld.gov.au

Project	43 HILL STREET, NORTH IPSWICH PROPOSED DISPOSAL PLAN	
Drawing Title	PLAN AND DETAIL PLAN	

	Name	Date
Drawn	Brett Kleinschmidt	April 18
Designed	Brett Kleinschmidt	April 18
Checked	M.J.R.	April 18
Project No.	Sheet No.	Rev.
INF00000	1400	



**ICC Property Plan - 43 Hill Street, North Ipswich**

Scale 1:250  
Printed Date: 4 Jun 2018





ICC Property Plan - 43A Hill Street, North Ipswich

Scale 1:1,000  
Printed Date: 4 Jun 2018





43 Hill Street, North Ipswich

Extracted from iKnow

Aerial View - 2006

Scale 1:250  
Printed Date: 4 Jun 2018



**43 Hill Street, North Ipswich**  
Extracted from Google Maps  
Street View - March 2014





**43 Hill Street, North Ipswich**  
Extracted from Nearmap  
Vertical View – December 2017

<b>City Management, Finance and Community Engagement Committee</b>	
Mtg Date: 17.07.18	OAR: YES
<b>Authorisation:</b> Jeffrey Keech	

2 May 2018

## **MEMORANDUM**

TO: ACTING CHIEF EXECUTIVE OFFICER

FROM: DEVELOPMENT AND RELATIONSHIP MANAGER

RE: EASEMENT OVER SPRINGFIELD CENTRAL SOUTHERN SPORTSFIELDS  
ENERGEX LIMITED  
PROPOSED EASEMENT A IN LOT 1100 ON SP283567 ON SP297515  
7002 PARKLAND DRIVE SPRINGFIELD CENTRAL  
DIVISION 9

### **INTRODUCTION:**

This is a report by the Development and Relationship Manager dated 2 May 2018 concerning the proposed Easement A in Lot 1100 on SP283567 on SP297515 (Lot 1100) in favour of Energex Limited (Energex) located at 7002 Parkland Drive, Springfield Central. Lot 1100 is owned by Ipswich City Council as Trustee in freehold title.

### **BACKGROUND:**

Lot 1100 is held under Program 30 for Urban Rural Greening purposes, refer to Attachment A for the Property Plan. The subject lot is currently zoned for Open Space, Community Residential and Town Centre, refer to Attachment B for the zoning plan.

In February 2018, Energex requested an easement in their favour for a pad mount transformer on Lot 1100. The pad mount transformer will support the provision of electricity to the Springfield Central Southern Sportsfields and surrounding development. Energex has confirmed that there is a requirement for this easement and the location which has been surveyed is correct. The easement will allow Energex to construct, operate and maintain the pad mount transformer. Access will be from a separate easement on Lot 9004 which adjoins the western boundary of the Council's property. Council has been advised that this easement (Lot 9004) has been registered. Refer to Attachment C for the proposed plan of Easement A.

### **FINANCIAL CONSIDERATIONS:**

The proposed Easement A in Lot 1100 on SP283567 on SP297515 has an area of 35m<sup>2</sup> and the consideration of \$1.00 is proposed.

### **CONSULTATION:**

Councillor Ireland (Division 9) has been provided a copy of this report.

**ATTACHMENTS:**

Name of Attachment	Attachment
<a href="#">Property Plan - 7002 Parkland Drive, Springfield Central</a>	Attachment A
<a href="#">Zoning Plan - 7002 Parkland Drive, Springfield Central</a>	Attachment B
<a href="#">Proposed Survey Plan - Easement A</a>	Attachment C

**RECOMMENDATION:**

- A. That Council resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation) that the exemption referred to in section 236 (1)(b)(i) of the Regulation applies to Council for the disposal of the easement interest in Lot 1100 on SP283567 on SP297515 located at 7002 Parkland Drive, Springfield Central, by way of a new easement arrangement between Council and Energex Limited.
- B. That Council agree to grant Easement A to Energex Limited for a pad mount transformer over part of Lot 1100 on SP283567 on SP297515 located at 7002 Parkland Drive, Springfield Central.
- C. That Council agree to the compensation amount of \$1.00, payable to Council, as proposed by Energex Limited, for Easement A for a pad mount transformer, over part of Lot 1100 on SP283567 on SP297515 located at 7002 Parkland Drive, Springfield Central.
- D. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the proposed easement and do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.

Greg Thomas

**DEVELOPMENT AND RELATIONSHIP MANAGER**

I concur with the recommendations contained in this report.

Bryce Hines

**ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)**

I concur with the recommendations contained in this report.

Jeffrey Keech

**ACTING CHIEF FINANCIAL OFFICER**





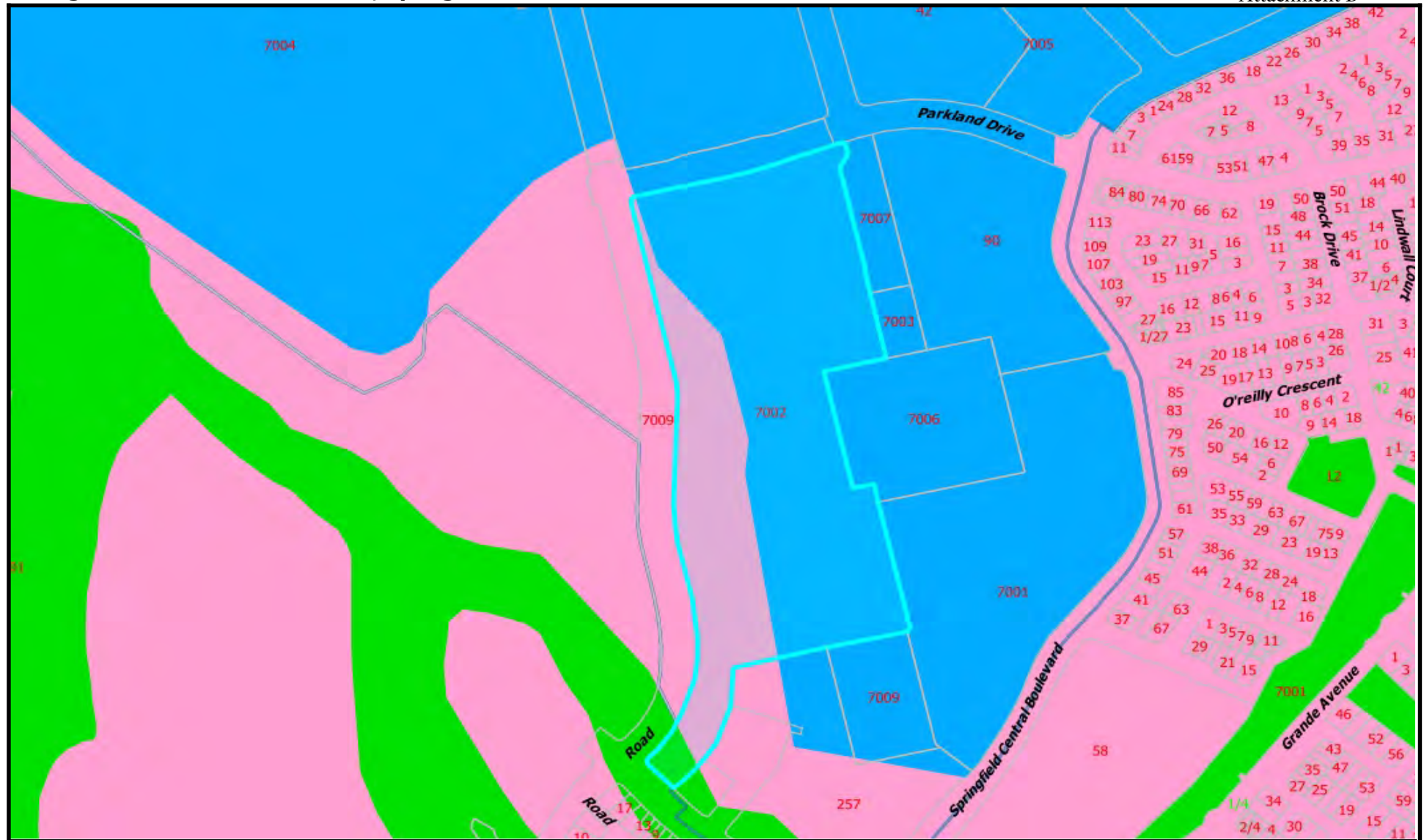
Property Plan - 7002 Parkland Drive, Springfield Central

Scale 1:4,000  
Printed Date: 3 May 2018



# Zoning Plan - 7002 Parkland Drive, Springfield Central

Attachment B

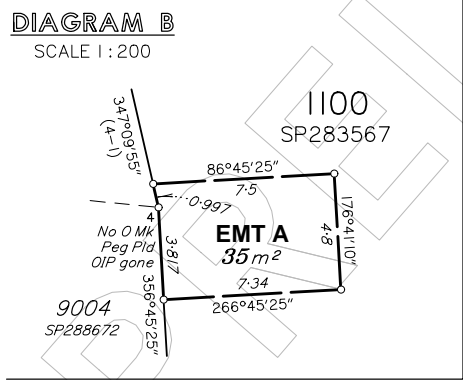
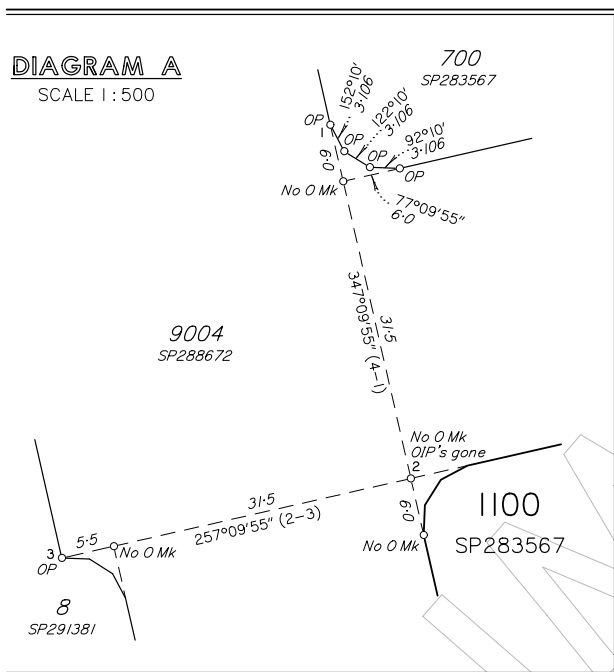


PPN	Lotplan	House Address	Zones	Development Constraints (Overlays)
167848	1100SP283567	7002 Parkland Drive Springfield Central Qld 4300	Designation: SFOS - Open Space Details: No Details Coverage: 1.62 Percent Designation: SFCR - Community Residential Details: No Details Coverage: 29.98 Percent< Designation: SFTC - SF Town Centre Details: No Details Coverage: 68.40 Percent<	OV1 Transitional Bushfire Risk Area

Scale 1:5,000  
Printed Date: 3 May 2018

REFERENCE MARKS				
STN	TO	ORIGIN	BEARING	DIST
2	O/P gone	83/SP283567	32°54'15"	13.097
2	Screw in Conc		167°14'25"	23.71
2	O/P gone	83/SP283567	138°11'15"	47.969
4	O/P gone	79/SP283567	15°53'55"	70.744
5	Screw in Conc		203°56"	3.165
6	O/P gone	78/SP283567	32°58'40"	46.033
7	Screw in Conc		278°03"	0.552

Peg placed at all new corners  
unless otherwise stated.



## PRELIMINARY STATUS

ALL DIMENSIONS AND AREAS ON THIS PLAN ARE  
SUBJECT TO SURVEY AND REQUIREMENTS FOR  
LODGE MENT OF SURVEY PLANS IN THE  
DEPARTMENT OF NATURAL RESOURCES AND MINES.



***Plan of Easement A***  
*in Lot 1100 on SP283567*

LOCAL GOVERNMENT: IPSWICH C.C. LOCALITY: SPRINGFIELD CENTRAL

Meridian: *MGA (Zone 56) Vide SP283567*

Survey Records:	No
--------------------	----

Scale: *1:2000*Format: **STANDARD**

SP297515

State copyright reserved.

WC006626 MGT-008A 6626MGT1

**WARNING : Folded or Mutilated Plans will not be accepted.  
Plans may be rolled.  
Information may not be placed in the outer margins.**

Sheet  
**2** of  
**2**

(Dealing No.)

5. Lodged by

(Include address, phone number, reference, and Lodger Code)

**1. Certificate of Registered Owners or Lessees.**

I/We IPSWICH CITY COUNCIL  
TRUSTEE UNDER INSTRUMENT 717885795

(Names in full)

\*as Registered Owners of this land agree to this plan and dedicate the Public Use  
Land as shown hereon in accordance with Section 50 of the Land Title Act 1994.

\*as Lessees of this land agree to this plan.

Signature of \*Registered Owners \*Lessees

\* Rule out whichever is inapplicable

**2. Planning Body Approval.**

\*  
hereby approves this plan in accordance with the :  
%

Dated this ..... day of .....

\* Insert the name of the Planning Body.  
• Insert designation of signatory or delegation

% Insert applicable approving legislation.

**3. Plans with Community Management Statement :**

CMS Number :

Name :

**4. References :**

Dept File :

Local Govt :

Surveyor : WC006626.MGT

**6. Existing**

Title Reference	Description	New Lots	Road	Secondary Interests
51079737	Lot 1100 on SP283567	-	-	Emt A

**Created**

**9. Building Format Plans only.**

I certify that :

- \* As far as it is practical to determine, no part of the building shown on this plan encroaches onto adjoining lots or roads;
- \* Part of the building shown on this plan encroaches onto adjoining \* lots and road

Cadastral Surveyor/Director \* Date  
\*delete words not required

**10. Lodgement Fees :**

Survey Deposit	\$ .....
Lodgement	\$ .....
.....New Titles	\$ .....
Photocopy	\$ .....
Postage	\$ .....
TOTAL	\$ .....

II. Insert  
Plan  
Number

**SP297515**

**7. Orig Grant Allocation :**

**8. Passed & Endorsed :**

By : LandPartners Pty Ltd  
Date :  
Signed :  
Designation : Liaison Officer

<b>City Management, Finance and Community Engagement Committee</b>	
Mtg Date: 17.07.18	OAR: YES
<b>Authorisation:</b> Jeffrey Keech	

BM:BM  
A4935610

2 July 2018

## **MEMORANDUM**

TO: ACTING CHIEF FINANCIAL OFFICER

FROM: SENIOR PROPERTY OFFICER

RE: ACQUISITION OF VACANT LAND – 40 GROESCHEL COURT, GOODNA DESCRIBED  
AS LOT 1 ON RP97625 - DIVISION 2

---

### **INTRODUCTION:**

This is a report by the Senior Property Officer dated 2 July 2018 concerning the acquisition of land described as Lot 1 on RP97625 located at 40 Groeschel Court, Goodna.

### **BACKGROUND:**

In May 2018, Council received an enquiry from the registered landowner of 40 Groeschel Court, Goodna on whether Council would be interested in purchasing their property. Council owns the adjoining freehold land described as Lot 2 on RP265707 and is Trustee of the adjoining Reserve for Recreation and Sport Purposes known as Lot 2 on SP229584. (Refer to the Area Map - Attachment A).

The subject property is 5.26 hectares in area, vacant land and zoned Conservation and Recreation. The site is constrained by flood, mining and difficult topography. (Refer to the Site Plan - Attachment B).

A recommendation was adopted by Council at its meeting held on 23 February 2010 that Council endorse the Redbank Rifle Range Conceptual Masterplan Report. This masterplan incorporated the subject property and provided a rationale and detailed site analysis. The report concluded that the primary use for the entire site would be recreation including the provision for a sealed criterium track, wheel chair recreational activities, mountain biking, cross country, walking, bushwalking activities, running tracks, orienteering facilities together with a significant retention of native local Bushland. A secondary use for the entire site would be for conservation uses. The former Redbank Rifle Range Land is an area of unique environmental and historical significance which will be appropriately managed to provide a balance of community and recreational facilities whilst maintaining environmental sensitivity.

**CONCLUSION:**

It is recommended that Council proceed with the acquisition of the subject property for conservation and recreation purposes in association with the endorsed Redbank Rifle Range Conceptual Masterplan. The funding for the acquisition has been included in the 2018-2019 capital budget within the Developer Funded Parks sub-program. Negotiations for the acquisition will be guided by the current market value of the subject property as determined by a registered Valuer.

**CONSULTATION:**

Councillor Tully (Division 2) has been provided a copy of this report.

**ATTACHMENTS:**

Name of Attachment	Attachment
<a href="#">Area Map</a>	Attachment A
<a href="#">Site Plan</a>	Attachment B

**RECOMMENDATION:**

- A. That Council authorise the acquisition of the land at 40 Groeschel Court, Goodna described as Lot 1 on RP97625 in association with the endorsed Redbank Rifle Range Conceptual Masterplan as adopted by Council at its meeting held on 23 February 2010.
- B. That Council authorise the Chief Executive Officer to negotiate a contract of sale with the registered property owners, for Council to acquire the land at 40 Groeschel Court, Goodna described as Lot 1 on RP97625 and to do any other acts necessary to implement Council's decision to acquire this land in accordance with Section 13(3) of the *Local Government Act 2009*.

Brett McGrath

**SENIOR PROPERTY OFFICER**

I concur with the recommendations contained in this report.

Bryce Hines

**ACTING CHIEF OPERATING OFFICER (WORKS PARKS AND RECREATION)**

I concur with the recommendations contained in this report.

Jeffrey Keech

**ACTING CHIEF FINANCIAL OFFICER**





## Ipswich City Council

45 Roderick Street  
PO Box 191  
IPSWICH QLD 4305  
Australia

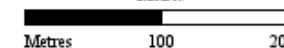
**Telephone** (07) 3810 6666  
**Fax** (07) 3810 6731  
**Email** [council@ipswich.qld.gov.au](mailto:council@ipswich.qld.gov.au)  
**Web** [www.ipswich.qld.gov.au](http://www.ipswich.qld.gov.au)  
**Business Hours** 8:00am-4:30pm (Mon - Fri)

## Site Map - Attachment A



Scale 1:5,000

Metres



Metres

100

200

Printed Date: 2 Jul 2018





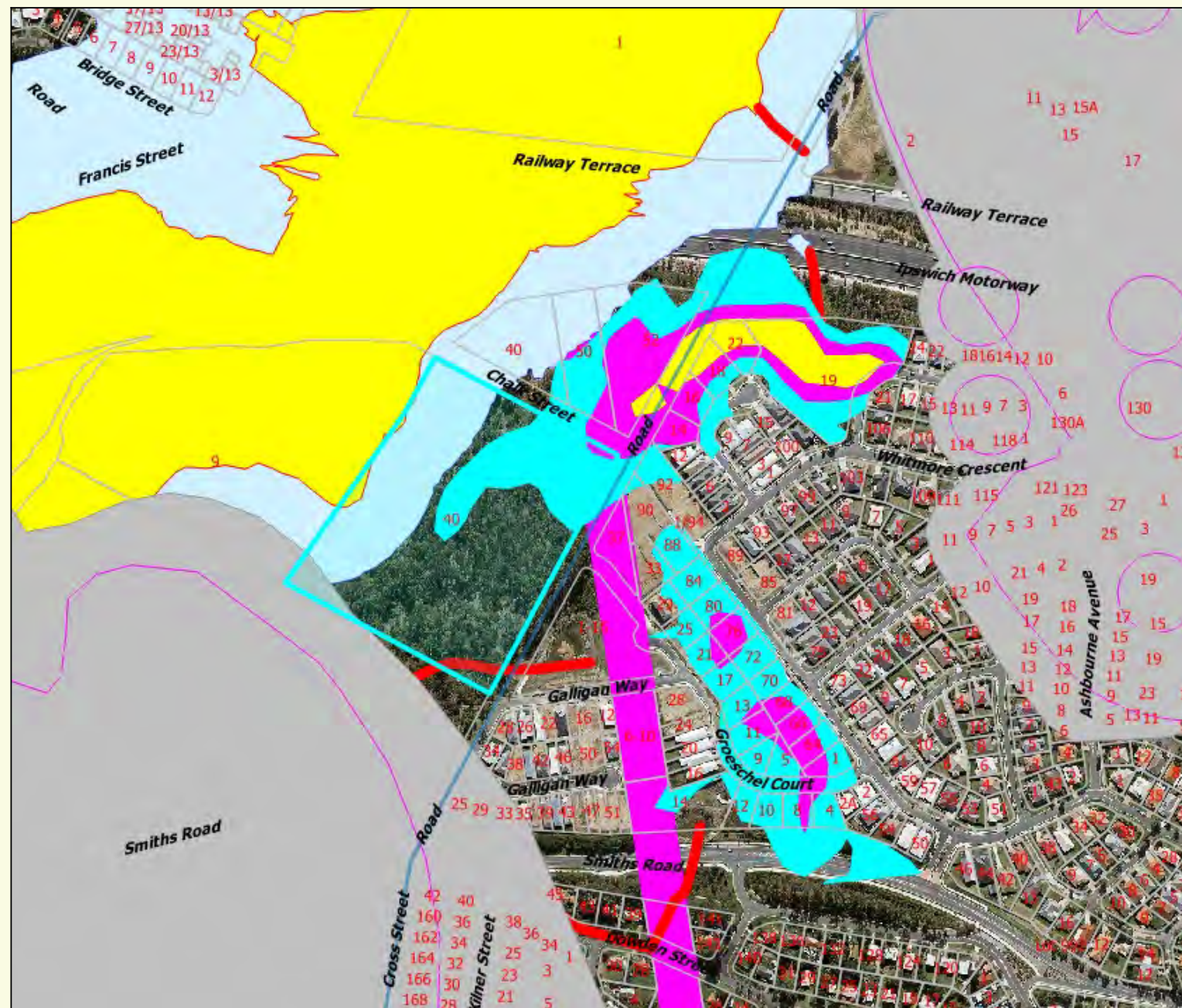


## Ipswich City Council

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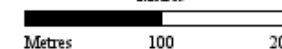
**Telephone** (07) 3810 6666  
**Fax** (07) 3810 6731  
**Email** [council@ipswich.qld.gov.au](mailto:council@ipswich.qld.gov.au)  
**Web** [www.ipswich.qld.gov.au](http://www.ipswich.qld.gov.au)  
**Business Hours** 8:00am-4:30pm (Mon - Fri)

## Site Map - Attachment B



Scale 1:5,000

Metres



Metres

100

200

Printed Date: 2 Jul 2018





<b>City Management, Finance and Community Engagement Committee</b>	
Mtg Date: 17.07.18	OAR: YES
<b>Authorisation:</b> Jeff Keech	

8 July 2018

## **MEMORANDUM**

TO: ACTING CHIEF FINANCIAL OFFICER

FROM: STRATEGIC CLIENT OFFICE MANAGER

RE: APPOINTMENT OF SEAN MADIGAN AS ALTERNATE DIRECTOR TO DANIEL BEST FOR BOTH IPSWICH CITY ENTERPRISES PTY LTD AND IPSWICH CITY ENTERPRISES INVESTMENTS PTY LTD

---

### **INTRODUCTION:**

This is a report by the Strategic Client Office Manager dated 8 July 2018 concerning the appointment of Sean Madigan as Alternate Director to Daniel Best for both Ipswich City Enterprises Pty Ltd (ICE) and Ipswich City Enterprises Investments Pty Ltd (ICE Investments).

### **BACKGROUND:**

ICE and ICE Investments are wholly owned by Ipswich City Council. Both are in the process of being wound up and deregistered.

Current directors for both companies are:

- Paul Tully, Chairman
- David Morrison, Director
- Daniel Best, Director

Three directors are the minimum required under the company constitutions.

Two directors are the minimum required to constitute a quorum and make decisions.

To maintain operational effectiveness while the companies are being wound up, it is proposed that Sean Madigan be appointed an Alternate Director to Daniel Best who is currently on leave.

An Alternate Director is not an extra director, only the Director or the nominated Alternate may exercise the single vote. They do not have a vote each, only one vote between the two. The Alternate Director attends meetings of directors in place of the director that nominated him or her and carries out the duties of company director.

The appointment requires 2 steps:

1. In accordance with the company's constitution, Council approves Sean Madigan as an Alternate Director for Daniel Best; and
2. Daniel Best appoints Sean Madigan as an Alternate Director.

The ICE and ICE Investments' constitutions are different to the other companies in requiring approval for the appointment of an Alternative Director. The constitutions are identical.

The relevant section of the constitution is:

***14. Alternative Directors and proxies***

*14.4.1 Subject to the Law, a Director may, appoint a person, approved by ICC to be an Alternate Director in the Director's place during such period as the Director thinks fit.*

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

**RECOMMENDATION:**

That both Ipswich City Enterprises Pty Ltd (ICE) and Ipswich City Enterprises Investments Pty Ltd (ICE Investments) be advised that Sean Madigan is approved by Council to be appointed as an Alternate Director for Daniel Best for both companies.

Richard Bennett

**STRATEGIC CLIENT OFFICE MANAGER**

I concur with the recommendation contained in this report.

Jeff Keech

**ACTING CHIEF FINANCIAL OFFICER**

<b>City Management, Finance and Community Engagement Committee</b>	
Mtg Date: 17.07.18	OAR: YES
<b>Authorisation:</b> Sean Madigan	

A4916081

17 July 2018

## **MEMORANDUM**

TO: ACTING MAYOR AND MEMBERS OF CITY MANAGEMENT, FINANCE AND  
COMMUNITY ENGAGEMENT COMMITTEE

FROM: CHIEF EXECUTIVE OFFICER

RE: EXECUTIVE SECRETARIAT UPDATE

---

### **INTRODUCTION:**

This is a report by the Chief Executive Officer dated 17 July 2018 providing an update on the Office of the Chief Executive Officer for the month of June 2018.

### **BACKGROUND:**

The Executive Secretariat consists of the Executive Office, Mayoral Office, Executive Research, Internal Audit and Legal Services.

Following is a summary of activities for each area:

#### **Executive Office**

##### ***Representative Duties***

The CEO has attended the following meetings in the month of June:

- Council Ordinary Meeting
- Company Board Meetings
- Committee Meetings
- Department of Local Government introduction
- Local Government Association of Queensland
- Shape Consulting
- Governance Review Progress Meeting
- CEO and Senior Managers Day

The CEO has also met with Councillors and Department Heads throughout the month. The CEO has also attended various team meetings with officers across Council. During June the CEO exercised financial delegations as per Council resolutions listed in Attachment A.

## **Emerging Issues**

### ***Line of Sight***

The “I’m Aware” sessions will be delivered to all Council employees in the coming months to assist individuals to make the workplace a better environment.

## **Executive Research**

For the month of June 2018, the Executive Research Office continued to action ongoing and new concerns raised. Several ongoing matters have been brought to a close and a mid-year review has now been completed.

The delegations review is continuing with Corporate Governance taking the lead on this important project. Health Security and Regulatory Services have been identified as a high risk area and resultantly they will be reviewed first.

Work is still progressing in preparation for the Divisional boundary review. It is expected workshops will be scheduled in the 3<sup>rd</sup> quarter to discuss the various options.

## **Internal Audit**

### **The following reports were issued:**

- Immunisation Program
- Security and Safety Cameras
- Line Marking and Signs

### **The following internal audits/activities are in progress:**

- Community Lease Agreements – In progress.
- Construction Quality Verification – In progress.
- Design Certification – draft report issued.
- Environmental Plan Levy – draft report issued.
- ICT Managed Services Implementation – In progress.
- Enterprise Resource Planning (ERP) Observation /Advice – Ongoing.
- Fraud Prevention and Investigation Process – In progress.

### **Continued internal audit observer involvement in the following groups:**

- Information and Communications Technology Collaborative Group.
- Human Resources Information Systems Project. (E-Hub Project Working Group).
- Central Business District – Project Control Group – Providing feedback and advice.

### **Internal Investigations:**

- Internal investigations are ongoing and assistance being provided to the Crime and Corruption Commission in relation to external investigations.
- Preparing responses to various organisations including complainants in regards to the investigations.
- Preparing briefing notes in regards to investigations.
- Planning, sourcing, initiating, obtaining information and managing of investigations that have been outsourced.

## **Legal Services**

### **Legal Requests for June 2018:**

- File numbers for the period 1 July 2017 – 30 June 2018 is 381.
- From 1 June – 30 June 2018 Legal Services Branch received 39 Legal Requests, four (4) of which were outsourced.
- Seven (7) of those matters were High priority, nine (9) were Medium priority, five (5) were Low priority and the remaining 18 are Ongoing matters.
- Of the Legal Requests received since 1 June 2018; 31% were received from HSRS, 23% from FCS, 15% from WPR; 13% from Exec Sec, 8% from PD, and 5% each from ASDCE & ECM.
- A comparison of Legal Requests received in previous financial years shows 381 for 2017/18, 318 for 2016/17, 323 for 2015/16, 145 for 2014/15 and 169 for 2013/14.

## **Attachments**

<b>Name of Attachment</b>	<b>Attachment</b>
<a href="#">Attachment A – CEO delegations exercised under Council resolution</a>	Attachment A

## **RECOMMENDATION:**

That the report providing the activities of the Office of the Chief Executive Officer be received and the contents noted.

Sean Madigan  
**CHIEF EXECUTIVE OFFICER**

2/27/2018	CMFCE Ctee	11. ACQUISITION OF VACANT LAND – 84 WARDS ROAD, SOUTH RIPLEY, DESCRIBED AS LOT 1 ON RP24387 – DIVISION 8	<p>A. That Council authorise the Chief Executive Officer to negotiate a contract of sale with the registered property owners, for Council to acquire the land at 84 Wards Road, South Ripley described as Lot 1 on RP24387 and to do any other acts necessary to implement Council's decision to acquire this land in accordance with section 13(3) of the <i>Local Government Act 2009</i></p> <p>B. That Council enter into a finalised contract of sale with the registered property owners to acquire, for open space purposes, the area of vacant land located at 84 Wards Road, South Ripley described as Lot 1 on RP24387, as detailed in the report by the Senior Property Officer dated 29 January 2018</p>	Signed by CEO 08.06.2018. KR
5/29/2018	CMFCE Ctee	12. PROPOSED LEASE RENEWAL FOR TELECOMMUNICATIONS PURPOSES, TELSTRA CORPORATION LIMITED, 50 BELLEVUE ROAD, GOODNA. LOT 109 ON SP21622 – DIVISION 2	<p>A. That Council resolve pursuant to s236(2) of the <i>Local Government Regulation 2012</i> (the Regulation) that the exemptions under s236(1)(c)(iii) of the Regulation apply to the disposal of the leasehold interest located at 50 Bellevue Road, Goodna and described as part of Lot 109 on SP216922, by way of a renewed leasehold arrangement between Council and Telstra Corporation Limited for a consideration sum of \$23,870.25 per annum (excluding GST).</p> <p>B. That Council enter into a lease with Telstra Corporation Limited ("the Lessee") for a period of ten (10) years.</p> <p>C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Lease to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the <i>Local Government Act 2009</i>.</p>	Signed by CEO 08.06.2018. KR
5/29/2018	CMFCE Ctee	26. SUPERCARS AGREEMENT – FIA TRACK UPGRADE REQUIRE	<p>That Council is satisfied pursuant to section 235(c) of the <i>Local Government Regulation 2012</i> (the Regulation) that the exemption under s235(c) of the Regulation applies and that a genuine emergency exists, for Council to enter into a new contract with Queensland Raceway for the following reason:</p> <ul style="list-style-type: none"> <li>• to meet Council's obligations under the terms of agreement with Supercars to host the 2018 V8 Supercar event, and</li> <li>• the ability of the Lessee to deliver the works without detrimentally impacting on the facilities operations during the delivery of the works</li> </ul>	Contract Signed by CEO 08.06.2018. (KR)
4/23/2018	WPS	4. TENDER NO. 10791 – TENDER AWARD SUPPLY AND DELIVERY OF A TELEMATICS GPS SYSTEM	<p>A. That in accordance with s233 of the <i>Local Government Regulation 2012</i>, Council establish a Preferred Supplier Arrangement for the supply and delivery of a Telematics Global Positioning System (GPS) and Fleet Management System.</p> <p>B. That Council resolve under s233(7) of the <i>Local Government Regulation 2012</i>, it is satisfied that it will obtain better value for money by entering into a Preferred Supplier Arrangement for more than two (2) years.</p> <p>C. That Council enter into a contract for the supply and delivery of a Telematics, Global Positioning System (GPS) and Fleet Management System with Smartrak Aus Pty Ltd for a period of two (2) years, plus two (2) x twelve (12) month options.</p> <p>D. That the Chief Executive Officer be authorised to negotiate and finalise the term of the contract to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the <i>Local Government Act 2009</i>.</p>	15/06/2018 CEO Signed and returned Contract (Exec Sec)
1/30/2018	CMFCE Ctee	21. PROPOSED RESUMPTION OF LAND, 55 BRISBANE STREET, IPSWICH AND DESCRIBED AS LOT 2 RP76498 – DIVISION 7	<p>A. That Council, having duly considered this report, be of the opinion that Lot 2 on RP76498 containing an approximate area of 513m<sup>2</sup> (shown in Attachment A of the confidential background details) ('the Land') is required for road purposes</p> <p>B. That Council exercise its power as a "constructing authority" under the <i>Acquisition of Land Act 1967</i> to resume the Land for road purposes</p> <p>C. That the Chief Executive Officer be authorised to negotiate compensation and perform any other matters, arising out of the <i>Acquisition of Land Act 1967</i> or otherwise, to effect the resumption of the Land</p> <p>D. That if, in the opinion of the Chief Executive Officer, acquisition of the Land for appropriate compensation can be achieved through negotiation without commencing a resumption process, the Chief Executive Officer be authorised to acquire the Land for appropriate compensation</p>	Contract signed by CEO 25.06.2018 - to be noted in Exec Sec report

A4916081

<b>City Management, Finance and Community Engagement Committee</b>	
Mtg Date: 17.07.18	OAR: YES
<b>Authorisation:</b> Sean Madigan	

17 July 2018

## **MEMORANDUM**

TO: ACTING MAYOR AND MEMBERS OF CITY MANAGEMENT, FINANCE AND  
COMMUNITY ENGAGEMENT COMMITTEE

FROM: CHIEF EXECUTIVE OFFICER

RE: CHIEF FINANCIAL OFFICER POSITION TITLE

---

### **INTRODUCTION:**

This is a report by the Chief Executive Officer dated 17 July 2018 seeking Council approval to amend the position title of the Chief Financial Officer

### **BACKGROUND:**

The position of Chief Financial Officer is currently vacant and the recruitment process for the role is about to commence. The Chief Executive Officer is seeking the Council's approval to change the position title to Chief Operating Officer (Finance and Corporate Services) to better reflect the duties of the position.

### **RECOMMENDATION:**

That Council approve the change in title of the Chief Financial Officer position to Chief Operating Officer (Finance and Corporate Services).

Sean Madigan  
**CHIEF EXECUTIVE OFFICER**

<b>City Management, Finance and Community Engagement Committee</b>	
Mtg Date: 17.07.18	OAR: YES
<b>Authorisation:</b> Sean Madigan	

Objective A4948667

10 July 2018

## **MEMORANDUM**

TO: MAYOR AND MEMBERS OF CITY MANAGEMENT, FINANCE AND COMMUNITY  
ENGAGEMENT COMMITTEE

FROM: CHIEF EXECUTIVE OFFICER

RE: QUEENSLAND AUDIT OFFICE INTERIM MANAGEMENT REPORT 2017-2018

---

### **INTRODUCTION:**

This is a report by the Chief Executive Officer dated 10 July 2018 providing an update on the audit of Council's financial statement for the 2017-2018 financial year.

### **BACKGROUND:**

The Queensland Audit Office (QAO) has completed its interim audit of the Council's financial statements for the 2017-18 financial year. The Auditor-General has now written to the Mayor providing a copy of the interim management report comprising a summary of issues formally reported to management relating to internal controls and financial reporting matters for attention.

Section 213 of the *Local Government Regulation 2012* provides as follows:

- (1) This section applies if the auditor-general gives the mayor of a local government a copy of the auditor-general's observation report about an audit of the local government's financial statements.
- (2) An auditor-general's observation report, about an audit of a local government's financial statements, is a report about the audit prepared under section 54 of the *Auditor-General Act 2009* that includes observations and suggestions made by the auditor-general about anything arising out of the audit.
- (3) The mayor must present a copy of the report at the next ordinary meeting of the local government.

Whilst the report will be formally presented by the Acting Mayor at the next Council meeting as required by Section 213, it is also submitted to the Committee for information. It is usual practice for the report to be referred to the Audit and Risk Management Committee for consideration and further recommendations as to follow-up action.



**ATTACHMENT:**

<b>Name of Attachment</b>	<b>Attachment</b>
<a href="#">Correspondence from Queensland Audit Office dated 19 June 2018</a>	Attachment A

**RECOMMENDATION:**

That the Queensland Audit Office Interim Management Report 2017-2018 be referred to Council's Audit and Risk Management Committee for consideration.

Sean Madigan  
**CHIEF EXECUTIVE OFFICER**



# Ipswich City Council and controlled entities

## 2018 Interim management report

19 June 2018

IMU RECEIVED	
22 JUN 2018	
App No:	
Responsible Officer:	





Our Ref : 2018-4167  
Lisa Fraser 3149 6132

19 June 2018

Mr W Wendt  
Acting Mayor  
Ipswich City Council  
PO Box 191  
IPSWICH QLD 4305

Dear Mr Wendt

**2018 Interim report**

We present to Council our interim report for Ipswich City Council and controlled entities for the financial year ending 30 June 2018. In this report we detail the internal control and financial reporting issues we identified during our interim audit visit. It includes an assessment of the internal control environment, and a summary of significant control deficiencies, financial reporting issues and other matters identified to date. The *Auditor-General Act 2009* requires the auditor-general to report to parliament on an issue raised during an audit if he considers it to be significant.

This interim report is based on the audit work performed to 28 February 2018. This includes our assessment of the design and implementation, and operating effectiveness of controls.

If you have any questions or would like to discuss the interim audit, please contact me on 3149 6041 or Lisa Fraser on 3149 6132.

Yours sincerely

Patrick Flemming  
Sector Director

Enc.

cc. Mr Sean Madigan, Chief Executive Officer, Ipswich City Council





## Audit progress

### Summary

#### Scope






Planning	Our audit planning activities are complete. The external audit plan was issued on 7 February 2018.
Internal controls	<p>We have tested the operating effectiveness of controls for the period 1 July 2017 to 28 February 2018 for revenue, expenditure and payroll.</p> <p>We identified <b>14 new control deficiencies (four of these significant)</b> during our interim testing. We have identified significant deficiencies in relation to:</p> <ul style="list-style-type: none"> <li>• Employees receiving termination payments through Deeds of Release</li> <li>• Lack of detailed evidence to support action taken to verify vendor masterfile changes / additions</li> <li>• Financial delegations</li> <li>• Lack of automated controls surrounding financial delegations for purchase orders</li> </ul> <p>We will continue our controls testing for the intervening period until the year end and provide you another update in our second interim management letter or closing report at the conclusion of the final audit testing.</p>
Areas of audit significance	<p><u>Valuation and depreciation of assets</u> – We have commenced our audit on some early non-current assets testing and have raised two deficiencies in this area. The majority of our review over valuation and depreciation is planned as part of our second interim visit in June and our year end visit.</p> <p><u>Expenditure</u> – We have completed our review over expenditure and the procurement and contract management area. We have raised three significant deficiencies, two deficiencies and three other matters in relation to this area.</p> <p><u>Payroll</u> – We have completed our interim testing over payroll and termination payments. We have identified one significant deficiency and one deficiency in this area.</p> <p><u>Revenue</u> – We have completed our interim testing over revenue, other than developer contributions. We will finalise our review over developer contributions during our second interim visit.</p>
Milestones	Management has provided external audit with shell financial statements by the milestone deadline of 31 May and has also provided a position paper on the impact of new accounting standards before the milestone due date of 30 June. Audit is in the process of reviewing these documents and providing feedback to management. Asset valuation results are to be submitted to external audit for review by 30 June 2018.
Financial Statements	Not yet started.



## Internal control issues

### Summary & rating

The following table summaries our reporting on deficiencies in internal controls.

Internal control component	Number of significant deficiencies		Number of deficiencies		Rating
	Current year issues	Prior year unresolved issues	Current year issues	Prior year unresolved issues	
<b>Control environment</b>					
Structures, policies, attitudes & values that influence daily operations	2	0	0	3	
<b>Risk assessment</b>					
Processes for identifying, assessing & managing risk	0	0	1	0	
<b>Control activities</b>					
Implementation of policies & procedures to prevent or detect errors & safeguard assets	2	2	7	4	
<b>Information and communication</b>					
Systems to capture & communicate information to achieve reliable financial reporting	0	0	1	2	
<b>Monitoring activities</b>					
Oversight of internal controls for existence and effectiveness	0	0	1	0	

### Our ratings



#### Effective

No significant deficiencies identified.



#### Generally effective

One significant deficiency identified.



#### Ineffective

More than one significant deficiency identified.





## Issues & Other Matters

### Significant deficiencies

The following table details significant control deficiencies (SD) identified through our audit as at 28 February 2018. It includes a response from management.

Our risk ratings are as follows—refer to [Our ratings](#) for more detail.



Significant deficiency



Deficiency



Other matter



No.	1	Component	Control Environment	Rating	Significant Deficiency
<b>Employees receiving termination payments through Deeds of Release</b>					
In testing employee termination payments we identified four employees that were terminated through a 'Deed of Release'.					
It is our understanding that these employees had encountered performance and/or health issues prior to the Deed being generated. Each of the Deeds varied in the agreed incentive provided to the employee, as detailed below:					
<ul style="list-style-type: none"> <li>* Employee A - 16 weeks of standard pay on termination date,</li> <li>* Employee B - Paid as if attended work for 18 weeks, followed by 6 weeks standard pay on termination date,</li> <li>* Employee C - 8 weeks of standard pay on termination date, and</li> <li>* Employee D - 4 weeks of standard pay on termination date.</li> </ul>					
In addition there were inconsistent levels of documentation available to us to support the reason for each of these employees' terminations.					
There is no policy or guidance on the scenarios where a Deed of Release is appropriate, nor the level or type of supporting documentation required. There is also no framework for establishing a reasonable payout amount.					
<b>Implications</b>					
Payments made under a Deed of Release could result in potential misuse of the current system, may be seen as favouring particular employees, and could expose council to unnecessary reputational risks.					



## Issues & Other Matters

### Significant deficiencies



No.	1	Component	Control Environment	Rating	Significant Deficiency
Employees receiving termination payments through Deeds of Release - Continued					
QAO recommendation					
<p>It is recommended that council cease providing termination payments to employees under a Deed of Release until appropriate policies or guidance are in place. Council should also ensure that appropriate documentation exists to support all payments to ensure consistency and transparency.</p> <p>In addition, council should ensure an appropriate performance management policy is in place and uniform processes are adhered to when dealing with performance issues. Employees should be made aware that failure to perform in their roles and responsibilities and an unsatisfactory performance management process can result in termination of their employment.</p>					
Management response – A/CFO					
<p>Management acknowledges the audit findings and agrees with the recommendation to develop a guideline to assist in ensuring the terms of any deed are appropriate and that the guideline includes escalation to the CEO and possibly Council where terms exceed certain levels (eg weeks or amounts.)</p> <p>Each Deed of Release was entered into after consultation between the HR Team and the Department Head. The terms of the deeds took into consideration a number of factors and the risks are assessed accordingly including age of employee, years of service, possible success of an Industrial Commission claim etc.</p> <p>Before entering into three of the deeds noted by audit, Council obtained independent medical assessments as part of determining the appropriate strategy to resolve medical and sick leave issues and mitigating the risks to Council.</p>					
Responsible officer	TBA	Status	Management undertaking for corrective action	Action date	TBA



## Issues & Other Matters

### Significant deficiencies



No.	2	Component	Control Activities	Rating	Significant Deficiency
-----	---	-----------	--------------------	--------	------------------------

Lack of detailed evidence to support action taken to verify vendor masterfile changes / additions

During our testing of 15 vendor masterfile additions/changes the following deficiencies were noted:

- 8 vendor masterfile changes/additions lacked evidence that an independent check of vendor details was performed prior to entering into Oracle.
- 3 documents tested were only evidenced as reviewed when the sample was selected by audit (as much as six months later).
- 1 document lacked segregation of duties, with the same person requesting the vendor to be created, independently confirming the vendor details as correct through communication with the vendor, and also performing the review of the details in the system.
- 1 change in masterfile details was confirmed through "reply" email to the supplier. This email address was not the email address recorded in Oracle as the contact details of the supplier. Based on the information in this email, the bank details of this vendor were changed.

It is also noted that evidence of entering details into the system, the independent review of details entered into the system against supporting documentation, and finance manager review is performed through email chain communication. The wording included in the email chain lacks transparency to understand what processes have been undertaken prior to sending the email.

We acknowledge that a new supplier form was implemented in October/November 2017. However, we continued to note exceptions in these updated forms.

#### Implications

Increased risk of unauthorised or inappropriate changes being made to vendor masterfile records, which may result in duplicate payments, payments being made to incorrect bank accounts or fraud.





## Issues & Other Matters

### Significant deficiencies



No.	2	Component	Control Activities	Rating	Significant Deficiency
Lack of detailed evidence to support action taken to verify vendor masterfile changes / additions - Continued					
QAO recommendation					

It is recommended that all employees are reminded of the importance of this control and methods of deceit that have been used as part of fraudulent masterfile changes in the past. When asking for supporting documents from the vendor (e.g. sample invoices, information on letterheads) ensure employees exercise appropriate levels of scepticism as part of this review.

It is recommended that the new supplier form (and the internal request for new supplier - requested by AP form) be updated to:

- include a sign off from the preparer to evidence the entering of the details in the system
- include a sign off from the reviewer to evidence checking of the details in the system against supporting documentation
- expand the check box relating to the independent check of supplier provided details with the supplier to include the date contact was made and the name of the contact at the supplier.

It is recommended that in relation to changes to vendor details, a vendor detail change form is created and:

- includes a sign off from the preparer to evidence the entering of the details in the system
- includes a sign off from the reviewer to evidence checking of the details in the system against supporting documentation
- includes a section to confirm an independent check of supplier provided details with the supplier to include the date contact was made and the name of the contact at the supplier.

#### Management response – A/CFO

Management acknowledges and agrees with audit in regards to the importance of independent checks as part of the process of changing or adding vendor masterfiles and agrees to further review the process to provide specific evidence of the independent checks that are currently being undertaken.

Employees are very aware of importance of the control measures around master file changes and supplier set up and have been undertaking independent checks prior to the more recent increased risk.

Management has previously updated the supplier set up process and forms which includes 3 levels of review and notes that all the deficiencies raised (other than 1) were based on the old forms which management acknowledged to audit, could have more clearly evidenced the independent review undertaken.

Responsible officer	TBA	Status	Management undertaking for corrective action	Action date	TBA
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## Issues & Other Matters

### Significant deficiencies



No.	3	Component	Control Environment	Rating	Significant Deficiency
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#### Financial delegation deficiencies

Audit compared Council's Instruments of Sub-Delegation to the financial delegations within the Oracle system. The following was noted:

1. Council has in place eight different Instruments of Sub-Delegation for Contracts and Purchasing. Six of the Instruments of Sub-Delegation are for a dollar \$ limit. The other two Instruments of Sub-Delegation are for positions i.e. Procurement Manger and Department Heads. Audit noted these Instruments of Sub-Delegation are not signed as approved by the Chief Executive Officer. Each instrument includes a specific section for approval and sign-off by the Chief Executive Officer.

In accordance with sec 260 of the *Local Government Act 2009*, each local government must establish a register of delegations:

- (1) The chief executive officer must establish a register of delegations that contains the particulars prescribed under a regulation.
- (2) The chief executive officer must record all delegations by the local government, mayor or the chief executive officer in the register of delegations.
- (3) The public may inspect the register of delegations.

2. The Instruments of Sub-Delegation for Contract and Purchasing appear to have not been recently reviewed by council and therefore out of date. The conditions of each Instrument of Sub-Delegation specifically mentions that this delegation is to be reviewed annually.

3. Financial delegations in Oracle for "approve purchase requisitions" by position has inconsistencies with the Instruments of Sub-Delegation. The following exceptions in each level were noted where the positions in Oracle could not be located on the Instruments of Sub-Delegation for the relevant dollar \$/position approval:

Instrument of Sub-Delegation	Inconsistencies within Oracle
Level 1: \$2 000	7
Level 2: \$5 000	23
Level 3: \$15 000	14
Level 4: \$50 000	17
Level 5: \$150 000	1
Level 6: \$500 000	0
Procurement Manager	0
Department Head	0
<b>Total Exceptions</b>	<b>62</b>



## Issues & Other Matters

### Significant deficiencies



No.	3	Component	Control Environment	Rating	Significant Deficiency
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#### Financial delegation deficiencies

#### Implications

Inappropriate financial delegations increases the risk of fraud and payments for unauthorised or inappropriate transactions.

#### QAO recommendation

We recommend that a full review be completed over the delegations both within the Instruments of Sub-Delegation and Oracle.

A complete delegations register be created (whether it takes the form of the Instrument of Sub-Delegation or another form).

The *Local Government Regulation 2012*, s305.1 details that the delegations register must include:

- (a) the name or title of the person, or the name of the committee, to whom powers are delegated; and
- (b) a description of the powers delegated, including the provisions under a Local Government Act permitting or requiring the exercise of the powers; and
- (c) if the delegation was by the local government—a summary of the resolution by which powers are delegated, including—
  - (i) the date of the resolution; and
  - (ii) a summary of any conditions to which the delegation is subject; and
  - (iii) if the resolution is numbered—its number.

(2) The chief executive officer may include any other information in the register the chief executive officer considers appropriate.

We fully encourage a regular review of the delegations register and financial delegations embedded in Oracle to ensure that they are current and relevant.

#### Management response – A/CFO

Management agrees with the recommendation to review delegations within Oracle and the Instruments of Sub-Delegation.

Management will review the process of CEO sign off on the Financial Delegation Summary Report and the update and signing of the Instruments of Sub-Delegation.

Responsible officer	TBA	Status	Management undertaking for corrective action	Action date	TBA
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## Issues & Other Matters

### Significant deficiencies



No.	4	Component	Control Activities	Rating	Significant Deficiency
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Lack of automated controls surrounding financial delegations for purchase orders raised

In our review of procurement, we assessed all purchase orders approved in the current year to 28 February 2018. We understand that currently, financial delegation and approval occurs for each individual purchase requisition and our testing of these did not identify any significant exceptions.

Current system design and workflow practices allow for a combination of previously authorised purchase requisitions to form a single purchase order to a vendor, where the combined value of the purchase order had exceeded the delegation level of the highest approving officer. From our analysis, although minor in volume (96 purchase orders), it represented approximately 10% of the value of all purchase orders.

#### Implications

In these instances we would consider that the automated workflow controls are not sufficient to provide protection to council from unauthorised or fraudulent activity.

#### Recommendations

We recommend that automated workflow controls and application of financial delegations be reviewed where the cumulative grouping of requisitions to a purchase order exceeds that of the initial delegate. In such circumstances, we suggest that such purchase order be re-submitted for review and approval by an appropriately delegated officer.

#### Management response – A/CFO

Management will review the circumstances in which the cumulative total exceeds the level of the approver and identify exceptions to Council's processes or financial delegations. Management will also explore system workflow changes or exception reporting to monitor additional lines on purchase orders.

Management confirms that financial delegation is applied to the approval of the requisition with system workflow controls. Management agrees that a requisition can be added to a new line of an existing purchase order which as a cumulative total may exceed the delegated level of the requisition approver. An example is a variation to a construction contract is added as a new line with full details of the variation.

Responsible officer	TBA	Status	Management undertaking for corrective action	Action date	TBA
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## Issues & Other Matters

### Deficiencies



No.	5	Component	Risk Assessment	Rating	Deficiency
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#### Enterprise Risk Management

Council is currently in the process of actively completing an enterprise risk management review. This process has been evolving since April 2016. An enterprise risk management framework was approved on 19 July 2017 with council adopting the enterprise risk management policy on 22 August 2017. This is expected to also incorporate procurement risk and link to procurement plans developed by council officers.

Strategic and operational workshops have been held within council departments resulting in both a strategic and operational risk register being drafted.

Both the strategic and operational risk registers are yet to be reviewed by the acting CEO.

We understand go live date is 1 July 2018 with all risk registers being reviewed, approved and operational in the CAMMS system.

Training will also be rolled out to council staff after 1 July 2018.

Control and risk treatment plans and development of a specific fraud risk register is planned for phase 2 of the enterprise risk management project. We also note that the Fraud Control Plan is due for review.

#### Implications

Risk management is a critical and integral part of good management practice and corporate governance.

#### QAO recommendation

We recommend that council continues to actively implement the enterprise risk management review with implementation of stage 2 to include training for staff, implementation of control and risk treatment plans, development of a fraud risk register and review of the fraud control plan.

Both the enterprise risk management framework and enterprise risk management policy will also need to be updated due a change in the risk management guidelines.

#### Management response – A/CFO

Management notes audit observations and recommendations and will continue to implement the Enterprise Risk Management Framework.

Responsible officer	TBA	Status	Management undertaking for corrective action	Action date	TBA
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## Issues & Other Matters

### Deficiencies



No.	6	Component	Control Activities	Rating	Deficiency
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#### Non-compliance with community and citywide donations policy

The Community and Citywide Donations Policy stipulates that 'if the maximum amount of any single/cumulative donations for any one applicant or project in any financial year is more than \$5,000 from any particular divisional, citywide or community capital project allocation, the allocation will be required to be approved by the CEO in consultations with the Mayor and Deputy Mayor'. No such further approval was obtained for the following two payments that had a cumulative total exceeding the \$5,000 threshold.

Organisation	Cumulative total to date
Bundamba State Secondary College	\$5 277
Northern Suburbs Senior Rugby League Football Club	\$14 000

#### Implications

Non-compliance with the Community and Citywide Donations Policy:

- increases the risk that inappropriate expenditure could be incurred.
- reduces transparency associated with good governance practices.
- reduces the reliance that management can place on the established system of internal controls.

#### QAO recommendation

We recommended that where cumulative donations for any one applicant or project in any financial year is more than \$5,000, that the relevant approval be obtained in accordance with the Policy. Inclusion of an ACNC number in the donations register will assist council to easily identify cumulative totals. Presently organisations are entered on the donations register in all different name formats.

#### Management response – A/CFO

Management agrees to review its process to determine the appropriate way to monitor cumulative totals of donations.

Responsible officer	TBA	Status	Management undertaking for corrective action	Action date	TBA
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## Issues & Other Matters

### Deficiencies



No.	7	Component	Information and Communication	Rating	Deficiency
<b>Redundant purchase order data in Oracle</b>					
<p>Audit was advised that all purchase order requisitions, irrespective of their status, are retained within Oracle. We reviewed the open purchase order listing as at 21 March 2018 and observed a significant volume of purchase orders which appear to be old, redundant or irrelevant, with some purchase orders dating back to 2008.</p>					
<b>Implications</b>					
<p>Redundant data regarding open purchase orders adds further complexity to procurement management and reporting by Council management, and may increase the risk of fraud.</p>					
<b>QAO recommendation</b>					
<p>We recommend that Council</p> <ul style="list-style-type: none"> <li>regularly review the status of all open purchase orders</li> <li>investigate long outstanding orders and closing these where necessary.</li> </ul>					
<b>Management response – A/CFO</b>					
<p>Management agrees with the recommendation to undertake a review of open orders and processes around closing of orders.</p> <p>Management notes that within the old purchase orders within Oracle, 43 in total are from 2011 or earlier including 1 from 2009 and 2 from 2008. It should be noted there is no risk to Council reporting as a result of these orders.</p>					
<b>Responsible officer</b>	TBA	<b>Status</b>	Management undertaking for corrective action	<b>Action date</b>	TBA





## Issues & Other Matters

### Deficiencies



No.	8	Component	Control Activities	Rating	Deficiency
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#### Payroll Masterfile changes

Audit tested controls over masterfile changes to ensure that masterfile changes are reviewed by an independent senior officer and approved before each weekly pay run is processed.

Results of testing indicated that there is supporting documentation attached for each of the payroll masterfile changes. There are also signs of review and approval by the independent officer each pay run.

However, testing provided 2 instances where the independent senior officer failed to sign off approval for the changes.

#### Implications

The absence of an independent review process over all payroll masterfile changes detracts from the accountability of those processing changes, decreases the likelihood of errors being detected and increases the risk of unauthorised or fraudulent transactions being processed without detection.

#### QAO recommendation

We recommend that the listing of masterfile changes be signed and dated by an independent senior officer as evidence of review.

#### Management response – A/CFO

Management acknowledges and agrees with the recommendation.

Responsible officer	TBA	Status	Management undertaking for corrective action	Action date	TBA
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## Issues & Other Matters

### Deficiencies



No.	9	Component	Control Activities	Rating	Deficiency
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#### Capitalisation date of assets

##### WIP Additions

During interim testing of WIP additions, it was identified that capitalisation dates were not consistent with the date of practical completion. In some instances, 12 months had passed from practical completion to the assets being capitalised in the fixed asset register.

##### Donated Assets

During interim testing of donated assets, it was identified that the depreciation start date as recorded in the fixed asset register is not consistent with the on-maintenance date as communicated by the Planning and Development Department. The date currently being used by asset accountants is the date of the memorandum from the Technical Engineering Officer to the Principal Development Engineer advising that the projects are completed and that the on-maintenance dates (as advised by the Planning and Development Department) be adopted and approved.

#### Implications

Misstatement of depreciation and asset values due to inaccurate capitalisation dates.

#### QAO recommendation

It is recommended that WIP additions be capitalised based on the practical completion date and when the assets are ready for use.

It is recommended that donated assets depreciation start dates (capitalisation of assets) accurately reflect the on-maintenance date as advised by Planning and Development.

#### Management response – A/CFO

Management acknowledges audit findings and recommendation. Management agrees to utilise the on-maintenance date for capitalisation unless there is a specific reason why there has been a delay in accepting the donated assets. For example Council has identified works not being accepted on-maintenance for a period of nearly two years as "no recommendations have previously been made for acceptance of works on-maintenance due to major outstanding issues".

These circumstances will be investigated on a case by case basis to determine the appropriate capitalisation date when Council has accepted legal responsibility for the asset.

Responsible officer

TBA

Status

Management undertaking for corrective action

Action date

TBA



## Issues & Other Matters

### Deficiencies



No.	10	Component	Control Activities	Rating	Deficiency
Accuracy and completeness of PPE reconciliation					
<p>During interim testing, audit identified errors within the PPE reconciliation.</p> <p>The reconciliation did not always tie to supporting reports and included values against line items which would be expected to be questioned as part of the preparation and review processes (e.g. revaluation values recorded in a year where a revaluation is yet to be undertaken).</p> <p>Audit has consistently encountered issues with the PPE reconciliation, with similar difficulties noted during prior year testing.</p>					
Implications					
There is an increased risk that errors in the PPE reconciliation may not be detected in a timely manner.					
QAO recommendation					
It is acknowledged that a monthly reconciliation of the property, plant and equipment general ledger accounts is completed and signed as reviewed. Based on the number of errors found in the PPE reconciliation over the years, it is recommended that staff preparing and reviewing the reconciliation receive 'refresher' training to ensure errors are picked up in a timely basis in the future.					
Management response – A/CFO					
Management agrees and will review the reconciliation and discuss with appropriate staff.					
Responsible officer	TBA	Status	Management undertaking for corrective action	Action date	TBA





## Issues & Other Matters

### Deficiencies



No.	11	Component	Monitoring	Rating	Deficiency
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#### Internal audit plan requires updating

Whilst we acknowledge that the Internal Audit 3 year strategic audit plan 2017 - 2020 touches on the organisation's operational risks, more could be done to closer align the specific organisational risks to the annual internal audit plan. We also acknowledge that Council is maturing its risk management processes and council's strategic and operational risk registers are currently in draft (refer to issue number 5 of this report).

However, Local Government Regulation 2012, s207 requires that for each financial year, a local government must prepare an internal audit plan that includes statements about—

- (a) the way in which the operational risks have been evaluated; and
- (b) the most significant operational risks identified from the evaluation; and
- (c) the control measures that the local government has adopted, or is to adopt, to manage the most significant operational risks.

Through review of the 2017-18 Internal Audit Plan it was noted the above requirements have not been documented in the annual plan.

#### Implications

Non-compliance with Local Government Regulation 2012.

#### QAO recommendation

It is recommended that the annual internal audit plan should link to the strategic and operational plan of council and the plan should make reference to:

- how the operational risks have been evaluated
- how fraud risks have been evaluated
- the most significant operational risks
- the control measures that council has adopted, or is to adopt, to manage the most significant operational risks
- the control measures that council has adopted, or is to adopt, to manage the most significant fraud risks.





## Issues & Other Matters

### Deficiencies



No.	11	Component	Monitoring	Rating	Deficiency
Internal audit plan requires updating - Continued					
Management response – Internal Audit Manager					
<p>ICC is currently in the process of completing an enterprise risk management review (refer to deficiency number 5 of this report). ICC's Operational Risk Register is currently being drafted. When this register has been approved, the annual internal audit plan will be updated to incorporate significant operational risks and the control measures adopted by ICC in relation to the management of these risks. The ICC Fraud Risk Register is planned to be developed under phase 2 of the enterprise risk management review. Fraud risks will also be evaluated and aligned to the Fraud Risk Register.</p>					
Responsible officer	Freddy Beck	Status		Action date	TBA





## Issues & Other Matters

### Deficiencies



No.	12	Component	Control Activities	Rating	Deficiency
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#### Security configuration for Active Directory

We identified inconsistencies between Council's ICT Password Management Directive to the password security setting to access Council's network (Active Directory). They are as follow:

Area	ICT Password Directive	Active Directory Setting	Impact – Active Directory setting as compared to ICT Directive
Password length	8 characters	7 characters	Weaker
Maximum password age (i.e. the period of time that a password can be used before the system require the user to change it)	42 days	60 days	Stronger
Minimum password age (i.e. the period of time that a password must be used before the user can change it)	No minimum duration	10 days	Weaker
Password history (i.e. the number of unique password before an old password can be reused)	5	10	Stronger
Password complexity requirement	Do not use passwords that are easily guessable or possible to crack	Disabled	Weaker

#### Implications

Inconsistency in application of Council's security policy.

#### QAO recommendation

We recommend that Council review and update the Active Directory security policy and ICT Password Directive.

#### Management response

ICT management acknowledge the deviation in the current password settings to the directive. ICT Governance are working through a process to implement and report on the compliance of the ICT Policy and supporting directives. ICT Management have issued a request to the responsible party to have the deviation corrected.

Responsible officer	Tim Allen	Status	Management undertaking for corrective action	Action date	30/06/18
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## Issues & Other Matters

### Deficiencies



No.	13	Component	Control Activities	Rating	Deficiency
Managing system access for users who changed their roles and responsibilities in Council					

Council does not have a consistent process to notify ICT about users who are terminated and/or change their roles and responsibilities in Council.

We compared the list of terminated personnel from 2016 to 2018 to the list of users who can access Council's network and Oracle eBusiness system. We found that there are 27 terminated personnel who still have access to Council's network. Seven of these users also have access to Oracle eBusiness system.

Council advises us that it re-engaged these users for different roles and responsibilities following their terminations. ICT, however, did not receive notification from human resource or business unit that they have terminated these users from their previous roles and responsibilities.

We understand that ICT has processes to remove all group memberships that the user belongs to during the termination process and therefore remove all the access privileges that the users have in the systems. ICT also need to individually add group memberships when they reactivate the accounts for returning users. This process ensures that users will not retain access to system and information that they no longer required when they change roles and responsibilities in Council. This process, however, is dependent on notification from business or human resource team to ICT.

#### Implications

There is an increase risks that Council does not remove access to system and information for users who no longer require them. Users can accumulate access to system and information as they change roles and responsibilities within Council.

#### QAO recommendation

We recommend that Council:

- establish a process to notify ICT when it terminates or transfers users from their current roles and responsibilities.
- consider an automated solution for ICT notification in the HRIS/e-Hub implementation, if possible.

#### Management response

ICT management acknowledge the QAO observations and will apply corrective actions to recommendations provided.

Responsible officer	Tim Allen	Status	Management undertaking for corrective action	Action date	30/11/18
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## Issues & Other Matters

### Deficiencies



No.	14	Component	Control Activities	Rating	Deficiency
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#### Managing access to Council's network (Active Directory)

We noted that there are 116 user accounts in Active Directory that do not require users to change their password regularly (i.e. passwords set to never expire). This include eight user accounts that belong to ICT vendors.

#### Implications

Unauthorised access to the system increases the risk of fraudulent activities and transactions.

#### QAO recommendation

We recommend that Council:

1. review the appropriateness of the user accounts that are set with password to never expire.
2. establish a process to authorise and monitor ICT vendors accessing council's network.

#### Management response

ICT management acknowledge the observations and will take action to address recommendations and monitor compliance.

Responsible officer	Tim Allen	Status	Management undertaking for corrective action	Action date	30/09/18
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## Issues & Other Matters

### Other matter



No.	15	Component	Information and Communication	Rating	Other matter
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Current contract management reporting may not readily assist in analysing and reporting over procurement

We acknowledge the efforts of Council to improve data collection and management reporting around procurement and contract management. In our enquiries, the collation and production of these reports is not timely for management and requires substantial resources to prepare.

Furthermore, there is no defined and documented quality review process. We also note that a dashboard was trialled in October 2017 but has not yet been rolled-out.

#### QAO recommendation

We recommend the following to optimise and standardise procurement reporting to ensure consistency and timeliness in reporting information for managing procurement activities.-

- Provide early reports at a frequency that enables managers to be responsive to issues and to aid in timely decision making, including reporting against KPI's or other such metrics.
- Consider the cost/benefit of having standardised reports developed and made available in real time with information accessible by management as needed.
- Provide associated training and a defined and documented quality review process to ensure the relevance and reliability of the information provided.

#### Management response – A/CFO

Management acknowledges audit recommendations and will review the recommendation and procurement reporting as part of Council's continuous improvement of the procurement functions.

Council also intends to undertake a review of the procurement structure and contract administration during the 18/19 financial year.

As noted a procurement dashboard has been prepared and it is to be rolled out live through Microsoft BI when Office 365 has been implemented. The procurement team have also drafted KPI's for monitoring and reporting.

Responsible officer	TBA	Status	Management undertaking for corrective action	Action date	TBA
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