



Inglewood Shire Council

Ordinary Meeting of Council

Minutes

Meeting held in the Council Chambers

Cnr Albert and Elizabeth Streets

Inglewood Queensland 4387

Monday 15 January, 2007

Monday, 15 January, 2007 – 9:35 a.m.

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INGLEWOOD SHIRE COUNCIL
MINUTES OF THE ORDINARY MEETING OF COUNCIL

15 January, 2007

Present: Councillor J White (Mayor)
Councillor RJ Pietsch (Deputy Mayor)
Councillor L Cox
Councillor L Dawson
Councillor B Johnson
Councillor R McDougall
Councillor M Moffitt
Councillor T Tait
Councillor D Thompson

Apology

Officers in
Attendance

The following officers attended the meeting at various times during the course of proceedings as recorded in the minutes.

Bill Carr Works Manager
Jeff Brown Acting Chief Executive Officer

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1. OPENING OF MEETING

The Mayor welcomed all Councillors and declared the meeting open at 9.33 a.m.

Attendance: That Cr Johnson was not in attendance at the commencement of the meeting.

2. RECEIPT AND CONFIRMATION OF MINUTES

Resolution: 2007-0511

Moved: Cr Pietsch **Seconded:** Cr Tait

That the minutes of the Ordinary Meeting held on 18 December, 2006, as supplied to all Councillors, be confirmed as a true record of the proceedings thereat.

CARRIED: (VOTE: 9/0)

3. BUSINESS ARISING FROM MINUTES

There is no business arising from the minutes.

4. NOTICE OF MOTIONS PREVIOUSLY GIVEN

There is no notice of motions previously given.

Attendance: The Community Development Officer attended the meeting at 9:48 am. and retired from the meeting at 9.58 am

5. COMMUNITY DEVELOPMENT OFFICER

Resolution: 2006-0512

Moved: Cr McDougall **Seconded:** Cr Johnson

That the Community Development Officers report be received and the comments contained therein be noted and Council approve the preliminary action plan.

CARRIED: (VOTE: 9/0)

6. WORKS MANAGER REPORT

Resolution: 2006-0513

Moved: Cr Dawson **Seconded:** Cr Thompson

That the Works Manager report and letter from Department of Main Roads be received and the comments contained therein be noted.

CARRIED: (VOTE: 9/0)

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7. ACCOUNTANTS FINANCE REPORT

Resolution: 2006-0514

Moved: Cr Johnson Seconded: Cr Moffitt

That the Accountants Finance report be received and the comments contained therein be noted.

CARRIED: (VOTE: 9/0)

8. ASSET WRITE OFF – AUCTION

SYNOPSIS:

Council held an auction on the 24th of November. This auction was carried out as a result of approval per the Ordinary Council meeting held on Monday 16th October 2006.

The basis of the auction was the sale of excess plant and equipment items. Such items were either deemed beyond repair, belonged to previously owned machinery or no longer used.

A number of assets were sold amongst the auction items. These items were part of those either redundant items or beyond repair. Such items consisted of units 326, 294 & 396 which were a Howard Bagshaw roller, Ford tractor and a Toro Mower respectively. **Such items were sold and remain on our asset register.**

RECOMMENDATION:

It is recommended that Council approve the removal of Units 326, 294 & 396 from the Councils asset register.

Resolution: 2006-0515

Moved: Cr Tait Seconded: Cr Cox

That Council approve the removal of Units 326, 294 & 396 from the Councils asset register and the \$6,848 realised from the sale be earmarked for the provision of a new sound system and furnishings for the Inglewood Civic Centre.

CARRIED: (VOTE: 9/0)

9. ACTING CHIEF EXECUTIVE OFFICERS REPORT

Resolution: 2006-0516

Moved: Cr Pietsch Seconded: Cr Dawson

That the Acting Chief Executive Officers report be received and the comments contained therein be noted.

CARRIED: (VOTE: 9/0)

Adjournment: The meeting adjourned for morning tea at 10.50 am and reconvened at 11:12 am.

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10. TOWN PLANNING COUNCILLORS' TRAINING PROGRAM

SYNOPSIS:

Local Government Association of Queensland are holding a one day workshop for elected members and Chief Executive Officers to answer Town Planning issues.

BACKGROUND:

LGAQ has designed a specific program that will answer key questions about Town Planning and better prepare elected members for decision making processes.

Dr Robin Kin Cullen will deliver this one day program. Robin has extensive experience within planning and is presently delivering the Diploma of Local Government (Planning) in partnership with LGAQ. She is fully aware of the key issues within Town Planning and the increasing risks as a result of inconsistent and/or poor decision making processes.

The program will be held in Brisbane on Monday 12 February, 2007. Registration closes Monday, 5 February, 2007. The cost is \$230.00 (inc GST) per person. The cost includes morning and afternoon teas, lunch and all course materials.

Recommendation:

For Council's consideration.

Resolution: 2006-0517

Moved: Cr Cox Seconded: Cr Dawson

Council express interest in conducting a Regional Town Planning Councillors' Training Program to be held in Inglewood.

If this is not available to be held in this region, then the Mayor and Councillors McDougall, Thompson and Moffitt attend the Course in Brisbane to be held on the 12 February, 2007.

CARRIED: (VOTE: 9/0)

11. ANNUAL ULTRALIGHT & HANG GLIDERS WEEKEND

SYNOPSIS:

Inglewood Historical Society Seeking Councils' assistance with preparations for the annual ultralite and hang-glider event to be held over the Labour Day long weekend

BACKGROUND:

The Inglewood District Historical Society will again be hosting the annual ultralite and hang-glider event over the Labour Day long weekend, running from Saturday 5 May, 2006 to Monday 7 May 2007.

Participants have been invited to the district by the Lions Club of Inglewood with the dual motives of promoting Inglewood as a destination and generating additional economic benefit for the local community. This weekend has been a proven annual event for many years.

The Historical Society is seeking assistance with the following tasks:-

- Mowing of the airstrip and surrounds.
- Provision of adequate toilets.
- Provision of adequate rubbish bins.
- Watering of the roadway to the aerodrome and the aerodrome surround if required to maintain safety if it becomes too dusty.

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- Loan of a generator to provide power for refrigeration. The generator would not be left at the aerodrome overnight but housed at one of the organisers' homes and returned to the aerodrome each morning.
- Use of the Macintyre Sports Centre and/or the Recreation Centre at no charge over the period of the weekend as additional accommodation venues, should all local accommodation be booked out.

Resolution: 2006-0518

Moved: Cr Thompson Seconded: Cr Moffitt

1. That Council assist the Inglewood and District Historical Society with preparations for the 2007 ultralite and hang-glider weekend by:-
 - mowing the airstrip and surrounds prior to the event,
 - providing portable toilets,
 - providing adequate rubbish bins,
 - providing a water truck for the weekend to water the roadway to the aerodrome and the aerodrome surround as required. The Association will be required to make their own arrangements with a suitably qualified Council operator to operate the water truck during the weekend as required,
 - providing a Council generator for the weekend, provided that the generator is adequately secured each evening.
2. That the Inglewood District Historical Society be granted permission for the use of the Macintyre Sports Centre and the Inglewood Recreation Centre for accommodation purposes during the period of the event, provided that: -
 - the facilities are not already booked; and
 - that all other available accommodation venues in Inglewood are fully booked; and
3. That the Inglewood District Historical Society be given the use of the Macintyre Sports Centre and Inglewood Recreation Centre at no charge, provided that the facilities are left in a clean and tidy condition; and
4. That the Inglewood District Historical Society shall be liable for the full cost of restoration of any damage sustained to either facility as a direct result of the granted use.

CARRIED: (VOTE: 9/0)

12. STAFF TRAINING POLICIES

SYNOPSIS:

The following policies have been developed for consideration of Council to address the training needs of Council to encourage employees to undertake further studies and/or skill enhancement accreditation.

EXECUTIVE SUMMARY:

The attached policies have been developed with a view to:-

1. Staff Training

To enhance staff training and development of a strategy to promote a pro-active approach toward training, which will also ensure monies committed to training are spent effectively.

2. Plant Operator Training and Certification

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To ensure that persons being trained and certified as competent by Council meet or exceed the standard required by the "National Guidelines for Occupational Health and Safety Competency Standards for the Operation of Load Shifting Equipment and Other Types of Specified Equipment", and to provide a framework for the training, development and career pathing of suitable employees who wish to become Plant Operators.

3. Study Assistance

To define assistance offered to Council Officers undertaking approved study leave.

RECOMMENDATION:

That these three staff training policies be received and adopted.

Resolution: 2006-0519

Moved: Cr Johnson Seconded: Cr McDougall

That Council adopt the three staff training policies as attached to these minutes.

CARRIED: (VOTE: 9/0)

13. SWIMMING POOL - INGLEWOOD

SYNOPSIS:

The overall condition of this facility is poor, in that apparent movement of the pool shell will require rectification, together with a number of other areas that need to be upgraded to comply with current safety standards.

EXECUTIVE SUMMARY:

It was arranged that an external consultant carry out an inspection of the pool. To this end it was recommended that Council contact Mr. Des Dillon from Pool Link, who would provide Council with an honest opinion of the condition of its swimming pool.

Mr. Des Dillon visited Inglewood at Councils invitation on the 15th June 2006 to give specific advice on the condition of the pool and improvements necessary for this facility, together with indicative cost estimates of works should Council decide that an upgrade of the pool is necessary.

The cost of this service was \$385.00 (inclusive of GST)

Mr. Dillon has extensive experience and a good record of providing quality projects. Pool Link's provision of services includes Planning, Design and Construction of Aquatic Sports, Recreation and Leisure Facilities.

RECOMMENDATION:

That Council call tenders for the design and construction for the refurbishment of the Inglewood swimming pool, with a view to change the existing 33 1/3 metre pool to a 25 metre pool by the placement of a bulkhead utilising a wet deck system and resurfacing using a "Fibre-Tech" Interior lining, together with upgrading of the dosing system plant and that the wading pool be upgraded to ensure the safety of patrons.

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Resolution: 2007-0520

Moved: Cr Johnson **Seconded:** Cr Dawson

That the matter of the refurbishment of the Inglewood Swimming Pool lay on the table to enable draft tender documents be prepared and be brought back to the February, 2007 meeting.

CARRIED: (VOTE: 9/0)

14. COUNCILLOR/STAFF INTERACTION POLICY

SYNOPSIS:

To provide guidelines for the interaction between Councillors and staff in relation to requests for information, advice and action of an operational nature.

EXECUTIVE SUMMARY:

The objectives of this policy are to:

- provide a documented process on how Councillors can access Council records;
- ensure Councillors have access to all documents necessary for them to exercise their statutory role as a member of the governing body of the Council; and
- ensure that Councillors receive advice to help them in the performance of their civic duty in an orderly and regulated manner.

RECOMMENDATION:

That this policy be received and adopted.

Resolution: 2007-0521

Moved: Cr McDougall **Seconded:** Cr Johnson

That the Councillor/Staff interaction policy as tabled be adopted.

CARRIED: (VOTE: 9/0)

15. CUSTOMER SERVICE CHARTER

SYNOPSIS:

The customer service charter has been developed for consideration of Council to address the standard of service Council provides to residents and ratepayers.

EXECUTIVE SUMMARY:

The attached customer service charter has been developed to ensure that all requests and queries receive an informative response in an appropriate timeframe.

RECOMMENDATION:

That this draft customer service charter be received and adopted.

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Resolution: 2007-0522

Moved: Cr Tait **Seconded:** Cr Pietsch

That the Customer Service Charter as tabled be adopted.

CARRIED: (VOTE: 9/0)

16. BUSINESS CONTINUITY MANAGEMENT PLAN

SYNOPSIS:

Business Continuity Management is an integral part of the risk management process that identifies cost-effective options or strategies in the event of a disaster.

EXECUTIVE SUMMARY:

A BCM Plan provides a framework that ensures that if Council's operations are disrupted by an emergency such as a fire, explosion or earthquake the critical statutory and customer service functions are restored to an acceptable level of operation within 24 hours.

The Plan contains procedures used to manage the emergency, defines the roles of key staff who implement the procedures and specifies critical statutory and customer service functions.

RECOMMENDATION:

That the business continuity management plan be received and adopted.

Resolution: 2007-0523

Moved: Cr Dawson **Seconded:** Cr McDougall

That the business continuity management plan as amended be received and adopted.

CARRIED: (VOTE: 9/0)

17. DELEGATION REGISTERS

SYNOPSIS:

The LGA, in Sections 472 and 1132, makes specific provision for a wide range of powers to be delegated by Council and by the CEO respectively within prescribed conditions and limitations in order to achieve greater efficiencies and improve decision-making.

The appropriate use of the power of delegations can assist Council to deal with a wide range of matters more effectively and efficiently for the benefit of their communities. Extensive use of delegations, with appropriate policy and accountability frameworks is good governance and is encouraged.

Delegations in local governments are also put into effect through Local Laws and Subordinate Local Laws as determined by resolution of Councils. Councils may also manage their delegations through policies and procedures covering a range of internal administrative matters such as appointment of staff or purchasing.

EXECUTIVE SUMMARY:

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The Council may delegate its powers, subject only to certain exceptions, to:

- (a) the mayor; or
- (b) a standing committee or joint standing committee; or
- (c) the chairperson of a standing committee or joint standing committee; or
- (d) the chief executive officer.

The attached Register of Delegations by the Inglewood Shire Council lists the matters in which the right to act or exercise a discretion has been so delegated by resolution of the Council. It contains the name or title of the person, or the name of the committee, to whom the powers are delegated. It identifies the powers delegated, including the statutory provisions permitting or requiring the exercise of the powers. It also contains a summary of the resolution by which the powers are delegated, including the date of the resolution. All powers are delegated subject to the conditions summarised in the General Guidelines which preface the powers delegated. Any further conditions to which a specific delegation is subject are summarised after the power delegated.

The Chief Executive Officer of the Council may also delegate certain of his powers (including powers delegated to him by the Council) to another employee of the Council.

The Register of Delegations by the Chief Executive Officer lists the matters in which the right to act or exercise discretion has been so delegated by the Chief Executive Officer. It contains the name of the person, or the title of the office held by the person, to whom the powers are delegated. It identifies the powers delegated, including the provisions of the statute permitting or requiring the exercise of the powers and contains the date of the delegation.

RECOMMENDATION:

That the attached delegation registers for the Council and CEO be received and adopted.

Resolution: 2007-0524

Moved: Cr Pietsch Seconded: Cr Dawson

That the delegation registers for the Council and the Chief Executive Officer be received and adopted.

CARRIED: (VOTE: 9/0)

Adjournment: The meeting adjourned for lunch at 1.15 pm and reconvened at 1.40 pm.

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18. ENTRANCE TO INGLEWOOD HOSPITAL

Resolution: 2007-0525

Moved: Cr Pietsch **Seconded:** Cr Tait

That Council make application to the Department of Main Roads for additional signage "caution traffic existing" at the entrance to Inglewood Hospital and Casa Mia Aged Home.

CARRIED: (VOTE: 9/0)

19. SAFETY AWARD REPORT

SYNOPSIS:

In August 2006, Local Government Workcare (LGW) conducted a Workplace Health & Safety Audit of Inglewood Shire Council.

This result in Council achieving an overall score of 70.2% which allowed Council to be eligible for a Bronze Medal Award.

Local Government has requested the names of Council representatives, who would accept the presentation on behalf of Council, at the Local Government Annual Conference of Workplace Health & Safety.

RECOMMENDATION:

That Council:-

Nominate the Mayor or a Councillor to receive the Award at the Local Government Annual Workplace, Health and Safety Conference to be held in Cairns from 23 May to 25 May, 2007.

Resolution: 2007-0526

Moved: Cr Moffitt **Seconded:** Cr Thompson

That due to budgetary constraints, Council will not be represented at the Workplace Health and Safety Conference to be held in Cairns on 23 to 25 May, 2007.

CARRIED: (VOTE: 9/0)

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20. HIGHLIFE MAGAZINE

Council has previously subscribed to Highlife Downs Living Magazine for a half page advertisement, costing \$990 plus GST per issue. There are 4 issues per year. Council's subscription is now due for renewal.

Resolution: 2007-0527

Moved: Cr Dawson Seconded: Cr Tait

That Council continue their subscription to the Highlife Magazine however reduce the advertisement to quarter page.

CARRIED: (VOTE: 9/0)

21. MEETING CLOSED TO THE PUBLIC

Resolution: 2007-0456

Moved: Cr Pietsch Seconded: Cr Tait

That the meeting be closed to the public under section 463(2) of the Local Government Act 1993 for the purposes of discussing Queensland Local Government Reform.

CARRIED: (VOTE: 7/0)

22. QUEENSLAND LOCAL GOVERNMENT REFORM

The Acting Chief Executive Officer provided a discussion paper for councils consideration on the options available for individual councils as part of the reform process to assist Council in determining what is the best way forward for the Inglewood Shire Council.

Resolution: 2007-0458

Moved: Cr Pietsch Seconded: Cr Tait

Council has determined that the best position for it to pursue is to remain a separate entity as opposed to merging with an adjoining Council(s) and that current resource sharing activities be continued and enhanced to ensure that economies of scale are achieved.

CARRIED: (VOTE: 9/0)

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23. MEETING REOPENED TO THE PUBLIC

Resolution: 2007-0457

Moved: Cr Pietsch **Seconded:** Cr Tait

That the meeting be reopened to the public.

CARRIED: (VOTE: 7/0)

24. CLOSURE

There being no further business, the Mayor thanked Councillors' for their attendance and declared the meeting closed at 5:11 pm.

Confirmed:.....

Date:.....

INGLEWOOD SHIRE COUNCIL
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15 January, 2007

Schedule 1

INGLEWOOD SHIRE COUNCIL

POLICY STATEMENT

SUBJECT: Study Assistance.

AUTHORITY: Council of the Whole.

PURPOSE: To define assistance offered to Council Officers undertaking approved study leave.

POLICY:

The following conditions set out the guidelines for Council employees taking study leave where study courses are not required to be taken as a condition of their employment.

Each application must be made in writing to the Chief Executive Officer outlining the proposed course of study and the assistance required of Council by the employee.

This guideline sets out Council's General Policy with each application received being referred to Council for consideration on its merits.

The following conditions relate to approved Courses of Study, and approval of the Course of Study by Council is conditional upon:

- (a) That such course is appropriate to Local Government.
- (b) That such course is associated with the applicant's employment.
- (c) That such course betters the employee in the position he holds at the time the application is made.
- (d) The employee giving Council prior notice of the intention to commence such course of study and the method of undertaking such course and receiving from Council a decision on the approval and the extent of assistance to be provided:
 - (i) Any approval by Council is on the basis of benefits being retrospective in the first year, subject to results and continuing the approved course;
 - (ii) Upon successful completion, the employee agreeing to be formally bonded by agreement for a period of not less than two (2) years. With a requirement that Council be reimbursed on a % percentage basis should the employee leave within the two (2) year period.

Assistance Offered

1. Where employees undertake an approved course of study by correspondence, they are permitted leave with pay to attend residential course study. (Limited to maximum of ten (10) days p.a.)

(Subject to suitable arrangements for relief during any absence being reasonably available in the opinion of the Chief Executive Officer)

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Schedule 1

Assistance Offered cont'd

2. Assistance is not available where any employee is entitled to or in receipt of financial assistance from other bodies.
3. The assistance package offered by Council covers Study up to and including a Basic Graduate Course only and not additional qualifications (e.g. Post Graduate Studies).
4. Employees undertaking examinations arising from an approved course of study shall be entitled to take time off with pay for such examinations during ordinary working hours.
5. Upon yearly or half-yearly application, employees under-taking an approved course of study shall be reimbursed for bona fide expenses (excluding higher education contribution fee) covering expenses incurred including text books purchased, subject to a satisfactory completion of the subjects undertaken for the year or half-year and the production of receipts for expenses claimed.

Note: The total claim for reimbursement for any one (1) year of study per employee be limited to \$500.00.

6. Should an employee not successfully complete all subjects for units enrolled in any one (1) year or semester, reimbursement of expenses shall only be made on a proportionate basis of subjects or units successfully completed.

DELEGATION: Authority in respect of this policy is delegated to the Chief Executive Officer

RESOLUTION DATE: 15 January, 2007

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Schedule 1

INGLEWOOD SHIRE COUNCIL

POLICY STATEMENT

SUBJECT: Staff Training

AUTHORITY: Council of the Whole

PURPOSE: To enhance staff training and development of a strategy to promote a pro-active approach towards training, which will also ensure monies committed to training are spent effectively.

- POLICY:
- (a) Facilitate Council's human resources in developing a standard, and the level of knowledge, skill and expertise essential to the effective and efficient operation of the Organisation as a whole;
 - (b) Encourage employees in their self-development and assist where necessary to maintain a high level of competence in their respective positions and vocations; and to
 - (c) Assist and support employees who attend approved training courses and seminars conducted by recognised institutions and training bodies including in house training programmes.
 - (d) All employees who attend training courses identified in the Annual Staff Training Budget will have the particulars of training undertaken include on their individual staff record showing details of training undertaken and times involved.

DELEGATION: Authority in respect of this Policy is delegated to the Chief Executive Officer.

RESOLUTION DATED: 15 January, 2007

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Schedule 1

INGLEWOOD SHIRE COUNCIL

POLICY STATEMENT

SUBJECT: Plant Operator Training and Certification

AUTHORITY: Council of the Whole.

PURPOSE: (i) To ensure that persons being trained and certified as competent by Council meet or exceed the standard required by the "National Guidelines for Occupational Health and Safety Competency Standards for the Operation of Load Shifting Equipment and Other Types of Specified Equipment".

(ii) To provide a framework for the training, development and career pathing of suitable employees who wish to become Plant Operators.

(iii) To maximise the productivity of Council's plant and minimise the cost and extent of repairs.

(iv) To ensure that Council fulfils its Obligations with respect to plant as required by Section 23 of the Workplace Health and Safety Act.

POLICY: Basic Criteria for the Selection of Trainees:-

Prior to being considered as a Trainee Operator, the person must meet the following basic requirements:

- (i) The applicant must have had a minimum of twelve months continuous service with Council.
- (ii) The applicant must have demonstrated an aptitude for more complex tasks and a willingness to undertake training.
- (iii) The applicant must be of reasonable robust physique and be of sober habits whilst at work.
- (iv) Must have sufficient ability with the English language to be able to understand and interpret Operators' manuals, safety instructions, etc., where this is relevant.
- (v) Persons with a physical handicap or persons unable to read or write English need not be discouraged from applying provided the applicant could demonstrate that they can perform all required tasks safely and competently
- (vii) The intending applicant must be recommended for training by their immediate Supervisor and approved by the Works Manager.

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Training Requirements:

Following approval by the Works Manager the Trainee shall be issued with a Record of Training Log Book in which the Trainee shall record all training details, experience, etc., as well as supervisory details.

It is the intention of this Policy that most or all of the training requirements be met by practical on the job training and by the knowledge exchanged between the supervising Operators and the Trainees.

Any trainee shall be supervised by an appropriately certified operator.

All training shall be performed only after the prior verbal approval of the site Supervisor.

Training shall only be performed if it does not hinder the progress of the work unduly and provided it does nothing to increase the risk to health and safety of any person on the site.

Trainees and experience shall be as required to meet the competency standards as assessed by an Accredited Testing Officer.

Trainees will not be entitled to any increase in wages beyond the Award provisions.

Responsibility for Implementation:

The Works Manager, is responsible for the implementation and administration of this Policy.

Funding of this Policy:

Training is to be conducted on the job and to the maximum extent possible in a manner that does not hinder or impede job progress. Likewise all training and testing shall only be performed at the convenience of the Trainees, Supervisor and Accredited Testing Officer.

Separate funding for this Policy is not required.

Record Keeping:

The Accredited Testing Officer is responsible for the maintenance of records as required by legislation.

Copies of examination papers and training log books will be placed onto the employee's personnel file and be retained for the whole period of employment of the Trainee.

If so requested, Council will provide copies of examination papers and training logs to the Trainee on the termination of employment.

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DELEGATION: Authority in respect of this policy is delegated to the Chief Executive Officer.

RESOLUTION DATED: 15 January, 2007

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Schedule 1

POLICY NO:	TBA
DESCRIPTION:	CEO GUIDELINES - COUNCILLOR/ STAFF INTERACTION POLICY
DATE ADOPTED:	15 JANUARY, 2007
RESPONSIBLE OFFICER:	<i>CHIEF EXECUTIVE OFFICER</i>
AUTHORITY:	<i>COUNCIL OF THE WHOLE</i>
PURPOSE:	<i>To provide guidelines for the interaction between Councillors and staff in relation to requests for information, advice and action of an operational nature.</i>
SCOPE:	<i>This policy applies to the Councillors and staff of Inglewood Shire Council.</i>
BACKGROUND:	<i>Pursuant to provisions under the Local Government Act 1993.</i>
RELATED DELEGATIONS:	<i>Authority in respect of this policy is delegated to the Chief Executive Officer.</i>

Policy:

Set out below are the guidelines covering the interaction between Councillors and staff pursuant to provision of the Local Government Act 1993.

- (a) In accordance with section 1135 of the Act, the Mayor may ask for reasonable help or advice from any employee.
- (b) A Councillor cannot direct, and must not attempt to direct any employee about the way in which the employee's duties are to be performed.
- (c) Councillors must not take advantage of their official position to improperly influence Officers or pursue matters of material personal interest.
- (d) A Councillor cannot make strong suggestions to a Council Officer as to what information or recommendations should be contained in the Officer's report.
- (e) Council Officers must not comply with requests from Councillors that are contrary to these guidelines. Where such requests are received a report must be made to the Chief Executive Officer.
- (f) Council Officers cannot lobby Councillors on matters regarding industrial relations or matters of material personal interest.
- (g) Every reasonable assistance will be provided to Councillors in the exercise of their role and the performance of their duties.
- (h) To facilitate the timely and accountable flow of information Councillors are asked to submit requests via email. Council Officers will record requests made verbally by way of file note.
- (i) Requests for information, advice or action by Councillors of a strategic or budgetary nature should be made to the Chief Executive Officer or relevant Manager.
- (j) Requests for information, advice or action by Councillors of a general daily operational nature should be made to the Chief Executive Officer.

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Schedule 1

- (k) Councillors should forward general customer requests to the relevant Manager.
- (l) In relation to special projects, the CEO may authorise Council Officers who have relevant expertise to liaise directly with Councillors. Any such authority must be given by the CEO and issued in writing by the CEO to the Council Officer and Councillors.
- (m) For after hours emergencies Councillors are to utilise Council's advertised emergency contact numbers.
- (n) Council Officers who receive a request from a Councillor for information or assistance must inform the Chief Executive Officer and their Manager.
- (o) Council Officers must respond to Councillor requests within an appropriate timeframe advising the action taken and where appropriate also notify the Councillor of the outcome of the said action. All requests are to be answered in writing by letter, memorandum or via email.

A BCC of all subsequent outward correspondence must be forwarded to the Chief Executive Officer.

- (p) Council Officers must ensure all inward and outward correspondence, including relevant file notes, are recorded within Council's information management system.
- (q) Any response to the Councillor must have due regard to the provisions of all relevant Acts, Legislation, Council Plans, Local Laws and Policies.

Officers must ensure at all times that requests for assistance which involve the expenditure of funds or the use of resources not specifically provided for in the budget, are referred to the Chief Executive Officer for approval. This could involve obtaining a Council resolution to authorise the expenditure.

- (r) Interaction between Councillors and Council Officers shall, at all times, be carried out in a professional manner with due regard for each other's respective positions.

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Schedule 1

Customer Service Charter

Our commitment to you...

At Inglewood Shire Council we are committed to working in partnership with you, our community, to deliver excellent service through dedication, innovation and continuous improvement.

We are committed to being approachable and easy to deal with and are happy to explain the Council's stance and accountability on any issue.

All requests and queries will receive an informative response within an appropriate timeframe; the more urgent the request, the more rapid the response.

Face to face

We will ensure you are treated in a courteous and professional manner.

Written correspondence

We will:

- respond to your written communication within 10 working days – interim responses will be issued in the event of a particularly complex enquiry;
- use clear and concise language in responses;
- include full Council contact details in all written correspondence in case further information is required;
- provide a follow-up service to make sure your enquiry has been properly dealt with.

Telephone communication

Our staff are committed to:

- answering the phone promptly and in a courteous and personable manner;
- introducing your call if it is transferred;
- ensuring there is a facility for you to leave a message where calls cannot be responded to immediately;

Feedback

If for any reason you are not happy with the standard of customer service you receive then please contact our Executive Assistant on 4652 1444, so that your concerns can be dealt with.

Formal complaints can be lodged in writing to Inglewood Shire Council, PO Box 21 INGLEWOOD, Qld 4387. The complaint will be referred to a senior officer of the Council who will review and investigate the circumstances and keep you informed of its progress and outcome.

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Schedule 1

Complaints concerning the Council's decisions need to be directed to the Chief Executive Officer or the Mayor.

Monday, 15 January, 2007 – 9:35 a.m.

Inglewood Shire Council Business Continuity Management Plan (BCMP)

June 2006

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1. SUMMARY

Business Continuity Management (BCM) is an integral part of the risk management process that identifies cost-effective options or strategies in the event of a disaster.

BCM is based on a holistic approach towards risk treatment and is not confined to information technology. Areas addressed include telecommunications, staff, facilities (including buildings and equipment) and the provision of essential services, such as water supplies.

A BCM Plan (referred to in this document as the Plan) provides a framework that ensures that if Council's operations are disrupted by an emergency such as a fire, explosion or earthquake the critical statutory and customer service functions are restored to an acceptable level of operation within 24 hours. The Plan contains procedures used to manage the emergency, defines the roles of key staff who implement the procedures and specifies critical statutory and customer service functions.

Operation of the Plan is triggered by declaration of an emergency by the Chief Executive Officer or delegate. Control of the operation of the Plan is the task of the Emergency Controller (Chief Executive Officer or delegate) and operates during an emergency. Close communication is maintained between the Emergency Controller and the Management Team throughout the emergency.

To ensure the critical functions affected by an emergency can quickly be restored, relocation sites are provided, where computer and telephone wiring is already in place and only require the provision of furniture and Information Technology equipment for them to be fully functional. The appropriate software and data would be downloaded to the computer equipment at the relocation site, so that the nominated staff members can resume work.

Provision is also made for housing the Management Team if required, so that all management activities can continue with minimal disturbance. By restoring the critical functions of Council, the immediate pressures are reduced, allowing time for the Management Team to determine the strategy for restoring full operation of Council activities.

The Plan also provides for maintenance and testing to ensure that it meets the needs of Council.

2. ISSUES FOR COUNCIL

The main issues for Council are:

1. The choice of critical processes selected for restoration within 24 hours;
2. The choice of relocation sites for staff carrying out critical processes;
3. The standing delegation of powers to the Mayor and Chief Executive Officer to take all necessary actions to restore normal operation after an emergency.

3. THE BUSINESS CONTINUITY MANAGEMENT PLAN (BCMP)

It is essential that Council is able to continue to function, even when its operations are disrupted by an emergency such as a fire within the Council building, or loss of access to the building. For that reason, the Business Continuity Management Plan is intended to ensure that an acceptable level of operation of Council services is restored within 24 hours of disruption by an emergency. The Plan contains procedures used to manage the emergency and specifies the roles of key staff who implement the procedures.

The acceptable level of operation covers those activities, which are either statutory obligations of Council (such as administering health regulations or building applications) or essential services to ratepayers (eg. water supply, sewerage, road maintenance and waste management). These activities are referred to in the Plan as Critical Processes. Restoring these Critical Processes to an acceptable level after an emergency allows the Management Team time to take any necessary action to restore other activities.

The Plan covers those emergencies that disrupt the activities of Council, but is not intended to replace or otherwise affect the activities carried out by the Emergency Services.

4. KEY FEATURES OF THE PLAN

The key features of the Plan are:

- The appointment of an Emergency Controller with delegated powers to manage the restoration of operations and to resolve the problems caused by the emergency;
- Procedures for the Emergency Controller;
- The identification of the Critical Processes which must be restored within 24 hours;
- The provision of relocation areas which have the necessary wiring and services infrastructure to serve staff carrying out Critical Processes;
- The identification of the roles of staff to manage any relocation activities and to maintain and test the Plan.

5. WHAT IS AN EMERGENCY?

An emergency can occur in a small area of an office or can affect the whole of the Council. Anything that prevents or impedes any part of Council from carrying out its duties, or causes or could cause injury or death to Council staff or members of the public on Council premises is regarded as an emergency. The event may not directly affect Council operations and may be short-lived (such as a power failure). A list of likely emergencies is shown in Appendix 1.

6. MANAGEMENT OF AN EMERGENCY

Standing Delegation of Authority to the Mayor and Chief Executive Officer

A standing delegation of authority is given to the Mayor and Chief Executive Officer to take whatever actions are needed to recover and restore operations after an emergency that disrupts the normal working of Council.

The Emergency Controller

The Plan provides for an Emergency Controller, who is responsible for managing an emergency.

If people are injured or property badly damaged, the Emergency Controller can appoint one or more Incident Controllers to carry out detailed tasks required to restore the situation to normal.

The actions of the Emergency Controller are controlled by procedures to ensure that the Controller's actions are predictable and orderly. Some key job holders have specified roles in the procedures (refer Appendix 2).

The Workplace Health & Safety Officer and Human Resource Officer are responsible for counselling and providing next-of-kin details for staff welfare and health issues.

- The Mayor in consultation with the Chief Executive Officer is responsible for managing media relations.
- The Accountant is responsible for liaison concerning property matters and WorkCare notification and Insurance Issues.

The Emergency Control Centre

The Control Centre for an emergency will be set up in the Council Chambers if available, or in an alternative area if the Chief Executive Officer has been relocated. This Centre is used to co-ordinate the activities of staff and keep a current update of the situation.

7. INVOKING THE PLAN

Notification of an emergency

Every staff member will be given instructions on how to deal with an emergency. These instructions inform staff to:

- Call the Emergency Services (if required);
- Call the Emergency Controller and describe the location and nature of the emergency;
- Advise their supervisor or manager of their actions.

A copy of the instructions is shown in Appendix 3.

The Emergency Controller is the key contact person in Council for the Emergency Services.

Contacting the Emergency Controller

It is recommended that the following points of contact be available for the Emergency Controller:

- A telephone extension switched through to a mobile phone when the Emergency Controller is not in the office;
- A mobile phone number that is available 24 hours a day;

Council staff are to be briefed on how to contact the Emergency Controller.

The Emergency Controller's First Actions

After notification of a disaster, the Emergency Controller (EC) ensures that (if needed) the Emergency Services have been called. If the matter is of extreme urgency, such as a fire or an explosion warning, the EC ensures that evacuation of the building is in progress or completed. In less urgent cases, the EC also seeks to ascertain whether a building has been damaged and/or people injured. If the EC believes that an emergency has arisen, then the Chief Executive Officer will declare an emergency. The Chief Executive Officer can:

- Immediately declare an emergency;
- Instruct the EC to go to site to obtain further information; or
- Decline to declare an emergency.

Unless the Chief Executive Officer declines to declare an emergency, the EC will go to the site.

The Emergency Controller's Subsequent Actions

Depending on the nature of the emergency, the EC carries out the procedures given in Appendix 5. These procedures include coordinating appropriate staff members to provide specific expertise.

Communications on Progress of the Emergency

The procedures make substantial provision for the updating of the management team by the EC. This is done by the use of a telephone tree.

- The Chief Executive Officer calls the Mayor and the Managers (Senior Officer list shown in Appendix 6). The Mayor calls the Councillors, the Managers notify staff.
- The Mayor briefs the media in conjunction with the Chief Executive Officer (Media List is shown in Appendix 7).
- The Deputy Chief Executive Officer handles any landlord and WorkCare issues.
- The Workplace Health & Safety Officer and Human Resource Officer will deal with any staff welfare and health issues, and arrange counselling for staff after an emergency.
- The Accountant will deal with any insurance issues.

8. RELOCATION OF CRITICAL PROCESSES

A number of office areas will be prepared with computer network and telephone wiring, ready to act as temporary relocation areas to ensure Critical Processes are met. These include areas for administrative/technical staff and the Management Team.

A summary of staff affected is shown in Section 12. The proposed relocation facilities are given in Section 13.

The rental of furniture and its installation in the relocation areas is the responsibility of the Procurement Officer, under the direction of the EC (a list of preferred suppliers is shown in Appendix 4). The installation of computer equipment and telephone and fax equipment is the responsibility of the Accountant and IT Provider under the direction of the EC. The IT Provider is also responsible for configuring the servers in the relocation areas on to the Council network and for restoring backups of programs and data from the servers affected by the emergency to the relocation area servers.

9. INSTRUCTIONS TO CRITICAL PROCESS STAFF

Managers of Critical Processes are responsible for nominating staff to be relocated. The Manager will usually be one of the relocated staff. Designated staff will be advised of the relocation area and the tasks they will be expected to perform.

10. BRIEFING OF STAFF

All staff will be briefed on the Plan, its objectives and how it works. New staff will receive a briefing and copy of the Plan when they join Council.

11. SUPPLIERS' BUSINESS CONTINUITY PLANS

It is essential that these plans are regularly maintained and tested.

It is desirable that Council's major suppliers have plans in place for the following activities:

Supply of Computer Services to Council

In the event that personal computers are damaged by a disaster (eg. fire/water) Council has access to a number of computers situated at a remote location with network capacity.

The supply of computer services, including workstations, servers, operating systems, utilities and applications software, networking and data transmission, file backup and restoration, peripherals and other related equipment will be subject to Council's Insurers regarding the releasing and supply of replacement units. It is essential that the IT Provider, takes all necessary steps to maintain the computer services against foreseeable hazards. Additionally, in the event of Council staff relocation being necessary after an emergency, the requirements of this Plan for replacement computer equipment should also be covered by the IT Provider's Plan

Supply of Telephone Services to Council

Council relies on Telstra for the supply of telephone services for voice and data transmission. Loss of telephone services would represent a major problem to Council. Accordingly, the Plan must ensure that telephone/fax equipment and service is maintained against all foreseeable hazards. Additionally, in the event of Council staff relocation after an emergency, the requirements of this Plan for replacement telephone and fax equipment and service should also be covered by the Supplier's Plan.

12. SUMMARY OF STAFF TO BE RELOCATED IN THE EVENT OF AN EMERGENCY

Position	Council Office or Alternative Site	Works Depot	Off Site
Mayor	✓		✓
Chief Executive Officer	✓		
Accountant Executive Assistant	✓		
Works Manager	✓		
Workshop Supervisor and staff		✓	
IT Provider			✓
Other Corporate Services, Development Services and Engineering Services Office staff	✓		

13. PROPOSED RELOCATION SITES

For Administrative and Technical Staff

The number of administrative and technical staff to be relocated is 12. It is proposed that the relocation is prepared with desks, each with connections to a local LAN, telephone and mains power. Additional area will be needed for a photocopier and a fax machine; both of these will require mains connections and a telephone connection will be needed for the fax machine. A server will be required for the LAN, and this will require mains power.

For Customer Service Staff

This area is open to the public and needs to be easily accessible. Separate space should be made available for a meeting room. The facility for receiving cash payments should be temporarily suspended to prevent large amounts of cash being held. Publicity would be given to advise the public of alternative methods of payment. Fees and similar charges would continue to be collected. This area will be used for receiving and issuing of documents (eg DA's, BA's, etc) and for customer enquiries.

A total of 3 desk positions (CSO, AODS, AOCS) will be required, each with connections to a local LAN, telephone and mains power. A fax machine and photocopier are needed; both will require mains connections and a telephone connection will be needed for the fax machine.

The establishment of the telephone connections to this area is of utmost priority and the telephones must be working at the start of business time on the next day after the emergency.

For the Management Team

It is desirable that separate facilities are available in the relocated building for the management team in case of an emergency closing the Council Office. The facilities should include:

- A meeting room for 12 people, preferably with nearby kitchen and toilet facilities.
- Non-PABX telephones and fax equipment.
- Two PC's (FAO/PA) with remote access facilities and a LAN (assuming that Management Team members use laptops, which they would either bring with them or obtain replacements).

These requirements should be housed in secure premises with 24 hour parking nearby.

Emergency Operations Centre (Council Chambers)

This site needs to accommodate 10 people with desks and telephones, and it should have toilet and kitchen facilities nearby. It requires a telephone facility.

Document Storage Area

It is essential to have a secure area where damaged documents could be stored prior to their restoration, and also for document restoration.

Damaged Equipment Storage Area

It is desirable that an area is available for the storage of damaged equipment and furniture. The current storage sheds the depot could be used at the time of the emergency.

13 ISSUES ASSOCIATED WITH RELOCATION

Supplies of paper, forms and other stationery items

An emergency supply of stationery items is to be provided for immediate use after an emergency. This supply should include:

500 Council letterheads	Manual Receipt Forms
	Cheque Book Vouchers
500 envelopes for letters	Practical Computer Stationery (all forms)
	2 copies of each form used by Council
500 compliments slips	
	Manual order books, or copies of printed forms
50 A4 pads	
50 pencils	
50 pens	

Temporary signage for use after relocation

A number of signs will be needed to redirect customers to the relocation centre. These will include:

- Signs outside the Council Office redirecting customers to the relocation centre.
- Signs outside the relocation centre.
- Internal signs at the relocation centre indicating staff locations.

14 TESTING AND MAINTENANCE OF THE PLAN

The Chief Executive Officer is responsible for ensuring that the procedures remain relevant. This requires a review of procedures and updating if necessary:

- Every 12 months; or
- After every plan test.

Staff will receive training on the plan and are encouraged to provide input on procedures.

The testing of procedures is essential to ensure that Council can maintain operations following a disaster. The procedures and the ability to prepare the relocation centre and relocate staff must be tested to ensure that a 24 hour response can be achieved.

After each test, the Emergency Controller will hold a debriefing session with the Management Team to review and discuss any deficiencies in the Plan.

APPENDIX

CAUSES OF AN EMERGENCY

An emergency could be caused by a number of events, for example:

Fire

This could be either accidentally or deliberately lit, or consequential upon lightning, explosion blast or other external event.

Impact

An aeroplane, road vehicle or train crash.

Explosion

Explosions or explosion threats are at the very least disruptive, and if the explosion is real, can cause untold damage and loss of life. An explosion in a vehicle outside the Council Office could totally destroy the building and the area around it. An explosion within a building has a smaller impact but can still destroy the building. If an explosion warning is received, the premises should be evacuated immediately and searched by the Police.

Explosion (other than an explosion)

This could be caused by gas or fuel leakage, a fault in a large electric motor or similar device, a failure in a pressurised vessel or as a consequence of fire.

Storms

Storms can damage roofs and windows, cause large branches or whole trees to fall on buildings and can rip off aerials and other roof borne devices. Electrical storms can cause power surges and high voltage interference in telephone lines, potentially causing fires, damage to electronic equipment and electrical blackouts.

Flood

Flooding could be caused by storms, prolonged periods of rain or a burst water main.

Loss of Access

A wide range of events, many totally unconnected, can cause loss of access. A chemical spill outside the Council Office, an earthquake, a fire or explosion from the depot, a serious road or rail accident or an air crash nearby are just some examples. The duration of the loss of access could vary from an hour to some weeks.

Utility Failure

The loss of electrical power or water supply could reduce the productivity of staff and at worst prevent the use of building facilities, even though access may still be possible.

Loss of Computer Services

Loss of access to computer systems is a serious risk, and one that can completely stop Council operations. The loss could be caused by explosion, impact, fire, flood or utility failure, loss of access to the building, virus attack on the computer system or failure/malfunction of the computer system and/or the communications system. It can also result from break and enter.

Loss of Telephone Services

This could be caused by a line failure inside the building or elsewhere, failure or malfunction of the telephone equipment, explosion, impact, fire, flood or utility failure in the building housing the telephone equipment and/or the telephone exchange. It can also result from break and enter.

Break and Enter

Theft or damage to computer or electronic equipment, or the taking of papers and documents could have a devastating effect on Council business.

Malicious Damage

Malicious damage can be wanton or deliberately targeted to damage Council buildings. It usually does not disrupt operations for a long period.

APPENDIX 2

THE CRITICAL PROCESSES

Mayor

1. To oversee the running of Council activities at an acceptable level.
2. To handle media queries in conjunction with the Chief Executive Officer.

Chief Executive Officer

1. To manage Council activities and the provision of ratepayer services at an acceptable level.
2. To ensure that normal operation is restored as soon as practicable.
3. To handle media queries in conjunction with the Mayor.
4. To maintain the morale of Council staff.

Accountant

1. To resolve issues raised by a major emergency.
2. To ensure that Council continues to meet its statutory obligations.
3. To assist with the management of media contacts in connection with the emergency.
4. To attend meetings of management at site of serious emergencies.
5. To ensure that, if the emergency involves relocation of services to the customer, or changes to telephone or fax numbers, the widest circulation is given to the changed information.
6. To ensure that the Website is kept updated on emergency, if appropriate.
7. To answer property information queries.
8. To ensure that alternative accommodation is available for staff displaced by an emergency.
9. To assist with negotiations in connection with any Council building affected by an emergency.
10. To notify WorkCare of any injuries or deaths caused by an emergency.

Works Manager

1. To assist the Chief Executive Officer in resolving issues raised by a major emergency.
2. To maintain work on urgent council projects.

Environmental Health Officer/Development Officer

1. To assist the Chief Executive Officer in resolving issues raised by a major emergency.
2. To meet Council's statutory duties in respect of DA's and BA's.
3. To ensure compliance with health and environmental regulations.
4. To issue planning certificates related to the land database.
5. To process Building Applications and Development Applications.
6. To issue Building Certificates.
7. To arrange building inspections.
8. To maintain awareness of available properties suitable for relocation of Council facilities.

Accountant

1. To manage budget issues raised by or during the emergency.
2. To ensure that accounting procedures and practices are in place to ensure the proper financial management of an emergency.
3. To authorise expenditure (in accordance with the procedures noted in 2. above) on procurement requests by the Emergency Controller.
4. To provide rating and payroll services and issue manual cheques.
5. To report injury or fatality to WorkCare.
6. To arrange counselling for staff after an emergency.

Executive Assistant

1. To assist the Chief Executive Officer in managing a return to normal operation.
2. To consult with the Human Resource Officer for the provision of next-of-kin information and personal details for staff injured or killed in an emergency at work.
3. To ensure, as far as practical, that all Council meetings continue to be held in accordance with the published schedule.

Customer Services Officers

1. **To provide a service to residents and businesses for the answering of queries on all aspects of Council operations.**
2. To provide a service for the lodgement and issue of documents, and the payment of rates, fees and other charges.
3. **To provide a telephone service for the notification of problems affecting residents and ratepayers.**
4. **To provide a counter-based technical answering service on planning queries.**

Administration Officers

9. To ensure that all Council's business functions are met.

APPENDIX 3

WHAT TO DO IF YOU DISCOVER AN EMERGENCY

What is an Emergency and what do I do?

There are two types of emergency:

1. Those for which you would dial 000, for example fire, an explosion threat or an accident where people are injured or where people are being attacked or property damaged.
For this type of emergency:
 - Call 000 as soon as you can. Speak clearly and try not to be flustered. Provide as much information as possible. Do not hang up until you have completed the call. Follow any instructions you are given by the Emergency Services.
 - After making the 000 call, call the Council Emergency Controller, as soon as you can and state what the problem is. Say that you have called 000 and what instructions, if any, they gave you. Follow any instructions you may then be given by the Emergency Controller.
 - Then call your supervisor or manager and say what the problem is and what you have done about it.

2. Those which affect the ability of you or your colleagues to carry out your work, for example a burst pipe or a power failure.
For this type of emergency:
 - Call the Council Emergency Controller and state what the problem is. Follow any instructions you may be given.
 - Then call your supervisor or manager and say what the problem is and what you have done about it.

APPENDIX 4

ACCESS TO SERVICES, OFFICE SUPPLIES, FURNITURE & EQUIPMENT

It is the responsibility of the Accountant to arrange for access to services, office supplies, furniture and equipment.

The following suppliers have been identified for the provision of these items:

Service	Provider
Counselling	TBA
Demolition contractors	Construction Siteworks Pty Ltd, 23 Mort Street, Toowoomba – Ph: 4638 5766 or 0419 740 023
Demountable Buildings	Coates Hire, 451-453 Anzac Avenue, Toowoomba – Ph: 131552
Drinking Water	Rainsoft, 4 Barrabool Court, Toowoomba - Ph: 4634 1904
Office Furniture/Business Equipment Purchases	Affordable Office Furniture, 101 Mort Street, Toowoomba – Ph: 4638 5564 Downs Office Equipment, 203 James Street, Toowoomba – Ph: 4632 4733
Generator Hire	Coates Hire, 451-453 Anzac Avenue, Toowoomba – Ph: 131552

Apart from these, the Accountant may also need to arrange the following additional service providers:

Service	Provider
Cleaning/Reclamation Specialists	J&C Cleaning Service, 12 Progress Court, Toowoomba – Ph: 4639 1166 or 0418 716 199
Document Recovery Specialists	TBA
Electronic Equipment Reclamation	TBA
Locksmiths	Century Locksmiths, 14 Wylie Street, Toowoomba – Ph: 4638 5120 (24 hours)
Security	Ambush Security, 11 Peace Street, Toowoomba – Ph: 4639 1911
Temporary Storage	Economy Self Storage Sheds, 517 Alderley Street, Toowoomba – Ph: 4638 7333 or 0427 103 413

APPENDIX 5

EMERGENCY CONTROLLER'S PROCEDURES

Communications on Progress of the Emergency

The procedures make substantial provision for the updating of the management team by the EC. This is done by the use of a telephone tree.

- The Chief Executive Officer calls the Mayor and Managers.
- The Mayor calls the Councillors.
- The Managers call any affected staff.
- The Mayor briefs the media in conjunction with the Chief Executive Officer.
- The Human Resource Officer handles any landlord and WorkCare issues.
- The Human Resource Officer will deal with any staff welfare and health issues, and specifically with the counselling of staff after an emergency
- The Accountant will deal with any insurance issues.

The EC keeps the telephone tree completely informed. Calls to the EC should only be made in the most urgent of circumstances. The EC should not take calls from the media or other non-employees of Council unless the Chief Executive Officer gives prior agreement and then only at the EC's discretion.

APPENDIX 6

LIST OF SENIOR STAFF

Title	Name	Contact Number
Chief Executive Officer	Don Ramsland	0428 520 265
Mayor	Joan White	0428 883 541
Deputy Mayor	Richard Pietsch	0429 629 375
Works Manager	Bill Carr	0429 877 959
Environmental Health Officer	Vince Stephens	0412 806 559
Workplace Health & Safety Officer	Andrew Singh	0407 624 908
Accountant Administration Officer	Andrew Wegener	0428 181 800
IT Provider	PCS	07 4639 3633

**APPENDIX 7
MEDIA CONTACT DETAILS**

Newspaper:

Name	Address	Phone	Fax
Toowoomba Chronicle	618 Ruthven Street, Toowoomba Q 4350	07 4690 9300	07 4690 9302
MacIntyre Gazette	High Street, Texas Qld 4385	07 4653 0663	07 4653 0222

Radio:

Name	Address	Phone	Fax
ABC Radio Southern Qld	297 Margaret Street, Toowoomba Q 4350	07 4631 3811	07 4631 3899
Radio 4GR	Burstow Street, Toowoomba Q 4350	07 4632 3333	07 4638 3129
Radio 4WK &4AK	James Street (cnr Hume Street), Toowoomba Q 4350	07 4632 9999	07 4638 4370
Rebel FM	3374 Pacific Highway, Springwood Qld	0500 532 532	

Television:

Name	Address	Phone	Fax
Southern Cross Ten Toowoomba	162 Hume Street, Toowoomba Q 4350	07 4639 3362	07 4639 3939
Win Television	Video Avenue, Toowoomba Q 4350	07 4639 9970	07 4639 9993
Channel Seven Queensland Toowoomba	172 Hume Street, Toowoomba Q 4350	07 4637 5377	

REGISTER OF DELEGATIONS

BY THE

INGLEWOOD SHIRE COUNCIL

Introduction

POSITION STATEMENT

Council seeks to develop a quality of service which has, as its basis, a highly defined customer service ethic. As part of this service, Council seeks to ensure an efficient and timely response to administrative matters by the effective and responsible delegation of its authority in these matters where it is lawful and expedient to do so.

PURPOSE OF THE REGISTERS

The Inglewood Shire Council keeps two Registers which contain particulars of delegations made. They are the Register of Delegations by the Inglewood Shire Council and the Register of Delegations by the Chief Executive Officer.

The Council may delegate its powers, subject only to certain exceptions, to:

- (a) the mayor; or
- (b) a standing committee or joint standing committee; or
- (c) the chairperson of a standing committee or joint standing committee; or
- (d) the chief executive officer.

The Register of Delegations by the Inglewood Shire Council lists the matters in which the right to act or exercise a discretion has been so delegated by resolution of the Council. It contains the name or title of the person, or the name of the committee, to whom the powers are delegated. It identifies the powers delegated, including the statutory provisions permitting or requiring the exercise of the powers. It also contains a summary of the resolution by which the powers are delegated, including the date of the resolution. All powers are delegated subject to the conditions summarised in the General Guidelines which preface the powers delegated. Any further conditions to which a specific delegation is subject are summarised after the power delegated.

The Chief Executive Officer of the Council may also delegate certain of his powers (including powers delegated to him by the Council) to another employee of the Council.

The Register of Delegations by the Chief Executive Officer lists the matters in which the right to act or exercise a discretion has been so delegated by the Chief Executive Officer. It contains the name of the person, or the title of the office held by the person, to whom the powers are delegated. It identifies the powers delegated, including the provisions of the statute permitting or requiring the exercise of the powers and contains the date of the delegation. Once again, all powers are delegated subject to the conditions summarised in the General Guidelines. If a specific delegation is subject to any further conditions, those conditions are summarised after the power delegated.

General Guidelines

The general guidelines form part of the Register of Delegations by the Inglewood Shire Council. The powers specified in that Register are delegated subject to these guidelines.

1.0 Delegation Guidelines

- 1.1 Delegates have the responsibility of making decisions on behalf of the Council. That means that decisions may be subject to appeal or enquiry as to inappropriate administrative procedures. Delegates are therefore expected to exercise their discretion in accordance with the provisions of the law as it would have applied to the Council were it making the decision.
- 1.2 In making decisions, delegates should make themselves aware of any specific Council policies, decisions, local laws etc. which may be relevant to the proposal. This is a key responsibility which forms an integral part of the delegation.
- 1.3 The delegation does not derogate from the power of the Council to act in any matter itself. Accordingly, decisions which appear to the delegate to be of public interest, controversial, or to have some special importance should be referred to the Council for determination. The exercise of this judgement should be such that decisions should be referred if the delegate has any doubts about the interest in or significance of the proposal.
- 1.4 A delegation does not cease to have effect merely because the person who was the specified officer or the holder of the specified office when the power was delegated ceases to be the officer or the holder of the office. The power may be exercised by the person for the time being occupying or acting in the office concerned.
- 1.5 A delegated power may be exercised only in accordance with any conditions to which the delegation is subject.
- 1.6 Subject to Paragraph 2.2 hereof, where a power to decide or approve an application is delegated in this register, the delegation includes the power to:
 - Approve the application;
 - Approve the application, subject to reasonable and relevant conditions; or
 - Refuse the application.
- 1.7 Where a power to do a thing is delegated in this register, the delegation includes the power not to do it.
- 1.8 A power to grant, issue, renew or approve a thing, includes where appropriate, the power to suspend or repeal it.
- 1.9 The symbol "LGA 1993" where used in this register means the *Local Government Act 1993*.

2.0 Exceptions to Delegations

- 2.1 A power that, in an Act or statutory instrument, is required to be exercised by resolution of the Council, may not be delegated by Council. Such powers are expressly excepted from the delegations contained in this register.
- 2.2 The power to **refuse** an application made under the *Integrated Planning Act 1997* or Town Planning Scheme is expressly excepted from the delegations contained in this register.
- 2.3 Any application made under the *Integrated Planning Act 1997* where submissions oppose the application, is not to be determined under delegated authority.

No.	Delegate	<p style="text-align: center;">Power Delegated</p> <p style="text-align: center;">[All powers are delegated subject to the conditions summarised in the General Guidelines which form part of this Register. Any further conditions to which a specific delegation is subject are summarised after the power delegated]</p>	Source of Power	Date of Council Meeting
1	Chief Executive Officer	<p>To exercise the powers and functions of the Council in the administration and enforcement of laws and the institution and carriage of legal proceedings. This delegation includes the power and authority to do any act and to sign any document necessary or ancillary to the performing of these functions, including:</p> <ul style="list-style-type: none"> • the issue of Notices; • the waiving of fines; • the variation of application fees; • the making of Complaints pursuant to the Justices Act 1886; • the filing of an Appeal; and • but not including the power to compromise or settle legal proceedings without the prior approval of the Council, excluding public liability claims that are subject to the provisions of the <i>Personal Injuries Proceedings Act 2002</i> and the policy deductible applicable from time to time. <p>Conditions of Delegation</p> <p>(i) A “show cause” notice is to be issued before the commencement of court proceedings except in the case of actions involving public safety or in the case of emergency.</p> <p>(ii) Council to be informed on a monthly basis, of all court actions initiated.</p> <p>(iii) Council approval be obtained prior to making any termination payment offer not otherwise authorised by an Industrial Award or Contract of Service except where such payment relates to a payout associated with a voluntary redundancy and is made in accordance with a formally adopted policy.</p>	Local Government Acts	15 January, 2007
2	Chief Executive Officer	To act as an authorised officer of the Council for the purpose of the administration and regulation of Council’s local laws.	LGA 1993 Chapter 15	15 January, 2007

No.	Delegate	Power Delegated [All powers are delegated subject to the conditions summarised in the General Guidelines which form part of this Register. Any further conditions to which a specific delegation is subject are summarised after the power delegated]	Source of Power	Date of Council Meeting
3	Chief Executive Officer	<p>To make, vary or discharge contracts for the carrying out of work or for the supply of goods or services for emergencies or where the spending incurred by the making, varying or discharging of the contract has been provided for in the approved budget for the financial year when the making, varying or discharging happens, or is permitted expenditure pursuant to Section 522 of the Act.</p> <p>Conditions of Delegation</p> <p>Council to be informed through the Committee of the Council on a monthly basis of -</p> <ul style="list-style-type: none"> ▪ all contracts made for values in excess of \$150,000; and ▪ all variations to contracts where the additional cost to Council is 10% of the contract value or \$20,000, whichever is the greater. 	LGA 1993 Chapter 6	15 January, 2007
4	Chief Executive Officer	<p>To dispose of goods, assets, plants and equipment that are surplus to Council's requirements.</p> <p>Condition of Delegation</p> <p>Council to be informed, through the Committee of the Council on a monthly basis, of the disposal of goods etc. other than as trade ins, which have a value in excess of \$5,000.</p>	LGA 1993 Chapter 6	15 January, 2007
5	Chief Executive Officer	<p>To approve applications made under any Act or statutory instrument to grant, issue, renew, cancel, revoke or approve the transfer of, any licence, permit, registration, consent, approval, or authority for the implementation of a proposal, provided that no objections have been lodged in respect to the application.</p> <p>Condition of Delegation</p> <p>Relevant applications to comply in all respects with the provisions of the relevant Act or statutory instrument and Council's policy.</p>	Local Government Acts	15 January, 2007
6	Chief Executive Officer	<p>To exercise the powers of the Assessment Manager under the Integrated Planning Act.</p> <p>Condition of Delegation</p> <p>Council to be informed at each meeting of the Committee of the Council of the Status of current applications for Material Change of Use requiring Impact Assessment.</p>	Local Government Acts	15 January, 2007
7	Mayor and Chief Executive Officer, jointly	To witness the attaching of the seal of the Council to documents.	LGA 1993 Chapters 2 and 6	15 January, 2007

No.	Delegate	<p style="text-align: center;">Power Delegated</p> <p>[All powers are delegated subject to the conditions summarised in the General Guidelines which form part of this Register. Any further conditions to which a specific delegation is subject are summarised after the power delegated]</p>	Source of Power	Date of Council Meeting
8	Chief Executive Officer	To sign cheques and other financial instruments.	LGA 1993 Chapter 7	15 January, 2007
9	Chief Executive Officer	<p>To invest funds subject to Council's Investment Policy.</p> <p>Condition of Delegation</p> <p>Council to be informed, through the Committee of the Council on a monthly basis, of current investments.</p>	LGA 1993 Chapter 7	15 January, 2007
10	Chief Executive Officer	<p>To approve the payment of accounts.</p> <p>Condition of Delegation</p> <p>Council to be informed, on a monthly basis, of the payment of accounts.</p>	LGA 1993 Chapter 7	15 January, 2007
11	Chief Executive Officer	To make decisions about the provision of financial assistance to staff, other than full time permanent staff, for the purchase of the corporate wardrobe up to the level of assistance made available by Council to full time permanent staff.	LGA 1993 Chapter 16	15 January, 2007
12	Chief Executive Officer	<p>To make decisions about credit facilities generally and, in particular, to:</p> <ul style="list-style-type: none"> ▪ to determine applications for credit; ▪ enter into an arrangement for the remission, composition, settlement or deferral of liability to pay, rates. <p>Condition of Delegation</p> <p>Council to be informed, on a monthly basis, of changes to approved debtors.</p>	LGA 1993 Chapter 14	15 January, 2007
13	Chief Executive Officer	<p>To allow a discount on a rate when special circumstances prevent prompt payment.</p> <p>Condition of Delegation</p> <p>Council to be informed on an annual basis, of discounts allowed under this delegation.</p>	LGA 1993 Chapter 14	15 January, 2007

No.	Delegate	Power Delegated [All powers are delegated subject to the conditions summarised in the General Guidelines which form part of this Register. Any further conditions to which a specific delegation is subject are summarised after the power delegated]	Source of Power	Date of Council Meeting
14	Chief Executive Officer	To negotiate for the acquisition of the freehold of, or of an interest in, any land required by the Council for road widenings, truncations, water or drainage easements or the like in respect of projects approved for construction by the Council and, in all cases where the total cost to the Council represents an outlay by Council of not more than \$25,000 to settle with the owner of such land in respect to the quantum of compensation and other conditions. Condition of Delegation Council to be informed, of all such acquisitions etc valued in excess of \$10,000.	LGA 1993 Chapter 13 Local Government Acts	15 January, 2007
15	Chief Executive Officer	To make available the public meeting rooms at the Inglewood and Texas Civic Centres for use by eligible organisations and, under certain circumstances, other persons, bodies or organisations.	LGA 1993 Chapter 6	15 January, 2007
16	Chief Executive Officer	To decide whether or not an objection should be made on behalf of Council to the issue of an Itinerant Vendor's Licence and to provide written notification of an objection or otherwise to the issue of such licence.	Local Government Acts	15 January, 2007
17	Chief Executive Officer	To make decisions about the installation and removal of official traffic signs.	Local Government Acts LGA 1993 Chapter 3	15 January, 2007
18	Chief Executive Officer	To implement Council's authority under the Hawkers Act 1984.	Local Government Acts	15 January, 2007
19	Chief Executive Officer	To process dividing fence notices served upon the Council, and advise the applicant of Council's preparedness to contribute, or where unusual circumstances exist, advise the applicant that the matter has been referred to Council for determination.	Local Government Acts	15 January, 2007
20	Chief Executive Officer	To make decisions about the removal of any tree which is dead or which, in the opinion of the Works Manager, is so damaged or diseased that it cannot be saved or would not reasonably and feasibly become an appropriate tree for the Town.		15 January, 2007
21	Chief Executive Officer	To approve limited closure of roads (temporary obstruction to traffic, in the interests of public safety, etc.).	LGA 1993 Chapter 13	15 January, 2007

No.	Delegate	Power Delegated [All powers are delegated subject to the conditions summarised in the General Guidelines which form part of this Register. Any further conditions to which a specific delegation is subject are summarised after the power delegated]	Source of Power	Date of Council Meeting
22	Chief Executive Officer	To provide store items to the State Emergency Service to a maximum value of \$250 per item.	LGA 1993 Chapter 2	15 January, 2007
23	Chief Executive Officer	To sign and seal Community Management Plans under the provisions of the Body Corporate and Community Management Act, where a minor variation of a building line occurs up to and including 200mm. Condition of Delegation Council to be informed, on a monthly basis, of approvals.	Local Government Acts	15 January, 2007
24	Chief Executive Officer	To make decisions on minor discretion requests for – (a) material change of use applications; and (b) all development applications involving building setbacks.	Local Government Acts	15 January, 2007
25	Chief Executive Officer	To appoint persons as authorised persons and to sign identity cards for authorised persons.	LGA 1993 Chapter 15	15 January, 2007
26	Chief Executive Officer	To determine requests from major welfare institutions for the exemption of refuse disposal fees.	LGA 1993 Chapter 2	15 January, 2007
27	Chief Executive Officer	To make determinations affecting Council Services (Water, Sewer, Stormwater).		15 January, 2007
28	Chief Executive Officer	To approve the writing-off of individual debts due to Council up to a value of \$1000 and which are deemed to be irrecoverable or uneconomic to recover. Condition of Delegation Council to be informed, on a monthly basis, of debts in excess of \$500 which have been written off and of the reasons therefore.	LGA 1993 Chapter 7	15 January, 2007
29	Chief Executive Officer	To exercise the powers devolved to Council for the administration and enforcement of the whole or part of an environmental protection policy, the issue of environmental authorities or other relevant matters in accordance with Section 514 of the Environmental Protection Act 1994.	Local Government Acts	15 January, 2007

No.	Delegate	<p style="text-align: center;">Power Delegated</p> <p style="text-align: center;">[All powers are delegated subject to the conditions summarised in the General Guidelines which form part of this Register. Any further conditions to which a specific delegation is subject are summarised after the power delegated]</p>	Source of Power	Date of Council Meeting
30	Chief Executive Officer	<p>To approve write-off of stores, assets and debts up to a value of \$200 per individual item.</p> <p>Condition of Delegation</p> <p>Council to be informed, through the Committee of the Council on a monthly basis, of write-offs valued in excess of \$200 for any individual item.</p>	LGA 1993 Chapter 7	15 January, 2007
31	Chief Executive Officer	<p>To determine applications for the registration of Home Hosting Kitchens based on a report and recommendations of an "Authorised Officer" as defined by the Food Act 1981.</p>	Local Government Acts	15 January, 2007
32	Chief Executive Officer	<p>To exercise the powers conferred to Council by virtue of the provisions of Section 21 of the Food Act 1981 for the serving of an order, in writing, on the proprietor of a food store, food vehicle or equipment to put into a clean and sanitary condition such food store, food vehicle or equipment.</p> <p>Condition of Delegation</p> <p>Council to be informed on a monthly basis, of closure orders on premises.</p>	Local Government Acts	15 January, 2007
33	Chief Executive Officer	<p>To remit the whole or part of unpaid rates for the period of time water consumption charges are affected by an unapparent plumbing failure which is the subject of the relief applications.</p> <p>Condition of Delegation</p> <p>Council to be informed of remissions pursuant to this delegation on an annual basis.</p>	LGA 1993 Chapter 14	15 January, 2007
34	Chief Executive Officer	<p>To issue a certificate about the category, alignment and levels of roads in its area; or about the fact that the alignment or level of a road in its area has not been fixed.</p>	LGA 1993 Chapter 13	15 January, 2007
35	Chief Executive Officer	<p>To make further additions and subtractions to the non-compulsory data to be included in Council's land record.</p>	LGA 1993 Chapter 14	15 January, 2007
36	Chief Executive Officer	<p>To approve the inclusion of Council information brochures etc in rating and dog registration mail outs.</p>	LGA 1993 Chapter 2	15 January, 2007
37	Chief Executive Officer	<p>To review possible anti-competitive provisions in existing and proposed Local Laws and, in particular, to decide on the content of Public Interest Test plans.</p>	LGA 1993 Chapter 11	15 January, 2007

No.	Delegate	<p style="text-align: center;">Power Delegated</p> <p style="text-align: center;">[All powers are delegated subject to the conditions summarised in the General Guidelines which form part of this Register. Any further conditions to which a specific delegation is subject are summarised after the power delegated]</p>	Source of Power	Date of Council Meeting
38	Chief Executive Officer	<p>To appoint review officers for the purposes of the preliminary procedures under the National Competition Policy complaints process.</p> <p>Condition of Delegation</p> <p>Council to be informed, on a monthly basis, of any appointments.</p>	LGA 1993 Chapter 11	15 January, 2007
39	Chief Executive Officer	In respect of the operation of the Inglewood and Texas Swimming Pools, to authorise the refund of fees and charges for memberships, course fees and programs.	LGA 1993 Chapter 7	15 January, 2007
40	Chief Executive Officer	To approve requests for access by increased mass limit vehicles on Council controlled roads.	LGA 1993 Chapter 13	15 January, 2007
41	Mayor	To authorise all aspects of the staging of civic receptions and Council functions.	LGA 1993 Chapter 4	15 January, 2007
42	Chief Executive Officer	To make an ex-gratia payment of an amount not exceeding \$1,000 when dealing with liability claims made against the Council, where satisfied that, although no legal liability attaches to Council, the circumstances are of a nature as to warrant such action.	LGA 1993 Chapter 6	15 January, 2007
43	Chief Executive Officer	Subject to the relevant industrial award or agreement, to determine the terms of employment for employees appointed by the Chief Executive Officer subject to compliance with any Council policies or directives.	Section 472 LGA 1993	15 January, 2007
44	Chief Executive Officer	To approve (or disapprove) requests to circulate material to Council employees by attaching said material to employee's pay packets.	LGA 1993 Chapter 6	15 January, 2007
45	Chief Executive Officer	To refund utility charges which have been incorrectly levied.	LGA 1993 Chapter 14	15 January, 2007
46	Chief Executive Officer	To accept and appoint authorised persons to enforce delegated powers of the <i>Environmental Protection (Waste Management) Regulations 2000</i> and the <i>Environmental Protection (Water) Policy 1997</i> , as described in these Instruments of Delegation including any future replacement of such Instruments of Delegation from the Environmental Protection Agency.	EPA 1994	15 January, 2007
47	Chief Executive Officer	To approve, "in-kind" support to local "not-for-profit" community organisations seeking assistance from Council up to a maximum amount of \$200.		15 January, 2007

REGISTER OF DELEGATIONS

BY THE

CHIEF EXECUTIVE

OFFICER

These conditions form part of the Register of Delegations by the Chief Executive Officer. The powers specified in that Register are delegated subject to these conditions.

1 Delegates' Responsibilities

- 1.1 Delegates have the responsibility of making decisions on behalf of the Council. That means that decisions may be subject to appeal, or enquiry as to the appropriate uses of administrative procedures. Delegates are therefore expected to exercise their discretion in accordance with the provisions of the law as it would have applied to the Council were it making the decision.
- 1.2 In making decisions, delegates should make themselves aware of any specific Council policies, decisions, local-laws etc. which may be relevant to the proposal. This is a key responsibility which forms an integral part of the delegation.
- 1.3 The delegation does not derogate from the power of the Council or the Chief Executive Officer to act in any matter. Accordingly, decisions which appear to the delegate to be of public interest, controversial, or to have some special importance should be referred to the delegates supervisor or the Council for determination. The exercise of this judgment should be such that decisions should be referred if the delegate has any doubts about the interest in or significance of the proposal.
- 1.4 A delegation does not cease to have effect merely because the person who was the specified officer or the holder of the specified office when the power was delegated ceases to be the officer or the holder of the office. The power may be exercised by the person for the time being occupying or acting in the office concerned.
- 1.5 A delegated power may be exercised only in accordance with any conditions to which the delegation is subject.
- 1.6 Subject to paragraph 2.1 hereof, where a power to decide or approve an application is delegated in this register, the delegation includes the power to:
 - approve the application
 - approve the application, subject to reasonable and relevant conditions; or
 - refuse the application.
- 1.7 Where a power to do a thing is delegated in this register, the delegation includes the power not to do it.
- 1.8 A power to grant, issue, renew or approve a thing, includes where appropriate, the power to suspend or repeal it.
- 1.9 The symbol "LGA" where used in this register means the *Local Government Act 1993*.

2 Exceptions to delegations

- 2.0 A power that, in an Act or statutory instrument, is required to be exercised by resolution of the Council, may not be delegated by Council. Such powers are expressly excepted from the delegations contained in this register.
- 2.1 The power to refuse an application made under the *Integrated Planning Act 1997* or Town Planning Scheme is expressly excepted from the delegations contained in this register.
- 2.2 Any application made under the *Integrated Planning Act 1997* where submissions oppose the application, is not to be determined under delegated authority.

3 General Correspondence

The delegations contained in this register include delegations from the Chief Executive Officer to other Council officers to sign correspondence on behalf of the Council. These guidelines are to be applied by delegates in the conduct of correspondence on behalf of the Council under such a delegation.

All officers to whom the duty and authority to sign outward correspondence has been delegated have the following obligations:

- correspondence which appears to the delegate to be potentially controversial or to have major policy ramifications should be discussed with the Chief Executive Officer prior to signing.
- to make themselves aware of specific Statutes and Council policies, decision, local-laws etc. which relate to the matter under reply. This is a key responsibility which forms an integral part of the delegation.
- to respond to correspondence in a prompt and timely manner.
- to avoid the use of "officialise". Use language that everyone understands.
- to use language which is courteous, respectful and temperate. Council's customer service ethic is paramount at all times.

4 Exceptions to correspondence delegations

Unless a contrary intention is contained in the delegation, the following correspondence is expressly excepted from the delegations contained in this register. It requires the signature of the Chief Executive Officer. For example –

- letters to Ministers of the Crown
- letters to Members of State or Federal Parliament
- letters to *elected members* of any other Local Authority
- letters relating to complaints about the alleged misconduct of any employee
- letters to the Ombudsman
- any other letter which the Manager of the relevant department feels, for reasons of protocol or importance, should be personally signed by the Chief Executive Officer.

5

In the exercise on any delegation, the delegate must comply with the requirements of all statutes, local laws, Council's policies, Council decisions and directions from the Chief Executive Officer or the delegates' supervisor. These requirements/directions may be specific to particular action being undertaken or apply generally to actions of a particular type.

6 Definitions

In the Schedule of delegations by the Chief Executive Officer, the following terms shall have the following meanings:

Authorised Procurement Officer – an officer employed whose duties include the issuing of official Council orders for the supply of goods and services. This includes the making of the contract by the issue of an official order in accordance with Council's Purchasing Policy, Purchasing Guidelines and other relevant procedures.

Authorised Requistors – An officer, other than a manager, who has been empowered by a manager to sign requisitions for goods or services; field purchase orders; or, petty cash vouchers on behalf of and up to the value nominated by the manager. The Authorised Requistor determines the supplier of the goods or services and the supply arrangements in accordance with Council's Purchasing Policy, Purchasing Guidelines and other relevant procedures.

Infringement Notice Officers – Officers authorised by delegation from the CEO to issue infringement notices pursuant to the Justices Act.

Manager – An officer whose duties include managing a branch or section of Council.

Offer Evaluation Team – a group of at least three (3) officers – one being the Supply Coordinator or delegate, and the other two (2) being nominated by the Manager of the Branch initiating the tender – set up to evaluate responses to a particular tender or quotation.

7 Delegates' Supervisors

Unless inconsistent with the intent of any particular delegation, authority, by virtue of the subject delegation, is automatically delegated to all supervisors of the delegate. For example, a delegation to the Accountant to invest funds includes the same delegation to that officer's supervisor – the Chief Executive Officer.

8 Conditions of Delegations

General conditions of delegation outlined in this introduction and specific conditions of delegation must be complied with.

9 Sub Delegation

Delegate or officers other than the Chief Executive Officer, **cannot** sub delegate or on-delegate any power delegated.

10 Acting Positions

Officers acting in positions may exercise the powers delegated to that position. Additionally, for short term absences not exceeding two days (example sick leave, recreation leave) the officer undertaking the delegate's duties may exercise the powers delegated to that position.

11 Limit of Delegations

Delegations of authority are limited to the extent of duties and responsibilities contained in each officer's position description.

No	Delegate	Power Delegated [All powers are delegated subject to the conditions summarised in the General Guidelines which form part of this Register. Any further conditions to which a specific delegation is subject are summarised after the power delegated.]	Source of power	Date of Delegation
1.	Managers	To approve employment of staff, up to and including Level 2 Local Government Officers award, within the approved organisational structure, subject to: <ul style="list-style-type: none"> • Compliance with all awards and Enterprise Agreements; • Compliance with Personnel procedures and practices; • The position and the advertised remuneration levels being in accordance with the approved organisational structure or as determined by the relevant CEO; • Funding being available from a specific allocation in the current year's budget. 	Chapter 16 LGA 1993	15 January, 2007
2.	Managers	To determine Position Descriptions for employees within area of responsibility subject to: <ul style="list-style-type: none"> • Compliance with approved organisational structure; • Remuneration levels being in accordance with Organisation Structure or as determined by relevant CEO 	Chapter 16 LGA 1993	15 January, 2007
3.	Managers	To approve the payment of Higher Duty Allowances for staff within area of responsibility	Chapter 16 LGA 1993	15 January, 2007
4.	Managers	To approve overtime and Recreation Leave for staff within area of responsibility up to limits or in accordance with guidelines set by Chief Executive Officer and enterprise agreements.	Chapter 16 LGA 1993	15 January, 2007
5.	Managers Development Officer Environmental Health Officer	To organise the preparation of reports to the Council, conduct correspondence and manage day-to-day administration within the area of responsibility, subject to the Conditions and Basis for Delegations for general correspondence contained in this register.	Chapter 12 LGA 1993	15 January, 2007
6.	Managers Development Officer Environmental Health Officer	To exercise the powers and functions of the Council in the administration and enforcement of laws regulated within the area of responsibility, including the issue of notices and Prescribed Infringement Notices, and generally to act on behalf of the Council for the purpose of Council's local laws and any act or statutory instrument regulated within the area of responsibility. (This includes the sub-delegation of powers	Chapter 16 LGA 1993 Local Government Acts	15 January, 2007

Delegations by the Chief Executive Officer - 2007

No	Delegate	Power Delegated [All powers are delegated subject to the conditions summarised in the General Guidelines which form part of this Register. Any further conditions to which a specific delegation is subject are summarised after the power delegated.]	Source of power	Date of Delegation
		<p>delegated to the CEO by Council as well as those powers conferred directly on the CEO by legislation other than the Local Government Act).</p> <p>Conditions of Delegation</p> <ol style="list-style-type: none"> 1. A “show cause” notice is to be issued before the commencement of court proceedings except in the case of actions involving public safety or in the case of emergency. 2. Council to be informed through the Corporate Services Section on a monthly basis, of all court actions initiated. 3. Extent of delegation is limited to responsibilities and duties detailed in officer’s position description. 	(Council Delegations No’s.1&2)	
7.	Managers Development Officer Environmental Health Officer Animal Control Officer	<p>To approve applications (other than those applications which are the subject of specific delegations) made under any Act or statutory instrument regulated within the area of responsibility to grant, issue, renew, cancel, revoke or approve the transfer of, any licence, permit, registration, consent, approval, or authority for the implementation of a proposal, provided no objections have been lodged with respect to the application. (This includes the sub-delegation of powers delegated to the CEO by Council as well as those powers conferred directly on the CEO by legislation other than the Local Government Act).</p> <p>Conditions of Delegation</p> <ol style="list-style-type: none"> 1. Relevant applications to comply in all respects with the provisions of the relevant Act or statutory instrument and Council’s Policy 2. Extent of delegation is limited to responsibilities and duties detailed in officer’s position description. 	Chapter 16 LGA 1993 Local Government Acts (Council Delegation No.6)	15 January, 2007
8.	Managers	<p>To sign on behalf of Council deeds of indemnity, agreements and service level agreements which are not required to being under seal and which relate to operational matters within their area of responsibility; subject to the wording of documents being approved by Council’s Legal advisor.</p>	Chapter 16 LGA 1993	15 January, 2007
9.	Managers	<p>To implement enforcement procedures for Prescribed Infringement Notices issued pursuant to the Justices Act (Setons)</p>	Pt 4A Justices Regulation 1993	15 January, 2007
10.	Accountant	<p>To write off stores and assets up to a value of \$200 per individual item.</p>	Chapter 7 LGA	15 January, 2007

No	Delegate	Power Delegated [All powers are delegated subject to the conditions summarised in the General Guidelines which form part of this Register. Any further conditions to which a specific delegation is subject are summarised after the power delegated.]	Source of power	Date of Delegation
			1993 (Council Delegation No.30)	
11.	Accountant	To execute liability claims and other documents arising from claims against Council, for submission to brokers/insurers	Chapter 16 LGA 1993	15 January, 2007
12.	Accountant	To complete insurance proposal forms	Chapter 16 LGA 1993	15 January, 2007
13.	Accountant	To invest funds. Conditions of Delegation <i>Council to be informed, on a monthly basis, of current investments.</i>	Chapter 7 LGA 1993 (Council Delegation No.9)	15 January, 2007
14.	Accountant	To approve accounts for payment.	Chapter 7 LGA 1993 (Council Delegation No.10)	15 January, 2007
15.	Accountant	To decide whether or not to prosecute for breach where a notice of an alleged offence has been issued and not paid by the due date.	Chapter 2 LGA 1993 (Council Delegation Part No.1)	15 January, 2007
16.	Accountant	To approve the writing off of individual debts due to Council up to a value of \$100.00 and which are deemed to be irrecoverable.	Chapter 14 LGA 1993 (Council Delegation Part No.28)	15 January, 2007

No	Delegate	Power Delegated [All powers are delegated subject to the conditions summarised in the General Guidelines which form part of this Register. Any further conditions to which a specific delegation is subject are summarised after the power delegated.]	Source of power	Date of Delegation
17.	Human Resources Manager	To: <ul style="list-style-type: none"> • appoint employees of Council as authorised persons on the recommendation of the relevant director/manager; and • sign cards identifying employees of the Council as authorised persons. 	Chapter 15 LGA 1993 and Local Government Acts (Council Delegation No.25)	15 January, 2007
18.	Human Resources Manager	To make decisions about the provision of financial assistance to staff, other than full time permanent staff, for the purchase of the corporate wardrobe up to the level of assistance made available by Council to full time permanent staff.	Chapter 16 LGA 1993 (Council Delegation No.11)	15 January, 2007
19.	Executive Assistant	To make available for use by eligible organisations and, under certain circumstances, other persons, bodies or organisations, the meeting rooms at the council offices.	Chapter 6 LGA 1993 (Council Delegation No.15)	15 January, 2007
20.	Executive Assistant	To approve access to any of restricted records of Inglewood Shire Council which may be held at Queensland State Archives?	Chapter 6 and 16 LGA 1993	15 January, 2007
21.	Accountant	To provide "proof of debt" certificate	Chapter 15 LGA 1993	15 January, 2007
22.	Revenue Officer	To issue plaints in the Small Debts Tribunal to recover moneys owing to Council and to appear on Council's behalf at any Tribunal hearing.	Chapter 13 LGA 1993	15 January, 2007
23.	Director Corporate & Financial Services	To review possible anti-competitive provisions in existing and proposed Local Laws and in particular, to decide on the content of the Public Interest Test plans governed by the Local Government Act and the extent of consultation to be conducted.	Chapter 12 LGA 1993 (Council Delegation No. 37)	15 January, 2007

No	Delegate	Power Delegated [All powers are delegated subject to the conditions summarised in the General Guidelines which form part of this Register. Any further conditions to which a specific delegation is subject are summarised after the power delegated.]	Source of power	Date of Delegation
24.	Environmental Health Officer	To administer and enforce the laws of the Council in relation to any cemetery under the control of the Council and generally to act as an authorised officer of the Council for the purpose of Council's local laws with respect to cemeteries under the control of the Council.	LGA Chapter 12 (Council Delegation Part No.2)	15 January, 2007
25.	Works Manager	To authorise the removal of any tree which is dead or which is believed to be so damaged or diseased that it cannot be saved or would not reasonably and feasibly become an appropriate tree for the Town.	(Council Delegation No.20)	15 January, 2007
26.	Environmental Health Officer	To exercise the powers conferred to Council by virtue of the provisions of Section 21 of the Food Act 1981.	Local Government Acts (Council Delegation No.32)	15 January, 2007
27.	Environmental Health Officer	To implement Council's authority under the <i>Hawkers Act 1984</i> in accordance with Council's Administrative Policy A6/94.	Local Government Acts (Council Delegation No.18)	15 January, 2007
28.	Development Officer	To exercise the powers of Assessment Manager under the <i>Integrated Planning Act 1997</i> . (This includes the sub-delegation of powers delegated to the CEO by Council). Conditions of Delegation 1. <i>Delegates may only exercise delegated authority in respect to application types for which the officer is responsible.</i> 2. <i>Council to make determinations in relation to Material Change of Use applications requiring Impact Assessment.</i>	Local Government Acts (Council Delegation No6)	15 January, 2007
29.	Development Officer	To certify copies of the Planning Scheme (including amendments thereto) for the purposes of Section 21 of Schedule 1 of the Integrated Planning Act.	Local Government Acts	15 January, 2007
30.	Development Officer	To vary any competitive fee or charge where such variation is necessary to achieve a satisfactory market outcome.	Chapter 7 LGA 1993 Local	15 January, 2007

No	Delegate	Power Delegated [All powers are delegated subject to the conditions summarised in the General Guidelines which form part of this Register. Any further conditions to which a specific delegation is subject are summarised after the power delegated.]	Source of power	Date of Delegation
			Government Acts	
31.	Development Officer	To exercise the powers devolved to Council by virtue of the provisions of section 196 of the Environmental Protection Act 1994.	Local Government Acts (Council Delegation No.29)	15 January, 2007
32.	Works Manager	To approve limited closure of roads (temporary obstruction to traffic, in the interests of public safety, etc.) Conditions of Delegation - <i>The delegation is limited to partial road closures for developers' works.</i> - <i>The delegation is limited to partial road closures for Council works.</i>	Chapter 13 LGA 1993 (Council Delegation No.21)	15 January, 2007
33.	Works Manager	To make decisions about the installation and removal of official traffic signs.	Local Government Acts (Council Delegation No.17)	15 January, 2007
34.	Works Manager	To approve future requests for alterations or extensions to B-Double and Road Train Routes.	Local Government Acts	15 January, 2007
35.	Works Manager	To approve the utilisation of savings achieved on one project to allow construction of another, provided the budget program totals are not exceeded.	Chapter 7 LGA 1993	15 January, 2007
36.	Works Manager	To make determinations for Building Works Affecting Council Services (Water, Sewer, Stormwater).	Administrative Policy A2/95 (Council Delegation No27)	15 January, 2007
37.	Revenue Officer	To issue reminder notices following the issue and non-payment of an infringement notice	Local Government Acts	15 January, 2007
38.	Managers	When urgent repairs are required to any equipment or plant in areas of responsibility	Chapter 6 LGA	15 January, 2007

No	Delegate	Power Delegated [All powers are delegated subject to the conditions summarised in the General Guidelines which form part of this Register. Any further conditions to which a specific delegation is subject are summarised after the power delegated.]	Source of power	Date of Delegation
		due to an emergency or other urgent situation (as determined by the delegate) the delegate is authorised to purchase goods and services required up to a value of \$10,000. In so doing, the delegate is not required to follow the terms and conditions of Council's Purchasing Procedures but must act in Council's best interests.	1993	
39.	Managers	To dispose of plant and equipment by auction where the Works Manager has approved the disposal of the item by auction and has determined a reserve price (if appropriate). Conditions of Delegation <i>Council to be informed, on a monthly basis, of the disposal of goods etc, other than trade-ins, which are in excess of \$500.</i>	Chapter 6 LGA 1993 (Council Delegation No.4)	15 January, 2007
40.	1 - Director Corporate & Financial Services 2 – Accountant 3 – Works Manager	To exercise all powers of the Chief Executive Officer (including those delegated by Council) but excepting those contained in Section 1132 (2) of the Local Government Act 1993 at all times when the Chief Executive Officer is on duty but is not readily available during normal working business hours or such other times as the Chief Executive Officer is required to work. Should the (1) Director Corporate & Financial Services be absent on leave, then these powers are further delegated in order of (2) then (3).	Chapter 16 LGA 1993	15 January, 2007
41	Works Manager	To approve requests for access by increased mass limit vehicles on Council controlled roads.	Chapter 13 LGA 1993 (Council Delegation No.40)	15 January, 2007
42.	Accountant	To make an ex-gratia payment of an amount not exceeding \$1000 when dealing with liability claims made against Council, where they are satisfied that, although no legal liability attached to Council, the circumstances are of a nature as to warrant such action.	Chapter 6 LGA 1993	15 January, 2007
43.	Accountant	To sign on behalf of Council, returns dealing with financial matters	Chapter 7 LGA 1993	15 January, 2007
44.	Accountant	To refund utility charges which have been incorrectly levied	Chapter 14 LGA 1993 (Council Delegation	15 January, 2007

No	Delegate	Power Delegated [All powers are delegated subject to the conditions summarised in the General Guidelines which form part of this Register. Any further conditions to which a specific delegation is subject are summarised after the power delegated.]	Source of power	Date of Delegation
			No.45)	
45.	Human Resources Manager	To make all determinations necessary and to sign all forms on behalf of Council in regard to salary sacrifice applications pursuant to Council's Enterprise Bargaining Agreement	Chapter 6 LGA 1993	15 January, 2007

