



**PERFORMANCE & SERVICE  
COMMITTEE MEETING**

**MINUTES**

**25 MARCH 2014**

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**REPORT OF THE PERFORMANCE & SERVICE COMMITTEE MEETING HELD AT  
COUNCIL CHAMBERS, 232 BOLSOVER STREET, ROCKHAMPTON ON TUESDAY,  
25 MARCH 2014 COMMENCING AT 10:07AM**

**1 OPENING****2 PRESENT**

Members Present:

The Mayor, Councillor M F Strelow (Chairperson)  
Councillor C E Smith  
Councillor C R Rutherford  
Councillor G A Belz  
Councillor S J Schwarten  
Councillor A P Williams

In Attendance:

Mr E Pardon – Chief Executive Officer  
Mr R Holmes – General Manager Regional Services  
Mr R Cheesman – General Manager Corporate Services  
Mr D Stevenson – Manager Corporate and Technology Services  
Ms T Sweeney – Manager Workforce and Strategy  
Ms K Greensill – Media and Public Relations Officer  
Ms L Leeder – Committee Support Officer

**3 APOLOGIES AND LEAVE OF ABSENCE**

Leave of Absence for the meeting was previously granted to Councillor Rose Swadling.

Councillor Neil Fisher has tendered his apology and will not be in attendance.

**4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****COMMITTEE RESOLUTION**

THAT the minutes of the Performance & Service Committee held on 25 February 2014 be taken as read and adopted as a correct record.

**Moved by: Councillor Rutherford**

**Seconded by: Councillor Schwarten**

**MOTION CARRIED**

**5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA**

## 6 BUSINESS OUTSTANDING

### 6.1 BUSINESS OUTSTANDING TABLE FOR PERFORMANCE AND SERVICE COMMITTEE

**File No:** 10097

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

**Responsible Officer:** Evan Pardon - Chief Executive Officer

**Author:** Evan Pardon - Chief Executive Officer

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#### SUMMARY

*The Business Outstanding table is used as a tool to monitor outstanding items resolved at previous Council or Committee Meetings. The current Business Outstanding table for the Performance and Service Committee is presented for Councillors' information.*

#### COMMITTEE RESOLUTION

THAT the Business Outstanding Table for the Performance and Service Committee be received and that the matter of the Multi-Sports Facility also be referred to the Audit Committee as well as to Council.

**Moved by:** Councillor Schwarten

**Seconded by:** Councillor Williams

**MOTION CARRIED**

**7 PUBLIC FORUMS/DEPUTATIONS**

Nil

## 8 OFFICERS' REPORTS

### 8.1 LGAQ CIVIC LEADERS SUMMIT AND FINANCE SUMMIT - SUNSHINE COAST - 7-9 MAY 2014

**File No:** 10072

**Attachments:**

1. LGAQ Finance Summit - Towards Financial Leadership
2. LGAQ Civic Leaders Summit - Productivity Plus

**Authorising Officer:** Evan Pardon - Chief Executive Officer

**Author:** Megan Careless - Executive Support Officer

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#### SUMMARY

*Local Government Association of Queensland advising of LGAQ Finance Summit being held on 7 May 2014 and Civic Leaders Summit being held at Novotel Twin Waters Resort, Sunshine Coast from 8-9 May 2014.*

#### COMMITTEE RESOLUTION

THAT Councillor Greg Belz and Councillor Tony Williams be approved to attend the LGAQ Finance Summit on 7 May 2014 and the Civic Leaders Summit from 8-9 May 2014, and a Leave of Absence be granted for Mayor Strelow, Cr Belz and Cr Williams for this period.

**Moved by:** Councillor Schwarten  
**Seconded by:** Councillor Rutherford

**MOTION CARRIED**

## 9 STRATEGIC REPORTS

### 9.1 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 28 FEBRUARY 2014

**File No:** 8148

**Attachments:**

1. Income Statement - February 2014
2. Key Indicator Graphs - February 2014

**Authorising Officer:** Ross Cheesman - General Manager Corporate Services

**Author:** Alicia Cutler - Manager Finance

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#### SUMMARY

*The Manager Finance presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 28 February 2014.*

10:12AM Councillor Smith attended the meeting

#### COMMITTEE RESOLUTION

THAT the Rockhampton Regional Council Summary Budget Management Report for the Period ended 28 February 2014 be 'received'.

**Moved by:** Councillor Williams

**Seconded by:** Councillor Rutherford

**MOTION CARRIED**

**9.2 CORPORATE SERVICES MONTHLY STATISTICAL REPORT FOR THE MONTH OF FEBRUARY 2014****File No:** 1392**Attachments:**

1. Revenue Statistics - February 2014
2. Workforce & Strategy Statistics - February 2014
3. Corporate & Technology Services Statistics - February 2014

**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Ross Cheesman - General Manager Corporate Services

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**SUMMARY**

*General Manager Corporate Services presenting the monthly statistical report for the month of February 2014.*

**COMMITTEE RESOLUTION**

1. THAT the Corporate Services statistical report for February 2014 be "received".
2. THAT a report on the principles behind our fleet utilisation, reporting and more detailed information, including benchmarking, be brought back to the next Performance and Service Committee Meeting.

**Moved by:** Mayor Strelow**Seconded by:** Councillor Smith**MOTION CARRIED**



**10 NOTICES OF MOTION**

Nil

## 11 URGENT BUSINESS\QUESTIONS

### 11.1 FIRE MANAGEMENT PLAN FOR MT ARCHER

**File No:** 840

**Authorising Officer:** Evan Pardon - Chief Executive Officer

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#### SUMMARY

*Councillor Williams asked that Council put resources into getting the Bushfire Management Plan for Mt Archer finalised and be brought to the table.*

#### COMMITTEE RESOLUTION

THAT Council approve that resources be deployed towards the development of a Fire Management Plan for Mt Archer and its surrounds and that the plan be presented to the table in July 2014.

**Moved by:** Councillor Williams

**Seconded by:** Mayor Strelow

**MOTION CARRIED**

## 12 CLOSED SESSION

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

### COMMITTEE RESOLUTION

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

#### 13.1 Legal Matters as at 28 February 2014

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

#### 13.2 Monthly Report to Council from Chief Executive Officer

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

**Moved by:** Councillor Williams

**Seconded by:** Councillor Smith

**MOTION CARRIED**

### COMMITTEE RESOLUTION

**10:38AM**

THAT pursuant to s341)(k) and s44 *Council Meeting Procedures* the meeting moves into Closed Session and be closed to the public.

**Moved by:** Councillor Smith

**Seconded by:** Councillor Rutherford

**MOTION CARRIED**

10:56AM Councillor Schwarten left the meeting

10:58AM Councillor Schwarten returned to the meeting

### COMMITTEE RESOLUTION

**11:25AM**

THAT pursuant to s34(1)(k) and s44 *Council Meeting Procedures* the meeting moves out of Closed Session and be opened to the public.

**Moved by:** Councillor Rutherford

**Seconded by:** Councillor Williams

**MOTION CARRIED**

## 13 CONFIDENTIAL REPORTS

### 13.1 LEGAL MATTERS AS AT 28 FEBRUARY 2014

**File No:** 1392

**Attachments:** 1. Legal Matters Master -1 February to 28 February 2014

**Authorising Officer:** Tracy Sweeney - Manager Workforce and Strategy  
Ross Cheesman - General Manager Corporate Services

**Author:** Tony Hauenschild - Coordinator Safety and Training

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

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#### SUMMARY

*Update of current legal matters that Council is involved in as at 28 February 2014 presented for Council information.*

#### COMMITTEE RESOLUTION

THAT the Legal Matters report containing updates on the current legal matters for Rockhampton Regional Council as at *28 February 2014* be received.

**Moved by:** Mayor Strelow  
**Seconded by:** Councillor Williams

**MOTION CARRIED**

**13.2 MONTHLY REPORT TO COUNCIL FROM CHIEF EXECUTIVE OFFICER****File No:** 1830**Attachments:** 1. Monthly Report from CEO - March 2014**Responsible Officer:** Evan Pardon - Chief Executive Officer**Author:** Evan Pardon - Chief Executive Officer

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

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**SUMMARY**

*Chief Executive Officer presenting monthly report to Council for the period ending 18 March 2014.*

**COMMITTEE RESOLUTION**

THAT the monthly report from the Chief Executive Officer for the period ending 18 March 2014 be received.

**Moved by:** Mayor Strelow**Seconded by:** Councillor Williams**MOTION CARRIED**

**14 CLOSURE OF MEETING**

There being no further business the meeting closed at 11.26am.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE