



**PERFORMANCE & SERVICE
COMMITTEE MEETING**

MINUTES

22 APRIL 2014

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**REPORT OF THE PERFORMANCE & SERVICE COMMITTEE MEETING HELD AT
COUNCIL CHAMBERS, 232 BOLSOVER STREET, ROCKHAMPTON ON TUESDAY,
22 APRIL 2014 COMMENCING AT 10:12AM**

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 A P Williams
Councillor N K Fisher

In Attendance:

Mr R Cheesman – Acting Chief Executive Officer
Mr D Stevenson – Manager Corporate and Technology
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 granted to Councillor Stephen Schwarten
Councillor Rose Swadling has tendered her 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 March 2014 be taken as read and adopted as a correct record.

Moved by: Councillor Fisher

Seconded by: Councillor Smith

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 Meeting**

Responsible Officer: Evan Pardon - Chief Executive Officer

Author: Evan Pardon - Chief Executive Officer

SUMMARY

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

COMMITTEE RESOLUTION

THAT the Business Outstanding Table for the Performance and Service Committee be received.

Moved by: Councillor Smith

Seconded by: Councillor Belz

MOTION CARRIED

6.2 LIFTING MATTERS LAYED ON THE TABLE

File No: 1370
Attachments: Nil
Responsible Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

SUMMARY

The Business Outstanding table is used as a tool to identify when reports are due back to the table. Items lying on the table require a report to be lifted from the table before being dealt with. This report is designed to lift all necessary reports from the table to be dealt with at this meeting.

COMMITTEE RESOLUTION

THAT the Update and Recommendations – Agreement with Propel Partnerships report be lifted from the Performance and Service Committee Meeting Business Outstanding table as it was dealt with at the Council Meeting on 8 April 2014.

Moved by: Councillor Smith
Seconded by: Councillor Fisher

MOTION CARRIED

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 2014 FESTIVAL OF INNOVATION

File No: 5857
Attachments: 1. Festival of Innovation Program
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Rick Palmer - Manager Economic Development

SUMMARY

This report outlines an opportunity for Council to become meaningfully involved in the 2014 Festival of Innovation.

COMMITTEE RESOLUTION

THAT Council sponsor the cost of the keynote speaker at the 2014 Rockhampton Region Festival of Innovation in exchange for the opportunity to outline opportunities associated with the Fitzroy Agricultural Corridor.

Moved by: Councillor Williams
Seconded by: Mayor Strelow

MOTION CARRIED

11.1 MAYORAL MINUTE - MAYOR STRELOW - COUNCILS TO COLLABORATE ON KEY ISSUES**File No: 8246****Responsible Officer: Evan Pardon – Chief Executive Officer****SUMMARY**

Mayor Strelow tabled a Mayoral Minute in regard to collaboration with Livingstone Shire Councillors on key regional issues.

COMMITTEE RESOLUTION

That Rockhampton Regional Council issue an invitation to Livingstone Shire Councillors to join us for lunch at a date to be decided but before the end of May for the purpose of building relationships and encouraging mutual support on key regional issues.

Topics for discussion could include:

- boundary realignment and timing
- fair payment for library use
- sponsorship of Beef Australia
- shared presentation of regional garden competition
- vector control and pest management
- waste management

Moved by: Mayor Strelow**MOTION CARRIED UNANIMOUSLY**

9 STRATEGIC REPORTS

9.1 ANNUAL OPERATIONAL PLAN REPORT QUARTER 3 - 1 JANUARY 2014 TO 31 MARCH 2014

File No: 8320

Attachments: 1. 2013/2014 Operational Plan Quarter Three Progress

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

Author: Kerrie Barrett - Coordinator Corporate Improvement & Strategy

SUMMARY

The 2013/14 Operational Plan progress report for Quarter 3 as at 31 March 2014 is presented, pursuant to s174(3) of Local Government Regulation 2012.

COMMITTEE RESOLUTION

THAT the 2013/14 Operational Plan progress report for Quarter 3 as at 31 March 2014 be 'received'.

Moved by: Councillor Fisher

Seconded by: Councillor Smith

MOTION CARRIED

9.2 PROPOSED 2014/2015 OPERATIONAL PLAN AND MONTHLY DEPARTMENT REPORTS

File No: 8320

Attachments:

1. Proposed 2014/2015 Operational Plan
2. Monthly Department Report Concept - Corporate Services
3. Monthly Department Report Concept - Regional Services

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

Author: Kerrie Barrett - Coordinator Corporate Improvement & Strategy

SUMMARY

The proposed 2014/2015 Operational Plan and Monthly Department Report template concepts are presented for Council's consideration.

COMMITTEE RESOLUTION

That pursuant to s34(1)(d) and s38 *Council Meeting Procedures* the meeting proceed to the next item of business on the agenda

Moved by: Mayor Strelow
Seconded by: Councillor Smith

MOTION CARRIED

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

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

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

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

11:27AM Councillor Belz left the meeting
11:34AM Councillor Williams left the meeting
11:36AM Councillor Belz returned to the meeting
11:36AM Councillor Williams returned to the meeting

COMMITTEE RESOLUTION

THAT the Corporate Services statistical report for March 2014 be "received".

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

9.4 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 MARCH 2014

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

SUMMARY

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

COMMITTEE RESOLUTION

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

Moved by: Mayor Strelow
Seconded by: Councillor Rutherford

MOTION CARRIED

10 NOTICES OF MOTION

Nil

11 URGENT BUSINESS\QUESTIONS

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 31 March 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 Visit to Townsville Airport by Councillor Fisher

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

13.3 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 .

13.4 Information Commissioner's Review - Compliance with the Right to Information Act 2009

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: Mayor Strelow

Seconded by: Councillor Smith

MOTION CARRIED

COMMITTEE RESOLUTION

11.57AM

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

Moved by: Mayor Strelow

Seconded by: Councillor Rutherford

MOTION CARRIED

COMMITTEE RESOLUTION**12:50PM**

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 Fisher

Seconded by: Councillor Rutherford

MOTION CARRIED

11:57AM Mayor Strelow declared that the meeting be adjourned until 12.02pm.
12:10PM Mayor Strelow declared that the meeting be resumed.

PRESENT

Members Present:

The Mayor, Councillor M F Strelow (Chairperson)
Councillor C E Smith
Councillor C R Rutherford
Councillor G A Belz
Councillor A P Williams
Councillor N K Fisher

In Attendance:

Mr R Cheesman – Acting Chief Executive Officer
Mr D Stevenson – Manager Corporate and Technology
Ms T Sweeney – Manager Workforce and Strategy
Ms K Greensill – Media and Public Relations Officer
Ms L Leeder – Committee Support Officer

13 CONFIDENTIAL REPORTS

13.1 LEGAL MATTERS AS AT 31 MARCH 2014

File No: 1392
Attachments: 1. Legal Matters as at 31 March 2014
Authorising Officer: Tracy Sweeney - Manager Workforce and Strategy
Ross Cheesman - General Manager Corporate Services
Author: Kerrie Barrett - Coordinator Corporate Improvement & Strategy

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

SUMMARY

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

COMMITTEE RESOLUTION

THAT the legal matters report containing updates on legal matters for Rockhampton Regional Council as at 31 March 2014 be received.

Moved by: Mayor Strelow
Seconded by: Councillor Williams

MOTION CARRIED

13.2 VISIT TO TOWNSVILLE AIRPORT BY COUNCILLOR FISHER**File No:** 1689**Attachments:** Nil**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Ross Cheesman - General Manager Corporate Services

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

SUMMARY

Councillor Fisher providing an update on a visit to Townsville Airport.

COMMITTEE RESOLUTION

1. THAT the report on a meeting with Townsville Airport by Councillor Fisher be 'received';
2. THAT Council confirm new route incentives and a further report regarding marketing of any new route be presented to the Business Enterprise Committee meeting.

Moved by: Councillor Fisher**Seconded by:** Councillor Smith**MOTION CARRIED**

13.3 MONTHLY REPORT TO COUNCIL FROM CHIEF EXECUTIVE OFFICER**File No:** 1830**Attachments:** 1. Monthly Report**Authorising 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 .

SUMMARY

Chief Executive Officer presenting monthly report to Council for the period ending 14 April 2014.

COMMITTEE RESOLUTION

1. THAT the monthly report from the Chief Executive Officer for the period ending 14 April 2014 be received.
2. THAT State Government Officers engaged in the Energy and Water Supply Strategy review be invited to present to Council.

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

13.4 INFORMATION COMMISSIONER'S REVIEW - COMPLIANCE WITH THE RIGHT TO INFORMATION ACT 2009**File No:** 10160**Attachments:** 1. **Compliance Review - Rockhampton Regional Council****Authorising Officer:** **Evan Pardon - Chief Executive Officer****Author:** **Ross Cheesman - General Manager Corporate Services**

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

SUMMARY

Manager Information and Technology providing an overview from the Information Commissioner's Review Report.

COMMITTEE RESOLUTION

THAT the Information Commissioner's Review – Compliance with the Right to Information Act 2009 report be "received", and that the staff involved be commended.

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

14 CLOSURE OF MEETING

There being no further business the meeting closed at 12:56pm.

CHAIRPERSON

SIGNATURE

DATE