



**PERFORMANCE & SERVICE
COMMITTEE MEETING**

MINUTES

27 MAY 2014

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**REPORT OF THE PERFORMANCE & SERVICE COMMITTEE MEETING HELD AT
COUNCIL CHAMBERS, 232 BOLSOVER STREET, ROCKHAMPTON ON TUESDAY,
27 MAY 2014 COMMENCING AT 10:03AM**

1 OPENING

2 PRESENT

Members Present:

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

In Attendance:

Mr E Pardon – Chief Executive Officer
Mr R Holmes – General Manager Regional Services
Mr M Rowe – General Manager Community Services
Mr R Cheesman – General Manager Corporate Services
Ms A Cutler – Manager Finance
Ms T Sweeney – Manager Workforce and Strategy
Mr R Palmer – Manager Economic Development
Mr R Claus – Manager Planning
Ms T Fitzgibbon – Coordinator Development Assessment
Ms K Greensill – Media and Public Relations Officer
Ms F McRae - Marketing Communications Officer
Ms L Leeder – Committee Support Officer

3 APOLOGIES AND LEAVE OF ABSENCE

Leave of Absence for the meeting was previously granted to Councillor Cherie Rutherford.

COMMITTEE RESOLUTION

THAT leave of absence be granted to Councillor Stephen Schwarten for 26 May 2014 and 27 May 2014.

Moved by: Councillor Belz
Seconded by: Councillor Swadling

MOTION CARRIED

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

COMMITTEE RESOLUTION

THAT the minutes of the Performance & Service Committee held on 22 April 2014 be taken as read and adopted as a correct record.

Moved by: Councillor Williams

Seconded by: Councillor Swadling

MOTION CARRIED

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

DRAFT

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 Swadling
Seconded by: Councillor Williams

MOTION CARRIED

7 PUBLIC FORUMS/DEPUTATIONS

Nil

DRAFT

8 OFFICERS' REPORTS

8.1 ROAD DESIGN CONSTRUCTION AND MAINTENANCE REVIEW

File No: 10738
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Robert Holmes - General Manager Regional Services

SUMMARY

In mid 2013 the Council in conjunction with Mackay Regional Council, engaged consultants to review practices, procedures and outcomes associated with the design, construction and maintenance of Council's road network in the context of Council's capacity and capability.

This report provides a summary of the review and seeks Council endorsement of the implementation of the Action Plan.

COMMITTEE RESOLUTION

THAT the action plan arising from the Road Design Construction and Maintenance Review be implemented as contained within this report.

Moved by: Councillor Williams

Seconded by: Mayor Strelow

MOTION CARRIED UNANIMOUSLY

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.

DRAFT

RECOMMENDATION

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 30 April 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.

Moved by: Councillor Williams

Seconded by: Councillor Smith

MOTION CARRIED

13.2 Update of Human Resources Review - Recommendations Plan

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 Smith

Seconded by: Councillor Swadling

MOTION CARRIED

13.3 Staff Survey 2014

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 Strelow

Seconded by: Councillor Williams

MOTION CARRIED

13.4 Update on Off-Street Parking Tender and Parking Options

This report is considered confidential in accordance with section 275(1)(e), of the *Local Government Regulation 2012*, as it contains information relating to contracts proposed to be made by it.

Moved by: Councillor Williams

Seconded by: Councillor Fisher

MOTION CARRIED

13.5 CQ Expo

This report is considered confidential in accordance with section 275(1)(e), of the *Local Government Regulation 2012*, as it contains information relating to contracts proposed to be made by it (Australian Events wish to discuss the staging and sponsorship of CQ Expo.).

Moved by: Councillor Williams

Seconded by: Councillor Fisher

MOTION CARRIED

13.6 Monthly Report to Council from Chief Executive Officer for period ending 19 May 2014

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 Fisher

Seconded by: Councillor Smith

MOTION CARRIED

13.7 D/36-2013 Stockland 'Ellida' Development

This report is considered confidential in accordance with section 275(1)(f) (g), of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving the local government; AND any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act.

Moved by: Councillor Fisher

Seconded by: Councillor Williams

MOTION CARRIED

COMMITTEE RESOLUTION

10.26AM

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 Belz

Seconded by: Councillor Swadling

MOTION CARRIED

COMMITTEE RESOLUTION

11:19AM

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 Swadling

Seconded by: Councillor Fisher

MOTION CARRIED

13 CONFIDENTIAL REPORTS

13.7 D/36-2013 STOCKLAND 'ELLIDA' DEVELOPMENT

File No: D/36-2013
Attachments: Nil
Authorising Officer: Russell Claus - Manager Planning
Robert Holmes - General Manager Regional Services
Author: Tarnya Fitzgibbon - Coordinator Development Assessment

This report is considered confidential in accordance with section 275(1)(f) (g), of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving the local government; AND any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act.

SUMMARY

In December 2013, the Council approved the 'Ellida' development in the Parkhurst area of the Region. An update on the progress of the negotiations with Stockland and the overall project will be presented to the meeting.

COMMITTEE RESOLUTION

THAT Council note the progress of the negotiations in respect of the development and endorse the Option 2 as outlined in the report as a pathway to progress this development.

Moved by: Mayor Strelow
Seconded by: Councillor Fisher

MOTION CARRIED

13.1 LEGAL MATTERS AS AT 30 APRIL 2014

File No: 1392
Attachments: 1. Legal Matters Report - 1 April to 30 April 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 30 April 2014.

COMMITTEE RESOLUTION

THAT the legal matters report containing updates on legal matters for Rockhampton Regional Council as at 30 April 2014 be received.

Moved by: Councillor Swadling

Seconded by: Councillor Smith

MOTION CARRIED

13.2 UPDATE OF HUMAN RESOURCES REVIEW - RECOMMENDATIONS PLAN**File No:** 6184**Attachments:** 1. **Human Resource Review - Status of Recommendations Plan - April 2014****Authorising Officer:** **Ross Cheesman - General Manager Corporate Services****Author:** **Tracy Sweeney - Manager Workforce and Strategy**

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

This report is presented to provide an update on the outcomes of the HR Review Action Plan developed as an outcome of the independent HR Review undertaken in 2013.

COMMITTEE RESOLUTION

THAT the report providing an update on the HR Review Action Plan as at May 2014 be 'received'.

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

13.3 STAFF SURVEY 2014**File No:** 6986**Attachments:** 1. Staff Survey Results - February 2014**Authorising Officer:** Ross Cheesman - General Manager Corporate Services**Author:** Tracy Sweeney - Manager Workforce and Strategy

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

A Council wide employee survey was conducted during February 2014 in order to get a better understanding of employee morale, satisfaction and engagement at Rockhampton Regional Council.

COMMITTEE RESOLUTION

THAT the summary of the staff survey conducted in February 2014 be received.

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

13.4 UPDATE ON OFF-STREET PARKING TENDER AND PARKING OPTIONS**File No:** 7243**Attachments:** 1. Duncan Solution Pay & Display Machine**Authorising Officer:** Ross Cheesman - General Manager Corporate Services**Author:** Drew Stevenson - Manager Corporate and Technology

This report is considered confidential in accordance with section 275(1)(e), of the *Local Government Regulation 2012*, as it contains information relating to contracts proposed to be made by it.

SUMMARY

The purpose of this report is to update the Committee on the tender responses and to seek direction regarding parking options for the Pilbeam Theatre Car Park.

COMMITTEE RESOLUTION

THAT the Committee:

1. Accepts the tender from Duncan Solutions Australia for the supply, installation and service maintenance of Council's Off-Street Paid Parking solution; and
2. Approves the parking permit system for the Morning Melodies patrons as detailed in this report.

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

13.5 CQ EXPO**File No:** 8444**Attachments:**

1. Sponsorship report for 2014 CQ Expo
2. 2014 event analysis

Authorising Officer: Evan Pardon - Chief Executive Officer**Author:** Rick Palmer - Manager Economic Development

This report is considered confidential in accordance with section 275(1)(e), of the *Local Government Regulation 2012*, as it contains information relating to contracts proposed to be made by it (Australian Events wish to discuss the staging and sponsorship of CQ Expo.).

SUMMARY

This report looks at issues relating to the staging of CQ Expo.

COMMITTEE RESOLUTION

THAT Council continue its significant support the CQ Expo.

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

13.6 MONTHLY REPORT TO COUNCIL FROM CHIEF EXECUTIVE OFFICER FOR PERIOD ENDING 19 MAY 2014**File No:** 1830**Attachments:** 1. Monthly Report for May 2014**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 19 May 2014.

COMMITTEE RESOLUTION

THAT the monthly report from the Chief Executive Officer for the period ending 19 May 2014 be received.

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

8 OFFICERS' REPORTS

8.3 FEBRUARY REVISED BUDGET

File No: 8785

Attachments:

1. Final One Page Budget February 2014
2. Ten Year Figures for February 2014 Revision
3. Detailed Capital Movements 2013-2014

Authorising Officer: Ross Cheesman - General Manager Corporate Services

Author: Alicia Cutler - Manager Finance

SUMMARY

Manager Finance presenting the February Revised Budget for consideration and adoption.

COMMITTEE RESOLUTION

THAT in accordance with s.170 of Local Government Regulation 2012, the Revised Budget be adopted.

Moved by: Mayor Strelow

Seconded by: Councillor Fisher

MOTION CARRIED

11:30AM Mayor Strelow left the meeting and did not return

11:30AM Chief Executive Officer left the meeting and did not return

11:30AM In accordance with s165(1)(a) of the *Local Government Act 2009* and s14(2) *Council Meeting Procedures*, the Deputy Mayor Councillor Williams be appointed Chairperson of the Performance and Service Committee meeting for the period of the Mayor, Councillor Strelow's absence.

COMMITTEE RESOLUTION**11:30AM**

THAT the meeting be adjourned until 11.40am.

Moved by: Councillor Williams**Seconded by: Councillor Fisher****MOTION CARRIED****COMMITTEE RESOLUTION****11:44AM**

THAT the meeting be resumed.

Moved by: Councillor Williams**Seconded by: Councillor Swadling****MOTION CARRIED****PRESENT**

Members Present:

Councillor A P Williams (Acting Chairperson)
Councillor C E Smith
Councillor G A Belz
Councillor R A Swadling
Councillor N K Fisher

In Attendance:

Mr M Rowe – General Manager Community Services
Mr R Cheesman – General Manager Corporate Services
Ms A Cutler – Manager Finance
Mr R Palmer – Manager Economic Development
Ms F McRae - Marketing Communications Officer
Ms L Leeder – Committee Support Officer

8.2 FINANCE POLICIES FOR REVIEW - DEBT RECOVERY POLICY AND INVESTMENT POLICY

File No: 5237

Attachments:

1. Draft Investment Policy
2. Draft Debt Recovery Policy

Authorising Officer: Alicia Cutler - Manager Finance
Ross Cheesman - General Manager Corporate Services

Author: Gerhard Van der Walt - Revenue and Accounting Coordinator

SUMMARY

Council's Investment Policy and Debt Recovery Policy have been reviewed and are now presented to Council for adoption.

COMMITTEE RESOLUTION

THAT the Investment Policy and the Debt Recovery Policy, as contained within the report, be adopted.

Moved by: Councillor Swadling

Seconded by: Councillor Smith

MOTION CARRIED

8.4 LEICHHARDT HIGHWAY PROMOTIONS ASSOCIATION INC

File No: 1731
Attachments: 1. Minutes of meeting held in Taroom 8 May 2014
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Rick Palmer - Manager Economic Development

SUMMARY

This report outlines the discussions which took place at the last meeting of the Leichhardt Highway Promotions Association Inc. A further meeting is to be held in Brisbane on 6 June 2014.

COMMITTEE RESOLUTION

THAT Council appoint Cr Williams to represent Council on the Leichhardt Highway Promotions Association Inc.

Moved by: Councillor Swadling
Seconded by: Councillor Smith

MOTION CARRIED

11:57AM Councillor Fisher left the meeting and did not return

9 STRATEGIC REPORTS

9.1 ECONOMIC DEVELOPMENT ACTIVITIES

File No: 7845

Attachments: 1. Notes of the meeting held on 2 May 2014
about the Fitzroy Agricultural Corridor

Authorising Officer: Evan Pardon - Chief Executive Officer

Author: Rick Palmer - Manager Economic Development

SUMMARY

This report contains a brief outline of some of the projects in which the Manager Economic Development has been involved in during the last two months.

COMMITTEE RESOLUTION

THAT the report on the activities of Manager Economic Development for March and April 2014 be received.

Moved by: Councillor Williams

Seconded by: Councillor Smith

MOTION CARRIED

9.2 SENIOR RESOURCES ADVISOR

File No: 8444
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Rick Palmer - Manager Economic Development

SUMMARY

This report contains a brief outline of some of the projects in which the Senior Resources Advisor has been involved with since starting in her position on 31 March 2014.

COMMITTEE RESOLUTION

THAT the Senior Resources Advisor report be received.

Moved by: Councillor Williams

Seconded by: Councillor Smith

MOTION CARRIED

DRAFT

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

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

COMMITTEE RESOLUTION

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

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

9.4 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 APRIL 2014

File No: 8148
Attachments: 1. Income Statement - April, 2014
2. Key Indicator Graphs - April 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 30 April 2014.

COMMITTEE RESOLUTION

THAT the Rockhampton Regional Council Summary Budget Management Report for the Period ended 30 April 2014 be 'received'.

Moved by: Councillor Williams
Seconded by: Councillor Swadling

MOTION CARRIED

10 NOTICES OF MOTION

Nil

DRAFT

11 URGENT BUSINESS QUESTIONS

DRAFT

14 CLOSURE OF MEETING

There being no further business the meeting closed at 12.07pm.

CHAIRPERSON

SIGNATURE

DATE

DRAFT