



**PERFORMANCE & SERVICE
COMMITTEE MEETING**

MINUTES

25 NOVEMBER 2014

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OPENING.....	1
2	PRESENT	1
3	APOLOGIES AND LEAVE OF ABSENCE	1
4	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	1
5	DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA	1
6	BUSINESS OUTSTANDING.....	2
6.1	BUSINESS OUTSTANDING TABLE FOR PERFORMANCE AND SERVICE COMMITTEE.....	2
7	PUBLIC FORUMS/DEPUTATIONS	3
	NIL	3
8	OFFICERS' REPORTS	4
8.1	DELEGATION OF COUNCIL POWERS TO CHIEF EXECUTIVE OFFICER.....	4
8.2	COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER	5
8.3	ECONOMIC DEVELOPMENT ACTIVITIES	6
8.4	AUDIT COMMITTEE FEBRUARY 2015 MEETING DATE	7
8.5	ADOPTION OF 2013/14 ANNUAL REPORT	8
8.6	FEDERAL GOVERNMENT "GREEN ARMY PROGRAM" 2014-2015 ROUND 2	9
8.7	PROPOSED CORPORATE RISK REGISTER SUBMITTED FOR ADOPTION.....	10
8.8	OCEANIA CUP HOCKEY TOURNAMENT	11
9	STRATEGIC REPORTS	12
9.1	ANNUAL OPERATIONAL PLAN QUARTER ONE PROGRESS REPORT	12
9.2	SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 OCTOBER 2014.....	13
9.3	CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT	14
9.4	OPERATIONAL PERFORMANCE REPORT FOR GOVERNANCE SUPPORT UNIT FOR OCTOBER 2014	15
10	NOTICES OF MOTION	16
	NIL	16
11	URGENT BUSINESS\QUESTIONS	17
12	CLOSED SESSION	19

13.1	LEGAL MATTERS AS AT 31 OCTOBER 2014.....	19
13.2	BUILDING AND DEVELOPMENT ISSUES - LARNACH STREET.....	19
13.3	MONTHLY REPORT TO COUNCIL FROM CHIEF EXECUTIVE OFFICER FOR PERIOD ENDING MONDAY 17 NOVEMBER 2014.....	19
13	CONFIDENTIAL REPORTS.....	20
13.1	LEGAL MATTERS AS AT 31 OCTOBER 2014.....	20
13.2	BUILDING AND DEVELOPMENT ISSUES - LARNACH STREET.....	21
13.3	MONTHLY REPORT TO COUNCIL FROM CHIEF EXECUTIVE OFFICER FOR PERIOD ENDING MONDAY 17 NOVEMBER 2014.....	22
14	CLOSURE OF MEETING.....	23

**REPORT OF THE PERFORMANCE & SERVICE COMMITTEE MEETING
HELD AT COUNCIL CHAMBERS, 232 BOLSOVER STREET, ROCKHAMPTON
ON TUESDAY 25 NOVEMBER 2014 COMMENCING AT 9.01AM**

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
Councillor R A Swadling
Councillor N K Fisher

In Attendance:

Mr E Pardon – Chief Executive Officer
Mr M Rowe – General Manager Community Services
Mr D Stevenson – Acting General Manager Corporate Services
Mr S Turner – Manager Governance Support
Mr J Wallace – Chief Audit Executive
Ms M Barrett – Manager Parks
Ms K Barrett – Coordinator Corporate Improvement and Strategy and Acting
Coordinator Safety and Training
Mr G Van der Walt – Coordinator Revenue and Accounting
Ms E Brodel – Media and Communications Officer
Ms L Leeder – Senior Governance Support Officer

3 APOLOGIES AND LEAVE OF ABSENCE**4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****COMMITTEE RESOLUTION**

THAT the minutes of the Performance & Service Committee held on 21 October 2014 be taken as read and adopted as a correct record.

Moved by: Councillor Smith
Seconded by: Councillor Williams

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

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 Fisher
Seconded by: Councillor Williams

MOTION CARRIED

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 DELEGATION OF COUNCIL POWERS TO CHIEF EXECUTIVE OFFICER

File No:	4107
Attachments:	1. Extract from Financial Delegations Policy 2. Instrument of Delegation - Local Government Act 2009
Authorising Officer:	Tracy Sweeney - Manager Workforce and Strategy Ross Cheesman - General Manager Corporate Services
Author:	Kerrie Barrett - Coordinator Corporate Improvement & Strategy

SUMMARY

This report seeks Council's approval in accordance with section 257 of the Local Government Act 2009 to delegate to the Chief Executive Officer the power to enter into contracts, and all powers under the Local Government Act 2009.

9:08AM Councillor Swadling attended the meeting

COMMITTEE RESOLUTION

THAT:

1. Council resolves under section 257 of the *Local Government Act 2009*, to delegate to the Chief Executive Officer, the power to enter into contracts on behalf of Council, of a value up to the level of financial limits specified in Council's Financial Delegations Policy for the position of Chief Executive Officer;
2. Council resolves under section 257 of the *Local Government Act 2009*, to delegate all of the powers under the *Local Government Act 2009* as contained within Schedule 1 of the attached Instrument of Delegation, subject to the limitations contained within Schedule 2;
3. All prior resolutions delegating the powers that are listed to the Chief Executive Officer under the *Local Government Act 2009* be repealed.

Moved by: Mayor Strelow
Seconded by: Councillor Smith

MOTION CARRIED

8.2 COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER

File No:	4107
Attachments:	<ol style="list-style-type: none">1. Instrument of Delegation - Disaster Management Act 20032. Instrument of Delegation - Land Act 19943. Instrument of Delegation - Coastal Protection and Management Act 19954. Instrument of Delegation - Housing Act 20035. Instrument of Delegation - Residential Tenancies and Rooming Accommodation Act 20086. Instrument of Delegation - Residential Tenancies and Rooming Accommodation Regulation 20097. Instrument of Delegation - Fire and Emergency Services Act 1990
Authorising Officer:	Tracy Sweeney - Manager Workforce and Strategy Drew Stevenson - Acting General Manager Corporate Services
Author:	Kerrie Barrett - Coordinator Corporate Improvement & Strategy

SUMMARY

This report seeks Council's approval of delegations under State legislation to the position of Chief Executive Officer.

9:09AM Councillor Rutherford attended the meeting

COMMITTEE RESOLUTION

THAT as per section 257 of the *Local Government Act 2009* Council resolves to delegate to the Chief Executive Officer, the exercise of powers contained in schedule 1 of the Instruments of Delegation attached to this report:

- 1. Disaster Management Act 2003*
- 2. Land Act 1994*
- 3. Coastal Protection and Management Act 1995*
- 4. Housing Act 2003*
- 5. Residential Tenancies and Rooming Accommodation Act 2008*
- 6. Residential Tenancies and Rooming Accommodation Regulation 2009*
- 7. Fire and Emergency Services Act 1990*

Further, that all prior resolutions delegating the powers under these Acts listed to the Chief Executive Officer are repealed. These powers must be exercised subject to any limitations contained in schedule 2 of the Instruments of Delegation attached to the report.

Moved by: Councillor Belz
Seconded by: Councillor Swadling
MOTION CARRIED

8.3 ECONOMIC DEVELOPMENT ACTIVITIES

File No: 647
Attachments: 1. Growing Central Queensland map
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Rick Palmer - Manager Economic Development

SUMMARY

This report outlines the economic development activities in which Rick Palmer and Jane Whyte have been involved in over the last two months.

COMMITTEE RESOLUTION

THAT Council:

1. receive the Economic Development Activities report; and
2. adopt the draft Terms of Reference to develop an economic development strategy and seek a suitable consultant to undertake the study.

Moved by: Mayor Strelow
Seconded by: Councillor Fisher

MOTION CARRIED

COMMITTEE RESOLUTION

THAT Council congratulate Jane Whyte on her election to the board of Economic Development Australia.

Moved by: Councillor Belz
Seconded by: Mayor Strelow

MOTION CARRIED

8.4 AUDIT COMMITTEE FEBRUARY 2015 MEETING DATE

File No: 5207
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: John Wallace - Chief Audit Executive

SUMMARY

To enable maximum flexibility of attendees to attend Audit Committee meetings, it is suggested that preferred dates should be solicited but not formally adopted in future.

COMMITTEE RESOLUTION

That the original decision to hold the next meeting in February 2015 be rescinded, in favour of allowing all attendees flexibility to attend in March, with the anticipated date being Friday 20 March 2015.

Moved by: Mayor Strelow
Seconded by: Councillor Smith

MOTION CARRIED

8.5 ADOPTION OF 2013/14 ANNUAL REPORT

File No: 5042
Attachments: 1. 2013-14 Annual Report
Responsible Officer: Evan Pardon - Chief Executive Officer
Author: Shane Turner - Manager Governance Support

SUMMARY

Content for the 2013/14 Annual Report is submitted for Council's consideration and approval.

COMMITTEE RESOLUTION

THAT in accordance with the *Local Government Act 2009*, the *Local Government Regulation 2012* and the *Water Supply (Safety and Reliability) Act 2008*, the 2013/14 Annual Report as presented be adopted.

Moved by: Mayor Strelow
Seconded by: Councillor Rutherford

MOTION CARRIED

8.6 FEDERAL GOVERNMENT "GREEN ARMY PROGRAM" 2014-2015 ROUND 2

File No: 1171
Attachments: 1. Green Army Project Guidelines - Round 2
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Margaret Barrett - Manager Parks

SUMMARY

The report seeks endorsement for Council to submit an application under the Green Army program for park restoration, weed clearing and amenity improvements at Fraser Park, Mt Archer.

9:38AM Councillor Rutherford left the meeting
9:38AM Councillor Rutherford returned to the meeting

COMMITTEE RESOLUTION

THAT Council endorse:

1. Submission of an application for Project Sponsor status under the Green Army program;
2. That the preferred Green Army project is park restoration, weed clearing and amenity improvements at Fraser Park, Mt Archer;
3. That the project be included in Council's revised budget.

Moved by: Councillor Fisher
Seconded by: Councillor Smith

MOTION CARRIED

8.7 PROPOSED CORPORATE RISK REGISTER SUBMITTED FOR ADOPTION

File No: 8780

Attachments:

1. Draft Corporate Risk Register
2. Draft Corporate Risk Register - Summary Report

Authorising Officer: Drew Stevenson - Acting General Manager Corporate Services
Ross Cheesman - General Manager Corporate Services

Author: Kisane Ramm - Risk Management Officer

SUMMARY

The proposed Corporate Risk Register is presented to Council for consideration and adoption.

COMMITTEE RESOLUTION

THAT the Corporate Risk Register, as presented in the attachment to this report, be adopted.

Moved by: Mayor Strelow
Seconded by: Councillor Swadling

MOTION CARRIED

8.8 OCEANIA CUP HOCKEY TOURNAMENT

File No: 1361
Attachments: 1. Supporting Information
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Rick Palmer - Manager Economic Development

SUMMARY

This report outlines the opportunity for the Rockhampton Region to host the 2015 Oceania Cup Hockey Tournament.

COMMITTEE RESOLUTION

THAT Council provide:

- a) \$50,000 to support the staging of the 2015 Oceania Cup Hockey Tournament by the Rockhampton Hockey Association at Kalka Shades in October 2015;
- b) \$2,000 to cover extra waste collections and plant hire;
- c) Waiver of any charge for the use of the movable grandstands normally kept at the Rockhampton Showgrounds.

Moved by: Councillor Rutherford

Seconded by: Councillor Swadling

MOTION CARRIED

9 STRATEGIC REPORTS

9.1 ANNUAL OPERATIONAL PLAN QUARTER ONE PROGRESS REPORT

File No:	11365
Attachments:	<ol style="list-style-type: none">1. Q1 Progress Report and Summary - CEO's Office2. Q1 Progress Report and Summary - Corporate Services3. Q1 Progress Report and Summary - Regional Services4. Q1 Progress Report and Summary - Community Services
Authorising Officer:	Tracy Sweeney - Manager Workforce and Strategy Ross Cheesman - General Manager Corporate Services
Author:	Kerrie Barrett - Coordinator Corporate Improvement & Strategy

SUMMARY

The 2014/15 operational plan progress report for quarter 1 as at 30 September 2014 is presented, pursuant to s174(3) Local Government Regulation 2012.

COMMITTEE RESOLUTION

THAT the 2014/15 operational plan progress report for Quarter 1 as at 30 September 2014 be 'received'.

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

9.2 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 OCTOBER 2014

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

SUMMARY

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

COMMITTEE RESOLUTION

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

Moved by: Councillor Swadling
Seconded by: Councillor Rutherford

MOTION CARRIED

9.3 CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT**File No:** 1392**Attachments:**

1. Finance Monthly Report - October 2014
2. Workforce & Strategy Monthly Report - October 2014
3. Corporate and Technology Monthly Report - October 2014

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

SUMMARY

The monthly operations report for the Corporate Services department as at 31 October 2014 is presented for Councillor's information.

10:01AM Councillor Belz left the meeting

10:02AM Councillor Belz returned to the meeting

COMMITTEE RESOLUTION

THAT the Corporate Services Departmental Monthly Operations Report as at 31 October 2014 be 'received'.

Moved by: Councillor Rutherford

Seconded by: Councillor Smith

MOTION CARRIED

9.4 OPERATIONAL PERFORMANCE REPORT FOR GOVERNANCE SUPPORT UNIT FOR OCTOBER 2014**File No:** 1830**Attachments:** 1. **Operational Performance Report for Governance Support Unit, October 2014****Authorising Officer:** **Evan Pardon - Chief Executive Officer****Author:** **Shane Turner - Manager Governance Support**

SUMMARY

Manager Governance Support presenting the monthly Performance Report for the Governance Support Unit for the period ending 31 October 2014.

COMMITTEE RESOLUTION

THAT the monthly Performance Report for the Governance Support Unit for October 2014 be received.

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

10 NOTICES OF MOTION

Nil

11 URGENT BUSINESS QUESTIONS

11.1 LEAVE OF ABSENCE - COUNCILLOR GREG BELZ - 3 DECEMBER 2014

File No: 10072

Responsible Officer: Evan Pardon – Chief Executive Officer

SUMMARY

Councillor Greg Belz is requesting a leave of absence for the Water Committee Meeting and Infrastructure Committee Meeting on Wednesday 3 December 2014 in order to attend the LGAQ Policy Executive Meeting in Brisbane.

COMMITTEE RESOLUTION

THAT Councillor Greg Belz be granted a leave of absence for Wednesday 3 December 2014 to attend the LGAQ Policy Executive Meeting in Brisbane.

Moved by: Councillor Swadling

Seconded by: Councillor Williams

MOTION CARRIED

11.2 COUNCILLOR GREG BELZ - APPOINTMENT AS VICE PRESIDENT OF THE AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION**File No:** 10072**Responsible Officer:** Evan Pardon – Chief Executive Officer

SUMMARY

Councillor Greg Belz was recently elected unopposed as one of two Australian Local Government Association (ALGA) Vice Presidents at their Annual General Meeting in Tamworth.

COMMITTEE RESOLUTION

Council congratulates Councillor Belz on his appointment as Vice President of the Australian Local Government Association.

Moved by: Mayor Strelow**Seconded by:** Councillor Williams**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 31 October 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 Building and Development Issues - Larnach Street

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 for period ending Monday 17 November 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: Mayor Strelow

Seconded by: Councillor Swadling

MOTION CARRIED

COMMITTEE RESOLUTION

10:15AM

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

Moved by: Councillor Williams

Seconded by: Councillor Fisher

MOTION CARRIED

10:18AM Councillor Schwarten attended the meeting

COMMITTEE RESOLUTION

10:44AM

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 Williams

MOTION CARRIED

13 CONFIDENTIAL REPORTS

13.1 LEGAL MATTERS AS AT 31 OCTOBER 2014

File No: 1392
Attachments: 1. Legal Matters - October 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 October 2014.

COMMITTEE RESOLUTION

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

Moved by: Mayor Strelow
Seconded by: Councillor Williams

MOTION CARRIED

13.2 BUILDING AND DEVELOPMENT ISSUES - LARNACH STREET

File No: 8025
Attachments: Nil
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

There is a long running neighbourhood dispute. This report summarises the dispute and the options available for Council.

COMMITTEE RESOLUTION

THAT Council adopt to undertake option 1.

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

13.3 MONTHLY REPORT TO COUNCIL FROM CHIEF EXECUTIVE OFFICER FOR PERIOD ENDING MONDAY 17 NOVEMBER 2014

File No: 1830
Attachments: 1. Monthly Report November 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 17 November 2014.

COMMITTEE RESOLUTION

THAT the monthly report from the Chief Executive Officer for the period ending 17 November 2014 be received.

Moved by: Councillor Rutherford

Seconded by: Councillor Smith

MOTION CARRIED

14 CLOSURE OF MEETING

There being no further business the meeting closed at 10:44am.

SIGNATURE

CHAIRPERSON

DATE