



**PERFORMANCE & SERVICE
COMMITTEE MEETING**

MINUTES

26 MAY 2015

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**REPORT OF THE PERFORMANCE & SERVICE COMMITTEE MEETING
HELD AT COUNCIL CHAMBERS, 232 BOLSOVER STREET, ROCKHAMPTON
ON TUESDAY, 26 MAY 2015 COMMENCING AT 9.03AM**

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 N K Fisher

In Attendance:

Mr E Pardon – Chief Executive Officer
Mr R Cheesman – General Manager Corporate Services
Mr M Rowe – General Manager Community Services
Mr R Holmes – General Manager Regional Services
Mr R Claus – Executive Manager Regional Development
Ms A Cutler – Manager Finance
Mr R Palmer – Manager Economic Development
Ms T Sweeney – Manager Workforce and Strategy
Mr S Turner – Manager Governance
Mr D Stevenson – Manager Corporate & Technology
Mr A Russell – Coordinator Strategic Infrastructure
Ms K Barrett – Coordinator Corporate Improvement & Strategy
Ms J Whyte – Senior Resources Advisor
Ms E Brodel – Media and Communications Officer
Ms L Leeder – Senior Governance Support Officer

3 APOLOGIES AND LEAVE OF ABSENCE

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

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

COMMITTEE RESOLUTION

THAT the apologies tendered for the absence of Councillor Stephen Schwarten be 'received'.

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

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

COMMITTEE RESOLUTION

THAT the minutes of the Performance & Service Committee held on 28 April 2015 be taken as read and adopted as a correct record.

Moved by: Councillor Smith

Seconded by: Councillor Fisher

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 Williams

Seconded by: Councillor Smith

MOTION CARRIED

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 REVISED POLICY - ACQUISITION/RESUMPTION OF LAND OR EASEMENT RIGHTS OVER LAND NOT UNDER COUNCIL'S CONTROL

File No: 3906

Attachments:

1. Draft Acquisition/Resumption of Land or Easement Rights Over Land Not Under Council's Control - MARK-UP DISPLAYED.
2. Proposed final draft - Acquisition/Resumption of Land or Easement Rights Over Land Not Under Council's Control

Authorising Officer: Ross Cheesman - General Manager Corporate Services

Author: Drew Stevenson - Manager Corporate and Technology

SUMMARY

The revised Acquisition/Resumption of Land or Easement Rights Over Land Not Under Council's Control Policy presented for consideration and adoption.

COMMITTEE RESOLUTION

THAT Council adopt the revised Acquisition/Resumption of Land or Easement Rights Over Land Not Under Council's Control Policy as detailed in the report; and that the Policy be updated to include another paragraph in 5.2.1 that "an information report be provided to the next appropriate Committee meeting on the Acquisition by Agreement".

Moved by: Mayor Strelow

Seconded by: Councillor Fisher

MOTION CARRIED

8.2 REGIONAL STARTUP ECOSYSTEM MAPPING

File No: 5857
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Russell Claus - Executive Manager Regional
Development
Author: Rick Palmer - Manager Economic Development

SUMMARY

This report outlines a request from the Department of Science, IT and Innovation for a contribution from Council to map the startup ecosystem in the Rockhampton Region.

COMMITTEE RESOLUTION

THAT Council agree to provide the requested contribution to map the startup ecosystem in the Rockhampton Region.

Moved by: Councillor Fisher
Seconded by: Mayor Strelow

MOTION CARRIED

8.3 LEICHHARDT HIGHWAY PROMOTIONS ASSOCIATION INC

File No: 1741
Attachments: 1. Letter from Cr David McMahon
Authorising Officer: Evan Pardon - Chief Executive Officer
Russell Claus - Executive Manager Regional Development
Author: Rick Palmer - Manager Economic Development

SUMMARY

This report contains an update on the activities which the Leichhardt Highway Promotions Committee Inc (LHPA) intends to undertake in 2015-16.

COMMITTEE RESOLUTION

THAT the Leichhardt Highway Promotions Association Inc report be received and Council pay the requested membership fee.

Moved by: Mayor Strelow
Seconded by: Councillor Williams

MOTION CARRIED

8.4 2014-2015 REVISED BUDGET

File No: 8785

Attachments:

1. Ten and Three year statements and ratios
2. One Page Budget - Revised Budget
3. 2014-15 Capital Budget Movements

Authorising Officer: Ross Cheesman - General Manager Corporate Services

Author: Alicia Cutler - Manager Finance

SUMMARY

Manager Finance reporting to Council with a budget revision for the 14/15 year, based upon estimates provided by the organisation post Tropical Cyclone Marcia.

COMMITTEE RESOLUTION

THAT accordance with S170(3) of the Local Government Regulation 2012, the papers attached to the report be adopted as the Budget Amendment for 2014/15.

Moved by: Mayor Strelow
Seconded by: Councillor Williams

MOTION CARRIED

8.5 ELECTORAL ARRANGEMENTS

File No: 5827

Attachments:

1. Letter from Electoral Commission Qld 5 May 2015
2. Extract of Local Government Electoral Act 2011

Authorising Officer: Evan Pardon - Chief Executive Officer

Author: Shane Turner - Manager Governance Support

SUMMARY

Council has received correspondence from the Electoral Commission Queensland seeking information on Council's Electoral Arrangements for the 2016 Quadrennial Local Government Elections.

COMMITTEE RESOLUTION

- 1) THAT Council write to the Electoral Commissioner Queensland advising the Chief Executive Officer of Rockhampton Regional Council does not wish to be the Returning Officer for the 2016 Rockhampton Regional Council Quadrennial Local Government Elections; and
- 2) THAT the Chief Executive Officer provides the Electoral Commission of Queensland a written "Withdrawal Notice", declining the role of Returning Officer for the 2016 Rockhampton Regional Council Quadrennial Local Government Election prior to 1 July 2016.

Moved by: Councillor Williams

Seconded by: Mayor Strelow

MOTION CARRIED

8.6 COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER

File No: 4107

Attachments:

1. Instrument of Delegation - Stock Act 1915
2. Instrument of Delegation - Water Supply (Safety and Reliability) Act 2008

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 of delegations under State legislation to the position of Chief Executive Officer.

COMMITTEE RESOLUTION

THAT:

1. Council resolves as per section 257 of the *Local Government Act 2009* 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. *Stock Act 1915*
 2. *Water Supply (Safety and Reliability) Act 2008*
2. 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 this report.

Moved by: Councillor Smith

Seconded by: Mayor Strelow

MOTION CARRIED

9 STRATEGIC REPORTS

9.1 ANNUAL OPERATIONAL PLAN QUARTER THREE PROGRESS REPORT

File No: 8320

Attachments:

1. Q3 Progress Report and Summary - CEO's Office
2. Q3 Progress Report and Summary - Corporate Services
3. Q3 Progress Report and Summary - Regional Services
4. Q3 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 three as at 31 March 2015 is presented, pursuant to s174(3) Local Government Regulation 2012.

COMMITTEE RESOLUTION

THAT the 2014/15 operational plan progress report for Quarter Three as at 31 March 2015 be 'received'.

Moved by: Councillor Smith
Seconded by: Councillor Williams

MOTION CARRIED

9.2 RISK REGISTERS - QUARTERLY UPDATE AS AT 17 APRIL 2015

File No: 8780

Attachments:

1. Current Risk Rating Heat Map as at 17 April 2015
2. Corporate Risk Register - Quarterly Update as at 17 April 2015
3. Office of the CEO Risk Register - Quarterly Update as at 17 April 2015
4. Community Services - Quarterly Update as at 17 April 2015
5. Corporate Services Risk Register - Quarterly Update as at 17 April 2015
6. Regional Services Risk Register - Quarterly Update as at 17 April 2015

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

Author: Kisane Ramm - Risk Management Officer

SUMMARY

The quarterly risk register updates, as at 17 April 2015, are presented for the Committee's consideration.

COMMITTEE RESOLUTION

THAT the quarterly risk register updates, as at 17 April 2015 and as presented in the attachments to this report, be adopted.

Moved by: Mayor Strelow
Seconded by: Councillor Williams

MOTION CARRIED

**9.3 OPERATIONAL PERFORMANCE REPORT FOR GOVERNANCE SUPPORT UNIT
FOR APRIL 2015****File No:** 1830**Attachments:** 1. **Governance Support Performance Report
April 2015****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 30 April 2015.

COMMITTEE RESOLUTION

THAT the monthly Performance Report for the Governance Support Unit for April 2015 be received.

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

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

1. Finance Monthly Report - April 2015
2. Workforce & Strategy Monthly Report - April 2015
3. Corporate & Technology Monthly Report - April 2015

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 30th April 2015 is presented for Councillor's information.

COMMITTEE RESOLUTION

THAT the Corporate Services Departmental Monthly Operations Report as at 30 April 2015 be "received".

Moved by: Councillor Smith
Seconded by: Councillor Williams

MOTION CARRIED

9.5 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 APRIL 2015

File No: 8148
Attachments: 1. Income Statement - April 2015
2. Key Indicator Graphs - April 2015
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 2015.

COMMITTEE RESOLUTION

THAT the Rockhampton Regional Council Summary Budget Management Report for the period ended 30 April 2015 be 'received'.

Moved by: Mayor Strelow
Seconded by: Councillor Smith

MOTION CARRIED

9.6 FLY IN FLY OUT (FIFO) REVIEW

File No: 8444
Attachments: 1. FIFO Fact Sheet
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Russell Claus - Executive Manager Regional Development

SUMMARY

The Queensland Government is undertaking a review of fly-in-fly-out (FIFO) mines where the operation is located near a resource town or regional community. Submissions for this review close at 4pm on 25 May 2015 and Council's submission is presented for endorsement.

10:01AM Chief Executive Officer left the meeting
10:02AM Chief Executive Officer returned to the meeting

COMMITTEE RESOLUTION

THAT the FIFO Review submission be endorsed.

Moved by: Mayor Strelow
Seconded by: Councillor Fisher

MOTION CARRIED

COMMITTEE RESOLUTION

THAT in accordance with s275(1)(c) of the *Local Government (Operations) Regulation 2012*, Item 9.7 – National Stronger Regions Fund Round 2 be discussed in Closed Session as it contains information relating to the local government's budget.

Moved by: Mayor Strelow
Seconded by: Councillor Smith

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.

9.7 National Stronger Regions Fund Round 2

This report is considered confidential in accordance with section 275(1)(c), of the *Local Government Regulation 2012*, as it contains information relating to the local government's budget.

13.1 Legal Matters as at 30 April 2015

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 Lower Fitzroy River Infrastructure Project

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 (Commercially sensitive discussion).

13.3 Redevelopment Priorities for 42nd Battalion Memorial Pool

This report is considered confidential in accordance with section 275(1)(c), of the *Local Government Regulation 2012*, as it contains information relating to the local government's budget.

13.4 Monthly Report from Chief Executive Officer for the period ending 18 May 2015

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

10:09AM

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: Mayor Strelow

Seconded by: Councillor Williams

MOTION CARRIED

10:10AM Mayor Strelow declared a 5 minute recess.

10:19AM The meeting resumed.

Members Present:

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

In Attendance:

Mr E Pardon – Chief Executive Officer
Mr R Cheesman – General Manager Corporate Services
Mr M Rowe – General Manager Community Services
Mr R Holmes – General Manager Regional Services
Mr R Claus – Executive Manager Regional Development
Ms A Cutler – Manager Finance
Ms M Barrett – Manager Parks
Mr R Palmer – Manager Economic Development
Ms T Sweeney – Manager Workforce and Strategy
Mr A Russell – Coordinator Strategic Infrastructure
Ms K Barrett – Coordinator Corporate Improvement & Strategy
Ms E Brodel – Media and Communications Officer
Ms L Leeder – Senior Governance Support Officer

10:38AM Councillor Belz left the meeting
10:50AM Councillor Belz returned to the meeting
11:02AM Mayor Strelow left the meeting
11:02AM Mayor Strelow returned to the meeting
11:22AM Chief Executive Officer left the meeting
11:24AM Chief Executive Officer returned to the meeting
11:50AM Councillor Belz left the meeting
11:59AM Councillor Belz returned to the meeting
12:08PM Councillor Fisher left the meeting and did not return

COMMITTEE RESOLUTION**12:11PM**

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 Smith

Seconded by: Councillor Williams

MOTION CARRIED

13 CONFIDENTIAL REPORTS

9.7 NATIONAL STRONGER REGIONS FUND ROUND 2

File No: 7322
Attachments: Nil
Authorising Officer: Martin Crow - Manager Engineering Services
Robert Holmes - General Manager Regional Services
Author: Angus Russell - Coordinator Strategic Infrastructure

SUMMARY

The report provides information on Round Two of the National Stronger Regions Fund programme.

COMMITTEE RESOLUTION

THAT:

1. Council notes the eligibility requirements and criteria for Round Two of the National Stronger Regions Fund programme; and
2. A submission be prepared for the identified projects including the Gracemere Sewage Treatment Plant Augmentation, including the completion of the effluent pipeline, and the Mount Morgan Sewerage System extension.

Moved by: Mayor Strelow
Seconded by: Councillor Smith

MOTION CARRIED UNANIMOUSLY

13.1 LEGAL MATTERS AS AT 30 APRIL 2015

File No: 1392
Attachments: 1. Legal Matters - April 2015
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 2015.

COMMITTEE RESOLUTION

THAT the legal matters report containing updates on legal matters for Rockhampton Regional Council as at 30 April 2015 be received.

Moved by: Councillor Smith
Seconded by: Councillor Williams

MOTION CARRIED

13.2 LOWER FITZROY RIVER INFRASTRUCTURE PROJECT

File No: 7687
Attachments: Nil
Authorising Officer: Martin Crow - Manager Engineering Services
Robert Holmes - General Manager Regional Services
Author: Angus Russell - Coordinator Strategic Infrastructure

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 (Commercially sensitive discussion).

SUMMARY

The report provides an update on the Lower Fitzroy Infrastructure Project and recommends Council continue to liaise and work with the project proponents.

COMMITTEE RESOLUTION

THAT the Chief Executive Officer be authorised to work with Sunwater and the Gladstone Area Water Board to prepare a business case that seeks Australian and Queensland Government commitment to and investment in construction of Rookwood Weir; and

THAT the Chief Executive Officer be authorised to explore options for Council's active participation in the development of Rookwood Weir.

Moved by: Mayor Strelow
Seconded by: Councillor Williams

MOTION CARRIED

13.3 REDEVELOPMENT PRIORITIES FOR 42ND BATTALION MEMORIAL POOL

File No: 1464
Attachments: Nil
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Margaret Barrett - Manager Parks
Previous Items: 11.4 - Short-term Options for Operation of 42nd Battalion Memorial Pool and 'Shut the Gate' learn-to-swim facility - Ordinary Council - 12 May 2015 9.00 am
17.2 - Royalties for the Regions Round 4 Expressions of Interest - Ordinary Council - 09 Sep 2014 9.00 am
13.2 - State Government 'Get Playing Plus' Funding Initiative - Parks & Recreation Committee - 30 Sep 2014 9.00 am

This report is considered confidential in accordance with section 275(1)(c), of the *Local Government Regulation 2012*, as it contains information relating to the local government's budget.

SUMMARY

In order to continue the safe operation of the 42nd Battalion Memorial Pool, the site requires a range of works to be completed. This report outlines these priority works and indicates cost estimates for the work to be completed.

COMMITTEE RESOLUTION

THAT Council approve:

1. The priority works at 42nd Battalion Memorial Pool for delivery in 2015-16; and
2. An additional \$200,000 be added to the 2015-16 Parks capital budget to achieve the first phase.

Moved by: Mayor Strelow
Seconded by: Councillor Williams

MOTION CARRIED

13.4 MONTHLY REPORT FROM CHIEF EXECUTIVE OFFICER FOR THE PERIOD ENDING 18 MAY 2015

File No: 1830
Attachments: 1. Monthly Report May 2015
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 for the period ending Monday 18 May 2015.

COMMITTEE RESOLUTION

THAT the monthly report from the Chief Executive Officer for the period ending 18 May 2015 be received.

Moved by: Councillor Smith
Seconded by: Councillor Williams

MOTION CARRIED

14 CLOSURE OF MEETING

There being no further business the meeting closed at 12:13pm.

SIGNATURE

CHAIRPERSON

DATE