



**PERFORMANCE & SERVICE
COMMITTEE MEETING**

MINUTES

22 SEPTEMBER 2015

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	AMENDING COUNCIL POLICY: HANDLING OF CONFIDENTIAL INFORMATION POLICY.....	4
8.2	ROCKHAMPTON MOUNTAIN BIKE CLUB INC REQUEST FOR CO-FUNDING TO ASSIST BUILDING MOUNTAIN BIKE TRAILS.....	5
8.3	TRAVEL APPROVAL FOR GALLERY CURATOR TO ATTEND A MEETING IN CARDIFF, WALES ON BEHALF OF ROCKHAMPTON ART GALLERY	6
8.4	INFORMATION AND COMMUNICATION TECHNOLOGY SPECIALISED AND SOLE SUPPLIER ARRANGEMENTS	7
9	STRATEGIC REPORTS	8
9.1	ARROW BOWEN PIPELINE PROJECT	8
9.2	SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 AUGUST 2015	9
9.3	FINANCIAL STATEMENTS 2015-16	10
9.4	CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT	11
9.5	OPERATIONAL PERFORMANCE REPORT FOR GOVERNANCE SUPPORT UNIT FOR AUGUST 2015.....	12
9.6	REGIONAL DEVELOPMENT - MONTHLY REPORT AUGUST 2015.....	13
10	NOTICES OF MOTION	14
10.1	NOTICE OF MOTION - COUNCILLOR STEPHEN SCHWARTEN - PROPOSED RIVERBANK DEVELOPMENT PROJECTS	14
11	URGENT BUSINESS\QUESTIONS	15
12	CLOSED SESSION	16

13.1	LEGAL MATTERS AS AT 31 AUGUST 2015	16
13.2	MONTHLY REPORT FROM CHIEF EXECUTIVE OFFICER FOR PERIOD ENDING 14 SEPTEMBER 2015	16
13	CONFIDENTIAL REPORTS.....	18
13.1	LEGAL MATTERS AS AT 31 AUGUST 2015	18
13.2	MONTHLY REPORT FROM CHIEF EXECUTIVE OFFICER FOR PERIOD ENDING 14 SEPTEMBER 2015	19
14	CLOSURE OF MEETING.....	20

**REPORT OF THE PERFORMANCE & SERVICE COMMITTEE MEETING
HELD AT COUNCIL CHAMBERS, 232 BOLSOVER STREET, ROCKHAMPTON
ON TUESDAY, 22 SEPTEMBER 2015 COMMENCING AT 9:04AM**

1 OPENING

2 PRESENT

Members Present:

Acting Mayor, Councillor A P Williams (Chairperson)
Councillor C E Smith
Councillor C R Rutherford
Councillor S J Schwarten
Councillor R A Swadling
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
Ms A Cutler – Manager Finance
Mr W Clark – Community Engagement Officer
Ms E Brodel – Media and Communications Officer
Ms L Leeder – Senior Governance Support Officer

3 APOLOGIES AND LEAVE OF ABSENCE

The Mayor, Councillor Margaret Strelow tendered her apology and was not in attendance.

Leave of Absence for the meeting was previously granted to Councillor Greg Belz.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

COMMITTEE RESOLUTION

THAT the minutes of the Performance & Service Committee held on 25 August 2015 be taken as read and adopted as a correct record.

Moved by: Councillor Swadling

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**

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 Swadling

MOTION CARRIED

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 AMENDING COUNCIL POLICY: HANDLING OF CONFIDENTIAL INFORMATION POLICY

File No: 2562

Attachments:

1. Extract of Sections 171, 171A & 200 of the Local Government Act 2009
2. Marked Up Version of Existing Handling of Confidential Information Policy to be considered
3. Final version of Policy as considered at the Councillor's Policy Workshop in August 2015

Authorising Officer: Evan Pardon - Chief Executive Officer

Author: Shane Turner - Manager Governance Support

SUMMARY

The Handling of Confidential Information Policy is an Administrative Policy that requires Council adoption. The existing policy has been reviewed and has been amended where necessary to add some additional clarity where the existing legislation is not definitive. It is considered prudent that the Council adopt the amended Handling of Confidential Information Policy.

9:05AM Councillor Rutherford attended the meeting

COMMITTEE RESOLUTION

THAT the Handling of Confidential Information Policy be adopted.

Moved by: Councillor Swadling

Seconded by: Councillor Smith

MOTION CARRIED

8.2 ROCKHAMPTON MOUNTAIN BIKE CLUB INC REQUEST FOR CO-FUNDING TO ASSIST BUILDING MOUNTAIN BIKE TRAILS

File No: 5918

Attachments:

1. Letter from RMBC Inc to Council requesting assistance 6 September 2015
2. First Turkey Master Plan 2015

Authorising Officer: Michael Rowe - General Manager Community Services

Author: Wade Clark - Community Engagement Officer

SUMMARY

The Rockhampton Mountain Bike Club Inc has made a formal request to Council to co-fund additional mountain bike trails at the First Turkey Mountain Bike Reserve. The Mountain Bike Club is also seeking co-funding from the State Government and Stanwell Power.

COMMITTEE RESOLUTION

THAT Council re-allocates \$20,000 identified as in the amenity block in German Park to the Rockhampton Mountain Bike Club Inc for the project of constructing mountain bike trails on the provision that the State Government allocates funding towards the project; and

THAT Council provides a letter of endorsement to the Rockhampton Mountain Bike Club Inc to assist its application to the State Government for this project.

Moved by: Councillor Swadling

Seconded by: Councillor Fisher

MOTION CARRIED

8.3 TRAVEL APPROVAL FOR GALLERY CURATOR TO ATTEND A MEETING IN CARDIFF, WALES ON BEHALF OF ROCKHAMPTON ART GALLERY

File No: 3147
Attachments: Nil
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Tracy Cooper-Lavery - Gallery Director

SUMMARY

The Gallery Director is seeking approval for the Gallery Curator to travel to Cardiff, Wales return from London (22-23 October 2015) to attend a meeting at the National Museum of Wales as part of ongoing negotiations towards an international exhibition for Rockhampton Art Gallery in mid-2018.

COMMITTEE RESOLUTION

THAT Council agrees to approve the travel request and fund the visit by the Gallery Curator to the National Museum of Wales, Cardiff as part of ongoing exhibition negotiations.

Moved by: Councillor Swadling
Seconded by: Councillor Fisher

MOTION CARRIED

8.4 INFORMATION AND COMMUNICATION TECHNOLOGY SPECIALISED AND SOLE SUPPLIER ARRANGEMENTS

File No: 3609
Attachments: Nil
Authorising Officer: Ross Cheesman - General Manager Corporate Services
Author: Drew Stevenson - Manager Corporate and Technology Services

SUMMARY

The purpose of this report is to seek a Council resolution that the nominated information and communications technology suppliers are deemed as specialised or sole suppliers in accordance with Section 235 (a) and (b) of the Local Government Regulation 2012.

COMMITTEE RESOLUTION

THAT pursuant to s235(a) and (b) of the *Local Government Regulation 2012*, Council approve the nominated information and communications technology suppliers as specialist or sole suppliers of information technology software, maintenance and support services.

Moved by: Councillor Fisher

Seconded by: Councillor Smith

MOTION CARRIED

9 STRATEGIC REPORTS

9.1 ARROW BOWEN PIPELINE PROJECT

File No: 2083

Attachments:

1. Arrow Bowen Pipeline through RRC
2. Arrow Weed Management Framework
3. Arrow's comments on SGIC Weed Management Plan
4. Arrow's proposed SGIC Weed Management Plan
5. SGIC Weed Management Plan
6. RRC comments on Arrow's Weed Management Plan
7. Advert in The Morning Bulletin September 2015
8. Notice from The Morning Bulletin September 2015

Authorising Officer: Evan Pardon - Chief Executive Officer

Author: Robert Holmes - General Manager Regional Services

SUMMARY

The Arrow Bowen Pipeline Project comprises the construction of a 430 km high pressure pipeline from a Central Gas Processing Facility (CGPF) located north of Moranbah to a gas gathering hub at Mount Larcom. About 143 km of the Arrow Bowen Pipeline will be constructed and located in the Rockhampton Regional Council area. This will require the use of Council roads as well as State roads and this report is to provide an update to the Committee on the project and its impacts on the Council area.

9:47AM Councillor Schwarten left the meeting

9:50AM Councillor Schwarten returned to the meeting

COMMITTEE RESOLUTION

THAT the information in the Arrow Bowen Pipeline Project report be noted.

Moved by: Councillor Rutherford

Seconded by: Councillor Smith

MOTION CARRIED

9.2 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 AUGUST 2015

File No: 8148
Attachments: 1. Income Statement - August 2015
2. Key Indicator Graphs - August 2015
Authorising Officer: Ross Cheesman - General Manager Corporate Services
Author: Alicia Cutler - Manager Finance

SUMMARY

Finance Manager presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 August 2015.

COMMITTEE RESOLUTION

THAT the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 August 2015 be 'received'.

Moved by: Councillor Swadling

Seconded by: Councillor Smith

MOTION CARRIED

9.3 FINANCIAL STATEMENTS 2015-16

File No: 9509
Attachments: 1. Financial Statements 2014/15
Authorising Officer: Ross Cheesman - General Manager Corporate Services
Author: Alicia Cutler - Manager Finance

SUMMARY

Draft Unaudited Financial Statements are presented for Council information prior to audit.

COMMITTEE RESOLUTION

THAT the Financial Statements 2015-16 report be received.

Moved by: Councillor Smith
Seconded by: Councillor Swadling

MOTION CARRIED

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

1. Finance Monthly Report - August 2015
2. Workforce & Strategy Monthly Report - August 2015
3. Corporate & Technology Monthly Report - August 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 31 August 2015 is presented for Councillor's information.

COMMITTEE RESOLUTION

THAT the Corporate Services Departmental Operations Report as at 31 August 2015 be "received".

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

9.5 OPERATIONAL PERFORMANCE REPORT FOR GOVERNANCE SUPPORT UNIT FOR AUGUST 2015

File No: 1830
Attachments: 1. Operational Performance Report Governance Support Unit as at 31 August 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 31 August 2015.

COMMITTEE RESOLUTION

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

Moved by: Councillor Swadling

Seconded by: Councillor Smith

MOTION CARRIED

9.6 REGIONAL DEVELOPMENT - MONTHLY REPORT AUGUST 2015

File No: 1830
Attachments: 1. Regional Development Monthly Report - August 2015
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Russell Claus - Executive Manager Regional Development

SUMMARY

This report provides information on the activities of the Regional Development Unit for the month of August 2015.

COMMITTEE RESOLUTION

THAT the Regional Development monthly report be received.

Moved by: Councillor Smith
Seconded by: Councillor Rutherford

MOTION CARRIED

10 NOTICES OF MOTION

10.1 NOTICE OF MOTION - COUNCILLOR STEPHEN SCHWARTEN - PROPOSED RIVERBANK DEVELOPMENT PROJECTS

File No: 8246
Attachments: 1. Notice of Motion - Councillor Swarten
Responsible Officer: Evan Pardon - Chief Executive Officer

SUMMARY

Councillor Stephen Swarten has indicated his intention to move a Notice of Motion at the next Performance and Service Committee regarding the proposed Rockhampton Riverbank Redevelopment projects.

COMMITTEE RESOLUTION

THAT this matter lay on the table until the October Performance and Service Committee meeting.

Moved by: Councillor Swarten

Seconded by: Councillor Swadling

MOTION CARRIED

10:16AM Councillor Swadling left the meeting

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 August 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 Monthly Report from Chief Executive Officer for period ending 14 September 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: Councillor Williams
Seconded by: Councillor Rutherford

MOTION CARRIED

COMMITTEE RESOLUTION

10:18AM

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 Smith

MOTION CARRIED

10:18AM Acting Mayor, Councillor Williams declared a 5 minute recess
10:23AM The meeting resumed

Members Present:

Acting Mayor, Councillor A P Williams (Chairperson)
Councillor C E Smith
Councillor C R Rutherford
Councillor S J Schwarten
Councillor R A Swadling
Councillor N K Fisher

In Attendance:

Mr E Pardon – Chief Executive Officer
Mr R Holmes – General Manager Regional Services
Ms E Brodel – Media and Communications Officer
Ms L Leeder – Senior Governance Support Officer

COMMITTEE RESOLUTION

10:49AM

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 Smith

MOTION CARRIED

13 CONFIDENTIAL REPORTS

13.1 LEGAL MATTERS AS AT 31 AUGUST 2015

File No: 1392
Attachments: 1. Legal Matters - August 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 31 August 2015.

COMMITTEE RESOLUTION

THAT the legal matters report containing updates on legal matters for Rockhampton Regional Council as at 31 August 2015 be received.

Moved by: Councillor Swadling

Seconded by: Councillor Smith

MOTION CARRIED

**13.2 MONTHLY REPORT FROM CHIEF EXECUTIVE OFFICER FOR PERIOD ENDING
14 SEPTEMBER 2015**

File No: 1830
Attachments: 1. Monthly Report September 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 14 September 2015.

COMMITTEE RESOLUTION

THAT the monthly report from the Chief Executive Officer for the period ending 14 September 2015 be received.

Moved by: Councillor Williams
Seconded by: Councillor Smith

MOTION CARRIED

14 CLOSURE OF MEETING

There being no further business the meeting closed at 10:50am.

SIGNATURE

CHAIRPERSON

DATE