



# **PERFORMANCE & SERVICE COMMITTEE MEETING**

## **MINUTES**

**26 AUGUST 2014**

## TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OPENING.....	1
2	PRESENT .....	1
3	APOLOGIES AND LEAVE OF ABSENCE .....	1
3.1	AMENDED LEAVE OF ABSENCE - MAYOR MARGARET STRELOW – 22 AUGUST TO 4 OCTOBER 2014.....	2
4	CONFIRMATION OF MINUTES OF PREVIOUS MEETING .....	3
5	DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA.....	3
6	BUSINESS OUTSTANDING .....	4
6.1	BUSINESS OUTSTANDING TABLE FOR PERFORMANCE AND SERVICE COMMITTEE .....	4
7	PUBLIC FORUMS/DEPUTATIONS .....	5
	NIL .....	5
8	OFFICERS' REPORTS.....	6
8.1	2015 SHOW PUBLIC HOLIDAY .....	6
8.6	REQUEST FOR PUBLIC HOLIDAY BEEF 2015 .....	7
8.2	LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND INC ANNUAL CONFERENCE, 27 TO 29 OCTOBER 2014, MACKAY CONVENTION CENTRE .....	8
8.3	INFRINGEMENT NOTICE POLICY .....	9
8.4	PROGRESS REPORT - JARDINE PARK DETENTION BASIN AND BACKFLOW PREVENTION DEVICE .....	10
8.5	REQUEST FOR SUPPORT BY RESOURCE INDUSTRY GROUP .....	11
9	STRATEGIC REPORTS.....	12
9.1	SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 JULY 2014.....	12
9.2	CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT.....	13
10	NOTICES OF MOTION.....	14
	NIL .....	14
11	URGENT BUSINESS\QUESTIONS .....	15
12	CLOSED SESSION .....	16
13.2	LEGAL MATTERS AS AT 31 JULY 2014 .....	16

13.3	MONTHLY REPORT TO COUNCIL FROM CHIEF EXECUTIVE OFFICER - PERIOD ENDING 18 AUGUST 2014 .....	16
<b>13</b>	<b>CONFIDENTIAL REPORTS.....</b>	<b>17</b>
13.1	SALE OF PROPERTIES FOR OVERDUE RATES - 2014 .....	17
13.2	LEGAL MATTERS AS AT 31 JULY 2014 .....	18
13.3	MONTHLY REPORT TO COUNCIL FROM CHIEF EXECUTIVE OFFICER - PERIOD ENDING 18 AUGUST 2014 .....	19
<b>14</b>	<b>CLOSURE OF MEETING .....</b>	<b>20</b>

**REPORT OF THE PERFORMANCE & SERVICE COMMITTEE MEETING  
HELD AT COUNCIL CHAMBERS, 232 BOLSOVER STREET, ROCKHAMPTON  
ON TUESDAY, 26 AUGUST 2014 COMMENCING AT 9.01AM**

**1 OPENING**

**2 PRESENT**

Members Present:

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

In Attendance:

Mr R Cheesman – Acting Chief Executive Officer  
Mr M Rowe – General Manager Community Services  
Mr R Holmes – General Manager Regional Services  
Ms T Sweeney – Manager Workforce and Strategy  
Mr D Stevenson – Manager Corporate and Technology Services  
Mr R Palmer – Manager Economic Development  
Mr P Owens – Manager Arts and Heritage  
Mr M Crow – Manager Engineering Services  
Ms J Whyte – Senior Resources Advisor  
Ms T Wooley – Communications and Marketing Officer  
Ms K Mahon – Committee Support Team Leader  
Ms I Taylor – Governance Support Officer

**3 APOLOGIES AND LEAVE OF ABSENCE**

Leave of Absence for the meeting was previously granted to Councillor Stephen Schwarten.

Mayor Margaret Strelow tendered her apology and will not be in attendance.

**3.1 AMENDED LEAVE OF ABSENCE - MAYOR MARGARET STRELOW –  
22 AUGUST TO 4 OCTOBER 2014****File No:** 10072**Responsible Officer:** Ross Cheesman – Acting Chief Executive Officer

---

**SUMMARY**

*Mayor Strelow's leave of absence was granted for the month of September at the Performance and Service Committee on 25 February 2014. This has now been amended to include the end of August and start of October.*

**COMMITTEE RESOLUTION**

That Mayor Margaret Strelow's leave of absence be amended to include Friday 22 August 2014 to Saturday 4 October 2014 inclusive.

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

**4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****COMMITTEE RESOLUTION**

THAT the minutes of the Performance & Service Committee held on 29 July 2014 be taken as read and adopted as a correct record.

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

**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 Rutherford

**MOTION CARRIED**

## **7 PUBLIC FORUMS/DEPUTATIONS**

Nil



## 8 OFFICERS' REPORTS

### 8.1 2015 SHOW PUBLIC HOLIDAY

**File No:** 456

**Attachments:** Nil

**Authorising Officer:** Michael Rowe - General Manager Community Services

**Author:** Peter Owens - Manager Arts and Heritage

---

#### SUMMARY

*This matter was discussed at the Ordinary Council Meeting on 12 August 2014 however was referred to the Performance and Service Committee Meeting for further discussion.*

*The Hon Jarrod Bleijie MP, Attorney-General and Minister for Justice has written to Council inviting it to nominate a special holiday for 2015 for the annual agricultural show on behalf of the Rockhampton Regional Council*

#### COMMITTEE RESOLUTION

THAT in response to written request from the Rockhampton Agricultural Show Society, Council directs the Chief Executive Officer to write to the Hon Jarrod Bleijie MP, Attorney-General and Minister for Justice requesting that the Attorney-General appoint a special agricultural show holiday for the Rockhampton Regional Council area for Thursday 11 June 2015.

**Moved by:** Councillor Fisher

**Seconded by:** Councillor Swadling

**MOTION CARRIED**

**8.6 REQUEST FOR PUBLIC HOLIDAY BEEF 2015**

**File No:** 10486 & 3192  
**Attachments:** Nil  
**Authorising Officer:** Ross Cheesman - Acting Chief Executive Officer  
**Author:** Michael Rowe - General Manager Community Services

---

**SUMMARY**

*Beef Australia Ltd. seeking Council support for the allocation of a public holiday for the opening day of Beef 2015.*

**COMMITTEE RESOLUTION**

THAT Council advises Beef Australia Ltd that it is unable to support the allocation of a public holiday for Beef 2015 for the following reasons:

1. Competitive disadvantage impact on local business; and
2. Productivity loss to local business

and encourages Beef Australia Ltd to prepare an evidence based business case for a potential public holiday in 2018.

**Moved by:** Councillor Williams  
**Seconded by:** Councillor Swadling

**MOTION CARRIED**

Councillor Smith and Fisher recorded their votes against the motion.

**8.2 LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND INC ANNUAL CONFERENCE, 27 TO 29 OCTOBER 2014, MACKAY CONVENTION CENTRE****File No:** 8291**Attachments:**

1. LGAQ Conference 2014 Program and Registration
2. Letter from LGAQ - Registrations for 2014 Conference
3. Letter from LGAQ - Conference Program

**Authorising Officer:** Ross Cheesman - Acting Chief Executive Officer**Author:** Ross Cheesman - Acting Chief Executive Officer

---

**SUMMARY**

*Local Government Association of Queensland Inc advising the 118<sup>th</sup> Annual Conference will be held at Mackay Convention Centre from 27 to 29 October 2014.*

**COMMITTEE RESOLUTION**

That:

1. Her Worship the Mayor, Councillor Margaret Strelow and Councillor Fisher be authorised to attend the Local Government Association of Queensland's Annual Conference to be held at Mackay Convention Centre from 27 to 29 October 2014 as a matter of Council business;
2. Councillor Greg Belz be authorised to attend in his role as a member of the LGAQ Executive;
3. Her Worship the Mayor, Councillor Margaret Strelow and Councillor Fisher be appointed as delegates with voting rights for Rockhampton Regional Council;
4. Council not submit a nomination to host the Conference in 2016;

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

**8.3 INFRINGEMENT NOTICE POLICY**

**File No:** 5238  
**Attachments:** 1. Infringement Notice Policy  
2. Enforcement Strategy  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Evan Pardon - Chief Executive Officer

---

**SUMMARY**

*This report seeks Council's approval of a new Infringement Notice Policy and provides an overview of the whole of Council Enforcement Strategy that is currently being drafted and will be subordinate to the policy.*

**COMMITTEE RESOLUTION**

THAT:

1. Council adopt the Infringement Notice Policy attached to this report, and
2. The draft Enforcement Strategy be 'received' and continued to be progressed as outlined within the report.

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

**MOTION CARRIED**

**8.4 PROGRESS REPORT - JARDINE PARK DETENTION BASIN AND BACKFLOW PREVENTION DEVICE**

**File No:** 2479  
**Attachments:** Nil  
**Authorising Officer:** Martin Crow - Manager Engineering Services  
Robert Holmes - General Manager Regional Services  
**Author:** Angus Russell - Coordinator Strategic Infrastructure

---

**SUMMARY**

*An investigation has been completed into placing a stormwater backflow prevention device on the Ramsden Street drainage outlet to the Jardine Park Stormwater detention basin.*

**COMMITTEE RESOLUTION**

THAT Council proceed with the installation of a flap valve backflow prevention device on the Ramsden Street outlet to the Jardine Park Detention Basin.

**Moved by:** Councillor Rutherford  
**Seconded by:** Councillor Belz

**MOTION CARRIED**

**8.5 REQUEST FOR SUPPORT BY RESOURCE INDUSTRY GROUP**

**File No:** 8444  
**Attachments:** 1. Request for support from the Resource Industry Group  
**Authorising Officer:** Ross Cheesman - Acting Chief Executive Officer  
**Author:** Rick Palmer - Manager Economic Development

---

**SUMMARY**

*This report outlines a request by the Resource Industry Group (RIG) for support from the Rockhampton Regional Council as a foundation member.*

**COMMITTEE RESOLUTION**

1. THAT Council accept the offer of foundation membership of Resource Industry Group (RIG);
2. THAT Council second Senior Resources Advisor Jane Whyte to work up to two days a week for RIG for the 14/15 financial year and that a quarterly report be presented to the Business Enterprise Committee Meeting; and
3. THAT Council contribute \$3000 to RIG as its foundation membership.

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

**MOTION CARRIED**

## 9 STRATEGIC REPORTS

### 9.1 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 JULY 2014

**File No:** 8148

**Attachments:**

1. Income Statement - July 2014
2. Key Indicator Graphs - July 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 July 2014.*

#### COMMITTEE RESOLUTION

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

**Moved by:** Councillor Swadling

**Seconded by:** Councillor Rutherford

**MOTION CARRIED**

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

1. Finance Monthly Report - July 14
2. Workforce & Strategy Monthly Report - July 2014
3. Corporate & Technology Monthly Report - July 2014

**Authorising Officer:** Ross Cheesman - Acting Chief Executive Officer**Author:** Ross Cheesman - Acting Chief Executive Officer

---

**SUMMARY**

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

**COMMITTEE RESOLUTION**

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

**Moved by:** Councillor Smith**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.

9:46AM Councillor Fisher left 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.

#### 13.2 Legal Matters as at 31 July 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.

#### 13.3 Monthly Report to Council from Chief Executive Officer - Period ending 18 August 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 Smith

Seconded by: Councillor Rutherford

MOTION CARRIED

### COMMITTEE RESOLUTION

9:46AM

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 Swadling

Seconded by: Councillor Smith

MOTION CARRIED

9:47AM Councillor Fisher returned to the meeting.

9:48AM Councillor Fisher left the meeting.

9:49AM Councillor Fisher returned to the meeting.

### COMMITTEE RESOLUTION

10:10AM

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 Smith

MOTION CARRIED

## 13 CONFIDENTIAL REPORTS

### 13.1 SALE OF PROPERTIES FOR OVERDUE RATES - 2014

**File No:** 521

**Attachments:** Nil

**Authorising Officer:** Ross Cheesman - General Manager Corporate Services

**Author:** Alicia Cutler - Manager Finance

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**

*Council has the authority under the provisions of the Local Government Regulation 2012 to recover outstanding rates and charges through a land sale process where the amounts have been overdue for three or more years. A further property meeting the criteria has been identified in addition to those already approved at the Council Meeting on the 12 August 2014.*

**THIS ITEM WAS WITHDRAWN FROM THE AGENDA**

**13.2 LEGAL MATTERS AS AT 31 JULY 2014**

**File No:** 1392  
**Attachments:** 1. Legal Matters - July 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 July 2014.*

**COMMITTEE RESOLUTION**

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

**Moved by:** Councillor Rutherford

**Seconded by:** Councillor Smith

**MOTION CARRIED**

**13.3 MONTHLY REPORT TO COUNCIL FROM CHIEF EXECUTIVE OFFICER - PERIOD  
ENDING 18 AUGUST 2014**

**File No:** 1830  
**Attachments:** 1. Monthly Report for July 2014  
**Authorising Officer:** Ross Cheesman - Acting 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 18 August 2014.*

**COMMITTEE RESOLUTION**

THAT the monthly report from the Chief Executive Officer for the period ending 18 August 2014 be received.

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

**MOTION CARRIED**

## **14 CLOSURE OF MEETING**

**There being no further business the meeting closed at 10:11am.**

---

SIGNATURE

---

CHAIRPERSON

---

DATE