



# **PERFORMANCE & SERVICE COMMITTEE MEETING**

## **MINUTES**

**25 AUGUST 2015**

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**REPORT OF THE PERFORMANCE & SERVICE COMMITTEE MEETING  
HELD AT COUNCIL CHAMBERS, 232 BOLSOVER STREET, ROCKHAMPTON  
ON TUESDAY, 25 AUGUST 2015 COMMENCING AT 9:40AM**

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Due to the lack of quorum present at 9.15am, the Chief Executive Officer declared that the meeting of the Performance and Service Committee be adjourned until 9.30am on this day 25 August 2015 when it was anticipated that a quorum would be present.

**9:40AM**

The Mayor, Councillor Margaret Strelow opened the meeting.

**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 R Cheesman – General Manager Corporate Services  
Mr R Holmes – General Manager Regional Services  
Mr D Stevenson – Manager Corporate & Technology  
Ms A Cutler – Manager Finance  
Ms M Barrett – Manager Parks  
Mr R Palmer – Manager Economic Development  
Ms S Reeves – Manager Regional Development  
Ms T Sweeney – Manager Workforce and Strategy  
Ms K Barrett – Coordinator Corporate Improvement and Strategy  
Mr R Truscott – Coordinator Strategic Planning  
Mr S Williams – Strategic Mapping/Disaster Management Officer  
Ms E Brodel – Media and Communications Officer  
Ms C Steinberger – 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 28 July 2015 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

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#### 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 Smith

**MOTION CARRIED**

## **7 PUBLIC FORUMS/DEPUTATIONS**

Nil

## 8 OFFICERS' REPORTS

### 8.1 ROCKHAMPTON REGION FIRE MANAGEMENT - MOUNT ARCHER PLAN

**File No:** 805

**Attachments:** 1. Mount Archer Bushfire Management Plan  
(draft)

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

**Author:** Margaret Barrett - Manager Parks

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#### SUMMARY

*This report presents the draft Mount Archer plan which is a component of the Regional Bushfire Strategy for Rockhampton Region.*

9:47AM Councillor Schwarten attended the meeting

#### COMMITTEE RESOLUTION

1. THAT Council receive the draft Mount Archer Bushfire Management Plan;
2. THAT Council approve the publication of the Mount Archer Bushfire Management Plan;
3. THAT the Mount Archer Bushfire Management Plan be incorporated in the sub-plan under Council's Disaster Management Plan; and
4. THAT the MOU be expedited.

**Moved by:** Councillor Williams

**Seconded by:** Councillor Swadling

**MOTION CARRIED**



**8.2 KEEP QUEENSLAND BEAUTIFUL - 2015 TIDY TOWNS COMPETITION**

**File No:** 24  
**Attachments:** Nil  
**Authorising Officer:** Michael Rowe - General Manager Community Services  
**Author:** Kerri Dorman - Administration Supervisor

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**SUMMARY**

*This report is submitted for Council consideration to enter the 2015 Tidy Towns Competition.*

**COMMITTEE RESOLUTION**

THAT due to the ongoing cyclone recovery efforts and the concomitant constraints on community participation, that Council resolves not to enter the 2015 Tidy Towns Competition, but that significant effort be made with a view to a fully developed nomination in 2016.

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

**MOTION CARRIED**

**8.3 ANALYSIS OF ROCKHAMPTON RIVER FESTIVAL & 2016 DATES**

**File No:** 6097  
**Attachments:** Nil  
**Authorising Officer:** Russell Claus - Executive Manager Regional Development  
Evan Pardon - Chief Executive Officer  
**Author:** Sarah Reeves - Manager Regional Promotions

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**SUMMARY**

*This report provides recommendations for selecting the date for the 2016 Rockhampton River Festival. A detailed analysis of the 2015 event is also provided which includes community feedback, marketing analysis, and an assessment of logistics, security and volunteers.*

**COMMITTEE RESOLUTION**

1. THAT Council accept the report for use in informing changes for the 2016 event plan, and select June 23-26 as the date for 2016 as it has no direct clashes and coincides with school holidays; and
2. THAT discussions be held with the Rockhampton Show Society in regard to next year's festival dates.

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

**8.4 RATES CONCESSION POLICY AMENDMENTS**

**File No:** 5237  
**Attachments:** 1. Rates Concession Policy - Marked Up Version  
**Authorising Officer:** Ross Cheesman - General Manager Corporate Services  
**Author:** Alicia Cutler - Manager Finance

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**SUMMARY**

*A slight alteration is proposed to the Rates Concession Policy for Pump Sites, as a result of a review of a number of properties.*

**COMMITTEE RESOLUTION**

THAT the Amended Rates Concession Policy (without an upper limit on pump sites) be adopted under S.119 of the Local Government Regulation 2012.

**Moved by:** Councillor Rutherford

**Seconded by:** Councillor Smith

**MOTION CARRIED**

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**8.5 LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND INC ANNUAL CONFERENCE, 19 TO 21 OCTOBER 2015, TOOWOOMBA**

**File No:** 8291  
**Attachments:** 1. LGAQ Conference Program  
2. Letter from LGAQ  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Evan Pardon - Chief Executive Officer

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**SUMMARY**

*Local Government Association of Queensland Inc advising the 119<sup>th</sup> Annual Conference will be held at Empire Theatre, Toowoomba from 19 to 21 October 2015.*

**COMMITTEE RESOLUTION****10:20AM**

THAT pursuant to s15(2) *Council Meeting Procedures* the Order of Business be amended to consider Item 8.5 – Local Government Association of Queensland Inc Annual Conference 19 to 21 October 2015, Toowoomba at the end of the meeting.

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

**MOTION CARRIED**

## 9 STRATEGIC REPORTS

### 9.1 ANNUAL 2014/2015 OPERATIONAL PLAN REVIEW AND QUARTER 4 ASSESSMENT

**File No:** 8320

**Attachments:**

1. Office of CEO Summary and Results
2. Corporate Services Summary and Results
3. Community Services Summary and Results
4. Regional Services Summary and Results

**Responsible Officer:** Tracy Sweeney - Manager Workforce and Strategy  
Ross Cheesman - General Manager Corporate Services

**Author:** Kerrie Barrett - Coordinator Corporate Improvement & Strategy

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#### SUMMARY

*The 2014/15 Operational Plan annual review and fourth quarter progress report as at 30 June 2015 is presented, pursuant to s104(7) of the Local Government Act and s174(3) of the Local Government Regulation 2012.*

#### COMMITTEE RESOLUTION

THAT the 2014/15 Operational Plan annual review and fourth quarter progress report as at 30 June 2015 be 'received'.

**Moved by:** Councillor Swadling

**Seconded by:** Councillor Fisher

**MOTION CARRIED**

**9.2 RISK REGISTERS - QUARTERLY UPDATE AS AT 17 JULY 2015****File No:** 8780

**Attachments:**

1. Potential and Current Risk Exposure Profile
2. Corporate Risk Register - Quarterly Update as at 17 July 2015
3. Office of the CEO Risk Register - Quarterly Update as at 17 July 2015
4. Community Services Risk Register - Quarterly Update as at 17 July 2015
5. Corporate Services Risk Register - Quarterly Update as at 17 July 2015
6. Regional Services Risk Register - Quarterly Update as at 17 July 2015

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

**Author:** Kisane Ramm - Risk Management Officer

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**SUMMARY**

*Presenting the quarterly risk register updates as at 17 July 2015 for consideration and adoption. This report also includes a comparison summary of the potential and current risk exposure profile shown at Attachment 1.*

**COMMITTEE RESOLUTION**

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

**Moved by:** Councillor Fisher

**Seconded by:** Councillor Smith

**MOTION CARRIED**

**9.3 DOG REGISTRATION FEES**

**File No:** 11741  
**Attachments:** 1. Dog Registration Comparison Table  
**Authorising Officer:** Michael Rowe - General Manager Community Services  
**Author:** Catherine Hayes - Manager Community Standards and Compliance

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**SUMMARY**

*The Manager Community Standards and Compliance presents the Dog Registration Fees report for the review of dog registration fees as requested by Council.*

**COMMITTEE RESOLUTION**

1. THAT Council receives the Dog Registration Fees report for their information and review prior to the 2016/2017 Budget:
  - the cost of the entire dog reduced to bring more in line with Category 6 Councils
  - the cost of signage and tags be separated out from dog registration in future fees and charges; and
2. THAT a further report on fees and charges and processes for animals on rural properties come back to the table.

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

**9.4 ROCKHAMPTON CBD INTERNAL STAKEHOLDER GROUP ACTIVITY UPDATE**

**File No:** 11359  
**Attachments:** Nil  
**Authorising Officer:** Russell Claus - Executive Manager Regional Development  
**Author:** Robert Truscott - Coordinator Strategic Planning

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**SUMMARY**

*To further the objectives of Rockhampton CBD Revitalisation, a group of internal Council stakeholders responsible for the care, management and development of the CBD was formed in 2014. The group is chaired and facilitated by Regional Development. The role of the group is facilitative to ensure Council's responsibility to the normal management of the CBD is fulfilled in a collaborative, integrated and most efficient way and to support viable short to medium term enhancement projects. This report updates Council on activities that are being prioritised and actively progressed by the group.*

**COMMITTEE RESOLUTION**

THAT the Rockhampton CBD Internal Stakeholder Group Activity Update report be received.

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

**MOTION CARRIED**



**9.5 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 JULY 2015****File No:** 8148**Attachments:**  
1. Income Statement - July 2015  
2. Key Indicator Graphs - July 2015**Authorising Officer:** Ross Cheesman - General Manager Corporate Services**Author:** Alicia Cutler - Manager Finance

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**SUMMARY**

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

**COMMITTEE RESOLUTION**

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

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

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

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

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

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**SUMMARY**

*The monthly operations report for the Corporate Services department as at 31 July 2015 is presented for Councillor's information.*

11:00AM Councillor Fisher left the meeting and did not return

**COMMITTEE RESOLUTION**

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

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

## **10 NOTICES OF MOTION**

Nil

**11:05AM** The Mayor, Councillor Margaret Strelow declared a recess until 11.15am.  
**11:26AM** The meeting resumed.

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

In Attendance:

Mr E Pardon – Chief Executive Officer  
Mr R Cheesman – General Manager Corporate Services  
Mr R Holmes – General Manager Regional Services  
Mr R Palmer – Manager Economic Development  
Ms T Sweeney – Manager Workforce and Strategy  
Ms K Barrett – Coordinator Corporate Improvement and Strategy  
Mr S Williams – Strategic Mapping/Disaster Management Officer  
Ms E Brodel – Media and Communications Officer  
Ms L Leeder – Senior Governance Support Officer

## **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 July 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 Funding request by Fleckeri Pictures

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 Request for Refund of an Extra Waste Collection Service

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.

#### 13.4 Properties affected by Natural Disasters

This report is considered confidential in accordance with section 275(1)(f) (h), of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving the local government; AND 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.

#### 13.5 Monthly Report from Chief Executive Officer for the period ending 17 August 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****11:27AM**

**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 Smith**

**Seconded by:** **Councillor Swadling**

**MOTION CARRIED**

11:48AM Councillor Schwarten returned to the meeting

11:59AM Councillor Schwarten left the meeting

12:10PM Councillor Schwarten returned to the meeting

**COMMITTEE RESOLUTION****1.00PM**

**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:** **Mayor Strelow**

**Seconded by:** **Councillor Swadling**

**MOTION CARRIED**

## 13 CONFIDENTIAL REPORTS

### 13.1 LEGAL MATTERS AS AT 31 JULY 2015

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

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#### SUMMARY

*Coordinator Corporate Improvement & Strategy presenting an update of current legal matters that Council is involved in as at 31 July 2015.*

#### COMMITTEE RESOLUTION

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

**Moved by:** Councillor Swadling

**Seconded by:** Councillor Smith

**MOTION CARRIED**



**13.2 FUNDING REQUEST BY FLECKERI PICTURES****File No:** 5016**Attachments:**  
1. Funding request from Fleckeri Pictures  
2. Film information**Authorising Officer:** Russell Claus - Executive Manager Regional Development  
Evan Pardon - Chief Executive Officer**Author:** Rick Palmer - Manager Economic Development

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.

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**SUMMARY**

*This report evaluates a funding request from Fleckeri Pictures.*

**COMMITTEE RESOLUTION**

THAT Council not accept the funding offer from Fleckeri Pictures.

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

**13.3 REQUEST FOR REFUND OF AN EXTRA WASTE COLLECTION SERVICE****File No:** 169**Attachments:** 1. Rates and Other Charges - Refund and Adjustments Policy**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Ross Cheesman - General Manager Corporate Services

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.

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**SUMMARY**

*A request has been received for the refund of an extra waste collection service.*

**COMMITTEE RESOLUTION**

THAT Council approve the request as outlined in the report, and refund the additional refuse collection charge effective from 1 July 2014.

Furthermore the Council's Rates and Other Charges – Refunds and Adjustments Policy be adjusted to consider retrospective refunds of up to 12 months.

Moved by: Mayor Strelow  
Seconded by: Councillor Belz

**AMENDED MOTION**

THAT Council approve the request as outlined in the report, and refund the additional refuse collection charge effective from 1 July 2013.

Furthermore the Council's Rates and Other Charges – Refunds and Adjustments Policy be adjusted to allow discretion with each request being considered on its own merits.

Moved by: Councillor Smith  
Seconded by:  
Amendment was lost for want of a seconder

**AMENDED MOTION**

THAT Council approve the request as outlined in the report, and refund the additional refuse collection charge effective from 1 July 2013.

Furthermore the Council's Rates and Other Charges – Refunds and Adjustments Policy be adjusted to consider retrospective refunds of up to 24 months.

Moved by: Councillor Williams  
Seconded by: Councillor Smith  
Amendment lost

**COMMITTEE RESOLUTION**

THAT Council approve the request as outlined in the report, and refund the additional refuse collection charge effective from 1 July 2014.

Furthermore the Council's Rates and Other Charges – Refunds and Adjustments Policy be adjusted to consider retrospective refunds of up to 12 months.

**Moved by:** Mayor Strelow

**Seconded by:** Councillor Belz

**MOTION CARRIED**

**13.4 PROPERTIES AFFECTED BY NATURAL DISASTERS****File No:** 1743**Attachments:**

1. Brisbane City Council Voluntary Home Purchase Scheme fact sheet
2. NSW OEHP Voluntary House Raising Scheme Guideline
3. NSW OEHP Voluntary House Purchase Scheme Guideline

**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Robert Holmes - General Manager Regional Services

This report is considered confidential in accordance with section 275(1)(f) (h), of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving the local government; AND 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**

*At the Council meeting held 14 July 2015, the Council requested that a report be prepared outlining the options and policy examples from other councils for properties impacted by natural disasters. Relevant information that could be identified has been included in this report and Council's consideration as to whether they wish to progress this matter further is sought. If the Council wish to progress this matter, further detail will be developed indicating the impacts of any agreed policy direction for Council's consideration.*

**COMMITTEE RESOLUTION**

1. THAT a draft policy be prepared for the Council's consideration in accordance with the parameters discussed at this meeting;
2. THAT budgetary consideration be given to the establishment of a Disaster Mitigation and Resilience Reserve with an annual budgetary allocation to be made with a view to building the reserve to enable programs and works to be undertaken for disaster mitigation/resilience purposes; and
3. THAT Council sponsor a motion at the LGAQ Conference to seek funding support from both Federal and State Governments to support local governments with such schemes to assist their respective communities.

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

**13.5 MONTHLY REPORT FROM CHIEF EXECUTIVE OFFICER FOR THE PERIOD  
ENDING 17 AUGUST 2015****File No:** 1830**Attachments:** 1. Monthly Report August 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 .

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**SUMMARY**

*Chief Executive Officer presenting monthly report for the period ending Monday 17 August 2015.*

**COMMITTEE RESOLUTION**

1. THAT the monthly report from the Chief Executive Officer for the period ending 17 August 2015 be received.
2. THAT a report be prepared on the airport matters raised.
3. THAT a further report on the Infrastructure Agreement with Arrow be brought back to Council.

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

## 8 OFFICERS' REPORTS

### 8.5 LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND INC ANNUAL CONFERENCE, 19 TO 21 OCTOBER 2015, TOOWOOMBA

**File No:** 8291

**Attachments:** 1. LGAQ Conference Program  
2. Letter from LGAQ

**Authorising Officer:** Evan Pardon - Chief Executive Officer

**Author:** Evan Pardon - Chief Executive Officer

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#### SUMMARY

*Local Government Association of Queensland Inc advising the 119<sup>th</sup> Annual Conference will be held at Empire Theatre, Toowoomba from 19 to 21 October 2015.*

#### COMMITTEE RESOLUTION

THAT:

1. Councillor Smith, Councillor Williams and Councillor Swadling be authorised to attend the Local Government Association of Queensland's Annual Conference to be held at Empire Theatre, Toowoomba from 19 to 21 October 2015 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. Councillor Williams and Councillor Swadling be appointed as delegates with voting rights for Rockhampton Regional Council;
4. Council not submit a nomination to host the Conference in 2017.

**Moved by:** Mayor Strelow

**Seconded by:** Councillor Rutherford

**MOTION CARRIED**

## **14 CLOSURE OF MEETING**

There being no further business the meeting closed at 1.12pm.

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SIGNATURE

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CHAIRPERSON

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DATE