



PERFORMANCE & SERVICE COMMITTEE MEETING

MINUTES

27 OCTOBER 2015

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**REPORT OF THE PERFORMANCE & SERVICE COMMITTEE MEETING
HELD AT COUNCIL CHAMBERS, 232 BOLSOVER STREET, ROCKHAMPTON
ON TUESDAY, 27 OCTOBER 2015 COMMENCING AT 9.00AM**

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 A P Williams
Councillor R A Swadling
Councillor N K Fisher

In Attendance:

Mr R Holmes – Acting Chief Executive Officer
Ms A Cutler – Acting General Manager Corporate Services
Mr R Claus – Executive Manager Regional Development
Ms M Barrett – Manager Parks
Ms T Sweeney – Manager Workforce and Strategy
Mr R Palmer – Manager Economic Development
Ms S Reeves – Manager Regional Promotions
Mr D Stevenson – Manager Corporate and Technology Services
Mr T Pegrem – Coordinator Industrial Relations and Investigations
Mr R Truscott – Coordinator Strategic Planning
Ms E Brodel – Media and Communications Officer
Ms L Leeder – Senior Governance Support Officer

3 APOLOGIES AND LEAVE OF ABSENCE

COMMITTEE RESOLUTION

THAT Councillor Stephen Schwarten be granted leave of absence from 26 October 2015 to 6 November 2015 inclusive.

Moved by: Councillor Belz

Seconded by: Mayor Strelow

MOTION CARRIED UNANIMOUSLY

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

COMMITTEE RESOLUTION

THAT the minutes of the Performance & Service Committee held on 22 September 2015 be taken as read and adopted as a correct record.

Moved by: Councillor Smith

Seconded by: Councillor Rutherford

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 Meeting

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 Swadling

MOTION CARRIED

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 APPROVAL TO APPLY FOR FUNDING THROUGH THE FEDERAL GOVERNMENT'S STRONGER COMMUNITIES PROGRAMME

File No: 7322

Attachments: 1. Stronger Communities Programme Guidelines

Authorising Officer: Michael Rowe - General Manager Community Services

Author: Margaret Barrett - Manager Parks

SUMMARY

The Department of Infrastructure and Regional Development is seeking applications for small capital projects which deliver social benefits, improving local community participation, cohesion and contribute to vibrant and viable communities. Project applications are submitted via the local Federal electorate office. Grants of between \$5,000 and \$20,000 are available. This report outlines a proposed project in Mt Morgan for submission to the office of the Member for Flynn.

COMMITTEE RESOLUTION

THAT Council approves the submission of an application to the Department of Infrastructure and Regional Development Stronger Communities Programme.

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

COMMITTEE RESOLUTION

THAT a report on the Stronger Communities Programme be brought to the next Performance and Service Committee with suggestions.

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

8.2 ECONOMIC DEVELOPMENT STRATEGY

File No: 11442

Attachments: 1. Draft Economic Development Strategy
2. Summary of Economic Development Strategy

Authorising Officer: Russell Claus - Executive Manager Regional Development
Evan Pardon - Chief Executive Officer

Author: Rick Palmer - Manager Economic Development

SUMMARY

This report contains a draft economic development strategy for the Committee to consider adopting.

9:31AM Councillor Fisher left the meeting

COMMITTEE RESOLUTION

THAT Council receive the Economic Development Strategy and adopt the principles and framework as attached to the report and as amended.

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

8.3 REGIONAL WAYFINDING STRATEGY

File No: 11560

Attachments: 1. Signage Designs
2. Signage Locations - Stage 1

Authorising Officer: Russell Claus - Executive Manager Regional Development
Evan Pardon - Chief Executive Officer

Author: Sarah Reeves - Manager Regional Promotions

SUMMARY

Signage throughout The Rockhampton Region is severely underdeveloped. This report provides concepts for wayfinding designs to inform an overall signage and wayfinding strategy for Council. Delivery of this strategy will require significant allocation of resources over the coming years to achieve accepted best practice standards. Concept designs were selected through a competitive tender process, with concepts currently being further developed to align with regional branding, identity and other signage projects underway as part of the riverbank redevelopment.

10:07AM Councillor Williams left the meeting

COMMITTEE RESOLUTION

THAT a workshop be held prior to the end of this calendar year on the Regional Wayfinding Strategy.

Moved by: Mayor Strelow
Seconded by: Councillor Smith

MOTION CARRIED

8.4 SCHEDULE OF MEETINGS - JANUARY TO MARCH 2016

File No: 1460
Attachments: 1. Schedule of Meetings January to March 2016
Responsible Officer: Evan Pardon - Chief Executive Officer
Author: Shane Turner - Manager Governance Support

SUMMARY

Chief Executive Officer presenting the Schedule of Council and Committee meetings for the period January to March 2016.

COMMITTEE RESOLUTION

THAT the Schedule of Council and Committee meetings for the period January to March 2016 be adopted.

Moved by: Councillor Swadling

Seconded by: Councillor Smith

MOTION CARRIED

8.5 CALL FOR MOTIONS - CENTRAL QUEENSLAND REGION OF COUNCILS (CQROC) CONFERENCE - 13 NOVEMBER 2015

File No: 8291
Attachments: 1. CQROC Conference - Motions Template
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

SUMMARY

The Central Queensland Region of Councils (CQROC) will be holding their Annual Conference in Yeppoon on Friday 13 November 2015 and are seeking Motions for inclusion in the agenda.

COMMITTEE RECOMMENDATION

THAT consideration be given to Motions for inclusion in the agenda for the Central Queensland Region of Councils Conference on Friday 13 November 2015.

This matter was noted by the Committee and the Chair requested members give consideration to appropriate topics for consideration by CQROC and subsequent advice to the Chief Executive Officer; however, it was agreed that no formal resolution was necessary, at this time.

8.6 AMENDMENT TO RESOLUTION - LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND INC ANNUAL CONFERENCE

File No: 8291

Attachments: 1. Resolution from Performance and Service Committee Meeting 25 August 2015

Authorising Officer: Evan Pardon - Chief Executive Officer

Author: Evan Pardon - Chief Executive Officer

Previous Items: Local Government Association of Queensland Inc Annual Conference, 19 to 21 October 2015, Toowoomba - Performance & Service Committee - 25 Aug 2015 9:00am

SUMMARY

With Councillor Rose Swadling unable to attend the Local Government Association of Queensland Inc Annual Conference due to illness, Council may transfer voting rights allocated to Councillor Swadling to another delegate.

10:11AM Councillor Williams returned to the meeting.

COMMITTEE RESOLUTION

THAT it be confirmed that voting rights allocated to Councillor Swadling were to be transferred to Councillor Ellen Smith.

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

8.7 LOCAL GOVERNMENT REMUNERATION AND DISCIPLINE TRIBUNAL - SUBMISSIONS FOR ITS ANNUAL REMUNERATION REVIEW**File No:** 10072**Attachments:**

1. LGRDT Letter - CEO Rockhampton Regional Council
2. RRC response letter - LGRDT Mr Col Meng
3. Remuneration Schedule
4. Website link

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

SUMMARY

The Queensland Local Government Remuneration and Discipline Tribunal (LGRDT) has called for submissions for its annual remuneration review as well as its four yearly review of the local government categories pursuant to s243 Local Government Regulation (2012). This report considers Council's response in regards to the local government categories.

COMMITTEE RESOLUTION

THAT the submission attached to the report, with amendments, be forwarded to the Queensland Local Government Remuneration and Discipline Tribunal for its review of the local government categories.

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

8.8 BUILDINGS ASSET MANAGEMENT PLAN

File No: 1392
Attachments: 1. Asset Management Plan - Facilities
Authorising Officer: Alicia Cutler - Acting General Manager Corporate Services
Author: Alicia Cutler - Acting General Manager Corporate Services

SUMMARY

Finance Manager presenting Buildings Asset Management Plan for adoption.

10:14AM Councillor Belz left the meeting

COMMITTEE RESOLUTION

1. THAT the Buildings Asset Management Plan be adopted.
2. THAT the matter of buildings be returned to the table just prior to the adoption of the next budget.

Moved by: Mayor Strelow
Seconded by: Councillor Swadling

MOTION CARRIED

9 STRATEGIC REPORTS

9.1 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 SEPTEMBER 2015

File No: 8148

Attachments:

1. Income Statement - September 2015
2. Key Indicator Graphs - September 2015

Authorising Officer: Ross Cheesman - General Manager Corporate Services

Author: Alicia Cutler - Manager Finance

SUMMARY

The Finance Manager presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 30 September 2015.

10:22AM Councillor Belz returned to the meeting
10:23AM Mayor Strelow left the meeting
10:23AM Deputy Mayor, Councillor Williams assumed the Chair

COMMITTEE RESOLUTION

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

Moved by: Councillor Williams

Seconded by: Councillor Rutherford

MOTION CARRIED

9.2 REGIONAL DEVELOPMENT - MONTHLY REPORT SEPTEMBER/OCTOBER 2015**File No:** 1830**Attachments:** 1. Regional Development Monthly Report -
September/October 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 September/October 2015 period.

10:27AM Mayor Strelow returned to the meeting and resumed the Chair

COMMITTEE RESOLUTION

THAT the Regional Development monthly report be received.

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

9.3 UPDATE ON FINANCIAL STATEMENTS 2015-16

File No: 9509
Attachments: Nil
Authorising Officer: Ross Cheesman - General Manager Corporate Services
Author: Alicia Cutler - Manager Finance

SUMMARY

Finance Manager providing report on the Financial Statements and changes that have occurred since the draft Financial Statements that were presented to Council during September 2015.

COMMITTEE RESOLUTION

THAT the Update on Financial Statements 2015-16 report be received.

Moved by: Mayor Strelow
Seconded by: Councillor Swadling

MOTION CARRIED

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

1. Finance Monthly Report - September 2015
2. Workforce & Strategy Monthly Report - September 2015
3. Corporate & Technology Monthly Report - September 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 30 September 2015 is presented for Councillor's information.

COMMITTEE RESOLUTION

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

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

**9.5 OPERATIONAL PERFORMANCE REPORT FOR GOVERNANCE SUPPORT UNIT
FOR SEPTEMBER 2015**

File No: 1830
Attachments: 1. Governance Support Operational Report as
at 30 September 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 September 2015.

COMMITTEE RESOLUTION

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

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

10 NOTICES OF MOTION

Nil

11 URGENT BUSINESS\QUESTIONS

11.1 LEAVE OF ABSENCE FOR COUNCILLOR GREG BELZ FROM 3-5 NOVEMBER 2015 INCLUSIVE

File No: 10072

Authorising Officer: Robert Holmes – Acting Chief Executive Officer

SUMMARY

Councillor Greg Belz is requesting leave of absence from 3-5 November 2015 inclusive for ALGA Board duties.

COMMITTEE RESOLUTION

THAT Councillor Greg Belz be granted leave of absence from 3-5 November 2015 inclusive.

Moved by: Councillor Williams

Seconded by: Councillor Smith

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 30 September 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 Chief Executive Officer - Performance Review

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 from Chief Executive Officer for period ending 19 October 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 Rutherford

MOTION CARRIED

COMMITTEE RESOLUTION

10.45AM

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 Rutherford

Seconded by: Councillor Williams

MOTION CARRIED

10:45AM Mayor Strelow declared a 10 minute recess.
10:55AM 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 A P Williams
Councillor R A Swadling
Councillor N K Fisher

In Attendance:

Mr R Holmes – Acting Chief Executive Officer
Ms A Cutler – Acting General Manager Corporate Services
Ms T Sweeney – Manager Workforce and Strategy
Mr T Pegrem – Coordinator Industrial Relations and Investigations
Ms E Brodel – Media and Communications Officer
Ms L Leeder – Senior Governance Support Officer

COMMITTEE RESOLUTION

11:31AM

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 Williams

MOTION CARRIED

13 CONFIDENTIAL REPORTS

13.1 LEGAL MATTERS AS AT 30 SEPTEMBER 2015

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

COMMITTEE RESOLUTION

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

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

13.3 MONTHLY REPORT FROM CHIEF EXECUTIVE OFFICER FOR PERIOD ENDING 19 OCTOBER 2015**File No:** 1830**Attachments:** 1. Monthly Report - October 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 19 October 2015.

COMMITTEE RESOLUTION

THAT the monthly report from the Chief Executive Officer for the period ending 19 October 2015 be received.

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

13.2 CHIEF EXECUTIVE OFFICER - PERFORMANCE REVIEW**File No:** 6947**Attachments:** Nil**Authorising Officer:** Alicia Cutler - Acting General Manager Corporate Services**Author:** Tracy Sweeney - Manager Workforce and Strategy

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

This report will be presented at the meeting for Councillors to consider the 2014/15 annual performance review for the Chief Executive Officer.

COMMITTEE RESOLUTION

THAT the recommendations detailed in the report be adopted.

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

14 CLOSURE OF MEETING

There being no further business the meeting closed at 11.33am.

SIGNATURE

CHAIRPERSON

DATE