



ORDINARY MEETING

MINUTES

28 MARCH 2023

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**REPORT OF THE ORDINARY MEETING
HELD AT COUNCIL CHAMBERS, 232 BOLSOVER STREET, ROCKHAMPTON
ON TUESDAY, 28 MARCH 2023 COMMENCING AT 9:01AM**

1 OPENING

- 1.1 Acknowledgement of Country

2 PRESENT

Members Present:

The Mayor, Councillor A P Williams (Chairperson)
Deputy Mayor, Councillor N K Fisher (via video-link)
Councillor S Latcham (via video-link)
Councillor C E Smith
Councillor C R Rutherford
Councillor M D Wickerson
Councillor D M Kirkland
Councillor G D Mathers

In Attendance:

Mr E Pardon – Chief Executive Officer
Mr R Cheesman – Deputy Chief Executive Officer
Mr P Kofod – General Manager Regional Services (via video-link)
Mr D Scott – Acting General Manager Community Services
Ms M Taylor – Chief Financial Officer
Mr A Russell – Executive Manager Strategy and Planning
Mr G Bowden – Executive Manager Advance Rockhampton (via video-link)
Mr D Morrison – Manager Workforce and Governance
Mr J Kann – Manager Office of the Mayor
Ms G Dwyer – Acting Coordinator Media and Communications (via video-link)
Ms K Walsh – Committee Support Officer

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

COUNCIL RESOLUTION

THAT the minutes of the Ordinary Meeting of 14 March 2023 be confirmed.

THAT the minutes of the Special Meeting of 22 March 2023 be confirmed.

Moved by: Mayor Williams
Seconded by: Councillor Wickerson

MOTION CARRIED UNANIMOUSLY

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

9.1 AUDIT AND BUSINESS IMPROVEMENT COMMITTEE MEETING – 23 MARCH 2023

COUNCIL RESOLUTION

THAT the Minutes of the Audit and Business Improvement Committee meeting, held on 23 March 2023 as circulated, be received and that the recommendations contained within these minutes be adopted.

Moved by: Councillor Kirkland

Seconded by: Councillor Latcham

MOTION CARRIED UNANIMOUSLY

(Note: The complete minutes are contained in the separate Minutes document)

Recommendation of the Audit and Business Improvement Committee, 23 March 2023**9.1.1 RISK REGISTERS - QUARTERLY UPDATE AS AT 20 JANUARY 2023****File No:** 8780**Authorising Officer:** John Wallace - Chief Audit Executive
Ross Cheesman - Deputy Chief Executive Officer**Author:** Kisane Ramm - Senior Risk and Assurance Advisor

In accordance with section 254J(3)(i) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

SUMMARY

Submission of the quarterly risk register updates, as at 20 January 2023, for Audit and Business Improvement Committee's consideration and recommendation to Council that they be adopted.

COMMITTEE RECOMMENDATION

THAT the Committee "receives" the quarterly risk register updates as at 20 January 2023, as presented in the attachments to this report, and recommends they be adopted by Council.

Recommendation of the Audit and Business Improvement Committee, 23 March 2023

9.1.2 QUALITY ASSURANCE AND IMPROVEMENT PROGRAM - ASSERTIONS AND DECLARATIONS 2022

File No: 5207
Authorising Officer: John Wallace - Chief Audit Executive
Author: John Wallace - Chief Audit Executive

SUMMARY

Internal Audit's assertions and declarations are provided for the information of the Committee.

COMMITTEE RECOMMENDATION

THAT Internal Audit's assertions and declarations be "received" and noted.

Recommendation of the Audit and Business Improvement Committee, 23 March 2023

9.1.3 ANNUAL AUDIT PLAN MID-YR ADJUSTMENT

File No: 5207
Authorising Officer: John Wallace - Chief Audit Executive
Author: John Wallace - Chief Audit Executive

SUMMARY

The Annual Audit Plan adjustment is provided for information of the committee.

COMMITTEE RECOMMENDATION

THAT the Annual Audit Plan Mid-Year Adjustment be noted and the report be received.

Recommendation of the Audit and Business Improvement Committee, 23 March 2023**9.1.4 ANNUAL AUDIT PLAN 2022-2023 PROGRESS UPDATE**

File No: 5207
Authorising Officer: John Wallace - Chief Audit Executive
Author: John Wallace - Chief Audit Executive

SUMMARY

This update is provided on progress against the approved Annual Audit Plan (AAP) for the period July 2022 to February 2023, as per Local Government Regulation s211.

COMMITTEE RECOMMENDATION

THAT the Annual Audit Plan update be received, and progress / outlook noted.

Recommendation of the Audit and Business Improvement Committee, 23 March 2023

9.1.5 COUNCIL'S INSURANCE COVER - SUPPLEMENTARY REPORT

File No: 1902, 1903
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Megan Younger - Manager Corporate and Technology Services

SUMMARY

Supplementary insurance cover report.

COMMITTEE RECOMMENDATION

THAT the Supplementary Insurance Cover report be received.

Recommendation of the Audit and Business Improvement Committee, 23 March 2023

9.1.6 AIRPORT CONTRACTS REVIEW

File No: 5207
Authorising Officer: John Wallace - Chief Audit Executive
Author: John Wallace - Chief Audit Executive

SUMMARY

The planned review of Airport Contracts is provided for the information of the committee.

COMMITTEE RECOMMENDATION

THAT the Airport Contracts Review be received.

Recommendation of the Audit and Business Improvement Committee, 23 March 2023**9.1.7 DISASTER MANAGEMENT REVIEW**

File No: 5207
Authorising Officer: John Wallace - Chief Audit Executive
Author: John Wallace - Chief Audit Executive

SUMMARY

This final report is presented to the committee as per the approved 2022-23 annual audit plan.

COMMITTEE RECOMMENDATION

THAT the Assurance Review on Elements of Disaster Management be received.

Recommendation of the Audit and Business Improvement Committee, 23 March 2023**9.1.8 FRAUD DATA (2022) ANALYSIS REPORT**

File No: 8780
Authorising Officer: John Wallace - Chief Audit Executive
Ross Cheesman - Deputy Chief Executive Officer
Author: Kisane Ramm - Senior Risk and Assurance Advisor

SUMMARY

Analysis of fraud and corruption data supplied by Coordinator Workforce Relations and Ethics for the 2022 calendar year, and longer-term 2016-2022 period, provided to the Committee for their information.

COMMITTEE RECOMMENDATION

THAT the Committee “receives” the report, including the two attachments contained in the report of the fraud and corruption data analysis that has been undertaken

Recommendation of the Audit and Business Improvement Committee, 23 March 2023

9.1.9 CEO UPDATE

File No: 13900
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

SUMMARY

Chief Executive Officer providing an update on matters of importance.

COMMITTEE RECOMMENDATION

THAT the CEO's update be received.

Recommendation of the Audit and Business Improvement Committee, 23 March 2023**9.1.10 EXTERNAL AUDIT PLAN 2023 AND QAO BRIEFING PAPER**

File No: 9509
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Marnie Taylor - Chief Financial Officer

SUMMARY

The External Audit Plan from Council's Auditors, Thomas, Noble and Russell Chartered Accountants (TNR), together with a Briefing Paper from the Queensland Audit Office (QAO) are provided for committee review.

COMMITTEE RECOMMENDATION

THAT the 2023 External Audit Plan be endorsed and the Queensland Audit Office Briefing Paper be received.

Recommendation of the Audit and Business Improvement Committee, 23 March 2023**9.1.11 ROCKHAMPTON REGIONAL COUNCIL - 2022 CREDIT REVIEW**

File No: 2114
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Marnie Taylor - Chief Financial Officer

SUMMARY

The results of the Credit Review process by Queensland Treasury Corporation (QTC) on behalf of the Department of State Development, Infrastructure, Local Government and Planning has been received and rated Council with a Moderate Rating with a Neutral Outlook.

COMMITTEE RECOMMENDATION

THAT the Credit Review Report provided by Queensland Treasury Corporation (QTC) be received.

Recommendation of the Audit and Business Improvement Committee, 23 March 2023**9.1.12 CAPITALISATION OF CAPITAL WORKS IN PROGRESS**

File No: 5960
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Marnie Taylor - Chief Financial Officer

SUMMARY

The Chief Financial Officer reporting the status of Non-Current Asset Capitalisations to February 2023.

COMMITTEE RECOMMENDATION

THAT the members of the Audit and Business Improvement Committee receive the Capitalisation of Capital Works in Progress report.

Recommendation of the Audit and Business Improvement Committee, 23 March 2023

9.1.13 FINANCE SECTION UPDATE

File No: 8148
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Marnie Taylor - Chief Financial Officer

SUMMARY

Chief Financial Officer providing a Financial Section Update on matters to date for 2022/2023 Financial Year.

COMMITTEE RECOMMENDATION

THAT the Finance Section Update be received.

Recommendation of the Audit and Business Improvement Committee, 23 March 2023**9.1.14 ASSET REVALUATION PROGRESS REPORT 2022/2023**

File No: 5960
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Marnie Taylor - Chief Financial Officer

SUMMARY

The purpose of this report is to inform the Audit and Business Improvement Committee regarding the Asset Revaluations for the 2022/23 reporting year.

Key items are the status of the Buildings and Heritage and Cultural (Artworks) revaluations, and the status of the indices assessments for 2022/23.

Procurement processes have been completed in relation to service providers to support the revaluation of Buildings and Heritage and Cultural (Artworks) assets, and the interim assessments of indices for application to asset classes not due for comprehensive revaluation in 2022/23.

COMMITTEE RECOMMENDATION

THAT the members of the Audit and Business Improvement Committee note the contents of the Asset Revaluation Progress Report 2022/2023.

Recommendation of the Audit and Business Improvement Committee, 23 March 2023**9.1.15 QUEENSLAND AUDIT OFFICE - COMPARISON OF LOCAL GOVERNMENT ASSET MANAGEMENT MATURITY**

File No: 11092
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Ross Cheesman - Deputy Chief Executive Officer

SUMMARY

In 2022, the Queensland Audit Office undertook an audit on Improving Asset Management in Local Government. It was requested that Council complete and return a questionnaire on asset management practices. The results have been analysed and are presented for review and consideration.

COMMITTEE RECOMMENDATION

THAT the Queensland Audit Office's Comparison of Local Government Asset Management Maturity Report be received.

Recommendation of the Audit and Business Improvement Committee, 23 March 2023

9.1.16 ASSET MANAGEMENT

File No: 13900
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Martin Crow - Manager Infrastructure Planning

SUMMARY

Manager Infrastructure Planning will be presenting a verbal update on Asset Management matters

COMMITTEE RECOMMENDATION

THAT the verbal update on Asset Management matters be 'received'

Recommendation of the Audit and Business Improvement Committee, 23 March 2023**9.1.17 PROJECT MANAGEMENT**

File No: 13900
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Peter Kofod - General Manager Regional Services

SUMMARY

General Manager Regional Services will be presenting a verbal update on Project Management matters.

COMMITTEE RECOMMENDATION

THAT the verbal update on Project Management matters be 'received'.

Recommendation of the Audit and Business Improvement Committee, 23 March 2023

9.1.18 SAFETY UPDATE

File No: 4868
Authorising Officer: Ross Cheesman - Acting Chief Executive Officer
Author: Tony Hauenschild - Coordinator Safety and Training
Damon Morrison - Manager Workforce and Governance

SUMMARY

Manager Workforce and Governance presenting an update on safety matters for the information of the committee.

COMMITTEE RECOMMENDATION

THAT the safety update be received.

Recommendation of the Audit and Business Improvement Committee, 23 March 2023**9.1.19 INVESTIGATION AND LEGAL MATTERS PROGRESS REPORT**

File No: 1830
Authorising Officer: Damon Morrison - Manager Workforce and Governance
Ross Cheesman - Acting Chief Executive Officer
Author: Travis Pegrem - Coordinator Workforce Relations and Ethics

SUMMARY

Coordinator Workforce Relations and Ethics presenting an update of financial year to date Investigative Matters and the current Legal Matters progress report.

COMMITTEE RECOMMENDATION

THAT the update of Investigative and Legal Matters for Rockhampton Regional Council be received.

Recommendation of the Audit and Business Improvement Committee, 23 March 2023**9.1.20 LOSS / THEFT ITEMS - NOVEMBER 2022 TO FEBRUARY 2023**

File No: 3911
Authorising Officer: Megan Younger - Manager Corporate and Technology Services
Ross Cheesman - Deputy Chief Executive Officer
Author: Kellie Roberts - Coordinator Property and Insurance

SUMMARY

Presenting details of the Loss / Theft register for the period 1 November 2022 to 28 February 2023.

COMMITTEE RECOMMENDATION

THAT the Committee 'receives' the Loss/Theft Report for the period 1 November 2022 to 28 February 2023.

10 COUNCILLOR/DELEGATE REPORTS

Nil

11 OFFICERS' REPORTS

11.1 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 28 FEBRUARY 2023

File No: 8148
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Marnie Taylor - Chief Financial Officer

SUMMARY

The Chief Financial Officer presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 28 February 2023.

COUNCIL RESOLUTION

THAT the Rockhampton Regional Council Summary Budget Management Report for the period ended 28 February 2023 be received.

Moved by: Mayor Williams
Seconded by: Councillor Kirkland

MOTION CARRIED UNANIMOUSLY

11.2 BAD DEBT WRITE OFFS

File No: 1117
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Marnie Taylor - Chief Financial Officer

SUMMARY

The Chief Financial Officer presents a schedule of amounts considered to be uncollectable that have been waived as per 5.4 of the Debt Recovery Policy Version 11, Adopted 19 July 2022.

COUNCIL RESOLUTION

THAT the meeting be closed to the public to discuss the following item which is considered confidential in accordance with section 254J(3) of the *Local Government Regulation 2012*, for the reasons indicated.

11.2 Bad Debt Write Offs

In accordance with section 254J(3)(i) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

Moved by: Councillor Rutherford
Seconded by: Councillor Smith

MOTION CARRIED

COUNCIL RESOLUTION

9:13AM

THAT pursuant to s5.12 *Council Meeting Procedures* the meeting moves into Closed Session and be closed to the public.

Moved by: Councillor Rutherford
Seconded by: Councillor Smith

MOTION CARRIED UNANIMOUSLY

COUNCIL RESOLUTION

9:23AM

THAT pursuant to s5.12 *Council Meeting Procedures* the meeting moves out of Closed Session and be opened to the public.

Moved by: Councillor Mathers
Seconded by: Councillor Kirkland

MOTION CARRIED

COUNCIL RESOLUTION

THAT the debts contained in the schedule within the report be received by Council, as these have been written off as bad debts.

Moved by: Councillor Smith

Seconded by: Councillor Wickerson

MOTION CARRIED UNANIMOUSLY

**11.3 WHOLE OF COUNCIL CORPORATE PERFORMANCE REPORT FOR PERIOD
ENDING FEBRUARY 2023**

File No: 1392
Attachments: 1. WOC February 2023
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Ross Cheesman - Deputy Chief Executive Officer

SUMMARY

Deputy Chief Executive Officer presenting the Whole of Council Corporate Performance Report for period ending 28 February 2023 for Councillors' information.

COUNCIL RESOLUTION

THAT the Whole of Council Corporate Performance Report for period ending 28 February 2023 be "received".

Moved by: Mayor Williams
Seconded by: Councillor Kirkland

MOTION CARRIED UNANIMOUSLY

12 NOTICES OF MOTION

Nil

13 QUESTIONS ON NOTICE

Nil

14 URGENT BUSINESS\QUESTIONS

15 CLOSED SESSION

In accordance with the provisions of section 254J(3) 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.

COUNCIL RESOLUTION

THAT the meeting be closed to the public to discuss the following items, which are considered confidential in accordance with section 254J(3) of the *Local Government Regulation 2012*, for the reasons indicated.

16.1 Chief Executive Officer - Performance Review

In accordance with section 254J(3)(a) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss the appointment, discipline or dismissal of the chief executive officer.

Moved by: Mayor Williams
Seconded by: Councillor Wickerson

MOTION CARRIED UNANIMOUSLY

COUNCIL RESOLUTION

9:25AM

THAT pursuant to s5.12 *Council Meeting Procedures* the meeting moves into Closed Session and be closed to the public.

Moved by: Mayor Williams
Seconded by: Councillor Smith

MOTION CARRIED UNANIMOUSLY

09:45AM Chief Executive Officer left the meeting.

10:00AM The meeting adjourned for a 10 minute recess.

10:10AM The meeting resumed.

Members Present:

The Mayor, Councillor A P Williams (Chairperson)
Deputy Mayor, Councillor N K Fisher (via video-link)
Councillor S Latcham (via video-link)
Councillor C E Smith
Councillor C R Rutherford
Councillor M D Wickerson
Councillor D M Kirkland
Councillor G D Mathers

In Attendance:

Mr E Pardon – Chief Executive Officer
Mr D Morrison – Manager Workforce and Governance
Ms K Walsh – Committee Support Officer

- 10:55AM Chief Executive Officer attended the meeting.
11:13AM Councillor Fisher left the meeting via video-link
11:16AM Councillor Fisher returned to the meeting via video-link
11:23AM Councillor Latcham left the meeting via video-link and did not return.

COUNCIL RESOLUTION**12:02PM**

THAT pursuant to s5.12 *Council Meeting Procedures* the meeting moves out of Closed Session and be opened to the public.

Moved by: Councillor Wickerson

Seconded by: Councillor Rutherford

MOTION CARRIED UNANIMOUSLY

Councillor Latcham was not in attendance and did not participate in the vote.

16 CONFIDENTIAL REPORTS

16.1 CHIEF EXECUTIVE OFFICER - PERFORMANCE REVIEW

File No: 6947

Attachments: Nil

Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer

Author: Damon Morrison - Manager Workforce and Governance

In accordance with section 254J(3)(a) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss the appointment, discipline or dismissal of the chief executive officer.

SUMMARY

This report is presented to Councillors to consider the performance review process for the Chief Executive Officer.

COUNCIL RESOLUTION

THAT the recommendations detailed in the report be adopted.

Moved by: Councillor Fisher

Seconded by: Councillor Smith

MOTION CARRIED UNANIMOUSLY

Councillor Latcham was not in attendance and did not participate in the vote.

17 CLOSURE OF MEETING

There being no further business the meeting closed at 12:02pm.

SIGNATURE

CHAIRPERSON

DATE