



**PERFORMANCE & SERVICE
COMMITTEE MEETING**

MINUTES

24 JUNE 2014

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	COMMUNITY ASSISTANCE PROGRAM.....	4
8.2	COUNCILLORS' DISCRETIONARY FUND - MAYOR STRELOW - ROTARY CLUB OF ROCKHAMPTON NORTH INC	5
9	STRATEGIC REPORTS.....	6
9.1	FLEET MANAGEMENT PRINCIPLES AND OPERATIONS.....	6
9.2	FINANCE POLICIES FOR REVIEW - RATES CONCESSION POLICY AND REVENUE POLICY	7
9.3	SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 MAY 2014.....	8
9.4	CORPORATE SERVICES MONTHLY STATISTICAL REPORT FOR THE MONTH OF MAY 2014	9
10	NOTICES OF MOTION.....	10
	NIL	10
11	URGENT BUSINESS\QUESTIONS	11
12	CLOSED SESSION	12
13.1	LEGAL MATTERS AS AT 31 MAY 2014	12
13.2	BAD DEBT WRITE OFFS.....	12
13.3	MONTHLY REPORT TO COUNCIL FROM CHIEF EXECUTIVE OFFICER FOR PERIOD ENDING 16 JUNE 2014.....	12
13.4	LIBRARY GRANT	12
13	CONFIDENTIAL REPORTS.....	14
13.1	LEGAL MATTERS AS AT 31 MAY 2014	14

13.2	BAD DEBT WRITE OFFS	15
13.3	MONTHLY REPORT TO COUNCIL FROM CHIEF EXECUTIVE OFFICER FOR PERIOD ENDING 16 JUNE 2014.....	16
13.4	LIBRARY GRANT	17
14	CLOSURE OF MEETING	18

**REPORT OF THE PERFORMANCE & SERVICE COMMITTEE MEETING
HELD AT COUNCIL CHAMBERS, 232 BOLSOVER STREET, ROCKHAMPTON
ON TUESDAY 24 JUNE 2014 COMMENCING AT 10:00AM**

1 OPENING

2 PRESENT

Members Present:

Councillor A P Williams (Acting Chairperson)
Councillor C E Smith
Councillor C R Rutherford
Councillor G A Belz
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
Mr R Cheesman – General Manager Corporate Services
Mr M Rowe – General Manager Community Services
Mr D Stevenson – Manager Corporate and Technology Services
Ms A Cutler – Manager Finance
Ms T Sweeney – Manager Workforce and Strategy
Ms F McRae - Marketing Communications Officer
Ms L Leeder – Committee Support Officer

3 APOLOGIES AND LEAVE OF ABSENCE

The Mayor, Councillor Margaret Strelow has tendered her apology and will not be in attendance.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

COMMITTEE RESOLUTION

THAT the minutes of the Performance & Service Committee held on 27 May 2014 be taken as read and adopted as a correct record.

Moved by: Councillor Smith

Seconded by: Councillor Fisher

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 Swadling

Seconded by: Councillor Fisher

MOTION CARRIED

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 COMMUNITY ASSISTANCE PROGRAM

File No: 7822

Attachments: 1. Community Assistance Program - Applications Received

Authorising Officer: Michael Rowe - General Manager Community Services

Author: Kerri Dorman - Administration Supervisor

SUMMARY

Applications to the Community Assistance Program have been received from Capricorn Helicopter Rescue Service, CQ Fair Day, Gracemere Bowls Club and Indian Association of Central Queensland. The applications were assessed and all were recommended for funding for the total amount of \$14,000.

10:03AM Councillor Rutherford attended the meeting

10:03AM Councillor Schwarten attended the meeting

COMMITTEE RESOLUTION

THAT Council approves the following applications for funding from the Community Assistance Program:

Applicant	Purpose of Sponsorship	Sponsorship Recommended
Capricorn Helicopter Rescue Service	Rescue Chopper Day and Open Day	\$5,000
CQ Fair Day	2014 CQ Fair Day	\$1,000
Gracemere Bowls Club	Clubhouse Internal Lining and Fit Out	\$3,000
Indian Association of Central Queensland	2014 Diwali Milan (Festival of Lights – Coming Together)	\$5,000

Moved by: Councillor Swadling

Seconded by: Councillor Fisher

MOTION CARRIED UNANIMOUSLY

8.2 COUNCILLORS' DISCRETIONARY FUND - MAYOR STRELOW - ROTARY CLUB OF ROCKHAMPTON NORTH INC

File No: 8295
Attachments: 1. Letter received by Mayor Strelow from Rotary Club of Rockhampton North Inc
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Trudy Heilbronn - Executive Support Officer

SUMMARY

Approval is sought from Council for a donation from Mayor Strelow's Councillors' Discretionary Fund to the Rotary Club of Rockhampton North Inc to assist with costs associated with the Hamburger Stall at the 2014 Rockhampton Show.

COMMITTEE RESOLUTION

THAT approval be granted to donate \$1,000.00 from Mayor Strelow's Councillors' Discretionary Fund to Rotary Club of Rockhampton North Inc to assist with costs associated with the Hamburger Stall at the 2014 Rockhampton Show.

Moved by: Councillor Swadling
Seconded by: Councillor Smith

MOTION CARRIED

9 STRATEGIC REPORTS

9.1 FLEET MANAGEMENT PRINCIPLES AND OPERATIONS

File No: 5471

- Attachments:**
1. RRC Fleet Plant & Equipment Asset List
 2. Fleet Plant & Vehicle Asset Comparison with Other Councils
 3. Extract from the Quarterly Utilisation Report
 4. Full Fleet Assets Utilisation Report - Including Comments Against Underutilised Assets
 5. Comparison of National Utilisation Benchmarks to RRC Ownership Thresholds
 6. IPWEA Plant & Vehicle Management Manual Optimum Renewal Points
 7. Sample Hire Rate Calculation using Whole of Life Costs

Authorising Officer: Ross Cheesman - General Manager Corporate Services

Author: Drew Stevenson - Manager Corporate and Technology

SUMMARY

Coordinator Fleet Management reporting on Fleet plant and vehicle management principles and operational management of fleet assets.

COMMITTEE RESOLUTION

THAT the Fleet Management Principles and Operations report be received.

Moved by: Councillor Swadling

Seconded by: Councillor Smith

MOTION CARRIED

9.2 FINANCE POLICIES FOR REVIEW - RATES CONCESSION POLICY AND REVENUE POLICY**File No:** 5237**Attachments:**

1. Draft Rates Concession Policy
2. Draft Revenue Policy 2014/2015

Authorising Officer: Ross Cheesman - General Manager Corporate Services**Author:** Alicia Cutler - Manager Finance

SUMMARY

Council's Rates Concession Policy (previously Rate Rebates and Remissions Policy) and Revenue Policy 2014/2015 have been reviewed and are now presented to Council for adoption.

COMMITTEE RESOLUTION

THAT the Rates Concession Policy and the Revenue Policy 2014/2015, as contained within the report, be adopted.

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

9.3 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 MAY 2014**File No:** 8148**Attachments:**

1. Income Statement - May 2014
2. Key Indicator Graphs - May 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 May 2014.

COMMITTEE RESOLUTION

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

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

9.4 CORPORATE SERVICES MONTHLY STATISTICAL REPORT FOR THE MONTH OF MAY 2014**File No:** 1392**Attachments:**

1. Revenue Statistics - May 2014
2. Workforce & Strategy Statistics - May 2014
3. Corporate & Technology Statistics - May 2014

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

SUMMARY

General Manager Corporate Services presenting the monthly statistical report for the month of May 2014.

COMMITTEE RESOLUTION

THAT the Corporate Services statistical report for May 2014 be "received".

Moved by: Councillor Rutherford**Seconded by:** Councillor Williams**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.

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 May 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.

13.2 Bad Debt Write Offs

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 to Council from Chief Executive Officer for period ending 16 June 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.

13.4 Library Grant

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 Schwarten

Seconded by: Councillor Smith

MOTION CARRIED

COMMITTEE RESOLUTION

10:48AM

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 Fisher

Seconded by: Councillor Swadling

MOTION CARRIED

10:53AM Councillor Belz left the meeting
10:54AM Councillor Belz returned to the meeting
11:02AM Councillor Schwarten left the meeting
11:12AM Councillor Schwarten returned to the meeting
11:24AM Councillor Belz left the meeting
11:31AM Councillor Belz returned to the meeting

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: **Councillor Swadling**

Seconded by: **Councillor Rutherford**

MOTION CARRIED

13 CONFIDENTIAL REPORTS

13.1 LEGAL MATTERS AS AT 31 MAY 2014

File No: 1392
Attachments: 1. Legal Matters - May 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 May 2014.

COMMITTEE RESOLUTION

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

Moved by: Councillor Swadling
Seconded by: Councillor Schwarten

MOTION CARRIED

13.2 BAD DEBT WRITE OFFS

File No: 1117
Attachments: 1. Bad Debt Schedule
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

Manager Finance submitting a schedule of amounts considered to be uncollectable for approval to be written off as bad debts.

COMMITTEE RESOLUTION

THAT the debts contained in the schedule within the report be written off as bad debts.

Moved by: Councillor Schwarten
Seconded by: Councillor Smith

MOTION CARRIED

13.3 MONTHLY REPORT TO COUNCIL FROM CHIEF EXECUTIVE OFFICER FOR PERIOD ENDING 16 JUNE 2014**File No:** 1830**Attachments:** 1. **Monthly Report for period ending 16 June 2014****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 to Council for the period ending 16 June 2014.

COMMITTEE RESOLUTION

THAT the monthly report from the Chief Executive Officer for the period ending 16 June 2014 be received.

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

13.4 LIBRARY GRANT

File No: 164

Attachments:

1. Letter from State Library of Queensland
2. Library Collections Grant Spreadsheet

Authorising Officer: Evan Pardon - Chief Executive Officer

Author: Michael Rowe - General Manager Community 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.

SUMMARY

Chief Executive Officer seeking Council direction on response to State Library Board in relation to finalisation of 4th Quarter 2013/14 grant payment.

COMMITTEE RESOLUTION

THAT Council:

- (a) advise State Library Board that it is of the opinion that actions taken by Rockhampton Regional Council in regards to the setting of fees and charges applicable for the 4th Quarter 2013/14 are both valid and consistent with the current State Library Board Service Level Agreement and accordingly Council is justly entitled to that quarterly payment;
- (b) advise the State Library Board that an adjustment should be made to the 4th Quarter grant to compensate Rockhampton Regional Council for the removal of core community of interest environs under de-amalgamation as this population continues to be inseparably connected with the Rockhampton Regional Council library service area.

Moved by: Councillor Swadling

Seconded by: Councillor Schwarten

MOTION CARRIED UNANIMOUSLY

14 CLOSURE OF MEETING

There being no further business the meeting closed at 11:32am.

SIGNATURE

CHAIRPERSON

DATE