



**PERFORMANCE & SERVICE
COMMITTEE MEETING**

MINUTES

21 OCTOBER 2014

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**REPORT OF THE PERFORMANCE & SERVICE COMMITTEE MEETING
HELD AT COUNCIL CHAMBERS, 232 BOLSOVER STREET, ROCKHAMPTON
ON TUESDAY 21 OCTOBER 2014 COMMENCING AT 9.12AM**

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 M Rowe – General Manager Community Services
Mr R Cheesman – General Manager Corporate Services
Mr R Holmes – General Manager Regional Services
Mr D Stevenson – Manager Corporate and Technology
Ms A Cutler – Manager Finance
Mr R Palmer – Manager Economic Development
Ms T Sweeney – Manager Workforce and Strategy
Mr P Owens – Manager Arts and Heritage
Ms E Brodel – 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 23 September 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: Mayor Strelow
Seconded by: Councillor Swadling

MOTION CARRIED

7 PUBLIC FORUMS/DEPUTATIONS

7.1 DEPUTATION BY CQ UNIVERSITY

File No: 2593
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Rick Palmer - Manager Economic Development

SUMMARY

This report outlines the matters which will be addressed during the deputation led by Professor Scott Bowman from CQ University on 10 June 2014.

9:15AM The deputation from Professor Scott Bowman commenced
10:04AM The deputation concluded

COMMITTEE RESOLUTION

THAT Council receive the deputation by Central Queensland University.

Moved by: Councillor Swadling

Seconded by: Councillor Williams

MOTION CARRIED

COMMITTEE RESOLUTION

THAT we seek to strengthen our relationship with CQ University by means of an agreement or Memorandum of Understanding for mutual support and growth of the region and the University.

Moved by: Mayor Strelow

Seconded by: Councillor Williams

MOTION CARRIED

8 OFFICERS' REPORTS

8.1 SCHEDULE OF MEETINGS - JANUARY TO JUNE 2015

File No: 1460
Attachments: 1. Proposed Schedule of Meetings January - June 2015
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 July 2015.

COMMITTEE RESOLUTION

THAT the Schedule of Council and Committee meetings for the period January to July 2015 be adopted.

Moved by: Mayor Strelow
Seconded by: Councillor Rutherford

MOTION CARRIED

8.2 DRAFT REFUND, EXEMPTION AND REDUCTION OF FEES AND CHARGES POLICY

File No: 5237
Attachments: 1. Refund, Exemption and Reduction of Fees and Charges Policy
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Ross Cheesman - General Manager Corporate Services

SUMMARY

This report seeks Council's endorsement of the new Refund, Exemption and Reduction of Fees and Charges policy and rescindment of existing superseded refund policies.

10:10AM Councillor Belz left the meeting

COMMITTEE RESOLUTION

THAT:

1. Council adopt the Refund, Exemption and Reduction of Fees and Charges policy as outlined within the report; and
2. The following superseded policies be rescinded and converted (if required) to procedures:
 - (a) Fees and Charges Refund Policy - Infrastructure Planning
 - (b) Fees and Charges Refund - Licensing Application Fees, Licence Fees Policy
 - (c) Fees and Charges Refund - Registration Cats and Dogs Policy

Moved by: Mayor Strelow
Seconded by: Councillor Swadling

MOTION CARRIED

8.3 DEFENCE WHITE PAPER

File No: 10684
Attachments: 1. Draft Submission to Defence White Paper
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Rick Palmer - Manager Economic Development

SUMMARY

This report contains a submission regarding the upcoming Defence White Paper.

10:12AM Councillor Belz returned to the meeting

COMMITTEE RESOLUTION

THAT:

- 1) The submission be forwarded to Defence for consideration in the preparation of the Defence White Paper which will be released in 2015; and
- 2) A copy be sent to the Department of State Development, Infrastructure & Planning to ensure Council's views are properly considered by the State Government.

Moved by: Mayor Strelow
Seconded by: Councillor Fisher

MOTION CARRIED

9 STRATEGIC REPORTS

9.1 CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT

File No: 1392

Attachments:

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

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 2014 is presented for Councillor's information.

COMMITTEE RESOLUTION

THAT the Corporate Services Departmental Monthly Operations Report as at 30 September 2014 be 'received'.

Moved by: Councillor Fisher

Seconded by: Councillor Rutherford

MOTION CARRIED

9.2 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 SEPTEMBER 2014

File No: 8148
Attachments: 1. Income Statement - September 2014
2. Key Indicator Graphs - September 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 30 September 2014.

10:39AM Councillor Belz left the meeting
10:43AM Councillor Schwarten left the meeting
10:46AM Councillor Schwarten returned to the meeting
10:50AM Councillor Belz returned to the meeting
10:55AM Councillor Swadling left the meeting and did not return

COMMITTEE RESOLUTION

THAT the Rockhampton Regional Council Summary Budget Management Report for the Period ended 30 September 2014 be 'received'.

Moved by: Mayor Strelow
Seconded by: Councillor Fisher

MOTION CARRIED

10 NOTICES OF MOTION

Nil

11 URGENT BUSINESS QUESTIONS

11:00AM Mayor Strelow declared a recess.
11:17AM Mayor Strelow declared that the meeting be resumed.

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 N K Fisher

In Attendance:

Mr E Pardon – Chief Executive Officer
Mr M Rowe – General Manager Community Services
Mr R Cheesman – General Manager Corporate Services
Mr R Holmes – General Manager Regional Services
Ms A Cutler – Manager Finance
Ms T Sweeney – Manager Workforce and Strategy
Mr P Owens – Manager Arts and Heritage
Ms L Leeder – Senior Governance Support Officer

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 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.

13.2 Legal Matters as at 30 September 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 Venue Hire Charges for Winter Magic Ice Skating

This report is considered confidential in accordance with section 275(1)(e), of the *Local Government Regulation 2012*, as it contains information relating to contracts proposed to be made by it.

13.4 Monthly Report to Council from Chief Executive Officer for period ending 13 October 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: Mayor Strelow

Seconded by: Councillor Williams

MOTION CARRIED

COMMITTEE RESOLUTION

11:18AM

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: Mayor Strelow

Seconded by: Councillor Smith

MOTION CARRIED

11:18AM Chief Executive Officer left the meeting

11:39AM Councillor Schwarten left the meeting and did not return

11:39AM Chief Executive Officer returned to the meeting

COMMITTEE RESOLUTION

12:09PM

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 CHIEF EXECUTIVE OFFICER - PERFORMANCE REVIEW

File No: 6947
Attachments: Nil
Authorising Officer: Ross Cheesman - 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:

- 1. the annual performance review; and*
- 2. contract renewal options for the Chief Executive Officer.*

COMMITTEE RESOLUTION

The Committee resolves that:

1. The assessment of the Chief Executive Officer's performance for the period 1 July 2013 to 30 June 2014 be noted;
2. The Key Performance Indicators for 2014/15 be endorsed;
3. An annual increase be applied in accordance with the CPI Index June 2014 Quarter; and
4. The Chief Executive Officer be advised of Council's intent to renew his contract in accordance with the conditions detailed in this report.

Moved by: Mayor Strelow
Seconded by: Councillor Williams

MOTION CARRIED UNANIMOUSLY

13.2 LEGAL MATTERS AS AT 30 SEPTEMBER 2014

File No: 1392
Attachments: 1. Legal Matters - September 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 30 September 2014.

COMMITTEE RESOLUTION

THAT the legal matters report containing updates on legal matters for Rockhampton Regional Council as at 30 September 2014 be received.

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

13.3 VENUE HIRE CHARGES FOR WINTER MAGIC ICE SKATING

File No: 456
Attachments: Nil
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Peter Owens - Manager Arts and Heritage

This report is considered confidential in accordance with section 275(1)(e), of the *Local Government Regulation 2012*, as it contains information relating to contracts proposed to be made by it.

SUMMARY

Council has been contacted by Mr Ken Jensen of Winter Magic Ice Skating with a request to hire a venue at the Rockhampton Showgrounds for the operation of an ice skating rink during the months of December 2014 and January 2015.

COMMITTEE RESOLUTION

THAT Council agree to the hire arrangements for Winter Magic Ice Skating as detailed in the report.

Moved by: Councillor Fisher
Seconded by: Councillor Rutherford

MOTION CARRIED

13.4 MONTHLY REPORT TO COUNCIL FROM CHIEF EXECUTIVE OFFICER FOR PERIOD ENDING 13 OCTOBER 2014

File No: 1830
Attachments: 1. Monthly Report October 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 13 October 2014.

COMMITTEE RESOLUTION

THAT the monthly report from the Chief Executive Officer for the period ending 13 October 2014 be received.

Moved by: Councillor Smith

Seconded by: Councillor Belz

MOTION CARRIED

14 CLOSURE OF MEETING

There being no further business the meeting closed at 12:11pm.

SIGNATURE

CHAIRPERSON

DATE