



PERFORMANCE & SERVICE COMMITTEE MEETING

MINUTES

23 SEPTEMBER 2014

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**REPORT OF THE PERFORMANCE & SERVICE COMMITTEE MEETING
HELD AT COUNCIL CHAMBERS, 232 BOLSOVER STREET, ROCKHAMPTON
ON TUESDAY 23 SEPTEMBER 2014 COMMENCING AT 9.00AM**

1 OPENING

2 PRESENT

Members Present:

Acting Mayor, Councillor A P Williams (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 M Rowe – General Manager Community Services
Mr R Holmes – General Manager Regional Services
Mr R Cheesman – General Manager Corporate Services
Mr P Owens – Manager Arts and Heritage
Ms A Cutler – Finance Manager
Mr M Clerc – Manager and Treasury Supervisor
Ms K Barrett – Coordinator Corporate Improvement and Strategy
Ms K Anderson – Coordinator Property and Insurance
Mr M Borg – Coordinator Fleet Services
Ms F McRae – Media and Communications Officer
Ms I Taylor – Governance Support Officer

3 APOLOGIES AND LEAVE OF ABSENCE

Leave of Absence for the meeting was previously granted to Mayor Margaret Strelow.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

COMMITTEE RESOLUTION

THAT the minutes of the Performance & Service Committee held on 26 August 2014 be taken as read and adopted as a correct record.

Moved by: Councillor Smith
Seconded by: Councillor Swadling

MOTION CARRIED

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 REPRESENTATION ON CAPRICORN PEST MANAGEMENT GROUP

File No: 1379
Attachments: Nil
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Catherine Hayes - Manager Health & Environment /
Acting Manager Local Laws

SUMMARY

The General Manager Community Services requesting confirmation of the two representatives on the Capricorn Pest Management Group and endorsement of their nomination to the Management Committee.

COMMITTEE RESOLUTION

THAT Councillor Smith and Councillor Fisher be confirmed as Council's representatives on the Capricorn Pest Management Group and Council endorses their nomination for membership of the Management Committee.

Moved by: Councillor Swadling
Seconded by: Councillor Rutherford

MOTION CARRIED

8.2 LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND INC ANNUAL CONFERENCE - 27 TO 29 OCTOBER 2014

File No: 8291
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Shane Turner - Manager Governance Support

SUMMARY

At the Performance and Service Committee Meeting on 26 August 2014 it was resolved for Mayor Margaret Strelow and Councillor Neil Fisher to attend the Local Government Association of Queensland Annual Conference.

COMMITTEE RESOLUTION

1. THAT Councillor Tony Williams be authorised to attend the Local Government Association of Queensland's Annual Conference to be held at Mackay Convention Centre from 27 to 29 October 2014 as a matter of Council business in place of Councillor Neil Fisher;
2. That Councillor Tony Williams be appointed as a delegate with voting rights for Rockhampton Regional Council;
3. That Councillor Rutherford be appointed Acting Mayor for the period 27 to 29 October 2014.

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

8.3 COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER**File No:** 4107

Attachments:

1. Instrument of Delegation - Acquisition of Land Act 1967
2. Instrument of Delegation - Food Act 2006
3. Instrument of Delegation - Fire and Emergency Services Act 1990
4. Instrument of Delegation - Environmental Protection Act 1994
5. Instrument of Delegation - Information Privacy Act 2009
6. Instrument of Delegation - Public Health Regulation 2005
7. Instrument of Delegation - Animal Care and Protection Act 2001
8. Instrument of Delegation - Sustainable Planning Act 2009
9. Instrument of Delegation - Right to Information Act 2009
10. Instrument of Delegation - Public Health Act 2005

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

Author: Kerrie Barrett - Coordinator Corporate Improvement & Strategy

SUMMARY

This report seeks Council's approval of delegations under State legislation to the position of Chief Executive Officer.

COMMITTEE RESOLUTION

THAT as per section 257 of the *Local Government Act 2009* Council resolves to delegate to the Chief Executive Officer, the exercise of powers contained in schedule 1 of the Instruments of Delegation attached to this report:

1. *Acquisition of Land Act 1967*
2. *Food Act 2006*
3. *Fire and Emergency Services Act 1990*
4. *Environmental Protection Act 1994*
5. *Information Privacy Act 2009*
6. *Public Health Regulation 2005*
7. *Animal Care and Protection Act 2001*
8. *Sustainable Planning Act 2009*
9. *Right to Information Act 2009*
10. *Public Health Act 2005*

Further, that all prior resolutions delegating the powers under these Acts listed to the Chief Executive Officer are repealed. These powers must be exercised subject to any limitations contained in schedule 2 of the attached Instruments of Delegation.

Moved by: Acting Mayor Williams

Seconded by: Councillor Swadling

MOTION CARRIED

8.4 RENEWAL OF COUNCIL'S 2-WAY RADIO NETWORK**File No:** 7527**Attachments:** Nil**Authorising Officer:** Ross Cheesman - General Manager Corporate Services**Author:** Drew Stevenson - Manager Corporate and Technology

SUMMARY

The Coordinator Fleet Services has highlighted the operational shortfalls and risks of the current 2-way radio systems and proposes a whole of Council 2-way radio network.

COMMITTEE RESOLUTION

THAT the Committee approves:

1. The commencement of Stages 1 and 2 of Council's 2-Way Radio Network Renewal Project; and
2. The transfer of the required funds from the Plant Reserve to undertake Stages 1 and 2 of the project.

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

8.5 PROPOSED SERVICE LEVEL REVIEW PROJECT**File No:** 1825**Attachments:**
1. SLR Project Outline
2. WOC Services & Activities List**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Ross Cheesman - General Manager Corporate Services

SUMMARY

Council's consideration and endorsement of an in-house Service Level Review project is sought.

COMMITTEE RESOLUTION

THAT the Service Level Review Project be commenced and progressed in accordance with the report and identified priorities.

Moved by: Acting Mayor Williams**Seconded by:** Councillor Fisher**MOTION CARRIED**

9 STRATEGIC REPORTS

9.1 CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT

File No: 1392

Attachments:

1. Workforce & Strategy Monthly Report – August 2014
2. Corporate & Technology Monthly Report – August 2014
3. Finance Monthly Report - August 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 31 August 2014 is presented for Councillor's information.

COMMITTEE RESOLUTION

THAT the Corporate Services Departmental Monthly Operations Report as at 31 August 2014 be 'received'.

Moved by: Councillor Smith

Seconded by: Councillor Swadling

MOTION CARRIED

9.2 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 AUGUST 2014**File No:** 8148**Attachments:**
1. Income Statement - August 2014
2. Key Indicator Graphs - August 2014**Authorising Officer:** Ross Cheesman - General Manager Corporate Services**Author:** Alicia Cutler - Manager Finance

SUMMARY

The Manager Finance presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 August 2014.

COMMITTEE RESOLUTION

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

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

10 NOTICES OF MOTION

Nil

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 2013/14 Draft Annual Financial Statements

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 31 August 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 Renewal of Periodic Grazing Tenure Agreements

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 Tender - Lease of Vacant Council Land

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 .

13.5 Dreamtime Cultural Centre Lease and Lot 8 on SP125023

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.

13.6 Reciprocal Library Agreement

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.

13.7 Recovery of Legal Costs

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.

13.8 Monthly Report to Council from Chief Executive Officer for period ending 15 September 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 .

13.9 Trial of Drive-In Movies at Rockhampton Showgrounds

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.

Moved by: Councillor Swadling

Seconded by: Councillor Smith

MOTION CARRIED

COMMITTEE RESOLUTION

9.47AM

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 Swadling

Seconded by: Councillor Smith

MOTION CARRIED

9.47AM	Chief Executive Officer left the meeting.
9.50AM	Chief Executive Officer returned to the meeting.
10.00AM	Councillor Belz left the meeting.
10.02AM	Councillor Belz returned to the meeting.
10.22AM	Councillor Schwarten left the meeting.
10.28AM	Councillor Schwarten returned to the meeting.
10.29AM	Councillor Schwarten left the meeting and did not return.
10.29AM	Chief Executive Officer left the meeting.
10.31AM	Chief Executive Officer returned to the meeting.
10.36AM	Councillor Belz left the meeting.
10.40AM	Chief Executive Officer left the meeting.
10.44AM	Chief Executive Officer returned to the meeting.
10.44AM	Councillor Belz returned to the meeting.
10.46AM	Acting Mayor Williams left the meeting.
10.49AM	Acting Mayor Williams returned to the meeting.
10.56AM	Councillor Swadling left the meeting.
10.57AM	Councillor Swadling returned to the meeting.
11.27AM	Councillor Smith left the meeting.
11.27AM	Councillor Swadling left the meeting.
11.30AM	Councillor Smith returned to the meeting.
11.32AM	Councillor Swadling returned to the meeting.

COMMITTEE RESOLUTION

11.40AM

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: Acting Mayor Williams

Seconded by: Councillor Swadling

MOTION CARRIED

COMMITTEE RESOLUTION**11.40AM**

THAT the meeting be adjourned until 1.00PM

Moved by: Acting Mayor Williams**Seconded by: Councillor Swadling****MOTION CARRIED****COMMITTEE RESOLUTION****1:08PM**

THAT the meeting be resumed.

Moved by: Councillor Swadling**Seconded by: Councillor Fisher****MOTION CARRIED****COMMITTEE RESOLUTION****1.08PM****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 Swadling****Seconded by: Councillor Smith****MOTION CARRIED**

1.21PM Councillor Swadling left the meeting and did not return.

COMMITTEE RESOLUTION**1.34PM****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 2013/14 DRAFT ANNUAL FINANCIAL STATEMENTS

File No: 8151

Attachments:

1. Unaudited Financial Statements - 2014
2. 2013/2014 Carry Over Budget

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

The Unaudited Annual Financial Statements as at 30 June 2014 was presented to the Audit and Business Improvement Committee on 9 September with only minor alterations suggested, prior to signing, A commentary on the Statements as well as the final results for 2013/14 is also provided for members.

COMMITTEE RESOLUTION

THAT the report on the 2013/14 Draft Annual Financial Statements be received.

Moved by: Councillor Rutherford

Seconded by: Councillor Smith

MOTION CARRIED

13.2 LEGAL MATTERS AS AT 31 AUGUST 2014

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

COMMITTEE RESOLUTION

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

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

13.3 RENEWAL OF PERIODIC GRAZING TENURE AGREEMENTS

File No: 1370
Attachments: Nil
Authorising Officer: Drew Stevenson - Manager Corporate and Technology
Ross Cheesman - Acting Chief Executive Officer
Author: Kellie Anderson - Coordinator Property and Insurance

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

Coordinator Property & Insurance reporting on the renewal of existing periodic grazing tenure agreements.

COMMITTEE RESOLUTION

THAT in accordance with S236(1)(c)(iii) of the Local Government Regulation 2012, the current grazing tenure agreements for the following properties be renewed for a period of three (3) years commencing 1 July 2014 and increasing annually with CPI:

- Lot 3-5 Dargel Road, Pink Lily;
- Lot 212 Capricorn Highway, Fairy Bower;
- 65 Razorback Road, Bouldercombe;
- 1 Prospect Street, Allenstown;
- Part 131 Richardson Road, Kawana; and
- Part 108 Lakes Creek Road, The Common.

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

13.4 TENDER - LEASE OF VACANT COUNCIL LAND**File No:** 1370**Attachments:**

1. James Street, Gracemere - Map
2. Lot 117 Capricorn Highway, Gogango - Map
3. 22 Hallett Street, Berserker - Map
4. 199 Peter Street, Berserker - Map
5. 229-235 Peter Street, Berserker - Map
6. Part 90 Cavan Street, Koongal - Map
7. Lot 188 Port Curtis Road, Port Curtis - Map

Authorising Officer: Drew Stevenson - Manager Corporate and Technology
Ross Cheesman - General Manager Corporate Services**Author:** Kellie Anderson - Coordinator Property and Insurance

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

Coordinator Property & Insurance reporting on proposal to call tenders for the lease of various parcels of Council owned vacant land for the purpose consistent with the planning scheme (Grazing, Stables, Rural).

COMMITTEE RESOLUTION

THAT under Section 227 of the Local Government Regulation 2012, Council invites tenders for the lease of the following properties for the purpose consistent with the planning scheme:

- James Street, Gracemere;
- Lot 117 Capricorn Highway, Gogango;
- 22 Hallett Street, Berserker;
- 199 Peter Street, Berserker;
- 229-235 Peter Street, Berserker; and
- Part 90 Cavan Street, Koongal (adjoining Rose Lane)

THAT Council resign trusteeship over the following resources to the State of Queensland (Department of Natural Resources and Mines): and

- Lot 188 Port Curtis Road, Port Curtis; and
- Part 90 Cavan Street, Koongal (adjoin Cavan Street and Cavan Lane).

Moved by: Acting Mayor Williams**Seconded by:** Councillor Fisher**MOTION CARRIED**

13.5 DREAMTIME CULTURAL CENTRE LEASE AND LOT 8 ON SP125023**File No:** 4201**Attachments:**

1. Dreamtime Cultural Centre Lease - Expires 2025 + 20 Year Option
2. Dreamtime Cultural Centre Agreement - 1985
3. Letter from Johnson Law - 10 September 2014
4. Map - Lot 8 on SP125023
5. Portions A & B - Lot 8 on SP125023

Authorising Officer: Drew Stevenson - Manager Corporate and Technology
Ross Cheesman - General Manager Corporate Services**Author:** Kellie Anderson - Coordinator Property and Insurance

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

Coordinator Property & Insurance reporting on proposed amendments to the Lease to the Dreamtime Cultural Centre – 703-751 Yaamba Road and inclusion of part of Lot 8 on SP125023 – 765 Yaamba Road. It is also proposed that the remaining portion of Lot 8 on SP125023 be transferred back to the State of Queensland.

COMMITTEE RESOLUTION

THAT the Chief Executive Officer (Coordinator Property & Insurance) be authorised to proceed in the manner outlined within the report.

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

13.6 RECIPROCAL LIBRARY AGREEMENT

File No: 2313
Attachments: 1. Reciprocal Library Agreement Request
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Kerri Dorman - Administration Supervisor

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

Chief Executive Officer seeking Council response to formal Reciprocal Library Agreement request.

COMMITTEE RESOLUTION

THAT Rockhampton Regional Council formally respond to Livingstone Shire Council and respectfully decline their offer due to changed Service Level Agreement arrangements and the report be made available publicly.

Moved by: Acting Mayor Williams
Seconded by: Councillor Smith

MOTION CARRIED

13.7 RECOVERY OF LEGAL COSTS**File No:** 8525**Attachments:** 1. Correspondence from King & Company Solicitors**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), of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving the local government.

SUMMARY

Following a recent court case which ruled in the Council's favour, Council's solicitors have raised the matter of whether Council wishes to pursue costs on the case.

COMMITTEE RESOLUTION

THAT cost recovery be pursued as outlined in the report.

Moved by: Councillor Fisher**Seconded by:** Acting Mayor Williams**MOTION CARRIED**

13.8 MONTHLY REPORT TO COUNCIL FROM CHIEF EXECUTIVE OFFICER FOR PERIOD ENDING 15 SEPTEMBER 2014

File No: 1830
Attachments: 1. Monthly Report September 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 15 September 2014.

COMMITTEE RESOLUTION

THAT the monthly report from the Chief Executive Officer for the period ending 15 September 2014 be received.

Moved by: Councillor Smith
Seconded by: Councillor Fisher

MOTION CARRIED

13.9 TRIAL OF DRIVE-IN MOVIES AT ROCKHAMPTON SHOWGROUNDS**File No:** 456**Attachments:** 1. Drive-In Movie Proposal**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

At the request of Councillor Rutherford, a report on the development and operation of a Drive-In Movie event in the Rockhampton region is presented for Council's further consideration.

COMMITTEE RESOLUTION

THAT Council approve a trial of Drive-In Movies at the Rockhampton Showgrounds as detailed in the report.

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

11 URGENT BUSINESS\QUESTIONS**11.1 LEAVE OF ABSENCE - COUNCILLOR NEIL FISHER - 2-4 OCTOBER 2014 AND 22-30 OCTOBER 2014****File No:** 10072**Responsible Officer:** Evan Pardon – Chief Executive Officer

SUMMARY

Councillor Neil Fisher requesting leave of absence from Thursday 2 October to Saturday 4 October 2014 and Wednesday 22 October to Thursday 30 October 2014 inclusive.

COMMITTEE RESOLUTION

THAT leave of absence be granted for Councillor Neil Fisher from Thursday 2 October to Saturday 4 October 2014 and Monday 27 October to Thursday 30 October 2014 inclusive.

Moved by: Acting Mayor Williams**Seconded by:** Councillor Belz**MOTION CARRIED**

14 CLOSURE OF MEETING

There being no further business the meeting closed at 1.38pm.

SIGNATURE

CHAIRPERSON

DATE