



PERFORMANCE & SERVICE COMMITTEE MEETING

MINUTES

28 JULY 2015

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**REPORT OF THE PERFORMANCE & SERVICE COMMITTEE MEETING
HELD AT COUNCIL CHAMBERS, 232 BOLSOVER STREET, ROCKHAMPTON ON
TUESDAY, 28 JULY 2015 COMMENCING AT 9:04AM**

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 R Cheesman – General Manager Corporate Services
Mr R Holmes – General Manager Regional Services
Mr M Rowe – General Manager Community Services
Mr D Stevenson – Manager Corporate and Technology Services
Ms T Sweeney – Manager Workforce and Strategy
Ms A Cutler – Manager Finance
Ms M Barrett – Manager Parks
Ms K Barrett – Coordinator Corporate Improvement and Strategy
Ms M Younger – Coordinator Procurement and Logistics
Ms T Cooper-Lavery – Gallery Director
Ms E Brodel – Media and Communications Officer
Ms L Leeder – Senior Governance 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 23 June 2015 be taken as read and adopted as a correct record.

Moved by: Councillor Swadling

Seconded by: Councillor Smith

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 Smith

Seconded by: Councillor Fisher

MOTION CARRIED

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER

File No: 4107

Attachments: 1. Instrument of Delegation - Sustainable Planning Act 2009

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.

9:06AM Councillor Rutherford attended the meeting
9:06AM Councillor Schwarten attended the meeting
9:07AM Councillor Schwarten left the meeting

COMMITTEE RESOLUTION

THAT:

1. Council resolves as per section 257 of the *Local Government Act 2009* to delegate to the Chief Executive Officer, the exercise of powers contained in schedule 1 of the Instrument of Delegation attached to this report for the *Sustainable Planning Act 2009*, with the exception of Chapter 9, Part 4, Section 714(1);
2. All prior resolutions delegating the powers under this Act to the Chief Executive Officer are repealed; and
3. These powers must be exercised subject to any limitations contained in schedule 2 of the Instrument of Delegation attached to this report.

Moved by: Councillor Swadling

Seconded by: Councillor Belz

MOTION CARRIED

8.2 REQUEST FOR COUNCILLOR DISCRETIONARY FUND DONATION FROM HER WORSHIP THE MAYOR, COUNCILLOR MARGARET STRELOW - ROCKHAMPTON AND DISTRICT INDOOR BOWLING ASSOCIATION INC.**File No:** 8295**Attachments:** Nil**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Megan Careless - Executive Support Officer

SUMMARY

Her Worship the Mayor Councillor Margaret Strelow requesting approval to donate \$1500.00 from her Councillor Discretionary Fund to the Rockhampton and District Indoor Bowling Association Inc.

COMMITTEE RESOLUTION

THAT approval be granted to donate \$1500.00 from Mayor Strelow's Councillor Discretionary Fund to the Rockhampton and District Indoor Bowling Association Inc to assist with the purchase of replacement chairs.

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

8.3 TENDER FOR LEASE OF LAND FOR GRAZING - L53 UPPER ULAM ROAD, BAJOOL

File No: 374
Attachments: 1. Map of L53 Upper Ulam Road, Bajool
Authorising Officer: Drew Stevenson - Manager Corporate and Technology Services
Ross Cheesman - General Manager Corporate Services
Author: Kellie Anderson - Coordinator Property and Insurance

SUMMARY

Coordinator Property & Insurance reporting on a request to lease L53 Upper Ulam Road, Bajool and seeking approval to call tenders for a Trustee Permit.

9:09AM Councillor Schwarten returned to the meeting
9:10AM Councillor Swadling left the meeting
9:11AM Councillor Swadling returned to the meeting

COMMITTEE RESOLUTION

THAT the Chief Executive Officer (Coordinator Property & Insurance) be authorised to call tenders for the use of L53 Upper Ulam Road, Bajool for grazing purposes.

Moved by: Councillor Smith
Seconded by: Councillor Fisher

MOTION CARRIED

8.4 AIRPORT SOLE SUPPLIERS**File No:** 9792**Attachments:** Nil**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Ross Cheesman - General Manager Corporate Services

SUMMARY

The purpose of this report is to seek a Council resolution that the nominated Airport Suppliers are deemed as Sole Suppliers in accordance with Section 235 (a) of the Local Government Regulation 2012.

COMMITTEE RESOLUTION

THAT pursuant to s235(a) of the *Local Government Regulation 2012* Council approve the nominated Airport Suppliers as Sole Suppliers of Airport equipment and maintenance services.

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

9 STRATEGIC REPORTS

9.1 CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT

File No: 1392

Attachments:

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

COMMITTEE RESOLUTION

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

Moved by: Councillor Smith

Seconded by: Councillor Fisher

MOTION CARRIED

9.2 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 JUNE 2015**File No:** 8148**Attachments:**
1. Income Statement - June 2015
2. Key Indicator Graphs - June 2015**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 30 June 2015.

COMMITTEE RESOLUTION

THAT the Rockhampton Regional Council Summary Budget Management Report for the period ended 30 June 2015 be "received".

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

**9.3 OPERATIONAL PERFORMANCE REPORT FOR GOVERNANCE SUPPORT UNIT
FOR JUNE 2015**

File No: 1830
Attachments: 1. Governance Support Unit - Operational
Performance Report June 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 June 2015.

COMMITTEE RESOLUTION

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

Moved by: Councillor Williams
Seconded by: Councillor Swadling

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 30 June 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 Lease Renewals

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.

13.3 Rates Concession Policy Amendments

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 Lease of Victoria Park Precinct Cafe / Restaurant

This report is considered confidential in accordance with section 275(1)(e) (h), of the *Local Government Regulation 2012*, as it contains information relating to contracts proposed to be made by it; AND 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 Establishment of the Rockhampton Art Gallery Gift Fund

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.

13.6 Monthly Report from Chief Executive Officer for the period ending 20 July 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: Councillor Williams

Seconded by: Councillor Swadling

MOTION CARRIED

COMMITTEE RESOLUTION**9:35AM**

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

9:44AM Councillor Schwarten left the meeting

9:55AM Councillor Schwarten returned to the meeting

10:26AM Councillor Schwarten left the meeting

10:34AM Councillor Schwarten returned to the meeting

COMMITTEE RESOLUTION**10:34AM**

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 Fisher

MOTION CARRIED

13 CONFIDENTIAL REPORTS

13.1 LEGAL MATTERS AS AT 30 JUNE 2015

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

COMMITTEE RESOLUTION

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

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

13.2 LEASE RENEWALS**File No:** 1370**Attachments:**

1. 370 Six Mile Road
2. L74 Capricorn Highway
3. 108 Lakes Creek Road
4. 199 Bolsover Street
5. 5-71 Olive Street

Authorising Officer: Drew Stevenson - Manager Corporate and Technology Services
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 the proposed renewal of five existing lease agreements.

COMMITTEE RESOLUTION

THAT in accordance with S236(1)(c)(iii) of the Local Government Regulation 2012, Council approves the renewal of the lease agreements as outlined within this report.

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

13.3 RATES CONCESSION POLICY AMENDMENTS**File No:** 5237**Attachments:** 1. Rates Concession Policy**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

Throughout the 2015/16 Budget process, the issue of rates upon Water Pumping Sites was raised and as a result, the matter is now presented to Council for consideration.

COMMITTEE RESOLUTION

THAT the Rates Concession Policy Amendments report be received.

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

13.4 LEASE OF VICTORIA PARK PRECINCT CAFE / RESTAURANT

File No: 11228

Attachments: 1. Tender clarification - recommended Tenderer
2. Tender submission - recommended Tenderer

Authorising Officer: Michael Rowe - General Manager Community Services

Author: Margaret Barrett - Manager Parks

Previous Items: Request for Expressions of Interest to Operate Aquatic Facilities, Develop and Operate Restaurant / Cafe - Continuing Council Committee - 11 Dec 2013 1pm (Special)
Request to Issue Tenders for Management and Operation of Aquatic Facilities and Cafe - Ordinary Council - 08 Apr 2014 10:00 am
Lease of Victoria Park Precinct Cafe / Restaurant - Ordinary Council - 12 May 2015 9.00 am

This report is considered confidential in accordance with section 275(1)(e) (h), of the *Local Government Regulation 2012*, as it contains information relating to contracts proposed to be made by it; AND 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 outlines the results of the tender and seeks Council approval for the preferred tenderer for the leasing of the Victoria Park Precinct Café / Restaurant.

COMMITTEE RESOLUTION

THAT Council approve the Trustee Lease to David Pitchford, trading as 'Billy Blue's Cafe' for the Victoria Park Precinct Café located at 1A Lion Creek Road, Wandal (2nd World War Memorial Aquatic Centre) for a period of five (5) years.

Moved by: Councillor Swadling

Seconded by: Councillor Smith

MOTION CARRIED

13.5 ESTABLISHMENT OF THE ROCKHAMPTON ART GALLERY GIFT FUND**File No:** 465**Attachments:**

1. Rockhampton Art Gallery Terms of Reference
2. Deed Poll establishing the Rockhampton Art Gallery Gift Fund

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)(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

Council endorsement of the Terms of Reference and of the Deed Poll establishing the Rockhampton Art Gallery Gift Fund is requested enabling an application to be made to the Australian Taxation Office as an Item 1 & 4 DGR fund.

COMMITTEE RESOLUTION

THAT Council endorse the Rockhampton Art Gallery Terms of Reference and the Deed Poll, as attached to the report, establishing the Rockhampton Art Gallery Gift Fund while also approving an application to the Australian Taxation Office for Item 1 & 4 DGR status for the fund.

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

**13.6 MONTHLY REPORT FROM CHIEF EXECUTIVE OFFICER FOR THE PERIOD
ENDING 20 JULY 2015****File No:** 1830**Attachments:** 1. Monthly Report July 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 20 July 2015.

COMMITTEE RESOLUTION

THAT the monthly report from the Chief Executive Officer for the period ending 20 July 2015 be received.

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

14 CLOSURE OF MEETING

There being no further business the meeting closed at 10:35am.

SIGNATURE

CHAIRPERSON

DATE