

# Corporate & Works Committee Minutes

Monday 3 September 2007

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# Corporate & Works Committee Minutes

**Minutes of the Meeting held on  
Monday 3 September 2007 at 6.20pm**

Present: Councillors Julian Martin (Chair)  
Wilhelmina Gardner  
Isabelle Shapiro  
David Shoebridge  
Fiona Sinclair King  
John Walker

Staff: G Clarke (Director – Corporate Services)  
W Hatton (Director – Technical Services)  
G James (General Manager)  
D Johnston (Manager Finance)  
Z Marolia (Manager Property & Projects)  
L Windle (Manager Governance)

Also in Attendance: Nil

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## **Leave of Absence**

Leave of Absence previously granted by Council: Marcus Ehrlich

Apologies: Nil

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## **Late Correspondence**

Late correspondence was submitted to the committee in relation to Items: D2

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## **Declarations of Interest**

Nil

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**Items Decided by this Committee using its Delegated Authority (Items D1 to D3)**

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**Item No:** D1 Delegated to Committee  
**Subject:** **Confirmation of Minutes of Meeting held on 20 August 2007**  
**Author:** Les Windle, Manager – Governance  
**File No:** See Council Minutes  
**Reason for Report:** The Minutes of the Meeting of Monday 20 August 2007 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and confirmed.

**(Walker/Sinclair King)**

**Resolved:**

That the Minutes of the Corporate and Works Committee Meeting of 20 August 2007 be taken as read and confirmed.

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**Item No:** D2 Delegated to Committee  
**Subject:** **Tender Evaluation Process**  
**Author:** Zubin Marolia – Manager, Property & Projects  
**File No:** 1193.G  
**Reason for Report:** To further advise on tender evaluation procedures.

**Note:** Late correspondence was tabled at the meeting from Council's Manager Property & Projects, Zubin Marolia.

**(Shoebridge/Walker)**

**Resolved:**

- A. That a probity adviser be included in the tender invitation and evaluation process for high value, high profile or sensitive projects.
- B. That an independent member be included on the tender evaluation panel where the commissioning department and the superintending department are the same.
- C. That independent specialist advice be sought to further evaluate tenders where additional expertise is called for, e.g. in a specialised field of construction practice or for financial analysis; in such cases the specialist adviser would review short-listed tenders following initial ranking by the tender panel.
- D. That selection criteria be published and, where appropriate, attention be drawn to relative importance, but the specific selection criteria weightings not be published in tender invitations.

- E. That these changes be included in the policy and procedure document and that a further report be prepared for the Committee to review the updated policy and procedure document and that the report discuss the procedure for auditing the tender process.
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**Item No:** D3 Delegated to Committee  
**Subject:** **Freedom of information Act Applications to Council**  
**Author:** Les Windle - Manager Governance  
**File No:** 900.G  
**Reason for Report:** To respond to a Notice of Motion adopted by Council on 12 June 2007

(Shoebridge/Walker)

**Resolved:**

- A. That the policy document be amended by inserting the following as the first dot point in the Objective section:
- “That we provide timely access to all documents except where there is a legal requirement preventing us from doing so.”
- B. That should there be a final general policy position for the wider local government community that it be reported back to the Committee for consideration.
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**Item No:** D4 Delegated to Committee  
**Subject:** **Minutes of the Assets Working Party meeting Tuesday 22 August 2007**  
**Author:** Zubin Marolia – Manager – Property & Projects  
**File No:** 1143.G  
**Reason for Report:** To report on the outcomes of the Assets Working Party meeting held on Wednesday 22 August 2007

(Walker/Shapiro)

**Resolved:**

- A. That the minutes of the Assets Working Party meeting, held on Wednesday 22 August 2007, be noted.
- B. That the following recommendations of the Assets Working Party be adopted:
- Item 2 (i) and (ii)
  - Item 3 (Actions 1 to 19)

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**Items with Recommendations from this Committee  
Submitted to the Council for Decision (Item R1)**

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**Item No:** R1 Recommendation to Council  
**Subject** Lease of Stratum of part of Oswald Lane adjoining 14 New Beach Road, Darling Point.  
**Author:** Anthony Sheedy – Property Officer  
**File No:** 327.14  
**Reason for Report:** To recommend the affixing of Council’s Seal to the Subdivision Plan to enable its registration at the Land and Property Information Office, Sydney

**(Walker/Shapiro)**

**Recommendation:**

That, in accordance with S195D of the Conveyancing Act 1919, it is recommended that the Seal of Council be affixed to the Subdivision Plan relating to the lease approved 25 June 2007, to Gregory William Solomons and Andrew Peter Solomons of the stratum of land below the surface of the road portion adjoining 14 New Beach Road, Darling Point.

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There being no further business the meeting concluded at 7.21pm.

*We certify that the pages numbered 2153 to 2158 inclusive are the Minutes of the Corporate & Works Committee Meeting held on 3 September 2007 and confirmed by the Corporate & Works Committee on 17 September 2007 as correct.*

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**Chairperson**

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**Secretary of Committee**