

# Corporate & Works Committee Minutes

Monday 19 March 2007

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# Corporate & Works Committee Minutes

**Minutes of the Meeting held on  
Monday 19 March 2007 at 6.00pm**

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)  
K Walshe (Director – Community Services)  
M Phair (Team Leader Financial Services)

Also in Attendance: Nil

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## **Leave of Absence**

Leave of Absence previously granted by Council: Nil

Apologies:

Apologies were received and accepted from Councillor Marcus Ehrlich and Leave of Absence granted.

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## **Late Correspondence**

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

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## **Declarations of Interest**

Nil

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**Items Decided by this Committee using its Delegated Authority (Items D1 to D4)**

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**Item No:** D1 Delegated to Committee  
**Subject:** **Confirmation of Minutes of Meeting held on 5 March 2007**  
**Author:** Les Windle, Manager – Governance  
**File No:** See Council Minutes  
**Reason for Report:** The Minutes of the Meeting of Monday 5 March 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/Shapiro)**

**Resolved:**

That the Minutes of the Corporate and Works Committee Meeting of 5 March 2007 be taken as read and confirmed.

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**Item No:** D2 Delegated to Committee  
**Subject:** **Customer Request - An Update**  
**Author:** Geoff Clarke Director Corporate Services  
**File No:**  
**Reason for Report:** To provide information to Councillors on the top ten customer service issues.

**(Shoebridge/Walker)**

**Resolved:**

- a) That the report be received and noted.
- b) That a further report be provided following the completion of the current financial year's statistics.
- c) That the report include information on:
  - Changes and issues impacting on service delivery
  - Performance against service levels set
  - Information on actions taken or to be taken to respond to request volumes and charges
  - The frequency of reporting to the Committee on customer request issues.

**Item No:** D3 Delegated to Committee  
**Subject:** **Monthly Financial Report - February 2007**  
**Author:** Tracey Walker, Financial Accountant  
Michelle Phair, Team Leader Financial Services  
**File No:** 987G  
**Reason for Report:** To present the monthly financial report for February 2007

**(Walker/Sinclair King)**

**Resolved:**

A. THAT the monthly financial report for February 2007 be received and noted.

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**Item No:** D4 Delegated to Committee  
**Subject:** **Council's Web Site – An update**  
**Author:** Geoff Clarke, Director Corporate Services  
**File No:**  
**Reason for Report:** To provide information on the use of the new website and if time permits to provide a demonstration of the site to the committee

**(Shoebridge/Shapiro)**

**Resolved:**

- a) That the report be received and noted
  - b) That a follow up report be provided to the Committee in 6 months on the status of issues with the web site.
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**Items with Recommendations from this Committee  
Submitted to the Council for Decision (Items R1 to R2)**

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**Item No:** R1 Recommended to Council  
**Subject:** **Draft Code of Meeting Practice**  
**Author:** Les Windle - Manager Governance  
**File No:** 1191.G  
**Reason for Report:** To report on the public exhibition of the draft Code of Meeting Practice

**(Sinclair King/Shapiro)**

**Recommendation:**

That the draft Code of Meeting Practice as publicly exhibited be adopted.

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**Item No:** R2 Recommendation to Council  
**Subject:** **2007/2008 Draft Budget Overview**  
**Author:** Don Johnston Manager Finance  
Michelle Phair Team Leader Financial Services  
**File No:** 331G 2007/2008  
**Reason for Report:** A) provide an overview of the preliminary draft 2007/2008 budget  
B) seek a determination of how recent initiatives will be funded to allow the preparation of a draft budget for further consideration by the Committee.

**(Shapiro/Sinclair King)**

**Recommendation:**

1. That the budget overview be noted
  2. That a meeting of the Strategic and Corporate Committee be convened as a matter of priority to consider the budget issues.
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There being no further business the meeting concluded at 7.40pm.

*We certify that the pages numbered 560 to 565 inclusive are the Minutes of the Corporate & Works Committee Meeting held on 19 March 2007 and confirmed by the Corporate & Works Committee on 2 April 2007 as correct.*

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**Chairperson**

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**Secretary of Committee**