



Corporate & Works Committee

Agenda: *Corporate & Works Committee*

Date: *Monday 17 September 2007*

Time: *6.00pm*

Outline of Meeting Protocol & Procedure:

- The Chairperson will call the Meeting to order and ask the Committee/Staff to present apologies or late correspondence.
- The Chairperson will commence the Order of Business as shown in the Index to the Agenda.
- At the beginning of each item the Chairperson will ask whether a member(s) of the public wish to address the Committee.
- If person(s) wish to address the Committee, they are allowed four (4) minutes in which to do so. Please direct comments to the issues at hand.
- If there are persons representing both sides of a matter (eg applicant/objector), the person(s) against the recommendation speak first.
- At the conclusion of the allotted four (4) minutes, the speaker resumes his/her seat and takes no further part in the debate unless specifically called to do so by the Chairperson.
- If there is more than one (1) person wishing to address the Committee from the same side of the debate, the Chairperson will request that where possible a spokesperson be nominated to represent the parties.
- The Chairperson has the discretion whether to continue to accept speakers from the floor.
- After considering any submissions the Committee will debate the matter (if necessary), and arrive at a recommendation (R items which proceed to Full Council) or a resolution (D items for which the Committee has delegated authority).

Delegated Authority (“D” Items):

- General financial and corporate management of the Council, except those specifically excluded by statute, by Council direction or delegated specifically to another Committee.
- Note: This not to limit the discretions of nominated staff members exercising Delegated Authorities granted by the Council.
- Quarterly review of Council's Management Plan.
- Finance Regulations, including:-
 - Authorisation of expenditures within budgetary provisions where not delegated;
 - Quarterly review of Budget Review Statements;
 - Quarterly and other reports on Works and Services provision; and
 - Writing off of rates, fees and charges because of non-rateability, bad debts, and impracticality of collection.
- Auditing.
- Property Management.
- Asset Management.
- Traffic Management - Works Implementation.
- Works and Services - Monitoring and Implementations.
- Legal Matters and Legal Register.
- Parks and Reserves Management.
- Infrastructure Management, Design and Investigation.
- To require such investigations, reports or actions as considered necessary in respect of matters contained within the Business Agenda (and as may be limited by specific Council resolution).
- Confirmation of Minutes of its Meeting.
- Any other matter falling within the responsibility of the Corporate and Works Committee and not restricted by the Local Government Act or required to be a Recommendation to Full Council as listed below.

Recommendation only to the Full Council (“R” Items):

- Such matters as are specified in Section 377 and within the ambit of the Committee considerations.
- The voting of money for expenditure on works, services and operations.
- Rates, Fees and Charges.
- Donations
- Matters which involve broad strategic or policy initiatives within responsibilities of the Committee.
- Matters not within the specified functions of the Committee.
- Asset Rationalisation.
- Corporate Operations:-
 - Statutory Reporting;
 - Adoption of Council's Management Plans;
 - Quality Service/Communications;
 - Leases.
 - Matters reserved by individual Councillors in accordance with any Council policy on "safeguards" and substantive changes
- Delegations.
- Policies.
- Tenders as per Regulation requirements.

Committee Membership:

7 Councillors

Quorum:

The quorum for a Committee meeting is 4 Councillors.

WOOLLAHRA MUNICIPAL COUNCIL

Notice of Meeting

13 September 2007

To: Her Worship the Mayor, Councillor Huxley, ex-officio
Councillors Julian Martin (Chair)
 Marcus Ehrlich
 Wilhelmina Gardner
 Isabelle Shapiro
 David Shoebridge (Deputy Chair)
 Fiona Sinclair King
 John Walker

Dear Councillors

Corporate & Works Committee Meeting – 17 September 2007

In accordance with the provisions of the Local Government Act 1993, I request your attendance at a Meeting of the Council's **Corporate and Works Committee** to be held in the **Council Chambers, 536 New South Head Road, Double Bay, on Monday 17 September 2007 at 6.00pm.**

Gary James
General Manager

Additional Information Relating to Committee Matters

Site Inspection

Other Matters

Meeting Agenda

Item	Subject	Pages
1	Leave of Absence and Apologies	
2	Late Correspondence	
3	Declarations of Interest	

Items to be Decided by this Committee using its Delegated Authority

D1	Confirmation of Minutes of Meeting held on 3 September 2007	1
D2	Monthly Financial Report – August 2007	2

Items to be Submitted to the Council for Decision with Recommendations from this Committee

R1	Capital Project Status Report & Revotes – 331.G 2006/2007	10
R2	Proposed release of an existing easement & creation of a new easement for stormwater drainage, Moncur Street Reserve Woollahra – 317.103	33
R3	Meeting dates for January 2008	43

Item No: D1 Delegated to Committee
Subject: **Confirmation of minutes of meeting held on 3 September 2007**
Author: Les Windle, Manager – Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 3 September 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.

Recommendation:

That the Minutes of the Corporate and Works Committee Meeting of 3 September 2007 be taken as read and confirmed.

Les Windle
Manager - Governance

Item No: D2 Delegated to Committee
Subject: **Monthly Financial Report - August 2007**
Author: Tracey Walker, Financial Accountant
Don Johnston, Manager Finance
File No: 987G
Reason for Report: To present the monthly financial report for August 2007

Recommendation:

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

Background:

The monthly financial report for August 2007 is submitted to the Committee for consideration.

The monthly report includes the following:-

- Summary of Investments
- Summary of Receipts, Payments and Bank Balance

Additionally, this monthly report updates the Committee on progress in relation to its earlier decision on Council's investment portfolio.

Summary of Investments:

The investment portfolio returns for the month of August 2007 both Grange and Oakvale were modest positive returns of 01.47% and 0.05% respectively. Portfolio returns calculated by Council since the portfolio's inception were -2.34% and 5.27% for Grange and Oakvale respectively.

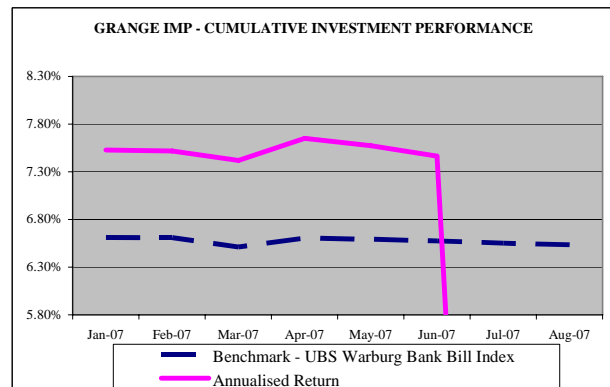
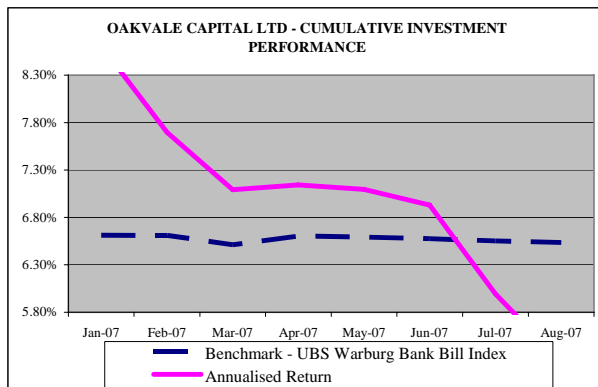
Monthly reports from Oakvale and Grange are attached as **ANNEXURES 1 & 2** respectively.

Don Johnston
Manager Finance

Tracey Walker
Financial Accountant

INVESTMENTS AS AT 31 AUGUST 2007

CATEGORY	PURCHASE DATE	MATURITY DATE	DAYS	%	AMOUNT \$	TOTAL \$	
1. WMC INVESTMENTS							
<u>COMMONWEALTH BANK</u>							
ONLINE SAVER				6.15	<u>7,587,009</u>	7,587,009	
CATEGORY	MONTHLY RETURN ANNUALISED %	MONTHLY BENCHMARK %	MARGIN	PRINCIPAL / CAPITAL VALUE \$	VALUE MOVEMENT\$	MARKET VALUE \$	TOTAL MARKET VALUE\$
2. OAKVALE CAPITAL Limited *							
	5.27	6.54	-1.27				
MERRILL LYNCH (DIVERSIFIED CREDIT FUND)	-0.08	6.54	-6.62	3,127,814	-47,264	3,080,550	
MERRILL LYNCH (ASSET BACKED SECURITY)	7.06	6.54	0.52	1,000,000	607	1,000,607	
CALYON NICKEL (MOMENTUM-CDO)	7.44	6.54	0.90	1,000,000	-16,990	983,010	
EMERALD RESERVE MORTGAGE SERIES	6.99	6.54	0.45	1,001,320	7,740	1,009,060	
ADELAIDE BANK AAA SAVER	6.50	6.54	-0.04	3,526,093	0	<u>3,526,093</u>	9,599,320
* See Annexure 1							
3. GRANGE SECURITIES Limited							
Individually Managed Portfolio (IMP) *	-2.34	6.54	-8.88	22,040,810	-1,082,680	<u>20,958,129</u>	20,958,129
* See Annexure 2							
GRAND TOTAL						<u>38,144,458</u>	



I hereby certify that the above investments have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005 and Council's investment policy.

M. Phair
TEAM LEADER FINANCIAL SERVICES

D. Johnston
MANAGER FINANCE

Summary of Receipts, Payments and Bank Balance

Cash Book Balance as at 14 August 2007 2,501,514.49

Receipts

Rates 7,810,648.73
Other 1,494,978.51

Total Receipts 9,305,627.24

Description	Amount
Rates Receipts	-7,810,649
Financial Assistance Grant	-311,430
5448 - GST Clearing Balance Account	-165,474
Untied Roads Grants	-158,075
Deposits & Bonds	-127,017
Other Debtors Receipts	-119,626
Car Park Leases	-103,619
Trade Waste Debtors Receipt	-65,967
Parking Meter	-49,313
5445 - GST Clearing Account - Supplier	-41,634

Payments - Cheque

Cheque Payments (1,110,956.08)

Cancelled Cheques 4,056.30

Total Cheque Payments for period (1,106,899.78)

Cheque No.	Cheque Date	Payee	Amount
196233	30/08/2007	Sydney Diocesan Secretariat	-256,400.00
196072	16/08/2007	Energy Australia	-109,410.58
196292	31/08/2007	State Debt Recovery Office	-64,552.40
196114	17/08/2007	Jf Building Constructions	-42,800.00
196224	23/08/2007	Suttons City Holden-Rosebery	-30,397.12
196133	23/08/2007	City Of Sydney Council	-23,005.20
196082	16/08/2007	Sami Pty Ltd	-21,232.04
196249	30/08/2007	Scott Roy House	-20,436.00
196209	23/08/2007	EC Sustainable Environment Consultants	-16,445.00
196289	31/08/2007	Commissioner Of State Revenue	-16,273.00

Payments - EFT

EFT Payments (7,336,742.87)

Returned EFT Payments 198.00

Total EFT Payments for period (7,336,544.87)

Reference	EFT Date	Payee	Amount
15122	31/08/2007	WSN Environmental Solutions	-169,736.34
15089	31/08/2007	Local Govt Super Scheme-Div.A	-161,734.90
15083	31/08/2007	J N Civil Pty Ltd	-141,146.23
14995	23/08/2007	Collex Waste Management Pty Ltd	-112,676.05
2708	27/08/2007	PAYG	-94,766.14
2908	31/08/2007	PAYG	-91,666.14
7	17/08/2007	PAYG WK 7	-89,305.14
15090	31/08/2007	Local Govt Super Scheme-Div.B	-66,680.09
14947	16/08/2007	ESRI Australia Pty Ltd	-45,947.00
15105	31/08/2007	Premier Parking	-33,119.23

Payments - Direct Debits From Bank A/c

Payroll (1,027,985.43)

Credit Card Payments (3,379.17)

Councillor fees - August (18,000.00)

Bank Charges (13,662.72)

Total Direct Debits for period (1,063,027.32)

Total Payments

- 9,506,471.97

Cash Book Balance as at 31 August 2007 2,300,669.76

Unpresented Cheques No. of Cheques: 263 410,367.68

Outstanding Deposits & Miscellaneous Items - 189,686.65

Reconciled Cash Book Balance as at 31 August 2007 2,521,350.79

Bank A/c Balance as at 31 August 2007 2,521,350.79

Unpresented Cheques > \$30,000.00

Cheque No.	Cheque Date	Payee	Amount
196292	31/08/2007	State Debt Recovery Office	64,552.40

Item No: R1 Recommendation to Council
Subject: **Capital Project Status Report & Revotes**
Author: Michelle Phair, Team Leader Financial Services
File No: 331G 2006/2007
Reason for Report: To report on the status of capital projects in the 2007/2008 budget as at 31 August 2007 and recommend the revote of budget allocations for 2006/2007 projects not commenced before 30 June 2007

Recommendation:

1. THAT the report on project delivery performance and the capital status update report be received and noted; and
2. THAT the revote of budget allocations for the projects detailed in ANNEXURES 1 and 2 to this report be adopted

Background:

Expenditure relating to the 2006/2007 financial year has been finalised. This report provides an update of the status of projects in the 2006/2007 and 2007/2008 Budget as at 31 August and also seeks a recommendation to revote budget allocations for some projects.

Council adopts an annual budget for the provision of works and services and the delivery of projects each year. At the end of each year the votes of expenditure lapse, except as provided in Clause 211 of the Local Government (General) Regulation 2005, whereby:

- (3) *All such approvals and votes lapse at the end of a council's financial year. However, this subclause does not apply to approvals and votes relating to:*
- (a) *work carried out or started, or contracted to be carried out, for the council, or*
 - (b) *any service provided, or contracted to be provided, for the council, or*
 - (c) *goods or materials provided, or contracted to be provided, for the council, or*
 - (d) *facilities provided or started, or contracted to be provided, for the council,*
- before the end of the year concerned, or to the payment of remuneration to members of the council's staff.*

There are instances where projects are commenced toward the end of a financial year but not completed. Where this is the case the budget allocation remains and can be rolled into the new financial year for the completion of the project. As the Regulation does not require these amounts to be revoted, this has been done administratively. An overview is provided later in the report. Where the project has not been commenced Council is required to formally revote the budget allocation into the new financial year budget.

Capital Works Program

A summary of the delivery of capital projects appears in the table below.

Revote recommendations have been noted in each program area. Details of the Capital Works Program rollovers and revotes for 2006/2007 are attached as ANNEXURE 1. Included in the report is the Project Status Update as at 31 August 2007, at this stage the Ward areas have not been attached to the 2007/2008 works program however future Project Status Update reports will include this breakdown.

CAPITAL WORKS PROGRAM

Description	Budget	Complete or in Progress	% Completed or in Progress	Not Commenced (Revote)
Infrastructure Renewal Program	4,195,434	4,143,997	99%	184,913
Environmental Works Program	3,273,300	2,520,761	77%	752,539
Open Space Project Management	91,468	94,492	103%	-
Parks & Reserves	1,118,808	1,097,468	98%	-
Playgrounds	333,399	342,297	103%	-
Sportsfields	160,144	151,323	94%	-
Roads and Kerb & Gutter Infrastructure	101,922	101,922	100%	-
Traffic Infrastructure	908,364	705,988	78%	98,900
Streetscapes	5,327,281	4,884,952	92%	442,328
Commercial/Leased Properties	146,514	12,448	8%	130,610
Sportsfield Buildings	115,197	125,799	109%	-
Parks / Ovals Buildings	75,999	63,450	83%	5,000
Depots	99,953	99,953	100%	-
Council Offices	293,867	301,599	103%	6,000
Community Facilities	312,066	256,107	82%	47,800
Library Buildings	198,422	58,337	29%	134,915
Car Parks	45,000	76,325	170%	45,000
	16,797,138	15,037,218	90%	1,848,005

90% of projects were completed or in progress at 30 June. Funding for projects in progress at 30 June has been rolled forward into the 2007/2008 Budget.

Other Projects

Numerous other projects were completed over the course of the year. A summary appears in the table below:

OTHER PROJECTS

Description	Budget	Complete or in Progress	% Completed or in Progress	Not Commenced (Revote)
Library Information Services	40,400	39,975	99%	-
Library Lending Services	18,000	14,890	83%	-
Library General	393,000	393,000	100%	-
Family & Community Development	24,645	25,747	104%	1,000
EJ Ward Centre Operating	2,000	-	0%	-
Aged & Disability Service Mgmt & Planning	2,000	1,500	75%	-
Cultural Development	60,824	57,925	95%	2,899
Director Corporate Services	249,500	249,500	100%	-
Computers & Office Equipment	997,695	953,981	96%	8,000
Customer Service	19,350	-	0%	19,350
Traffic Investigation & Reports	94,965	38,550	41%	43,000
Infrastructure Asset Management	251,839	187,839	75%	34,000
Public Open Space Planning & Asset Mgmt	28,000	28,000	100%	-
Waste Services Supervision	127,479	41,488	33%	20,000
Plant Replacement Program	3,311,537	3,400,174	103%	26,700
Environmental Planning	65,000	65,840	101%	-
Environmental Protection	29,168	20,930	72%	7,265
Urban Design	50,000	5,000	10%	40,000
Communications	61,144	57,822	95%	-
	<u>5,826,546</u>	<u>5,582,161</u>	<u>96%</u>	<u>202,214</u>

A full list of projects budgets recommended for revote appears in **ANNEXURE 2**.

Conclusion:

At the end of each financial year the budget provisions for projects that have not commenced, or are not contracted to commence, lapse. The budget provisions for these projects are required to be revoted into the new financial year budget. This needs to be done by resolution of Council. Budget provisions for projects in progress at 30 June do not lapse and, therefore, have been rolled into the new financial year administratively.

This report primarily deals with 2006/2007 project delivery performance and updates the status of capital projects in the 2007/2008 Budget. Overall 90% of the capital works program and 96% of other projects were completed or in progress at 30 June. The report also details a number of projects recommended for revote in both the operating and capital budgets. Details of rollovers plus the revote recommendations are summarised in ANNEXURES 1 & 2.

Michelle Phair
Team Leader Financial Services

Don Johnston
Manager Finance

Annexures:

1. Capital Works Program – 2006/2007 Rollovers & Revotes (including Project Status update as at 31 August 2007)
2. Other Projects – 2006/2007 Rollovers & Revote

Item No: R2 Recommendation to Council
Subject: **Proposed release of an existing easement and creation of a new easement for stormwater drainage, Moncur St Reserve, Woollahra.**
Author: Anthony Sheedy, Property Officer
File No: 317.103
Reason for Report: To seek Council's endorsement for the release of an existing easement and grant of a new easement in favour of the owners of 103 Moncur St, in regards to the Moncur St Reserve, Woollahra.

Recommendation:

- A. That Council agree to the release of an existing easement by agreement with the owners of 103 Moncur St, Woollahra in respect of a 150mm wide portion of Moncur St Reserve, Woollahra, subject to the said owners paying all Council's costs.
- B. That Council agree to the granting of a new easement for sewer and stormwater drainage by transfer to the owners of 103 Moncur St, Woollahra as favouree in respect of a 1 metre wide portion of Moncur St Reserve, Woollahra, subject to the said owners paying all Council's costs.
- C. That the Common Seal of Council be affixed to the Section 47 (6A) Real Property Act, 1900 and 88B Conveyancing Act 1919 instruments, subject to certification from Council's solicitors that the document protects the Council's interests.

Background:

On 6 September 2005 the owners of 103 Moncur Street Woollahra obtained development consent for substantial alterations and additions to the existing building structure, pursuant to DA 807/2004. The construction of alterations and additions to this property are currently underway and well advanced towards their practical completion.

The DA 807/2004 consent contains a condition 11 "Connection to existing drainage system" that specifies that "stormwater runoff from the proposed additions and paved areas to drain to existing stormwater drainage system. Connection of stormwater runoff to the Sydney Water sewer system is not permitted. If the existing stormwater pipes are not in good condition, and or not operating satisfactorily, the existing drainage system must be upgraded. Stormwater disposal is to comply with the requirements and conditions as set out in Council's draft stormwater Development Control and local Approvals Policy."

As approved the stormwater and sewer lines to serve the property were to make use of the existing lines which run from the rear, or east boundary of the property down along the eastern boundary of the Moncur reserve to the main lines located in Spicer Lane and within the park boundary.

Historical research presented by the applicant's Architect reveals that the park was once a number of properties which were in private ownership and had houses on them. Spicer St once continued north of Morel St across the park to join up with Spicer Lane. The abovementioned properties fronted to Spicer St. That section of the park that is immediately east of the current rear boundary of 103 Moncur St was once part of No 103 as was no 101, the separate lots having been created Circa 1921 as lots A, B, and C respectively of DP 812490.

At this time an easement for the existing sewer pipes serving Nos 103 (Lot B) and 101 (Lot C) is in evidence and was created across lot A which is now part of the park. The easement is 150 mm wide and runs near the east boundary of the park approximately under the line of perimeter trees (Annexure 4). Whilst the original easement did benefit No 101 as well, the easement they had across No 103 to access the subject easement has now been extinguished; and thus they can no longer benefit from this easement.

This 150 mm wide easement allows for the existing sewer line to pass through and under the land (which is now part of the park) and connect into Sydney Water's main sewer line under Spicer Street. The easement terms provides a right for the owners of 103 Moncur St to enter the land, to maintain, repair, replace, renew, examine, cleanse, and operate said pipes (Annexure 2& 3). The Architect acting for the owners of 103 Moncur St is of the opinion that the existing clay pipe construction is over 100 years old, and needs to be upgraded to a new PVC line to serve the improved residence. However, because Council staff have planted a line of trees over the existing easement these rights are not readily available to the beneficiaries without removing the trees.

With respect to stormwater drainage from 103 Moncur St, the current owner's Architect had hoped to comply with DA 807/2004 consent condition 11 and make use of the existing stormwater lines which appeared to follow a similar route through the park as the sewer pipe; and connect directly into the Council's stormwater main which runs under the park (Annexure 1).

To the current owner's surprise, it has been discovered during the building works that the existing stormwater line is actually connected into the same sewer line (and easement) that runs under the park to Sydney Water's main pipeline. This is a non compliant situation to both the DA 807/2004 consent condition 11 and Council's draft stormwater Development Control and local Approvals Policy. The owners of 103 Moncur St want to remedy the non compliance and install a new storm water line as the existing situation is no longer permissible or acceptable.

As the property topography is one that falls away from the street it is not possible to achieve a 'by gravity' run of storm water to the street kerb as is normal. The owners have two options, (1) to drain stormwater to a retention tank and pump it up to the street kerb and gutter, or (2) to take a new stormwater line down across the park to the kerb outlet in Spicer Lane, or (3) take a new line down across the park and connect directly into Council's storm water main which runs under the park.

Council's Asset Management Engineer (Drainage) has advised that option (2) is the preferred option. In order to achieve that a new easement would need to be created for the storm water line, or the existing easement amended to include and allow for a new storm water line in addition to the existing renewed sewer line. The new stormwater line could be installed above or under the existing sewer line when it is being replaced and within the existing easement.

Use of the existing 150mm sewer line easement for installation of a new stormwater pipe line would entail removal of the Council's line of trees in the park, at Council's expense, and their likely non replacement if the beneficiary rights of the existing easement were to be observed. Council's Manager – Public Open Space has advised that he strongly preferred a new easement be created further out from the boundary to allow for the perimeter planting (trees) to be retained.

Proposal:

The owners of 103 Moncur St, Woollahra propose the following actions:

- (1) That a new 1 metre wide easement for sewer and storm water pipes be granted by Council in accordance with S88B of the Conveyancing Act, 1919. This will allow for a new easement across Moncur St Reserve of sufficient width for installation of new storm water and sewer lines in parallel, and to be offset at a sufficient distance from the park's boundary to accommodate the retention of the existing perimeter planting (Annexure 5 & 6). The easement will contain standard terms and conditions that no dwellings or buildings are to be constructed over the easement, and that access is available to the pipeline.
- (2) That Council agree to the release of the existing 150mm sewer easement across the Moncur St Reserve.
- (3) The owners agree to pay all Council's costs.

The easement proposed would be near the edge of the park within the perimeter berm, and is not expected to impact adversely on the use of the park. Retention of the tree planting will enhance the amenity of the park (Annexure 6).

I note that this proposal by the owners is in accordance with DA 807/2004 consent condition (11) and Council's Technical Services staff advice as to the preferred site solution.

As the site works are nearing completion the owners have requested that Council give serious consideration to their proposal as should the easement not be granted then they may need to substantially revise the storm water design to include a retention tank and pump out system, which would substantially delay the project.

Summary:

The owners of 103 Moncur St are the beneficiaries of a 150mm easement across Moncur St Reserve. During recent renovation of the property they have realised that their property has a non-compliant connection of their storm water drainage to the sewer line, and that the sewer line itself requires replacement. In part this would entail excavating along the existing easement to install a new sewer pipe. However, Council has planted trees over the sewer easement which prevents the ready access by the beneficiaries to the existing pipes.

The owners have proposed a remedy to the non compliance in that the existing 150mm sewer easement be released and that a new 1 metre easement be created for both sewer and stormwater pipes. They have agreed to pay all Council's costs in this matter.

I note that Council's Technical Services staff advise that this is the preferred course of action in resolving the subject sites sewer and stormwater drainage issue. There is also public benefit to be had in retaining the perimeter planting of trees within Moncur St Reserve.

Recommendation:

Having regard to the above, it is recommended that Council agree to release of the 150mm easement over Moncur St Reserve, and grant the creation of a new 1 metre wide easement subject to the owners of 103 Moncur St paying all Council's costs, and certification from Council's solicitors that the S88B Conveyancing Act 1919 instrument (easement) terms and conditions protects the Council's interests.

Anthony Sheedy
Property Officer

Warwick Hatton
Director Technical Services

Annexures:

1. Location plan of Moncur St Reserve, Woollahra showing existing sewer easement and proposed new sewer and stormwater easement including Council's stormwater Main pipeline through the Park.
2. Certificate of Title copy for lot A in deposited plan 81249, being portion of Moncur Reserve and showing the sewer pipe easement notification in 2nd schedule (dealing G282389).
3. Sewer pipe easement dealing G282389.
4. Plan copy showing sewer pipe easement in Moncur Reserve being folio identifier Volume 4497 Folio 99.
5. Architects sketch plan of existing sewer easement and proposed new 1 metre wide easement.
6. Site Photo's showing Moncur Reserve boundary area of proposed easement.

Item No: R3 Recommendation to Council
Subject: Meeting dates for January 2008
Author: Les Windle - Manager Governance
File No:
Reason for Report: To consider options for meeting dates in January 2008

Recommendation:

That Council determine when Committee meetings will resume in 2008.

Background:

Council's meeting schedule for the remainder of 2007 has been determined taking into account the Local Government Association Conference, Small Sculpture Prize and the available Mondays in December leading to Christmas. The meeting schedule is attached at **Annexure 1**.

The schedule includes the usual practice of conducting two successive Development Control Committee meetings in December in order to consider as many DA's as possible prior to the recess of Council with the last Council Meeting of the year being held on Monday 17 December.

Proposal:

Council now has an opportunity to consider the resumption of meetings in January 2008. In the past, Council's meeting cycle has commenced on the third Monday of January with Development Control Committee and Corporate Committee Meetings and meetings of the Urban Planning and Community and Environment Committees and Council on the fourth Monday with the normal full monthly cycle commencing in February.

This schedule has met the needs of Council in the past however consideration could be given to alternative options. This report considers 3 options and reviews those options in light of the Development Control Committee which is the Committee which usually has the greatest workload.

Option 1 Existing procedure – recommence Monday 21st January 2008

Council could maintain the current schedule with the Development Control Committee and Corporate and Works Committee meeting on Monday 21 January 2008 with the Urban Planning Committee, Community and Environment Committee and Council meeting on Monday 28 January 2008.

If this schedule was implemented the agenda for the Development Control Committee meeting would be distributed to Councillors on Tuesday 15 January 2008 and the agenda for the Corporate and Works Committee meeting would be distributed on Thursday 17 January 2008.

This schedule would require Assessment Officers to complete their DCC reports by Monday 14th January which is only 9 days after Council reopens following the Christmas/New Year close down and is a time when many staff take leave. This short period of time may reduce the number of reports ready for submission to the Development Control Committee.

In addition to this the agenda would be distributed to Councillors in mid January which is a time when Councillors may also be on leave.

A review of previous years has shown that the number of DA reports submitted to the first two DCC meetings in the new year were as follows:

2007	First meeting (January)	Second meeting (February)
Reports deferred from Council December 2006	1	-
Site Inspection report	-	3
Reports called from AAP	4	2
New reports	5	4
Total DA reports considered at first DCC meeting	10	9

2006

Reports called from AAP	2	1
New reports	2	7
Total DA reports considered at first DCC meeting	4	8

2005

Site Inspection reports	-	1
Reports called from AAP	1	1
New reports	2	3
Total DA reports considered at first DCC meeting	3	5

It can be seen from the above that the number of new DA reports ready for the first two meetings of the year under this meeting schedule is far below the usual number of reports considered by the Committee.

Option 2 Recommence Monday 28th January 2008

Council could consider a revised schedule that had a Development Control Committee and Corporate and Works Committee meeting on Monday 28th January 2008 followed by the resumption of the normal meeting schedule in February.

This option would allow an extra week for staff to finalise reports and have the agendas issued to Councillors on the 22nd January instead of a week earlier in the month. The option would also have two successive Development Control Committee meetings to consider the DA reports finalised during January.

Option 3 Recommence Monday 4th February 2008

Council could consider a revised schedule that has no meetings in January and recommence the meeting schedule in February 2008.

This option may result in a larger than usual number of DA reports being considered at the first Development Control Committee meeting in February.

A summary of the options is as follows:

Date	Day	Option 1	Option 2	Option 3
21 January	Monday	DCC/CW	Nil	Nil
28 January	Monday	UP/CE/Council	DCC/CW	Nil
4 February	Monday	DCC/CW	DCC/CW	DCC/CW
11 February	Monday	UP/CE/Council	UP/CE/Council	UP/CE/Council

18 February	Monday	DCC/CW	DCC/CW	DCC/CW
25 February	Monday	UP/CE/Council	UP/CE/Council	UP/CE/Council

Meetings of the Application Assessment Panel will recommence from Tuesday 8 January 2008.

The matter is submitted to Council for consideration.

Conclusion:

Council has the opportunity to consider the schedule for the resumption of the meeting cycle in 2008 following the Christmas/New Year recess. Three options are submitted for consideration. It is recommended that Council determine when Committee meetings will resume in 2008.

Les Windle
Manager Governance

Geoff Clarke
Director Corporate Services

Annexures:

1. Meeting Schedule to 31 December 2007