

Corporate & Works Committee Minutes

Monday 18 March 2013

Table of Contents

D1	Confirmation of Minutes of Meeting held on 4 March 2013	703
D2	Minutes of The Audit & Assurance Committee Meeting of February 2013	703
D3	Monthly Financial Report - February 2013	704
D4	Statutory Review of Community Strategic Plan and Preparation of New Delivery Program 2013 to 2017.....	704
R1	Tender 12/12 - Development and Implementation of Commercial and Retail Leasing Strategy for the Kiaora Lands Development – Outcome of Negotiations	705

Corporate & Works Committee Minutes

**Minutes of the Meeting held on
Monday 18 March 2013 at 6.05pm**

Present: His Worship the Mayor, Councillor Andrew Petrie ex-officio
Councillors Katherine O'Regan (Chair)
Ted Bennett
Peter Cavanagh
Susan Wynne
Jeff Zulman

Staff: Stephen Dunshea (Director – Corporate Services)
Gary James (General Manager)
Don Johnston (Manager Finance)
Helen Tola (Governance & Corporate Planning Coordinator)

Also in Attendance: Mr John Gordon (Chair of Audit & Assurance Committee)

Leave of Absence

Leave of Absence previously granted by Council: Councillor Deborah Thomas

Apologies:

Apologies were received and accepted from
Councillor Elena Wise

Late Correspondence

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

Declarations of Interest

Nil

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

Item No: D1 Delegated to Committee
Subject: **Confirmation of Minutes of Meeting held on 4 March 2013**
Author: Les Windle, Manager – Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 4 March 2013 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.

(Wynne/Cavanagh)

Resolved:

That the Minutes of the Corporate and Works Committee Meeting of 4 March 2013 be taken as read and confirmed.

Item No: D2 Delegated to Committee
Subject: **Minutes of The Audit & Assurance Committee Meeting of February 2013**
Author: Cheryle Burns - Manager Business Assurance & Risk
File No: 1225.G
Reason for Report: To submit the Minutes of the Audit & Assurance Committee meeting of 13 February 2013.

Note: Mr John Gordon, Chair of the Audit & Assurance Committee gave a brief overview of the Audit & Assurance Committee held on 13 February 2013.

(Cavanagh/Wynne)

Resolved:

That the Minutes of the Audit & Assurance Committee meeting of 13 February 2013 be received and noted.

Item No: D3 Delegated to Committee
Subject: **Monthly Financial Report - February 2013**
Author: Don Johnston, Manager Finance
File No: 349.G
Reason for Report: To present the monthly financial report for February 2013

(Wynne/Cavanagh)

Resolved:

That the Committee:

- i. Receive and note the Monthly Financial Report - February 2013.
- ii. Note that Council's 12 months weighted average return on its direct investment portfolio of 4.68% continues to exceed the February 2013 benchmark 90 day term deposit index of 3.93%.
- iii. Note that total interest earned to the end of February 2013 of \$1,160k is above the revised budget forecast of \$1,109k.
- iv. Note the proceeds from the Trustee's distribution in relation to the Dante Series securities of \$1.787m received during February.

Item No: D4 Delegated to Committee
Subject: **Statutory Review of Community Strategic Plan and Preparation of New Delivery Program 2013 to 2017**
Author: Helen Tola – Governance & Corporate Planning Coordinator
Stephen Dunshea – Director Corporate Services
File No: 1229.G 2013 - 2017
Reason for Report: To present a progress report on the review of Council's Community Strategic Plan and the preparation of the new Delivery Program 2013 to 2017.

(Wynne/Bennett)

Resolved:

- A. That the 2012 Community Satisfaction Survey Report presented as ANNEXURE 1 be received and noted
- B. That the results of the survey be considered in the review of Council's Community Strategic Plan and the preparation of the new Delivery Program 2013 to 2017.
- C. That the findings of the Community Satisfaction Survey be released to the public and advertised on Council's website.

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

Item No: R1 Recommendation to Council
Subject: **Tender 12/12 - Development and Implementation of Commercial and Retail Leasing Strategy for The Kiaora Lands Development – Outcome of Negotiations**
Author: Tom O’Hanlon, Director Technical Services
File No: Tender No 12/12
Reason for Report: To advise on the outcome of negotiations deriving from Tender 12/12 and to recommend entering a contract.

(Wynne/Zulman)

Recommendation:

- A. That Council enter into a contract with Rook Partners for the Development and Implementation of a Commercial and Retail Leasing Strategy for the Kiaora Lands Development.
- B. That the General Manager be authorised to finalise details of the contract.
- C. That CBRE Ltd be advised of the outcome of the negotiation process and thanked for their participation.

There being no further business the meeting concluded at 6.48pm.

We certify that the pages numbered 700 to 705 inclusive are the Minutes of the Corporate & Works Committee Meeting held on 18 March 2013 and confirmed by the Corporate & Works Committee on 2 April 2013 as correct.

Chairperson

Secretary of Committee