

Corporate & Works Committee Minutes

Monday 21 February 2011

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Corporate & Works Committee Minutes

**Minutes of the Meeting held on
Monday 21 February 2011 at 6.02pm**

Present: Her Worship The Mayor, Councillor Isabelle Shapiro ex-officio (Item R2)
Councillors

Andrew Petrie
Anthony Boskovitz (Items D1, D2 & D3)
Sean Carmichael (Items D3 to R3)
Susan Jarnason
Ian Plater (Chair)
David Shoebridge (Items D3 to R3)

Staff:

Stephen Dunshea (Director – Corporate Services)
Gary James (General Manager)
Don Johnston (Manager Finance)
Tom O’Hanlon (Director – Technical Services)
Zubin Marolia (Manager Property & Projects)
Vicki Munro (Acting Director – Community Services)
Bruce Rann (Manager Open Space & Trees)
Helen Tola (Governance & Corporate Planning Coordinator)

Also in Attendance: Nil

Leave of Absence

Leave of Absence previously granted by Council: Councillor Greg Medcraft

Apologies: Nil

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 D6)

Item No: D1 Delegated to Committee
Subject: **Confirmation of Minutes of Meeting held on 7 February 2011**
Author: Les Windle, Manager – Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 7 February 2011 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.

(Jarnason/Petrie)

Resolved:

That the Minutes of the Corporate and Works Committee Meeting of 7 February 2011 be taken as read and confirmed.

Item No: D2 Delegated to Committee
Subject: **Monthly Financial Report – January 2011**
Author: Don Johnston, Manager Finance
File No: 349G
Reason for Report: To present the monthly financial report for January 2011

(Petrie/Jarnason)

Resolved:

That the monthly financial report for January 2011 be received and noted.

Item No: D3 Delegated to Committee
Subject: **Draft 2011/2012 Fees & Charges**
Author: Don Johnston, Manager Finance
File No: 331.G 2011/2012
Reason for Report: To provide further information on the Draft 2011/2012 Fees & Charges

Motion moved by Councillor Shoebridge
Seconded by Councillor Petrie

A. That the additional information provided in relation to the Draft 2011/2012 Fees & Charges be noted.

- B. THAT the Draft Fees & Charges Schedule for 2011/2012 attached as Annexure 1 to this report (circulated separately) be included in the Delivery Program 2009 to 2013 and 2011/2012 Operational Plan document for the purposes of public exhibition.
- C. THAT part B be subject to a report being prepared to consider the benefits and impacts of an additional category of \$100,000 to \$499,999 with a fee of \$400 for Advertising & Neighbour Notification.

**Amendment made by Councillor Boskovitz
Seconded by Councillor Carmichael**

That the staff recommendation be adopted.

**The Amendment was put and lost.
The Motion was put and carried.**

(Shoebridge/Petrie)

Resolved:

- A. That the additional information provided in relation to the Draft 2011/2012 Fees & Charges be noted.
- B. THAT the Draft Fees & Charges Schedule for 2011/2012 attached as Annexure 1 to this report (circulated separately) be included in the Delivery Program 2009 to 2013 and 2011/2012 Operational Plan document for the purposes of public exhibition.
- C. THAT part B be subject to a report being prepared to consider the benefits and impacts of an additional category of \$100,000 to \$499,999 with a fee of \$400 for Advertising & Neighbour Notification.

Item No: D4 Delegated to Committee

Subject: **Delivery Program 2009 to 2013 and Operational Plan 2010/11 (DPOP) Quarterly Progress Report December 2010 – Goals (6) - Getting Around, (9) - Community Focussed Economic Development, (10) - Working Together & (11) - A Well Managed Council**

Author: Stephen Dunshea - Director Corporate Services
Tom O’Hanlon – Director Technical Services

File No: 1229.G

Reason for Report: To review the status of the Priorities and Actions in Council Delivery Program 2009 to 2013 and Operational Plan 2010/11 for the three months ending 31 December 2010.

(Shoebridge/Petrie)

Resolved:

- A. THAT the December 2010 Quarterly Progress Report on Goal 6 (Getting Around), Goal 9 (Community focussed economic development), Goal 10 (Working together) and Goal 11 (A well managed Council) of Council’s Delivery Program 2009 to 2013 and Operational Plan

2010/11 be received and noted and that revised target dates be adopted.

- B. THAT a statistical report on Council's Customer Request Management System (CRM) in relation to the time standards and expected levels of service (including issues raised at ward meetings and how these are addressed and dealt with) be prepared and reported to the Corporate & Works Committee.
- C. THAT Quarterly Progress Reports and all Delivery Program and Operational Plan reports:
- i. clearly identify and distinguish the different documents on the front covers of them;
 - ii. contain a plain English précis on the first page of the report explaining the purpose of the document and how it fits in the overall planning of the Council; and
 - iii. clearly identify new comments and amended target dates.

Item No: D5 Delegated to Committee

Subject: **Capital Works Program Status Report - December 2010**

Author: Don Johnston, Manager Finance
Tom O'Hanlon, Director Technical Services

File No: 331G

Reason for Report: To provide the Committee with an update on the status of projects in the 2010/11 Capital Works Program

(Shoebridge/Petrie)

Resolved:

- A. THAT the Quarterly Progress Report – Capital Works Program for the quarter ended the 31 December 2010 be received and noted.
- B. THAT a report prepared to the Community & Environment Committee on the unsuccessful grant application for the Watsons Bay Baths of \$200,000 (Actions 5.3.2.7 of the Capital Works Program Status Report).

Item No: D6 Delegated to Committee

Subject: **Draft 2011/2012 Budget and Special Rate Variation Application - Progress Report**

Author: Don Johnston, Manager Finance
Stephen Dunshea, Director Corporate Services

File No: 331.G 2011/12 and 87.G SRV

Reason for Report: To provide the Committee with a progress report in respect of the development of the Draft 2011/12 Budget and Special Rate Variation Application

(Petrie/Shoebridge)

Resolved:

That the Committee:

- A. Note the progress report in relation to the Draft 2011/12 Budget and Special Rate Variation Application.
- B. Note the IPART Assessment Criteria - Response to Key Elements Status Report provided as Annexure 3.

**Items with Recommendations from this Committee
Submitted to the Council for Decision (Items R1 to R3)**

Item No: R1 Recommendation to Council
Subject: **Electrical Contractor Services Tender 10/14**
Author: Purchasing Coordinator – Dave Byatt
File No: 10/14
Reason for Report: To recommend to Council the acceptance of a tender

(Petrie/Carmichael)

Recommendation:

- A. That Council accept tenders from Building Technology Integrators Pty Ltd and Harnleigh Pty Ltd as a panel of contractors to carry out Council's Electrical Services as required for a period of three years (with Council having the option to extend for a further two periods of twelve months) as per the schedule of rates tendered.
- B. That successful and unsuccessful tenderers be advised of the outcome of the tender process.

Item No: R2 Recommendation to Council
Subject: **Streamlining of Council Meeting Procedures**
Author: Les Windle - Manager Governance
File No: 1191.G
Reason for Report: To submit proposals to streamline Council Meeting procedures

**Motion moved by Councillor Shoebridge
Seconded by Councillor Carmichael**

That no change be made to the Code of Meeting Practice.

Amendment moved by Councillor Shapiro

That the staff recommendation be adopted.

**The Amendment lapsed for want of a seconder.
The Motion was put and carried.**

(Shoebridge/Carmichael)

Recommendation:

That no change be made to the Code of Meeting Practice.

Item No: R3 Recommendation to Council
Subject: **2010/2011 Budget Review for the Quarter Ended 31 December 2010**
Author: Trang Banfield – Systems and Management Accountant
Don Johnston - Manager Finance
File No: 331.G 2010/2011
Reason for Report: To report on the review of the 2010/2011 Budget for the quarter ended 31 December 2010

(Petrie/Jarnason)

Recommendation:

THAT the report be received and noted and the variations to the Budget be adopted.

There being no further business the meeting concluded at 7.50pm.

We certify that the pages numbered 238 to 245 inclusive are the Minutes of the Corporate & Works Committee Meeting held on 21 February 2011 and confirmed by the Corporate & Works Committee on 7 March 2011 as correct.

Chairperson

Secretary of Committee