

Corporate & Works Committee Minutes

Monday

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Corporate & Works Committee Minutes

**Minutes of the Meeting held on
Monday 7 March 2011 at 6.08pm**

- Present:** Her Worship The Mayor, Councillor Isabelle Shapiro ex-officio (Item R2)
Councillors Andrew Petrie
Sean Carmichael
Susan Jarnason (Items D1, D2 (in part), D3 (in part), R1 & R2)
Greg Medcraft
Ian Plater (Chair)
David Shoebridge (Items D2 (in part) & D3 (in part))
- 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)
Nabil Saleh (Manager Information Systems)
Anthony Sheedy (Property Officer)
Helen Tola (Governance & Corporate Planning Coordinator)
- 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 Anthony Boskovitz

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 D3)

Item No: D1 Delegated to Committee
Subject: **Confirmation of Minutes of Meeting held on 21 February 2011**
Author: Les Windle, Manager – Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 21 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/Medcraft)

Resolved:

That the Minutes of the Corporate and Works Committee Meeting of 21 February 2011 be taken as read and confirmed.

Item No: D2 Delegated to Committee
Subject: **Customer Request Management (CRM) System**
Author: Stephen Dunshea - Director Corporate Services
File No: 6.G
Reason for Report: Corporate & Works Committee meeting resolution

(Medcraft/Petrie)

Recommendation:

- A. That the report on the Council's Customer Request Management System be received and noted.
- B. That further information be provided in respect of the following:
 - ageing of the CRMs noted as being outside the service standards
 - statistics on how Woollahra Council compares to other councils relevant to service standards
 - strategies in place to address CRMs not resolved within the service standards.
- C. That the main service standards be published on Council's website and also advised to the community from time to time in the local media.
- D. That statistical reporting from the Customer Request Management (CRM) system form part of the Quarterly Progress Reports against Council's Delivery Program & Operational Plan.

Item No: D3 Delegated to Committee

Subject: **Draft Delivery Program 2009 to 2013 and Operational Plan 2011/12, including Draft Budget 2011/12**

Author: Gary James – General Manager
Stephen Dunshea – Director Corporate Services
Don Johnston – Manager Finance
Helen Tola – Corporate Planning & Reporting Coordinator

File No: 1229.G & 331.G 2011/12

Reason for Report: To table the Draft Delivery Program 2009 to 2013 and Operational Plan 2011/12, including the Draft 2011/12 Budget.

Note: A presentation was made by Don Johnston, Manager Finance.

(Petrie/Medcraft)

Recommendation:

- A. That the report on the Draft Delivery Program 2009 to 2013 and Operational Plan 2011/12, including the Draft 2011/12 Budget be received and noted.
 - B. That the 2011/12 Draft Operating and Capital Budgets presented to the Committee as Annexures 2 and 3 be incorporated into the Draft Delivery Program 2009 to 2013 and Operational Plan 2011/12 as Budget Scenario 1 (SRV Approval) for further consideration by the Corporate & Works Committee on 21 March 2011.
 - C. That the Draft Delivery Program 2009 to 2013 and Operational Plan 2011/12 referred to in recommendation B above also include as Budget Scenario 2 (SRV Non-Approval) the alternate budget strategy outlined in the report which provides for no increased borrowings in 2011/12.
 - D. That the Committee note that the Actions in the draft Delivery Program 2009 to 2013 and Operational Plan 2011/12 will be presented to the Urban Planning and Community & Environment Committees for review and comment on 14 March 2011, with recommended changes to be reported back to the Corporate & Works Committee on 21 March 2011.
 - E. That the results of the random telephone survey in respect of the special rate variation conducted by Micromex Research be noted.
 - F. That the Committee note that Council's Special Rate Variation Application will be lodged with IPART by 25 March 2011 upon completion of the work being undertaken by *Review Today*, and finalisation of Council's decisions in respect of the draft Delivery Program, Operational Plan and Budget for 2011/12 in accordance with the terms of Council's resolution from 31 January 2011.
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**Items with Recommendations from this Committee
Submitted to the Council for Decision (Items R1 to R2)**

Item No: R1 Recommendation to Council
Subject: **18 Cranbrook Road, Bellevue Hill - Proposed Closure of Road Reserve Portion and Sale**
Author: Anthony Sheedy, Property Officer
File No: 119.18
Reason for Report: To give consideration to the closure and subsequent sale of a road reserve portion adjoining the property.

(Petrie/Medcraft)

Recommendation:

- A. That Council proceed with the closure of the road reserve portion, subject to a deposit of \$19,000 being received by Council before the application to close the road is made. This amount is to be non-refundable except where the Minister's approval to the closure is not given.
 - B. That subject to the portion of road being closed, Council proceed with the sale of unmade roadway adjoining 18 Cranbrook Road, Bellevue Hill with the following conditions:
 - i. A purchase price of \$1,187.50 per square metre (plus GST); sale price to be subject to final survey.
 - ii. The balance of the purchase price is to be paid in full upon Gazettal of the road closure and completion of the sale.
 - iii. The owner of 18 Cranbrook Road, Bellevue Hill is to pay all costs, including but not limited to GST, legal fees, valuation, survey etc associated with the road closure and sale.
 - C. That the Seal of Council be affixed to all necessary documentation to effect the Road closure and sale, i.e. Contract for Sale, Plan of Road Closure, Transfer documents etc.
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Item No: R2 Recommendation to Council
Subject: Council Car Park Management Tender 10/08
Author: Zubin Marolia, Manager Property & Projects
File No: Tender 10/08 & 1240.G
Reason for Report: To consider tenders received for the management of Cross Street, Kiaora Lane, Cosmopolitan Centre and Grafton Street car parking stations.

(Petrie/Medcraft)

Recommendation:

1. That Council accept the tender received from S & K Car Park Management Pty Ltd for a seven year term with an option to renew for a further seven years for:
 - a) the management of Cross Street, Double Bay car park for a minimum guaranteed income of \$1,250,000 per annum excluding GST plus 50% of surplus fees;
 - b) the management of Cosmopolitan Centre, Double Bay car park for a minimum guaranteed income of \$235,000 per annum excluding GST plus 50% of surplus fees; and
 - c) the management of Grafton Street, Bondi Junction car park for a minimum guaranteed income of \$575,000 per annum excluding GST plus 50% of surplus fees;
2. That Council accept the tender received from S & K Car Park Management Pty Ltd for a month to month basis for the Kiaora Lane, Double Bay car park for a minimum guaranteed income of \$250,000 per annum excluding GST plus 50% of surplus fees.
3. That the initial bank guarantees in the Management Agreement be amended for all the car parks, to two (2) months Guaranteed Income submitted by S & K Car Park Management Pty Ltd.
4. That the Management Agreement list the mandatory capital equipment specified by S & K Car Park Management Pty Ltd, to ensure that all the proposed works are carried out and there is no disadvantage to Council.
5. That successful and unsuccessful tenderers be advised accordingly.

There being no further business the meeting concluded at 7.48pm.

We certify that the pages numbered 428 to 434 inclusive are the Minutes of the Corporate & Works Committee Meeting held on 7 March 2011 and confirmed by the Corporate & Works Committee on 21 March 2011 as correct.

Chairperson

Secretary of Committee