



Corporate & Works Committee

Agenda: *Corporate & Works Committee*

Date: *Monday, 5 December 2011*

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 (e.g. 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).

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

- Such matters as are specified in Section 377 of the Local Government Act 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 Community Strategic Plan, Delivery Program and Operational Plan;
 - Delegations; and
 - Policies.
- Tenders as per Regulation requirements.
- Leases.
- Matters reserved by individual Councillors in accordance with any Council policy on "safeguards" and substantive changes.

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.
- Statutory reviews of Council's Delivery Program and Operational 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 the Minutes of its Meetings.
- 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 above.

Committee Membership:

7 Councillors

Quorum:

The quorum for a Committee meeting is 4 Councillors.

WOOLLAHRA MUNICIPAL COUNCIL

Notice of Meeting

1 December 2011

To: Her Worship The Mayor, Councillor Susan Wynne ex-officio
Councillors Peter Cavanagh (Chair)
David Shoebridge (Deputy Chair)
Anthony Boskovitz
Susan Jarnason
Greg Medcraft
Andrew Petrie
Toni Zeltzer

Dear Councillors

Corporate & Works Committee Meeting – 5 December 2011

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 5 December 2011 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 Note Council resolution of 27 June 2011 to read late correspondence in conjunction with the relevant Agenda Item	
3	Declarations of Interest	

Items to be Decided by this Committee using its Delegated Authority

D1	Confirmation of Minutes of Meeting held on 5 December 2011	1
D2	Delivery Program 2009 to 2013 and Operational Plan 2011/12 (DPOP) Quarterly Progress Report September 2011 – Goals (6) – Getting around, (9) – Community focussed economic development, (10) – Working together & (11) – A well managed Council – 1229.G * Note: Annexure 1 circulated under separate cover	2
D3	Capital Works Program Status Report – September 2011 – 331G * Note: Annexure 1 circulated under separate cover	5

Items to be Submitted to the Council for Decision with Recommendations from this Committee – ‘Nil R Items’

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

Recommendation:

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

Les Windle
Manager – Governance

Item No: D2 Delegated to Committee

Subject: **Delivery Program 2009 To 2013 And Operational Plan 2011/12 (DPOP) Quarterly Progress Report September 2011 – 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's Delivery Program 2009 to 2013 and Operational Plan 2011/12 for the three months ending 30 September 2011.

Recommendation:

THAT the September 2011 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 2011/12 be received and noted and that revised target dates be adopted.

Background:

In May 2011 Council adopted its revised Delivery Program 2009 to 2013 and Operational Plan 2011/12 (DPOP) in line with the new Integrated Planning and Reporting Legislation for NSW Local Government.

As a consequence of the Integrated Planning and Reporting Legislation, the *Local Government Act 1993* was amended to require Council to report on the progress of its Delivery Program at least every six months. In response to the amendments, and in order to ensure that Council’s reporting to the community remains transparent, timely and manageable under the legislation, progress reports on the DPOP continue to be presented quarterly for the end of September, December, March and June each year.

The framework for quarterly progress reports is consistent with the structure of the Delivery Program and Operational Plan developed around the following interrelated themes and supporting goals:

Theme: Community well-being
Goal 1: A connected and harmonious community.
Goal 2: A supported community.
Goal 3: A creative and vibrant community.

Theme: Quality places and spaces
Goal 4: Well planned neighbourhoods.
Goal 5: Liveable places.
Goal 6: Getting around.

Theme: A healthy environment
Goal 7: Protecting our environment.
Goal 8: Sustainable use of resources.

Theme: Local prosperity
Goal 9: Community focused economic development.

Theme: Community leadership and participation
Goal 10: Working together.
Goal 11: A well-managed Council.

Annexure 1 to this report is Council's Quarterly Progress Report for the period July to September 2011 for Goals 6, 9, 10 and 11, being most relevant to the Corporate and Works Committee.

Progress comments for all Delivery Program Priorities and Operational Plan Actions are provided in the tables of **Annexure 1**. Council staff provide updates on these comments on an ongoing basis for internal management purposes, with the comments then collated at the end of the quarter for reporting to Council and the community. Generally, actions included in the Operational Plan relate to the current financial year, however there are a number of actions that extend beyond June 2012, as indicated in the Target Date column.

As this is the first quarterly report for 2011/12, the final column in the tables headed "Updated Comments" is blank. In future quarterly reports a tick will appear in this column to indicate that the comments relating to that action have been updated since the previous quarterly report to Council. This will enable Councillors and other readers of the report to easily identify where an action status has been updated.

Adopted notices of motion and other decisions of the Council

To further improve the efficiency and transparency of Council's Integrated Planning and Reporting procedures, notices of motion and other decisions of the Council which are strategic and/or project based are now included as additional actions in the DPOP and reported on through the Quarterly Progress Report.

Adopted notices of motion which are non-strategic in nature, such as placement of an additional agenda item on a meeting or writing a letter to an organisation, will be monitored administratively.

During the period 1 July to 30 September 2011, no new notices of motion have been identified as strategic and/or project based in nature.

The Corporate and Works Committee will receive a separate quarterly progress report on the status of all projects in Council's Capital Works Program, which will appear as an additional item on this evening's agenda.

Conclusion:

It is recommended that the September 2011 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 2011/12, be received and noted.

Stephen Dunshea
Director Corporate Services

Tom O'Hanlon
Director Technical Services

Annexures:

- 1 DPOP Quarterly Progress Report September 2011 for Goal 6 (Getting around), Goal 9 (Community focussed economic development), Goal 10 (Working together) and Goal 11 (A well managed Council) – *distributed separately*.

Item No: D3 Delegated to Committee
Subject: **Capital Works Program Status Report - September 2011**
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 2011/12 Capital Works Program

Recommendation:

THAT the Quarterly Progress Report – Capital Works Program for the quarter ended the 30 September 2011 be received and noted.

Background:

As part of Council’s quarterly reporting under Council’s Integrated Planning and Reporting Framework, this report is presented to the Corporate & Works Committee detailing the status of projects in the Capital Works Program.

Consistent with the approach adopted for quarterly reporting on the Priorities and Actions contained in Council’s Delivery Program and Operational Plan, the Capital Works Program Status Report is also presented by Theme, Goal, Strategy and Priority. Specific projects supporting the Priority are then listed in the table under the heading of “Actions”.

Also consistent with the format of quarterly reporting on the Priorities and Actions from the Delivery Program and Operational Plan, the Capital Works Program Status Report contains a column headed “Updated Comment”. As this is the first quarterly report for 2011/12, the final column in the tables headed “Updated Comments” is blank. In future quarterly reports a tick will appear in this column to indicate that the comments relating to that action have been updated since the previous quarterly report to Council. This will enable Councillors and other readers of the report to easily identify where an action status has been updated.

The Capital Works Program Status Report for the end of September 2011 is attached as **Annexure 1**.

Over-expended and newly identified projects, showing a negative amount in the Budget Remaining column, have been addressed and funded in the September Budget Review which was considered by the Corporate & Works Committee at its last meeting.

Conclusion:

The status of each of the projects in Council’s 2011/12 Capital Works Program has been updated by the relevant responsible person with details provided for the information of the Committee in **Annexure 1**.

Don Johnston
Manager Finance

Tom O’Hanlon
Director Technical Services

Annexures:

1. Capital Works Program Status Report – September 2011 – *distributed separately*.
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**POLITICAL DONATIONS DECISION MAKING FLOWCHART
FOR THE INFORMATION OF COUNCILLORS**

