

Corporate & Works Committee Minutes

Monday 2 December 2013

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Corporate & Works Committee Minutes

**Minutes of the Meeting held on
Monday 2 December 2013 at 6.00pm**

Present: Councillors Jeff Zulman (Chair)
 Anthony Boskovitz (Items D1 – R1)
 Deborah Thomas
 Susan Wynne

Staff: Stephen Dunshea (Director – Corporate Services)
 Gary James (General Manager)
 Don Johnston (Manager Finance)
 Tom O’Hanlon (Director – Technical Services)
 Kylie Walshe (Director – Community Services)
 Cheryle Burns (Manager – Business Assurance & Risk)
 Cathy Edwards-Davis (Manager – Engineering Services)
 Zubin Marolia (Manager - Property)

Also in Attendance: Nil

Note: Council Boskovitz vacated the meeting prior to the Committee’s consideration of Item R2 (Budget Strategy for 2014/15), resulting in the loss of a quorum. The remaining Committee members made a decision to refer the staff recommendation to the Ordinary Council Meeting of the 16 December 2013 for determination with the addition of a point 6 to part B to the staff recommendation.

The recommendation to the full Council inclusive of the additional point 6 to Part B is provided in these Minutes.

Leave of Absence

Leave of Absence previously granted by Council: Nil

Apologies: Apologies were received and accepted from Councillors Peter Cavanagh, Andrew Petrie & Elena Wise.

Late Correspondence

Late correspondence was submitted to the committee in relation to Items: R2

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 18 November 2013**
Author: Les Windle, Manager – Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 18 November 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.

(Thomas/Wynne)

Resolved:

That the Minutes of the Corporate and Works Committee Meeting of 18 November 2013 be taken as read and confirmed.

Item No: D2 Delegated to Committee
Subject: **Minutes of The Audit & Assurance Committee Meeting of 13 November 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 November 2013.

(Thomas/Wynne)

Resolved:

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

Item No: D3 Delegated to Committee
Subject: **Oxford Street, Paddington - 1/4P Free parking**
Author: Cathy Edwards-Davis, Manager Engineering Services
File No: 349
Reason for Report: To recommend the introduction of 1/4P Free Parking

**Motion moved by Councillor Wynne
Seconded by Councillor Thomas**

- A. That Council introduce a one-year trial of 1/4P free ticket parking as soon as possible on Oxford Street, Paddington, between Barcom Avenue and Queen Street.
- B. That Council note the impact of the 1/4P free ticket parking on the operation of Loading Zones on Oxford Street, Paddington.
- C. That an interim report on the outcomes of the trial of the 1/4P free ticket parking be reported back to Council in six months, with a further report after one year.

An amendment moved by Councillor Boskovitz that Council introduce a six months trial of 1 hour free parking in the location lapsed for want of a seconder.

The Motion was put and carried.

(Wynne/Thomas)

Resolved:

- A. That Council introduce a one-year trial of 1/4P free ticket parking as soon as possible on Oxford Street, Paddington, between Barcom Avenue and Queen Street.
 - B. That Council note the impact of the 1/4P free ticket parking on the operation of Loading Zones on Oxford Street, Paddington.
 - C. That an interim report on the outcomes of the trial of the 1/4P free ticket parking be reported back to Council in six months, with a further report after one year.
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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: **Appointment of a Real Estate Agency to Market the Sale of Council Depot 52-54 O’Dea Ave Waterloo**
Author: Zubin Marolia, Manager Property & Projects
File No: Tender No 13/12
Reason for Report: To recommend to Council the acceptance of a Tender

(Wynne/Thomas)

Recommendation:

- A. That Council enter into a Contract with Jones Lang LaSalle for the advertising, marketing and promotion for the sale of the Council owned site at 52-54 O’Dea Avenue Waterloo.
- B. That Council accept the tendered selling fee of 0.15% plus GST of the final sale price.
- C. That Council accept the recommended advertising and marketing fee of \$36,952.22 plus GST.
- D. That successful and unsuccessful tenderers be advised accordingly.

Item No: R2 Recommendation to Council
Subject: **Budget Strategy for 2014/15**
Author: Don Johnston, Manager Finance
File No: 331.G 2014/15
Reason for Report: To seek adoption of the strategy to guide the preparation of the 2014/15 Budget.

Note: Late correspondence was tabled by Council’s Manager of Finance, Don Johnston & Hylda Rolfe.

Note: Council Boskovitz vacated the meeting prior to the Committee’s consideration of this Item, resulting in the loss of a quorum. The remaining Committee members made a decision to refer the staff recommendation to the Ordinary Council Meeting of the 16 December 2013 for determination with the addition of point 6 to Part B to the staff recommendation.

The recommendation to the full Council inclusive of the additional point 6 to Part B is as follows:

That Council:

- A *Receive and note the report on the Budget Strategy for 2014/15.*

- B Note the principal strategy for the preparation of the draft 2014/15 Budget (which supports the Operational Plan and adopted four year Delivery Program), subject to the completion of management's comprehensive budget review process is to:*
- 1. Provide sufficient funding for all continuing services;*
 - 2. Provide funding for essential service expansions where identified;*
 - 3. Continue Council's commitment to asset renewal;*
 - 4. Continue a program of capital improvements at similar budget levels and ratios; and*
 - 5. Maintain an adequate working funds balance*
 - 6. Identify efficiencies in the budget throughout the budgetary process.*
- C Endorse the following economic parameters around which the draft 2014/15 Budget will be prepared:*
- 1. That Council adopt a balanced budget for 2014/15.*
 - 2. That the Draft 2014/15 Budget be prepared on the basis of no new borrowings other than those related to the Kiaora Lands redevelopment Project or any further Local Infrastructure Renewal Scheme application.*
 - 3. That no transfers from the Property Reserve, other than for the Kiaora Lands project, be proposed in the Draft 2014/15 Budget and any transfers to and from other Reserves be clearly shown.*
 - 4. That fees and charges be increased by at least CPI (2.5%) where practical unless it would have an adverse impact on forecast revenue or users' capacity to pay.*
 - 5. That the 2014/2015 draft Budget be prepared on the basis of a 4.5% vacancy rate.*
 - 6. That the 2014/2015 budget be prepared on the basis of the continuation of higher employer contributions to the defined benefits superannuation scheme as notified by the scheme and a 9.5% contribution rate for the Superannuation Guarantee.*
- D Receive further progress reports in relation to the preparation of Council's 2014/15 Operational Plan and Budget, as well as the review of the Long Term Financial Plan, at future Corporate & Works Committee Meetings.*

There being no further business the meeting concluded at 6.51pm.

We certify that the pages numbered 3797 to 3803 inclusive are the Minutes of the Corporate & Works Committee Meeting held on 2 December 2013 and confirmed by the Corporate & Works Committee on 3 February 2014 as correct.

Chairperson

Secretary of Committee