

# Corporate & Works Committee Minutes

Monday 19 August 2013

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# Corporate & Works Committee Minutes

**Minutes of the Meeting held on  
Monday 19 August 2013 at 6.02pm**

Present: Councillors Katherine O'Regan (Chair)  
Ted Bennett  
Peter Cavanagh  
Deborah Thomas  
Jeff Zulman (Item D2 to R6)

Staff: Allan Coker (Direct – Planning & Development)  
Stephen Dunshea (Director – Corporate Services)  
Cathy Edwards-Davis (Manager - Engineering Services)  
Gary James (General Manager)  
Don Johnston (Manager Finance)  
Zubin Marolia (Manager Property & Projects)  
Jake Matuzic (Manager Capital Projects)  
Tom O'Hanlon (Director – Technical Services)  
Mark Ramsay (Manager - Civil Operations)  
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  
Councillors Elena Wise & Susan Wynne.

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## **Late Correspondence**

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

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## **Declarations of Interest**

Nil

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**Items Decided by this Committee using its Delegated Authority (Items D1 to D5)**

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**Item No:** D1 Delegated to Committee  
**Subject:** **Confirmation of Minutes of Meeting held on 5 August 2013**  
**Author:** Les Windle, Manager – Governance  
**File No:** See Council Minutes  
**Reason for Report:** The Minutes of the Meeting of Monday 5 August 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.

**(Bennett/Thomas)**

**Resolved:**

That the Minutes of the Corporate and Works Committee Meeting of 5 August 2013 be taken as read and confirmed.

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**Item No:** D2 Delegated to Committee  
**Subject:** **Monthly Financial Report - July 2013**  
**Author:** Don Johnston, Manager Finance  
**File No:** 349.G  
**Reason for Report:** To present the monthly financial report for July 2013

**(Thomas/Cavanagh)**

**Resolved:**

That the Committee:

- i. Receive and note the Monthly Financial Report – July 2013.
- ii. Note that Council's 12 months weighted average return on its direct investment portfolio of 4.23% continues to exceed the July 2013 benchmark 90 day term deposit index of 3.68%.
- iii. Note that total interest earned for the month of July 2013 of \$102k falls short of the 2013-14 budget of \$120k by some \$18k due to the lower term deposits held during July and lower rates paid on At Call accounts.

**Item No:** D3 Delegated to Committee  
**Subject:** **Delivery Program 2009 to 2013 & Operational Plan 2012/13 (DPOP) Quarterly Progress Report June 2013 against Goal 6 - Getting Around, Goal 9 - Community Focussed Economic Development, Goal 10 - Working Together & Goal 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 2012/13 for the three months ending 30 June 2013.

**(Thomas/Zulman)**

**Resolved:**

THAT the June 2013 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 2012/13 be received and noted.

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**Item No:** D4 Delegated to Committee  
**Subject:** **Appointment of a Place Manager for Paddington**  
**Author:** Tom O'Hanlon –Director Technical Services  
**File No:** 900.G  
**Reason for Report:** To respond to a Notice of Motion which called for a report on the appointment of a place manager for Paddington.

**(Thomas/Zulman)**

**Resolved:**

THAT no further action be taken in regard to the appointment of a place manager for Paddington.

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**Item No:** D5 Delegated to Committee  
**Subject:** **Minutes of the Property Assets Working Party Meeting Tuesday 6 August 2013**  
**Author:** Zubin Marolia – Manager, Property & Projects  
**File No:** 1143.G  
**Reason for Report:** To report on the outcomes of the Property Assets Working Party meeting held on Tuesday 6 August 2013

**(Zulman/O'Regan)**

**Resolved:**

That the minutes of the Property Assets Working Party meeting, held on Tuesday 6 August 2013, be noted.

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**Items with Recommendations from this Committee  
Submitted to the Council for Decision (Items R1 to R6)**

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**Item No:** R1 Recommendation to Council  
**Subject:** **Vaucluse Road, Vaucluse - Infrastructure Works**  
**Author:** Sam Badalati – Project Manager  
**File No:** Tender No 13/04  
**Reason for Report:** To recommend to Council the acceptance of a Tender.

**(Thomas/Cavanagh)**

**Recommendation:**

- A. That Council enter into a Contract with KK Civil Engineering for the lump sum of \$297,435 excluding GST plus costs arising from use of provisional items.
  - B. That successful and unsuccessful tenderers be advised accordingly.
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**Item No:** R2 Recommendation to Council  
**Subject:** **O’Sullivan Road, Rose Bay - Road Infrastructure Works**  
**Author:** Sam Badalati – Project Manager  
**File No:** Tender No 13/05  
**Reason for Report:** To recommend to Council the acceptance of a Tender.

(Cavanagh/Zulman)

**Recommendation:**

- A. That Council enter into a Contract with Melhemcorp Pty Ltd for the lump sum of \$317,770.60 excluding GST plus costs arising from use of provisional items.
- B. That successful and unsuccessful tenderers be advised accordingly.

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**Item No:** R3 Recommendation to Council  
**Subject:** **Processing of Councils Mixed Food and Garden Organics Material**  
**Author:** Mark Ramsay – Manager Civil Operations  
**File No:** Tender No13/06  
**Reason for Report:** To recommend to Council the acceptance of a tender

(Thomas/Bennett)

**Recommendation:**

That Council accept the non-conforming tender from SITA for the processing of mixed food and garden organics material at \$222.60 per tonne (Incl GST)

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**Item No:** R4 Recommendation to Council  
**Subject:** **Capital Works Program Status Report - June 2013 including 2012/13 Budget Revotes & Rollovers**  
**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 2012/13 Capital Works Program and to report on the 2012/13 Budget revotes and rollovers.

(Cavanagh/Thomas)

**Recommendation:**

THAT:

- A. The Quarterly Progress Report – Capital Works Program for June 2013 be received and noted.
- B. The Items identified as “Recommended for Revote” in Annexures 1 and 2 be revoted into the 2013/14 Budget.

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**Item No:** R5 Recommendation to Council  
**Subject:** **Paddington Business Partnership – Request for Funding**  
**Author:** P Kauter, Executive Planner  
**File No:** 349.G  
**Reason for Report:** To consider a request from the Paddington Business Partnership for funding for 2013/2014

**(Cavanagh/Thomas)**

**Recommendation:**

- A. That the request by the Paddington Business Partnership (the Partnership) for Council to provide funding for 2013/2014 to carry out the seven (7) key projects as contained in its letter dated 17/4/13 and in its Operational Plan 2013/2014 be supported. The funding to comprise forty five thousand dollars (\$45,000).
- B. That prior to the Council providing the funding referred to in Part A an agreement between the Council and the Partnership is to be entered into which sets out the terms under which the funding is to be provided. The terms of the agreement are to include, but are not limited to, key performance indicators which the Partnership agrees to satisfy.
- C. That the Mayor and General Manager be authorised to enter into the agreement referred to in Part B on behalf of the Council



- Item No:** R6 Recommendation to Council
- Subject:** **Double Bay Business Partnership/Chamber of Commerce – Funding Submission 2013-2014**
- Author:** Peter Kauter, Executive Planner and Allan Coker, Director Planning and Development
- File No:** 1222.G
- Reason for Report:** To consider the Double Bay Business Partnership/Chamber of Commerce’s funding submission for the 2013/2014 financial year.
- Note:** Mr Greg Soloman Chair of the Double Bay Chamber of Commerce addressed the Committee.

(Thomas/Zulman)

**Recommendation:**

- A. That the Council agree to provide funding to the Double Bay Partnership for the 2013/2014 financial year of an amount not exceeding \$160,000 (excluding GST) for the purpose of undertaking the activities set out in its funding submission, *Double Bay Chamber of Commerce Annual Business Plan 2013-2014* (Funding Submission).
- B. That the Memorandum of Understanding (MOU) which forms **Annexure B** of this report be approved and the Mayor and General Manager be authorised to enter into the MOU on Council’s behalf.
- C. That a Grant Agreement be entered into between Council and the Double Bay Partnership which sets out the terms under which the funding referred to in Part A above is provided. The Mayor and General Manager be authorised to enter into the Grant Agreement on behalf of Council. The Grant Agreement is to include, but not be limited to:
- i. performance indicators based on the aims of the Focus Areas as referred to in the Funding Submission
  - ii. a condition that 20% of the total funding be withheld pending the submission of a satisfactory mid-stream report on the Partnership’s operations and refinement of the Double Bay Chamber of Commerce activity program for the year.

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There being no further business the meeting concluded at 7.16pm.

*We certify that the pages numbered 2590 to 2598 inclusive are the Minutes of the Corporate & Works Committee Meeting held on 19 August 2013 and confirmed by the Corporate & Works Committee on 2 September 2013 as correct.*

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Chairperson

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Secretary of Committee