

Corporate & Works Committee Minutes

Monday 18 November 2013

Table of Contents

D1	Confirmation of Minutes of Meeting held on 4 November 2013	3662
D2	Monthly Financial Report - October 2013.....	3662
D3	Delivery Program 2013 to 2017 & Operational Plan 2013/14 (DPOP) Quarterly Progress Report September 2013 against Goal 6 - Getting Around, Goal 9 - Community Focussed Economic Development, Goal 10 - Working Together & Goal 11 - A Well Managed Council	3663
D4	Capital Works Program - Quarterly Progress Report September 2013	3663
R1	Lease of the Woollahra Seniors & Community Centre to Holdsworth St Community Centre Inc.....	3664
R2	Chiller Plant Replacement – Redleaf Council Offices	3664
R3	2013/2014 Budget Review for The Quarter Ended 30 September 2013	3665

Corporate & Works Committee Minutes

**Minutes of the Meeting held on
Monday 18 November 2013 at 6.08pm**

Present: Her Worship the Mayor, Councillor Toni Zeltzer ex-officio
Councillors Peter Cavanagh (Chair)
Deborah Thomas
Jeff Zulman

Staff: Stephen Dunshea (Director – Corporate 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)
Helen Tola (Governance & Corporate Planning Coordinator)
Vicki Munro (Acting Director – Community Services)

Also in Attendance: Nil

Note: Item R1 (Lease of the Woollahra Seniors & Community Centre to Holdsworth Street Community Centre Inc) was consider after Item D1 (Confirmation of the Minutes of the Meeting held on 4 November 2013).

Leave of Absence

Leave of Absence previously granted by Council: Nil

Apologies:

Apologies were received and accepted from Councillors Andrew Petrie, Elena Wise, Anthony Boskovitz & Susan Wynne and Leave of Absence granted.

Late Correspondence

Late correspondence was submitted to the committee in relation to Items: R1

Declarations of Interest

Nil

Items Decided by this Committee using its Delegated Authority (Items D1 to D4)

Item No: D1 Delegated to Committee
Subject: **Confirmation of Minutes of Meeting held on 4 November 2013**
Author: Les Windle, Manager – Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 4 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.

(Zulman/Thomas)

Resolved:

That the Minutes of the Corporate and Works Committee Meeting of 4 November 2013 be taken as read and confirmed.

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

(Zulman/Thomas)

Resolved:

That the Committee:

- i. Receive and note the Monthly Financial Report – October 2013.
- ii. Note that Council's 12 months weighted average return on its direct investment portfolio of 3.97% continues to exceed the October 2013 benchmark 90 day term deposit index of 3.27%.
- iii. Note that total interest earned to October 2013 of \$549k exceeds the year-to-date 2013/14 Budget of \$479k but includes a one off \$65k interest payment during September from the termination of the BlackRock Care & Maintenance Fund.

Item No: D3 Delegated to Committee

Subject: **Delivery Program 2013 to 2017 & Operational Plan 2013/14 (DPOP) Quarterly Progress Report September 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 2013 to 2017 and Operational Plan 2013/14 for the three months ending 30 September 2013.

(Thomas /Zulman)

Resolved:

- A. THAT the September 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 2013 to 2017 and Operational Plan 2013/14 be received and noted.
- B. That with regard to Priority 9.2.1 reference is made to the 2013 Australian Golf Open as a high profile event in the municipality.

Item No: D4 Delegated to Committee

Subject: **Capital Works Program - Quarterly Progress Report September 2013**

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

File No: 1229.G

Reason for Report: To provide the Committee with an update on the status of projects in the 2013/14 Capital Works Program, for the quarter ended 30 September 2013

(Thomas /Zulman)

Resolved:

THAT the Capital Works Program – Quarterly Progress Report for the quarter ended the 30 September 2013 be received and noted.

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

Item No: R1 Recommendation to Council
Subject: Lease of the Woollahra Seniors & Community Centre to Holdsworth St Community Centre Inc.
Author: Kylie Walshe
File No: 1211.G
Reason for Report: To approve the lease of the Woollahra Seniors & Community Centre to Holdsworth St Community Centre Inc.

Note: Late correspondence was tabled by Jan Martin.

(Thomas/Zulman)

Recommendation:

- A. THAT Council enter into a lease with Holdsworth Street Community Centre Woollahra Incorporated, for the Woollahra Seniors & Community Centre, for a 5 year term plus a further 5 year option period, commencing 1 January 2014, subject to Ministerial approval.
- B. THAT Council authorise the General Manager to execute all legal documents required to enter into a lease agreement with Holdsworth Street Community Centre Woollahra Incorporated for Woollahra Seniors & Community Centre.

Item No: R2 Recommendation to Council
Subject: Chiller Plant Replacement – Redleaf Council Offices
Author: Zubin Marolia, Manager Property & Projects
File No: Tender No 13/10
Reason for Report: To recommend to Council the acceptance of a Tender

(Thomas/Zulman)

Recommendation:

- A. That Council enter into a Contract with Crest Air Conditioning Pty Ltd for the supply and replacement of the chiller plant at the Redleaf Council offices, for the sum of \$289,600 (excluding GST).
 - B. That successful and unsuccessful tenderers be advised accordingly.
-

Item No: R3 Recommendation to Council
Subject: **2013/2014 Budget Review for The Quarter Ended 30 September 2013**
Author: Trang Banfield – Systems and Management Accountant
Michelle Phair – Team Leader Financial Services
Don Johnston - Manager Finance
File No: 331.G 2011/2012
Reason for Report: To report on the review of the 2013/2014 Budget for the quarter ended 30 September 2013

(Zulman/Thomas)

Recommendation:

- A. THAT the report be received and noted.
 - B. THAT Council note the statement from Council's Manager Finance that Council's overall financial position remains satisfactory.
 - C. THAT the recommended variations to the 2013/14 budget outlined in the report be adopted.
-

There being no further business the meeting concluded at 6.27pm.

We certify that the pages numbered 3659 to 3665 inclusive are the Minutes of the Corporate & Works Committee Meeting held on 18 November 2013 and confirmed by the Corporate & Works Committee on 2 December 2013 as correct.

Chairperson

Secretary of Committee