

# Corporate & Works Committee Minutes

Monday 3 November 2014

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# Corporate & Works Committee Minutes

**Minutes of the Meeting held on  
Monday 3 November 2014 at 6.00pm**

Present:      Councillors      Jeff Zulman                      (Chair)  
   Peter Cavanagh  
   Andrew Petrie  
   Matthew Robertson  
   Susan Wynne

Staff:                              Trang Banfield                      (Team Leader – Financial Operations)  
   Stephen Dunshea                      (Director – Corporate Services)  
   Gary James                              (General Manager)  
   Don Johnston                              (Chief Financial Officer)  
   Tom O’Hanlon                              (Director – Technical Services)  
   Zubin Marolia                              (Manager – Property & Projects)

Also in Attendance:              Mr Gary Mottau                      (External Auditor)

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## **Leave of Absence**

Leave of Absence previously granted by Council: Councillors Anthony Boskovitz & Deborah Thomas

Apologies: Nil

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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 13 October 2014**  
**Author:** Ailsa Crammond, Acting Manager – Governance  
**File No:** See Council Minutes  
**Reason for Report:** The Minutes of the Meeting of Monday 13 October 2014 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.

**(Cavanagh/Robertson)**

**Resolved:**

That the Minutes of the Corporate and Works Committee Meeting of 13 October 2014 be taken as read and confirmed.

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**Item No:** D2 Delegated to Committee  
**Subject:** **Presentation of the Financial Statements for the Year Ended 30 June 2014 to the Public**  
**Author:** Don Johnston, Chief Financial Officer  
**File No:** 767G 2013/14  
**Reason for Report:** To present the Financial Statements for the year ended 30 June 2014 to the public.

**Note:** Mr Gary Mottau, representing Council's external auditors, Hill Rogers Spencer Steer, provided the Committee with a presentation on the audit of Council's financial statements for the year ended 30 June 2014.

**(Cavanagh/Wynne)**

**Resolved:**

- A. That the General Purpose Financial Statements for the year ended 30 June 2014, as presented to the public, be received and noted.
  - B. That the Auditors be thanked for their attendance and presentation.
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**Item No:** D3 Delegated to Committee  
**Subject:** **Monthly Financial Report - September 2014**  
**Author:** Don Johnston, Chief Financial Officer  
**File No:** 349.G  
**Reason for Report:** To present the monthly financial report for September 2014

**(Petrie/Cavanagh)**

**Resolved:**

That the Committee:

- A. Receive and note the Monthly Financial Report – September 2014.
- B. Note that Council’s 12 months weighted average return on its direct investment portfolio of 3.45% continues to exceed the September 2014 benchmark 90 day term deposit index of 3.11%.
- C. Note that the total interest earned year to date September 2014 of \$367k is above the original 2014/15 Budget of \$335k for the same period.

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**Item No:** D4 Delegated to Committee  
**Subject:** **Disclosure of Interest Returns by Councillors and Designated Persons**  
**Author:** Ailsa Crammond – Acting Manager, Governance  
**File No:** 169.G  
**Reason for Report:** To table the returns disclosing Pecuniary Interests of Councillors and designated persons in accordance with legislative requirements.

**(Petrie/Cavanagh)**

**Resolved:**

THAT Council:

- A. notes that the Disclosures of Interest Returns of Councillors and Designated Persons are tabled, and
- B. notes that the Disclosure of Interest Returns of Councillors and Designated Persons have been submitted in accordance with the requirements of the Local Government Act 1993.

**Item No:** D5 Delegated to Committee  
**Subject:** **Statutory Code of Conduct Complaints Report**  
**Author:** Ailsa Crammond - Acting Manager, Governance  
**File No:** 817.G  
**Reason for Report:** To comply with Code of Conduct requirements to report to Council on complaint statistics

(Wynne/Cavanagh)

**Resolved:**

THAT Council note the presentation of the Statutory Code of Conduct Complaints Statistics Report for the period 1 September 2013 to 31 August 2014.

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**Items with Recommendations from this Committee  
Submitted to the Council for Decision (Items R1 to R4)**

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**Item No:** R1 Recommendation to Council  
**Subject:** **Statutory Review of Council's Payment of Expenses and Provision of Facilities to The Mayor, Deputy Mayor and Councillors Policy**  
**Author:** Ailsa Crammond - Acting Manager, Governance  
**File No:** 18.G  
**Reason for Report:** To adopt a Policy following public exhibition

(Wynne/Cavanagh)

**Recommendation:**

- A. THAT Council note the one submission received on the draft Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors Policy and forward a reply in response to the submission, incorporating the comments provided in this report.
  - B. THAT the draft Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors Policy contained in Annexure 1 to the report to the Corporate and Works Committee on 1 September 2014 be adopted.
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**Item No:** R2 Recommendation to Council  
**Subject:** **Review of Code of Meeting Practice**  
**Author:** Ailsa Crammond – Acting Manager, Governance  
**File No:** 1191.G  
**Reason for Report:** For Council to review and update the Code of Meeting Practice

(Petrie/Cavanagh)

**Recommendation:**

THAT the draft Code of Meeting Practice contained in Annexure 2 to this report be adopted.

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**Item No:** R3 Recommendation to Council  
**Subject:** **Roof replacement and Ancillary Roof Plumbing – Fletcher Street Depot**  
**Author:** Zubin Marolia - Manager – Property and Projects  
**File No:** Tender 14/05  
**Reason for Report:** To recommend to Council the acceptance of a Tender.

(Petrie/Cavanagh)

**Recommendation:**

- A. That Council enter into a Contract with Coopers Commercial Constructions Pty Ltd to carry out works required to complete the design and construction works associated with the Roof Replacement and Ancillary Roof Plumbing at the Council's Fletcher St Depot, 7 Fletcher Street, Woollahra, for the sum of \$294,600 (excluding GST).
- B. That successful and unsuccessful tenderers be advised accordingly.

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**Item No:** R4 Recommendation to Council  
**Subject:** **John Street Woollahra – Road Infrastructure Renewal Project**  
**Author:** Jake Matuzic – Manager Capital Projects  
**File No:** Tender No 14/12  
**Reason for Report:** To recommend to Council the acceptance of a Tender

(Petrie/Wynne)

**Recommendation:**

- A. That Council enter into a Contract with Civil Works (NSW) Pty Ltd for John Street Woollahra – Road Infrastructure Renewal Project for the sum of \$228,067.60 (excluding GST).
- B. That successful and unsuccessful tenderers be advised accordingly.

There being no further business the meeting concluded at 6.36pm.

*We certify that the pages numbered 3805 to 3812 inclusive are the Minutes of the Corporate & Works Committee Meeting held on 3 November 2014 and confirmed by the Corporate & Works Committee on 17 November 2014 as correct.*

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**Chairperson**

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**Secretary of Committee**