

Corporate & Works Committee Minutes

Monday 20 May 2013

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Corporate & Works Committee Minutes

**Minutes of the Meeting held on
Monday 20 May 2013 at 6.00pm**

Present: His Worship the Mayor, Councillor Andrew Petrie ex-officio
Councillors Katherine O'Regan (Chair)
Ted Bennett
Peter Cavanagh
Jeff Zulman

Staff: Stephen Dunshea (Director – Corporate Services)
Cathy Edwards-Davis (Manager Engineering)
Gary James (General Manager)
Don Johnston (Manager Finance)
Zubin Marolia (Manager Property)
Jake Matuzic (Manager Civil Operations)
Vicki Munro (Manager Library & Information Services)
Tom O'Hanlon (Director – Technical Services)
Kylie Walshe (Director – Community Services)

Also in Attendance: Nil

Leave of Absence

Leave of Absence previously granted by Council: Councillor Elena Wise

Apologies:

Apologies were received and accepted from Councillors Deborah Thomas & Susan Wynne and Leave of Absence granted.

Late Correspondence

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

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 6 May 2013**
Author: Les Windle, Manager – Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 6 May 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/Bennett)

Resolved:

That the Minutes of the Corporate and Works Committee Meeting of 6 May 2013 be taken as read and confirmed.

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

(Cavanagh/Bennett)

Resolved:

That the Committee:

- i. Receive and note the Monthly Financial Report - April 2013.
- ii. Note that Council's 12 months weighted average return on its direct investment portfolio of 4.55% continues to exceed the April 2013 benchmark 90 day term deposit index of 3.91%.
- iii. Note that total interest earned to 30 April 2013 of \$1,417k remains slightly above the revised budget forecast of \$1,387k.

Item No: D3 Delegated to Committee
Subject: **Delivery Program 2009 to 2013 & Operational Plan 2012/13 (DPOP) Quarterly Progress Report March 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 31 March 2013.

(Cavanagh/Zulman)

Resolved:

THAT the March 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.

Item No: D4 Delegated to Committee
Subject: **Capital Works Program - Quarterly Progress Report March 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 2012/13 Capital Works Program, for the quarter ended 31 March 2013.

(Zulman/Cavanagh)

Resolved:

THAT the Capital Works Program – Quarterly Progress Report for the quarter ended the 31 March 2013 be received and noted.

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

Item No: R1 Recommendation to Council
Subject: **Woollahra Seniors & Community Centre Building Project**
Author: Zubin Marolia – Manager Property & Projects
File No: Tender No 12/22
Reason for Report: To recommend to Council the acceptance of a Tender

(Cavanagh/Zulman)

Recommendation:

- A. That Council enter into a Lump Sum contract for \$500,149 (excluding GST) with Keystone Projects Group Pty Ltd for the access upgrade and refurbishment of facilities at the Woollahra Seniors & Community Centre.
- B. That the successful and unsuccessful tenderers be advised accordingly.

Item No: R2 Recommendation to Council
Subject: **Tender 12/20 - Provision of Consultancy Services for the Double Bay Library fit out Design and Project Management**
Author: Kylie Walshe, Director Community Services
File No: Tender No 12/20
Reason for Report: To recommend to Council the acceptance of a Tender

(Zulman/ Cavanagh)

Recommendation:

- A. That Council accept the tender from BVN Donovan Hill for the Provision of Consultancy Services for the Double Bay Library Fit out Design & Project Management (Portion 1) for the sum of \$436,655 (excluding GST).
- B. That Council not accept any of the tenders received in response to Tender 12/20 Provision of Consultancy Services for the Double Bay Library Fit out Design and Project Management (Portion 2) and enter into direct negotiations with BVN Donovan Hill or other suitable organisations in accordance with Clause 178 of the Local Government (General) Regulation 2005, noting that Council does not consider the tender price from BVN Donovan Hill represents best value for money to Council.
- C. That the successful and unsuccessful tenderers be advised accordingly.

Item No: R3 Recommendation to Council
Subject: **Annual Fee For Mayor and Councillors**
Author: Les Windle - Manager Governance
File No: 18.G
Reason for Report: The Local Government Act requires that Council determine the annual fee payable to the Mayor and Councillors.

(Cavanagh/Zulman)

Recommendation:

- A. That, in accordance with Section 248 of the Local Government Act 1993, Council fix the annual fee for Councillors at an amount of \$17,490 per Councillor for the period 1 July 2013 to 30 June 2014.
- B. That, in accordance with Section 249 of the Local Government Act 1993, Council fix the annual fee for the Mayor at an amount of \$38,160 for the period 1 July 2013 to 30 June 2014.

Item No: R4 Recommendation to Council
Subject: **2012/2013 Budget Review for the Quarter ended 31 March 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 2012/2013 Budget for the quarter ended 31 March 2013

(Cavanagh/Zulman)

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 2012/13 budget outlined in the report be adopted.

There being no further business the meeting concluded at 6.40pm.

We certify that the pages numbered 1457 to 1463 inclusive are the Minutes of the Corporate & Works Committee Meeting held on 20 May 2013 and confirmed by the Corporate & Works Committee on 3 June 2013 as correct.

Chairperson

Secretary of Committee