

minutes

Major Projects and Finance Committee

MEETING HELD ON **MONDAY 6 NOVEMBER 2017**

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CITY OF JOONDALUP

**MINUTES OF THE SPECIAL MAJOR PROJECTS AND FINANCE COMMITTEE MEETING
HELD IN CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE,
JOONDALUP ON MONDAY 6 NOVEMBER 2017.**

ATTENDANCE

Committee Members

Mayor Hon. Albert Jacob, JP
Cr Kerry Hollywood
Cr Philippa Taylor
Cr Russell Poliwka
Cr Christine Hamilton-Prime
Cr John Logan
Cr Russ Fishwick, JP

Observers

Cr Tom McLean, JP
Cr Nige Jones
Cr Christopher May
Cr John Chester
Cr Sophie Dwyer

Absent from 7.40pm to 7.42pm

Officers

| | |
|---------------------|----------------------------------|
| Mr Garry Hunt | Chief Executive Officer |
| Mr Jamie Parry | Director Governance and Strategy |
| Mr Brad Sillence | Manager Governance |
| Mrs Lesley Taylor | Governance Officer |
| Mrs Sinead McCarthy | Governance Officer |

DECLARATION OF OPENING

The Chief Executive Officer declared the meeting open at 7.33pm.

DECLARATIONS OF INTEREST

Nil.

ELECTION OF PRESIDING MEMBER

Section 5.12 of the *Local Government Act 1995* requires a Committee appointed by a local government, to appoint a Presiding Member as the first item of business at its first meeting. Schedule 2.3 of the Act requires the Chief Executive Officer to preside.

Mayor Jacob self-nominated for the position of Presiding Member.

There being no further nominations at the close of the Election for Presiding Member, Mayor Jacob was declared elected unopposed to the position of Presiding Member and assumed the Chair at 7.36pm.

ELECTION OF DEPUTY PRESIDING MEMBER

It is advisable that the Committee appoints a Deputy Presiding Member, who would chair the meeting in the absence of the Presiding Member.

Cr Kerry Hollywood self-nominated for the position of Deputy Presiding Member.

Cr Philippa Taylor self-nominated for the position of Deputy Presiding Member.

Due to more than one nomination, the Committee Members voted on the matter by secret ballot and these votes were counted. Cr Hollywood was declared elected to the position of Deputy Presiding Member.

APOLOGIES/LEAVE OF ABSENCE

Leave of Absence Previously Approved:

| | |
|----------------------|--|
| Cr Mike Norman | 1 November to 6 November 2017 inclusive; |
| Cr Russ Fishwick, JP | 15 November to 20 December 2017 inclusive; |
| Cr Russ Fishwick, JP | 25 January to 18 February 2018 inclusive. |

REPORTS

ITEM 1 SETTING OF MEETING DATES - MAJOR PROJECTS AND FINANCE COMMITTEE

| | |
|---------------------------------|---|
| WARD | All |
| RESPONSIBLE DIRECTOR | Mr Jamie Parry Governance and Strategy |
| FILE NUMBER | 02153, 101515 |
| ATTACHMENT | Nil |
| AUTHORITY / DISCRETION | Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets. |

PURPOSE

For the Major Projects and Finance Committee to consider the proposed schedule of committee meeting dates for 2018.

EXECUTIVE SUMMARY

In order to assist with forward planning for all Elected Members, management and staff, a schedule of meeting dates has been prepared for the Major Projects and Finance Committee, ensuring synergy between meeting dates and the flow of information and decision-making.

It is recommended the Major Projects and Finance Committee adopts the meeting dates and times for the Major Projects and Finance Committee of the City of Joondalup to be held at the Joondalup Civic Centre, Boas Avenue, Joondalup.

BACKGROUND

The Major Projects and Finance Committee was established at the Special Council meeting held on 6 November 2017. The role of the new Major Projects and Finance Committee is to:

- oversee the progress of the City's annual capital works program and review of the City's *Five-Year Capital Works Program*
- make recommendations to Council on modifications of capital works projects and major strategic capital projects
- make recommendations to Council on various elements of major strategic capital projects (such as the Ocean Reef Marina, City Centre Office Development and Joondalup Performing Arts and Cultural Facility), including but not limited to:
 - project scope
 - design elements and core project components
 - development models and financial structures
 - on-going management and utilisation models
- make recommendations to Council on the services to be provided by the City and the standards of service delivery being cognisant of industry best practice

- oversee the City's financial management activities, funding proposals and long-term strategic financial planning
- make recommendations to Council on reviews and impacts on the City's *20 Year Strategic Financial Plan*.

The proposed 2018 schedule of Council meeting dates is based on the format used in recent years. That is, a monthly meeting format with Strategy Sessions held on the first Tuesday of each month, Briefing Sessions held on the second Tuesday and Council meetings on the third Tuesday.

This enables committee meetings to be scheduled on the Monday, Tuesday or Wednesday of weeks one, two and three so as to minimise potential conflicts with other Council activities and provide a 'meeting-free' week in the fourth week of each month.

It is preferable to hold committee meetings in the first week of the month, thereby enabling committee recommendations to be listed in the Briefing Session agenda and subsequently the Council meeting agenda, however this may not always be possible due to other scheduled meetings.

DETAILS

The Major Projects and Finance Committee will oversee the progress of a variety of landmark projects within the City of Joondalup. Meetings of this committee may need to be held on an 'as-needs' basis, due to the nature and timing of decisions needed for these significant projects. However, to ensure ongoing progress reports are provided to Elected Members and enable timely decisions to be made, it is suggested the Major Projects and Finance Committee meets bi-monthly, on the Monday of the first week of the month.

The proposed meeting day / date / times are as follows:

- Monday 12 March 2018, commencing at 5.45pm.
- Monday 7 May 2018, commencing at 6.00pm.
- Monday 16 July 2018, commencing at 5.45pm.
- Monday 10 September 2018, commencing at 5.45pm.
- Monday 12 November 2018, commencing at 5.45pm.

Issues and options considered

The Major Projects and Finance Committee can either:

- adopt the meeting dates as proposed in this report
or
- amend the meeting dates.

Legislation / Strategic Community Plan / policy implications

Legislation

Local Government Act 1995.
Local Government (Administration) Regulations 1996.
City of Joondalup Meeting Procedures Local Law 2013.

Strategic Community Plan

Key theme

Governance and Leadership.

Objective Corporate capacity.

Strategic initiative Not applicable.

Policy Not applicable.

Risk management considerations

Should forward planning of committee meetings not be identified, then there is a risk for meetings to be held on an ad-hoc basis; lacking coordination with other key meetings and corporate planning processes.

Financial / budget implications

Not applicable.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

Not applicable.

COMMENT

The proposed dates have been based on a bi-monthly meeting cycle and enabling flow-on reporting within Council's monthly meeting cycle. In addition, the proposed meeting dates for the Major Projects and Finance Committee are cognisant of proposed meeting dates for a variety of other committees.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Hollywood, **SECONDED** Cr Hamilton-Prime that the Major Projects and Finance Committee **ADOPTS** the following meeting dates and times for the Major Projects and Finance Committee of the City of Joondalup to be held at the Joondalup Civic Centre, Boas Avenue, Joondalup:

| |
|---|
| Major Projects and Finance Committee to be held in Conference Room 1 |
| Monday 12 March 2018, commencing at 5.45pm. |
| Monday 7 May 2018, commencing at 6.00pm. |
| Monday 16 July 2018, commencing at 5.45pm. |
| Monday 10 September 2018, commencing at 5.45pm. |
| Monday 12 November 2018, commencing at 5.45pm. |

The Motion was Put and

CARRIED (7/0)

In favour of the Motion: Mayor Jacob, Crs Fishwick, Hamilton-Prime, Hollywood, Logan, Poliwka and Taylor.

CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 7.42pm; the following Committee Members being present at that time:

MAYOR HON. ALBERT JACOB, JP
CR KERRY HOLLYWOOD
CR PHILIPPA TAYLOR
CR RUSSELL POLIWKA
CR CHRISTINE HAMILTON-PRIME
CR JOHN LOGAN
CR RUSS FISHWICK, JP