

CITY OF JOONDALUP

MINUTES OF BUDGET COMMITTEE MEETING HELD IN CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON TUESDAY, 4 MAY 2004

ATTENDANCE AND APOLOGIES

CMR J PATERSON – Chairman

CMR A DRAKE-BROCKMAN – Deputy Chairman *Absent from 1925 hrs to 1927 hrs*

CMR M ANDERSON *Absent from 1955 hrs to 1957 hrs*

CMR A FOX

CMR S SMITH

Officers:

Acting Chief Executive Officer: C HIGHAM

Director, Corporate Services

& Resource Management: P SCHNEIDER

Director, Infrastructure and Operations: D DJULBIC

Acting Director, Planning and Community

Development: C TERELINCK

Manager, Financial Services: A SCOTT

Manager, Operations Services: D CLUNING

Manager, Assets & Commissioning: C SMITH

Management Accountant: S RYAN

Statutory Accountant: J ROBERTS

Strategic & Sustainable Development –

Team Leader, Organisational Policy &

Planning: G BLAKE

Minute Clerk: L TAYLOR

In Attendance

Mr James Christou James Christou and Partners *from 1923 hrs to 2008 hrs*

Mr John Main James Christou and Partners *from 1923 hrs to 2008 hrs*

The Acting Chief Executive Officer declared the meeting open at 1833 hrs.

Apologies:

Nil.

ELECTION OF CHAIRPERSON

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. Nominations for the position of chairperson are to be given to the Chief Executive Officer in writing, with the vote to be conducted by ballot.

It is also advisable that at the same meeting the committee appoints a deputy presiding member, who would chair the meeting in the absence of the presiding member.

Acting Chief Executive Officer advised a written nomination had been received from Cmr Paterson self-nominating for the position of Chairman of the Budget Committee.

There being no further nominations, Cmr Paterson was elected unopposed and assumed the Chair, the time being 1835 hrs.

Cmr Drake-Brockman nominated Cmr Anderson for the position of Deputy Chairman of the Budget Committee. Cmr Anderson accepted the nomination.

There being no further nominations, Cmr Anderson was elected unopposed to the position of Deputy Chairman.

DECLARATIONS OF FINANCIAL INTEREST/INTEREST AFFECTING IMPARTIALITY

Cmr Smith declared an interest that may affect her impartiality in Item 1 – Draft 2004/05 Budget Process Overview (Presentation) (Corporate Projects – Currambine Community Centre) as her daughter resides in Currambine.

ITEMS OF BUSINESS

ITEM 1 DRAFT 2004/05 BUDGET PROCESS OVERVIEW (PRESENTATION)

Cmr Paterson believed the budget process was one of the most exciting processes within local government and once adopted allowed the administration to move forward.

Acting Chief Executive Officer stated this evening's presentation would be led by Director, Corporate Services and Resource Management, assisted by Glenda Blake, Alexander Scott and Kevin Robinson – Appendix 1 refers.

The meeting was advised that Messrs James Christou and John Main of James Christou and Partners would provide a presentation later in the meeting on the proposed Works Depot. It was necessary to get some indication from Commissioners that they are happy with the concept plan and the way the plans are progressing at this stage.

Director Corporate Services and Resource Management indicated no figures would be provided to Commissioners this evening. This would occur at future Budget meetings scheduled for later in the month.

The presentation guided Commissioners through the budget process in place at the City of Joondalup and local government in general.

Director Corporate Services and Resource Management spoke in relation to the following issues:

Legislative requirements, including the need to prepare a Principal Activities Plan;
Timetable for adoption of the budget by Commissioners;
Methodology of arriving at the budget;
Outcomes and decisions available to Council;
Corporate Projects, incorporating a presentation on the Works Depot by Christou and Partners;
Summary and next steps to be taken in the entire process.

Cmr Anderson queried the prospect of endorsing the budget prior to 1 July 2004.

Team Leader, Organisational Policy & Planning - Strategic & Sustainable Development gave an overview of the Strategic Plan (which is a 5 year plan), integrated planning and management cycle and planning framework.

The Corporate Plan addresses the mid/long term requirements of the City and is revised on an annual basis to reflect the annual priorities to achieve the Strategic Plan.

To a query raised by Cmr Smith in relation to the responsibility for adoption of the Corporate Plan, it was advised that this was undertaken by the Executive Management Team. To a question raised by Cmr Fox, provision of quarterly reports is an internal process, but measures are being taken to progress this to a stage whereby the information can be provided to Commissioners.

The Principal Activities Plan is to be released for public comment for a period of 42 days from 22 May until 2 July 2004.

Manager, Financial Services addressed Commissioners and provided an explanation on the budget process and the measures taken to achieve the final budget, being:

The development of business plans and budgets by business units;
Internal reviews by Business Unit Manager and Director;
Internal budget committee review – presentation to Executive Management Team by each Business Unit Manager;
On identification of issues, budgets revised and resubmitted.

A number of questions were raised by Commissioners in relation to the budget process.

Manager Audit and Executive Services gave an overview of the key corporate projects, what constitutes a corporate project and the management system that has been set up to manage each project.

Cmr Drake-Brockman made reference to the list of corporate projects and requested that Commissioners be provided with a copy of the Council resolution in relation to each project in order to gain some history on each individual project.

Messrs James Christou and John Main of James Christou and Partners entered the Room at this point, the time being 1923 hrs.

Cmr Drake-Brockman left the Room at 1925 hrs and returned at 1927 hrs.

An overview and detailed presentation of the proposed Works Depot was given in relation to:

Site definition and site development (planning and design)
Ecologically sustainable design issues
“Tower” structure

Concerns were raised in relation to the “tower” structure. To a question raised by Cmr Smith in relation to the practicality of seeing alternative design concepts, Mr Christou advised other options would be investigated during future design stages of the proposal. A request was made that future presentations be made in floorplan format as opposed to picture/model format.

Cmr Anderson left the Room at 1955 hrs and returned at 1957 hrs.

The meeting **ADJOURNED** at 2008 hrs and **RESUMED** at 2014 hrs. The following Committee members were present:

CMR J PATERSON
CMR A DRAKE-BROCKMAN
CMR M ANDERSON
CMR A FOX
CMR S SMITH

The presentation continued, with the following points raised:

Employer of Choice – to a query raised by Cmr Smith, it was advised that an amount of \$468,000 has been put into this project.

- Craigie Leisure Centre – it was suggested that consideration be given to not closing the door on the idea of a 50m pool at Craigie Leisure Centre, or alternatively, options of a 50m pool being located at another sight within the boundaries of the City of Joondalup be investigated. Discussion ensued in relation to the geothermal issues with regard to this project.

Acting Chief Executive Officer indicated information would be presented to the next Budget meeting.

Continuing the presentation, Manager Financial Services spoke in relation to:

Growing expectations and the inability to continue funding projects within a specified time frame;

Issues relating to a five year rolling forecast.

Strategically, the City is looking at maintaining its current service levels, which will provide a sound foundation on which to build on in previous years.

Other Issues that require decision during the budget process are:

Refuse charges

Rating, both minimum payment and differential rating

Fees and charges

Borrowings

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▪ Timetable

It was requested that the information to be provided at the sessions to be held on 11 and 18 May 2004 be reversed.

At this stage, it was suggested that a Special Council meeting be held on 27 July 2004 for the purpose of adoption of the Budget.

A query was raised in relation to reserves and how these reserves are managed.

Cmr Drake-Brockman queried whether there is a policy in relation to borrowings?

Cmr Smith requested that Commissioners be provided with a copy of the matrix used.

Cmr Paterson indicated it may be necessary to hold a Special Council meeting after the Briefing Session on 11 May 2004 for the purpose of appointing an Acting CEO to cover the period Mr Higham will be on annual leave.

DATE OF NEXT MEETING

The next meeting of the Budget Committee is scheduled for 11 May 2004.

CLOSURE

There being no further business, the Chairman declared the Meeting closed at 2110 hrs; the following Commissioners being present at that time:

CMR J PATERSON
CMR A DRAKE-BROCKMAN
CMR M ANDERSON
CMR A FOX
CMR S SMITH