

minutes

Capital Works Committee

MEETING HELD ON **TUESDAY, 12 JUNE 2012**

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CITY OF JOONDALUP

MINUTES OF THE CAPITAL WORKS COMMITTEE MEETING HELD IN CONFERENCE ROOM 2, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON TUESDAY, 12 JUNE 2012.

ATTENDANCE

Committee Members:

Mayor Troy Pickard
Cr Geoff Amphlett, JP
Cr Tom McLean, JP
Cr Brian Corr
Cr Mike Norman *Deputising for Cr Hamilton-Prime*
Cr Sam Thomas *Deputising for Cr Taylor. Arrived at 5.54pm*

Officers:

Mr Garry Hunt	Chief Executive Officer
Mr Jamie Parry	Director Governance and Strategy
Mr Mike Tidy	Director Corporate Services
Mr Charlie Reynolds	Acting Director Infrastructure Services
Mr Brad Sillence	Manager Governance and Marketing
Mr John Byrne	Governance Coordinator

DECLARATION OF OPENING

The Chief Executive Officer declared the meeting open at 5.49pm.

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.

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

Mayor Pickard nominated Cr McLean for the position of Presiding Member. Cr McLean accepted the nomination.

There being no further nominations at the close of the Election for Presiding Member, Cr McLean was declared elected unopposed to the position of Presiding Member and assumed the Chair at 5.52pm.

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.

Mayor Pickard nominated Cr Amphlett for the position of Deputy Presiding Member. Cr Amphlett accepted the nomination.

There being no further nominations, Cr Amphlett was declared elected unopposed to the position of Deputy Presiding Member.

APOLOGIES/LEAVE OF ABSENCE**Apologies**

Cr Philippa Taylor.

Leave of Absence previously approved

Cr Christine Hamilton-Prime 1 June to 30 June 2012 inclusive.

CONFIRMATION OF MINUTES

Nil.

ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil.

DECLARATIONS OF INTEREST

Nil.

IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY SIT BEHIND CLOSED DOORS

Nil.

REPORTS**ITEM 1 CAPITAL WORKS COMMITTEE - PROGRAM OF ACTIVITIES**

WARD:	All
RESPONSIBLE DIRECTOR:	Mr Garry Hunt Office of the Chief Executive Officer
FILE NUMBER:	102496
ATTACHMENTS:	Attachment 1 Example of Capital Works Project Report.

PURPOSE

For the Capital Works Committee to consider its meeting dates and program of activities.

EXECUTIVE SUMMARY

At its meeting held on 15 May 2012 (Item CJ094-05/12 refers), Council resolved to establish a Capital Works Committee. The Committee is now to consider its meeting schedule (including meeting dates) and its program of activities.

BACKGROUND

At its meeting held on 15 May 2012 (Item CJ094-05/12 refers), Council resolved the following:

“That Council BY AN ABSOLUTE MAJORITY:

- 1 *ESTABLISHES a Capital Works Committee to:*
 - 1.1 *Oversee the monthly progress of the City’s annual Capital Works Program and review of the City’s Five Year Capital Works Program;*
 - 1.2 *Oversee the long term planning of major capital works projects not being the role of a Council Committee established for such purposes;*
 - 1.3 *Consider recommendations to modify the City’s Capital Works;*
- 2 *APPOINTS the following representatives to the Capital Works Committee:*

Members

Mayor Troy Pickard
Central Ward – Cr Geoff Amphlett, JP
North Ward – Cr Tom McLean, JP
North-Central Ward – Cr Philippa Taylor
South-East Ward – Cr Brian Corr
South-West Ward – Cr Christine Hamilton-Prime

Deputy Members

*Central Ward – Cr Liam Gobbert
 North Ward – Cr Kerry Hollywood
 North-Central Ward – Cr Sam Thomas
 South-East Ward – Cr John Chester
 South-West Ward – Cr Mike Norman”*

DETAILS

The Council at its meeting held on 15 May 2012 established the Capital Works Committee with the following terms of reference:

To oversee the monthly progress of the City's annual Capital Works Program and review of the City's Five Year Capital Works Program

As reported to Council in the establishment of the Committee, it was interpreted that the intent of this objective is for the Committee to receive progress reports on the construction progress of current year capital works projects, rather than year to date expenditure. The Council, through its Annual Plan Quarterly Progress Reporting, as well as other financial reporting mechanisms, already receives updates on expenditure to budget performance for current year capital works programs.

It is proposed that as part of the Committee's monthly activities, a standard monthly report be provided on the performance of current capital works. This report would include a Progress Report, as illustrated in Attachment 1. This progress report, amongst other things, will detail the project description; budget amount; proposed commencement and completion dates; its construction status (as being either on target (green), completed ((blue); behind schedule (red)); project status; and any officer's comments relating to the project. In respect of the Project Stage, the following phase terminology will be used:

Project Descriptor	Phase	Meaning
Works Phased		Budget has been phased with construction start and finish dates.
Investigation Phase		Includes setting up file, preliminary investigation and site visits.
Design Phase		Design has commenced by either the City or external contractor.
Tender Phase		Tender documentation being prepared or ready to be awarded.
Consultation Phase		Consultation with residents in progress.
Waiting For Quotes		Quotes are being sought from contractors / suppliers.
Works Programmed		Construction ready to commence.
Works In Progress		Works are currently in progress either by the City or contractor.
Project Under Review		Project under review due to funding or unforeseen circumstances or complications.
Works Completed		Construction completed and can include commissioning.
Project Withdrawn		Project not going ahead due to funding or unforeseen circumstances or complications.

In respect of reviewing the City's Five Year Capital Works Program, it was viewed that the intent of this statement is for the Committee to review 'out years' of the City's Capital Works Program (that is years two through to five of the program), not the first year of the program, as this is finalised as part of the City's budget process. Members of the Committee would have the opportunity to recommend changes to the programming of capital works projects in out years, based on scoping, advice and organisational capacity.

To oversee the long term planning of major capital works projects not being the role of a Council Committee established for such purposes

The Council has already established two Committees to oversee two major projects, being the Ocean Reef Marina Development and the Joondalup Performing Arts and Cultural Facility. Furthermore the Strategic Financial Management Committee is recommending to Council to establish an Office Development Committee to oversee the Joondalup City Centre Office Development project.

It is anticipated that the Committee will consider the long term planning of capital works that are major and significant for the City, however the Committee needs to identify those projects that it considers appropriate as needing to be regularly reported to it. In this regard Project Initiation Scopes can be supplied to the Committee, which provide a level of detail in respect of the proposed capital works project. Examples will be provided at the meeting.

To consider recommendations to modify the City's Capital Works.

As reported to Council in the establishment of the Committee, it was interpreted that the intent of this objective is for the Committee to consider recommendations to modify capital works in the current financial year's capital works program. Any changes to 'out years' would be considered as part of Objective 1 for the Committee.

It is anticipated that the current Budget Workshops will continue and the Capital Works Committee will need to consider changes to the capital works program in December to feed into that budget process. Notwithstanding, changes to current year capital works could be reported to the Committee during the year as and when the need arises.

Meeting Schedule

The Committee will need to give consideration as to how frequent the Committee is to meet in view of the Council's current meeting obligations and other associated functions and activities, such as Committee meetings, budget workshops and civic events.

It has been suggested that the Capital Works Committee meet prior to Strategy Sessions and should this be desired, it is recommended that the Capital Works Committee meet at 5.45pm and the Strategy Sessions commencement time be pushed back half an hour to meet at 7.00pm.

Issues and options considered:

The Capital Works Committee can either:

- 1 Select which capital works projects will be referred to it on a regular basis; or
- 2 Require all capital works items to be referred to it on a regular basis.

Legislation/Strategic Plan/Policy Implications

Legislation: Subdivision 2 of Division 2 of Part 5 of the *Local Government Act 1995*.
City of Joondalup Standing Orders Local Law 2005.

A Committee cannot make decisions, on behalf of the Council, that require an absolute majority decision (Section 5.17 of the *Local Government Act 1995*), in which case, and in accordance with Section 6.8 of the *Local Government Act 1995*, includes approving expenditure not included in the City's Annual Budget. The Capital Works Committee could only recommend to the Council to approve or modify capital works projects.

Strategic Plan

Key Focus Area: Leadership and Governance.

Objective: 1.3 To lead and manage the City effectively.

Policy: Not Applicable.

Risk Management Considerations:

Not Applicable.

Financial/Budget Implications:

The establishment of an additional Committee may require additional resourcing due to increase operational costs in respect of the administration in servicing the Committee.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

Not Applicable.

COMMENT

The Committee is to consider its meeting schedule and its program of activities so that arrangements can be made to service the Committee as required.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION

That the Capital Works Committee considers:

- 1 which capital work activities are to be referred to the Committee for consideration; and
- 2 the Committee's meeting dates for 2012.

Cr Thomas entered the Meeting Room at 5.54pm.

MOVED Cr Amphlett, SECONDED Cr Norman that the Capital Works Committee AGREES that:

- 1 items for the July meeting of the Capital Works Committee will be updates on capital work activities during the 2011/12 financial year;**
- 2 a report be submitted to the August meeting of the Capital Works Committee to determine which projects in the 2012/13 Capital Works Program require separate reports to be submitted to the Committee in more detail; and**
- 3 the remaining meetings of the Capital Works Committee for 2012 be held at 5.45pm before all scheduled meetings dates of Strategy Sessions.**

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Cr McLean, Mayor Pickard, Crs Amphlett, Corr, Norman and Thomas

Appendix 1 refers

To access this attachment on electronic document, click here: [Attach1agnCWC120612.pdf](#)

MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION

Nil.

CLOSURE

There being no further business, the Presiding Member declared the Meeting closed at 6.15pm; the following Committee Members being present at that time:

Cr Tom McLean, JP
Mayor Troy Pickard
Cr Geoff Amphlett, JP
Cr Brian Corr
Cr Mike Norman
Cr Sam Thomas