

[Note: These minutes are unconfirmed until 4 March 2019]

Note – the Committee does not have the power to make final decisions, it considers reports and makes recommendations (which are included as the minutes of this meeting) to full Council. The power to make the final decision rests with Council. Council may alter a recommendation made by the committee as part of this process. These minutes will be considered by the Council at its meeting on 11 February 2019.

MINUTES OF THE CORPORATE SERVICES COMMITTEE MEETING**HELD ON MONDAY, 4 FEBRUARY 2019**

<u>MEMBERS:</u>	Present:	Presiding Member – Councillor Campbell Deputy Presiding Member – Councillor Mitchell Councillors Ghent, Hibeljic, Nguyen, Turelli and T Wasylenko, Her Worship the Mayor, Angela Evans (ex officio)
<u>STAFF:</u>	Present:	Chief Executive Officer – P Sutton Acting General Manager Corporate Services – D Dunbar General Manager City Services – B Williams General Manager Asset Management Services – J Cornish Manager Financial Services – A Martin Acting Manager Governance & Operational Support – AJ Martin EA to GM Corporate Services – B Julian
<u>MEMBERS:</u>	Apologies:	Councillor Ferrao
<u>MEMBERS:</u>	Leave of Absence:	Nil

COMMITTEE OPENING

The meeting commenced at 6.03pm.

1. CONFIRMATION OF MINUTES

That the minutes of the previous meeting held on Monday, 2 September 2018 be taken as read and confirmed.

Moved Councillor Turelli, Seconded Mayor Evans

Carried Unanimously

2. DEPUTATIONS

Nil

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3. BUSINESS

3.1 INVESTMENT UPDATE (B39) 1

Brief

To review the performance of Council's investment portfolio for year ending 30 June 2018 in accordance with Section 140 of the Local Government Act 1999.

Motion

That the report be received and noted.

Moved Councillor Nguyen, Seconded Councillor Turelli **Carried Unanimously**

3.2 BUDGET DEVELOPMENT PROCESS 2019/20 (B8460) 5

Brief

To determine the outline of the budget development process for 2019/20.

Motion

- 1. That the report be received and noted.**
- 2. That the timetable in Appendix A be used as the basis for development of the budget 2019/20.**
- 3. That the consultation process as described within the report be adopted including the use of online and written submission facilities, the opportunity for community members and groups to make in person deputations to Council. That these opportunities be advertised via Messenger advertisement, Messenger Column, Social Media, Council's website and Port Road Banners.**

Moved Councillor Wasylenko, Seconded Mayor Evans **Carried Unanimously**

3.3 END OF QUARTER REPORT DECEMBER 2018 (B8527, B44) 13

Brief

This report relates to the regular quarterly financial reporting of the 2018/19 financial year for December 2018.

Motion

That the report be received and noted.

Moved Mayor Evans, Seconded Councillor Mitchell **Carried Unanimously**

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3.4 QUARTERLY BUDGET REVIEW – DECEMBER 2018 (B39) 29

Brief

To review the endorsed 2018/19 Budget.

Motion

- 1. That the report be received and noted.**
- 2. That the 2018/19 Budget be amended to recognise the additional income received to date, together with the associated expenditure as detailed in Appendix A to this report.**
- 3. That the revised Annual Financial Statements as detailed in Appendix B which have been recast to include the impact of the December Budget Review, are adopted.**

Moved Councillor Turelli, Seconded Councillor Ghent **Carried Unanimously**

3.5 DISCRETIONARY WARD ALLOWANCE POLICY REVIEW (B8890) 42

Brief

As a result of the findings from the recent, external review undertaken by Ernst Young (EY), into the suitability, effectiveness and efficiency of the existing DWA framework, this report seeks to implement the key Motions to improve the efficiency and accessibility of the program for Council consideration.

Suspension of Proceedings - 6.13pm

That the Committee suspends the operation of Division 2 of the Local Government (Procedures at Meetings) Regulations 2013 to facilitate informal discussions for a period of up to 30 minutes.

Moved Councillor Nguyen, Seconded Mayor Evans **Carried Unanimously**

Suspension of Proceedings - 6.43pm

That the Committee suspend the operation of Division 2 of the Local Government (Procedures at Meetings) Regulations 2013 to facilitate informal discussions extend the suspension of proceedings for a further 10 minutes.

Moved Councillor Nguyen, Seconded Councillor Wasylenko **Carried Unanimously**

Resumption of Proceedings - 6.53pm

That the period of suspension be brought to an end.

Moved Councillor Turelli, Seconded Councillor Hibeljic **Carried Unanimously**

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Motion

1. That the audit as undertaken by Council's Auditors, Ernst & Young (EY) as presented to the Audit Committee (AUD 16/10/18, Item 3.27) is noted.
2. That the draft Discretionary Ward Allowance Guidelines provided in Appendix B be circulated to Elected Members for comment to the Chief Executive Officer by Friday 15 February 2019, and a further report to be presented to the Corporate Services Committee meeting of 4 March 2019 including input of those comments.

Moved Councillor Wasylenko, Seconded Councillor Ghent **Carried Unanimously**

3.6 ANNUAL REVIEW OF FINANCIAL POLICIES (B751; B8527) 51

Brief

To consider the annual review of Council's financial policies.

Motion

That the Committee recommends to Council

1. That Council adopt this annual review of its financial policies, such review not precluding any subsequent review, alteration or additional policy which Council may wish to make from time to time, including the next annual review scheduled for February 2020.
2. That the specific policies as amended through track changes and detailed in Appendix A to the report be endorsed and adopted and incorporated into Council's Policy Register 2018/19.

Moved Councillor Turelli, Seconded Councillor Ghent

Councillor Wasylenko sought leave of the meeting to speak for an additional 6 minutes. Leave was granted.

Carried Unanimously

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To consider policies which remain largely unchanged or have minor changes only at the time of their 2 yearly reviews.

Motion

That the revised policies, as shown;

- **Commonwealth Home Support & State Home & Community Care Program Fees Policy in Appendix A**
- **Children & Vulnerable Persons Policy in Appendix B**

be adopted.

Actual Declaration of Interest

Councillor Campbell declared an actual conflict of interest pursuant to section 75A of the Local Government Act for Item 3.7. The nature of Councillor Campbell's actual conflict is that her role outside of Council is responsible for administering the State Home and Community Care Program. Councillor Campbell dealt with the conflict of interest in the following transparent and accountable way and left the meeting at 7.29pm.

In the absence of the Presiding Officer, the Deputy Presiding Officer Councillor Matt Mitchell took the chair at 7.29pm.

Moved Mayor Evans, Seconded Councillor Hibeljic

Carried Unanimously

At 7.30pm Presiding Officer Councillor Campbell resumed her seat and the chair.

3.8 CORPORATE SERVICES END OF QUARTER REPORT – DECEMBER 2018 (B8527) 61**Brief**

To report on the activities of the Corporate Services Division for the October to December 2018 quarter.

Motion

That the report be received and noted.

Moved Councillor Turelli, Seconded Councillor Mitchell

Carried Unanimously

4. MOTIONS ON NOTICE

Nil

5. QUESTIONS ON NOTICE

Nil

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6. MOTIONS WITHOUT NOTICE

Point of order

Mayor Evans called a point of order against Councillor Ghent due to his Motion without Notice not being urgent and that it should be dealt with by way of written notice. The presiding member ruled in favour of the point of order.

7. QUESTIONS WITHOUT NOTICE

Nil

8. BUSINESS – PART II – CONFIDENTIAL ITEMS

Nil

9. MEETING CLOSURE

The meeting concluded at 7.37pm.

The foregoing Minutes are to be taken as read and confirmed at the meeting of the Committee on Monday, 4 March 2019.

A CAMPBELL, PRESIDING MEMBER

DATED / /