MEETING MINUTES (CONFIRMED)

COUNCILLORS IMPLEMENTATION WORKING GROUP

OMBUDSMAN'S RECOMMENDATIONS

9 November 2010, 7:30pm

Councillors Room - Town Hall

Meeting Started: 2045

Attendees: Jean Hay (Chair), Clr Richard Morrison (Deputy Chair), Councillors: Barbara Aird; Hugh Burns; Cathy Griffin; Adele Heasman; Peter Macdonald; David Murphy; Mark Norek; Alan Le Surf, and Craig Whitting

Also in attendance: General Manager and General Counsel

Apology: Clr Lauren Elder

ITEM 1 Welcome and Apologies

ITEM 2 Declaration of Interests - Nil

ITEM 3 Terms of Reference of the Working Group

Constitution: Established by a resolution of the Council of 11 October 2010

Membership: All Councillors, but at least 6 Councillors with a quorum of 4

Object: To monitor the implementation of the Ombudsman's recommendations and to keep the Ombudsman informed on progress.

Reporting: To the Council

Governing Rules: The Manly Council Code of Meeting Practice, the Manly Council Code of Conduct

Meeting Cycle: As determined by Working Group

Sunset: The Working Group will dissolve at the completion of all recommendations made by the Ombudsman

ITEM 4 Administrative Matters

4.1 Composition – at least 6 Councillors with a Quorum of 4 - Confirmed

4.2 Consultants attendance – Both consultants to attend the next meeting and then as required

4.2a Staff attendance – General Manager, General Counsel, and DGMs as required - Confirmed

4.3 Code of Meeting Practice – applicable with meetings open to the public and press - Confirmed

4.4 The Working Group makes recommendations to the Council – Confirmed – Refer to the Terms of Reference

4.5 Meeting Schedule – 7pm on 15, 22, and 29 November 2010

4.6 Sunset Provision – after the completion of all recommendations

ITEM 5 Implementation Plan – The Mayor circulated an Updated Implementation Plan dated 9/11/2010 - Confirmed

ITEM 6 General Business

The General Manager declared a conflict of interest in Item 6.1 and left the room.

The Working Group resolved that:

6.1 All correspondence addressed to any Councillors are to be forwarded to the Mayor for formal response.

6.2 All correspondence received in relation to the Ombudsman's Report and actions taken are to be recorded in a spread sheet and attached to Council's final response to the Ombudsman.

6.3 Copies of the minutes of the Working Group are to be forwarded to the Ombudsman.

6.4 The Mayor to write to the Internal Auditor with a request to place Recommendations 7.8 and 7.21 on the agenda of the next Audit and Risk Committee's agenda, noting 7.21 was already on the adopted Audit Program for 2010/11 and therefore, under the audit agreement, this would be at no additional cost to Council.

ITEM 7 Meeting Dates: 7pm on 15, 22, and 29 November 2010

Meeting Closed at 22:05