



Corporate & Works Committee

Agenda: *Corporate & Works Committee*

Date: *Monday 22 May 2006*

Time: *6.00 pm*

Outline Of Meeting Protocol & Procedure:

The Chairperson will call the Meeting to order and ask the Committee/Staff to present apologies or late correspondence.

The Chairperson will commence the Order of Business as shown in the Index to the Agenda.

At the beginning of each item the Chairperson will ask whether a member(s) of the public wish to address the Committee.

If person(s) wish to address the Committee, they are allowed four (4) minutes in which to do so. Please direct comments to the issues at hand.

If there are persons representing both sides of a matter (eg applicant/objector), the person(s) against the recommendation speak first.

At the conclusion of the allotted four (4) minutes, the speaker resumes his/her seat and takes no further part in the debate unless specifically called to do so by the Chairperson.

If there is more than one (1) person wishing to address the Committee from the same side of the debate, the Chairperson will request that where possible a spokesperson be nominated to represent the parties.

The Chairperson has the discretion whether to continue to accept speakers from the floor.

After considering any submissions the Committee will debate the matter (if necessary), and arrive at a recommendation (R items which proceed to Full Council) or a resolution (D items for which the Committee has delegated authority).

Delegated Authority ("D" Items):

General financial and corporate management of the Council, except those specifically excluded by statute, by Council direction or delegated specifically to another Committee.

Note: This not to limit the discretions of nominated staff members exercising Delegated Authorities granted by the Council.

Quarterly review of Council's Management Plan.

Finance Regulations, including:-

- Authorisation of expenditures within budgetary provisions where not delegated;
- Quarterly review of Budget Review Statements;
- Quarterly and other reports on Works and Services provision; and
- Writing off of rates, fees and charges because of non-rateability, bad debts, and impracticality of collection.

Auditing.

Property Management.

Asset Management.

Traffic Management - Works Implementation.

Works and Services - Monitoring and Implementations.

Legal Matters and Legal Register.

Parks and Reserves Management.

Infrastructure Management, Design and Investigation.

To require such investigations, reports or actions as considered necessary in respect of matters contained within the Business Agenda (and as may be limited by specific Council resolution).

Confirmation of Minutes of its Meeting.

Any other matter falling within the responsibility of the Corporate and Works Committee and not restricted by the Local Government Act or required to be a Recommendation to Full Council as listed below.

Recommendation only to the Full Council ("R" Items):

Such matters as are specified in Section 377 and within the ambit of the Committee considerations.

The voting of money for expenditure on works, services and operations.

Rates, Fees and Charges.

Donations

Matters which involve broad strategic or policy initiatives within responsibilities of the Committee.

Matters not within the specified functions of the Committee.

Asset Rationalisation.

Corporate Operations:-

- Statutory Reporting; - Delegations.
- Adoption of Council's Management Plans; - Policies.
- Quality Service/Communications; - Tenders.
- Leases.
- Matters reserved by individual Councillors in accordance with any Council policy on "safeguards" and substantive changes

Committee Membership:

7 Councillors

Quorum:

The quorum for a Committee meeting is 4 Councillors.

WOOLLAHRA MUNICIPAL COUNCIL

Notice of Meeting

18 May 2006

To: His Worship the Mayor, Councillor Petrie, ex-officio
Councillors John Walker (Chair)
 Keri Huxley (Deputy Chair)
 Claudia Cullen
 Marcus Ehrlich
 Tanya Excell
 Wilhelmina Gardner
 Fiona Sinclair King

Dear Councillors

Corporate & Works Committee Meeting – 22 May 2006

In accordance with the provisions of the Local Government Act 1993, I request your attendance at a Meeting of the Council's **Corporate and Works Committee** to be held in the **Council Chambers, 536 New South Head Road, Double Bay, on Monday 22 May 2006 at 6.00pm.**

Gary James
General Manager

Meeting Agenda

Item	Subject	Pages
1	Leave of Absence and Apologies	
2	Late Correspondence	
3	Declarations of Interest	

Items to be Decided by this Committee using its Delegated Authority

D1	Confirmation of Minutes of Meeting held on 8 May 2006	1
D2	Monthly Financial Report – April 2006 – 987.G	2

Items to be Submitted to the Council for Decision with Recommendations from this Committee

R1	Annual Fee for Mayor & Councillors – 18.G	5
R2	Sponsorship of the 2006 Wentworth Courier Business Excellence Awards – 1165.G	7
R3	Goods & Services Tax Compliance Certification – 329.G	9
R4	Woollahra Preschool Subsidy – 45.G p19	12

Item No: D1 Delegated to Committee
Subject: **Confirmation of minutes of meeting held on 8 May 2006**
Author: Les Windle, Manager – Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 8 May 2006 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and confirmed.

Recommendation:

That the Minutes of the Corporate and Works Committee Meeting of 8 May 2006 be taken as read and confirmed.

Les Windle
Manager - Governance

Item No: D2 Delegated to Committee
Subject: **Monthly Financial Report - April 2006**
Author: Don Johnston, Manager Finance
File No: 987G
Reason for Report: To present the monthly financial report for April 2006

Recommendation:

THAT the monthly financial report for April 2006 be received and noted.

Background:

The monthly financial report for April 2006 is submitted to the Committee for consideration.

The monthly report includes the following:-

Summary of Investments.

Summary of Receipts and Payments and statement of bank balance

Don Johnston
Manager Finance

Annexures:

Nil

INVESTMENTS AS AT 30/04/2006

<u>CATEGORY</u>	<u>PURCHASED</u>	<u>MATURING</u>	<u>DAYS</u>	<u>%</u>	<u>B/B</u>	<u>MARGIN</u>	<u>AMOUNT</u> \$	<u>TOTALS</u> \$	<u>% of TOTAL</u>
BANKWEST (S&P) RATING, A1)									
11AM CALL				5.45			650,000.00		
TERM DEPOSIT	28-Feb-06	28-Jun-06	120	5.74	5.62	0.12	1,500,000.00		
TERM DEPOSIT	12-Apr-06	12-Jul-06	91	5.78	5.69	0.09	1,000,000.00		
TERM DEPOSIT	19-Apr-06	19-Jul-06	91	5.79	5.69	0.10	<u>1,000,000.00</u>	4,150,000.00	20.57%
LOCAL GOVT FINANCIAL SERVICE P/L (S&P RATING, A1)									
C.R.I.	24-Apr-06	23-May-06	29	5.91	5.64	0.27	1,000,000.00		
TERM DEPOSIT	22-Feb-06	24-May-06	91	5.70	5.61	0.09	1,600,000.00		
TERM DEPOSIT	18-Apr-06	26-Jul-06	99	5.70	5.68	0.02	<u>1,000,000.00</u>	3,600,000.00	17.84%
CREDIT UNION AUSTRALIA Limited									
TERM DEPOSIT	13-Feb-06	10-May-06	86	5.85	5.63	0.22	2,000,000.00		
TERM DEPOSIT	08-Mar-06	07-Jun-06	91	5.85	5.62	0.23	1,500,000.00		
TERM DEPOSIT	15-Mar-06	14-Jun-06	91	5.86	5.63	0.23	<u>1,500,000.00</u>	5,000,000.00	24.78%
CPS CREDIT UNION (SA) Limited									
TERM DEPOSIT	05-Apr-06	05-Jul-06	91	5.87	5.62	0.25	<u>1,500,000.00</u>	1,500,000.00	7.43%
GREATER BUILDING SOCIETY Limited									
TERM DEPOSIT	26-Apr-06	23-Jun-06	58	6.00	5.68	0.32	<u>1,532,212.87</u>	1,532,212.87	7.59%
HERITAGE BUILDING SOCIETY									
TERM DEPOSIT	18-Jan-06	17-May-06	119	6.00	5.65	0.35	1,000,000.00		
TERM DEPOSIT	08-Feb-06	30-May-06	111	6.00	5.64	0.36	1,011,300.66		
TERM DEPOSIT	22-Mar-06	22-Jun-06	92	6.00	5.61	0.39	1,522,892.70		
TERM DEPOSIT	22-Feb-06	22-Jun-06	120	6.00	5.62	0.38	<u>859,077.33</u>	4,393,270.69	21.78%
GRAND TOTAL							-	20,175,483.56	100.00%

I hereby certify that the above investments have been made in accordance with Section 625 of the Local Government Act 1993, Clause 19.(3)(b) of Regulation 3 of the Local Government (Financial Management) Reg 1993 and Council's investment policy.

J.C. Blake
FINANCE OFFICER

D. Johnston
FINANCE MANAGER

Summary of Receipts, Payments and Bank Balance

Cash Book Balance as at 31 March 2006 (722,343.37)

Receipts

Rates 214,991.03
Investments - Called In 750,000.00
Miscellaneous 3,871,799.20

Total Receipts 4,836,790.23

Payments - Cheque

Cheque Payments (1,088,361.72)
Cancelled Cheques 28,929.78
Total Cheque Payments for period (1,059,431.94)

Payments - EFT

EFT Payments (892,169.56)
Returned EFTs 20,171.77
New Investments (600,000.00)
Total EFT Payments for period (1,471,997.79)

Payments - Direct Debits From Bank A/c

Payroll (1,574,639.81)
Councillor Fees (15,680.00)
Bank Charges (9,522.82)
Total Direct Debits for period (1,599,842.63)

Total Payments (4,131,272.36)

Cash Book Balance as at 30 April 2006 (16,825.50)

Unpresented Cheques No. of Cheques: 189 286,857.50

Outstanding Deposits & Miscellaneous Items 19,347.49

Reconciled Cash Book Balance as at 30 April 2006 289,379.49

Bank A/c Balance as at 30 April 2006 289,379.49

Outstanding Cheques > \$30,000.00

Cheque No.	Cheque Date	Cheque Amount
189569	21/04/2006	62,512.00
189629	28/04/2006	67,438.00
189642	28/04/2006	35,355.96

Item No: R1 Recommendation to Council
Subject: **Annual Fee for Mayor and Councillors**
Author: Les Windle - Manager Governance
File No: 18.G
Reason for Report: The Local Government Act requires Council determine the fees payable to the Mayor and Councillors.

Recommendation:

1. That, in accordance with Section 248 of the Local Government Act 1993, Council fix the annual fee for Councillors at an amount of \$13,980 per Councillor for the period 1 July 2006 to 30 June 2007.
2. That, in accordance with Section 249 of the Local Government Act 1993, Council fix the annual fee for the Mayor at an amount of \$30,520 for the period 1 July 2006 to 30 June 2007.

Background:

Section 248 of the Local Government Act requires that:

1. a council must pay each councillor an annual fee
2. a council may fix the annual fee and, if it does so, it must fix the annual fee in accordance with the appropriate determination of the Remuneration Tribunal
3. the annual fee so fixed must be the same for each councillor
4. a council that does not fix the annual fee must pay the appropriate minimum fee determined by the Remuneration Tribunal

Proposal:

The Remuneration Tribunal has made its determination for the period 1 July 2006 to 30 June 2007 and has set the rate for Category 2 Councils, the category which Woollahra Council has been placed, as:

Councillor		Mayor	
Minimum	Maximum	Minimum	Maximum
\$6,355	\$13,980	\$13,510	\$30,520

The new fees represent a 4% increase for both the councillor and mayors' fee above the fees set for the previous year.

The current allowance paid to Councillors at Woollahra Council is \$13,440 per annum, and the Mayoral Allowance is \$29,345 per annum.

Section 249(2) of the Local Government Act requires that the Mayor be paid the mayoral allowance in addition to the fee received as a Councillor.

Council must determine the Councillor Fee to be paid to Councillors and the Mayoral allowance, within the above determined ranges.

To assist in determining this matter, Councillors may wish to consider the following:

- i) the time required to attend and prepare for Monday night meetings;
- ii) the time required to attend other meetings such as SSROC, Strategic and Corporate Committee and Working Parties, community consultation meetings and other reference groups;
- iii) the time taken to attend to individual representations made by members of the community;
- iv) the additional benefits provided to Councillors in the policy for the payment of expenses and provision of facilities.

Having regard to these matters, it is recommended that the fee be set at \$13,980 per annum for Councillors with an additional \$30,520 per annum fee paid to the Mayor.

Identification of Income & Expenditure:

The 2006/2007 Budget was prepared allowing for a 3.5% increase to the Councillor and Mayoral fees. The increase determined by the Tribunal is 4%. If Council fixes the councillor and mayoral fees at the maximum amount, a \$1,195 adjustment will be made to the 2006/2007 budget at the first quarterly review.

Les Windle
Manager Governance

Geoff Clarke
Director Corporate Services

Annexure:

Nil

Item No: R2 Recommendation to Council
Subject: **Sponsorship of the 2006 Wentworth Courier Business Excellence Awards**
Author: Justine Henderson, Communications Manager
File No: 1165.G
Reason for Report: To seek endorsement for the 2006 Wentworth Courier Business Excellence Awards

Recommendation:

That Woollahra Council contributes \$3000 in sponsorship support to the 2006 *Wentworth Courier* Business Excellence Awards.

Background:

Woollahra Council has been approached by the marketing team for the *Wentworth Courier* to sponsor the 2006 Business Excellence Awards which aims to recognise the services and products offered by Eastern Suburbs businesses.

Woollahra Council has previously supported both the 2004 and 2005 Eastern Suburbs Business Awards, organised by a third party event management company, with the *Wentworth Courier* as a supporter. This year the Awards are being organised by the *Wentworth Courier*. The presentation evening for the 2006 Awards has been set for 12 July 2006.

The Award categories are:

Automotive services
Beauty Services
Butcher
Café
Delicatessen/Gourmet Food
Fashion
Fast Food
Florist
Gallery/Arts & Crafts
Greengrocer
Hairdresser
Health & Fitness
Homewares/Electrical
Hotel/Bar/Bottle Shop
Jewellery
Pharmacy/Natural Health
Professional Services
Real Estate Agency
Restaurant
Trades
Travel/Tourism
Wentworth Courier Business of the Year 2006

The *Wentworth Courier* have been advised that Council is interested in recognising local businesses that have demonstrated a level of commitment to the protection of our environment, for e.g. waste minimisation, providing customers with alternatives to plastic bags, or water conservation. The Courier has indicated that an inclusion in the existing categories may be possible this year, time permitting.

The seven week campaign will start in late May. Voting coupons and editorial will be published in the *Wentworth Courier*.

Proposal:

In return for our sponsorship Woollahra Council will be granted:

- logo and acknowledgement on all marketing material associated with the Awards campaign
- sponsorship acknowledgement in editorial, advertising features and follow up coverage
- An 8 X 4 advertisement for use during the campaign
- Presentation and signage rights at the Gala dinner, to be held on 12 July at the AJC, Randwick, as well as two complimentary dinner tickets.

Identification of Income & Expenditure:

Sponsorship funds will be allocated from the current special events communications budget.

Conclusion:

Sponsorship of the *Wentworth Courier* 2006 Business Excellence Awards provides Woollahra Council with a unique opportunity to support local businesses and commercial centres and to recognise businesses that are delivering excellent customer service.

Council's support of this initiative is recommended.

Justine Henderson
Communications Manager

Annexures:

Nil

Item No: R3 Recommendation to Council
Subject: **Goods and Services Tax Compliance Certification**
Author: Don Johnston, Manager Finance
File No: 329G
Reason for Report: To seek a recommendation to Council in regard to Goods and Services Tax compliance certification

Recommendation:

THAT Council make the following resolution in regard to goods and services tax:

To assist compliance with Section 114 of the Commonwealth Constitution, we certify that:

Voluntary GST has been paid by Woollahra Municipal Council for the period 1 July 2005 to 30 April 2006.

Adequate management arrangements and internal controls were in place to enable Council to adequately account for its GST liabilities and recoup all GST input tax credits eligible to be claimed.

No GST non-compliance events by the Council were identified by or raised with the Australian Taxation Office.

Background:

Circular 05/26 issued by the Department of Local Government changed the requirements in regard to the certification of adequate management systems and internal controls in relation to the goods and services tax (GST) regime. Prior to the issue of this directive, Council's auditor was required to certify that our systems and controls were adequate. This responsibility now rests with Council and the following certification needs to be resolved by Council and signed by the Mayor, a Councillor, the General Manager and the Responsible Accounting Officer (Manager Finance):

To assist compliance with Section 114 of the Commonwealth Constitution, we certify that:

Voluntary GST has been paid by Woollahra Municipal Council for the period 1 July 2005 to 30 April 2006.

Adequate management arrangements and internal controls were in place to enable Council to adequately account for its GST liabilities and recoup all GST input tax credits eligible to be claimed.

No GST non-compliance events by the Council were identified by or raised with the Australian Taxation Office.

This certification was first provided in regard to the 2004/2005 financial year and included in the adoption of the financial reports. Now, to enable the Department to provide more accurate and current information to NSW Treasury, the period covered is to 30 April 2006 and requires a separate resolution of Council to the financial reports. In this transition year to the new certification period, the period is 1 July 2005 to 30 April 2006. In future years it will be 1 May to 30 April each year. The due date for the certification to the Department of Local Government is 1 June.

Discussion:

To assist Council making this resolution Council's auditor has been requested to undertake an independent review of our GST management procedures and internal controls. Spencer Steer's statement in regard to this review is:

Based on our review, which is not an audit, nothing has come to our attention that causes us to believe that the GST Management Systems were not adequate to enable compliance with GST Legislation.

Nothing has come to our notice with respect to any correspondence between Council and the Australian Taxation Office regarding outstanding taxation debts that are attributable to a Business Activity Statement (BAS).

The GST Review Statement provided by Spencer Steer is attached as **ANNEXURE 1**.

In addition to the auditor's statement, as Responsible Accounting Officer, I certify that:

Voluntary GST has been paid by Council for the period 1 July 2005 to 30 April 2006.

Adequate management arrangements and internal controls are in place to enable Council to adequately account for its GST liabilities and recoup all GST input tax credits eligible to be claimed.

No GST non-compliance events have been identified by or raised with the Australian Taxation Office.

Conclusion:

The timing of Council's certification in relation to GST compliance has changed to a period ending on 30 April each year. From now on, at this time of year, Council will be required to, by resolution, make the certification set out in the recommendation to this report. Council has received a statement from its auditor arising from an independent review of our GST management systems, supported by certification from me as Responsible Accounting Officer, to assist in making the required resolution.

Don Johnston
Manager Finance

Geoff Clarke
Director Corporate Services

Annexures:

1. Spencer Steer's GST Review Statement

Item No: R4 Recommendation to Council
Subject: **Woollahra Preschool subsidy**
Author: Lotta Jackson
File No: 45.G, p19
Reason for Report: To seek approval to affix Council's Seal to the NSW Department of Community Services Service Agreement 2006-2007 for the subsidy to Woollahra Preschool, and further, to affix the Seal to the Section 127 Certificate (NSW Industrial Relations Act 1996).

Recommendation:

That Council's Seal be affixed to:

1. the Service Agreement between Woollahra Municipal Council and the NSW Department of Community Services, and
2. the Section 127 Certificate - (Remuneration Payment Certificate) certifying that Council has remunerated all employees and contractors, in accordance with Section 127 of the New South Wales Industrial Relations Act 1996.

Background:

The NSW Department of Community Services requires Council to sign and affix its seal to the annual Service Agreement 2006-2007. The Seal may only be affixed by resolution of Council.

Woollahra Council receives an annual subsidy for the operation of Woollahra Preschool from the NSW Department of Community Services. The subsidy for the twelve month period for 2006/2007 will be \$131,847.

It is specified in the Service Agreement that this subsidy is to be put towards providing:

- *"an education and development program for 60 places per day for children aged from 3 to 6 years, who do not ordinarily attend school" (for an aggregate of 33 hours per week, and an aggregate of 41 weeks per year);*
- *"the reduction in fee costs for 4 places per day for children from families on incomes under \$40,794 per annum, where the service is a 'registered service' as defined in the Commonwealth Government's Childcare Benefits Scheme".*

Council is the Licensee for the Preschool and will accept the subsidy to provide quality pre-school services adhering to Regulations and conditions according to the Service Agreement 2006-2007. A copy of the Service Agreement is attached as Annexure 1.

Proposal:

That Council's Seal be affixed to

the Service Agreement between Woollahra Municipal Council and the NSW Department of Community Services, and
the Section 127 Certificate - Remuneration Payment Certificate, certifying that Council has remunerated all employees and contractors, in accordance with Section 127 of the New South Wales Industrial Relations Act 1996.

Consultation:

Not required.

Identification of Income & Expenditure:

Funding of \$131,847 will be used only for the purpose of subsidising operational costs at Woollahra Preschool. This equates to approximately 20% of the operational costs included in the draft 2006/2007 budget. The remainder of the costs are funded from parent fees and general revenue.

Conclusion:

That Council's Seal be affixed to the Funding and Performance Agreement between Woollahra Municipal Council and the NSW Department of Community Services, and the Section 127 Certificate, as required by that Department.

Lotta Jackson
Manager,
Community Development

Kylie Walshe
Director,
Community Services

Annexures: These documents are not available electronically.
Annexure 1: The NSW Department of Community Services Agreement 2006-2007.
Annexure 2: Section 127 Certificate (Remuneration Payment Certificate)