



Corporate & Works Committee

Agenda: *Corporate & Works Committee*

Date: *Monday 20 March 2006*

Time: *6.00pm*

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

16 March 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 – 20 March 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 20 March 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 6 March 2006	1
D2	Draft Fees & Charges Schedule for 2006/2007 – 331.G 2006/2007	2

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

R1	The Gonyah – Fees & Charges – 432.G	36
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Item No: D1 Delegated to Committee
Subject: **Confirmation of minutes of meeting held on 6 March 2006**
Author: Les Windle, Manager – Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 6 March 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 6 March 2006 be taken as read and confirmed.

Les Windle
Manager - Governance

Item No: D2 Delegated to Committee
Subject: **Draft Fees & Charges Schedule for 2006/2007**
Author: Don Johnston, Manager Finance
File No: 331G 2006/2007
Reason for Report: To provide the draft Schedule of Fees & Charges to the Committee prior to their formal consideration in conjunction with the adoption of the 2006/2007 Management Plan and Budget

Recommendation:

THAT the report be received and noted.

Background:

Each year Council is required to set its fees and charges as part of its consideration and adoption of the Management Plan. The schedule of fees and charges forms part of the Management Plan and therefore goes through the same public exhibition process prior to final adoption.

Discussion:

The Draft Fees and Charges Schedule for 2006/2007, attached as **ANNEXURE A**, has been prepared in conjunction with the operating budget. It forms the basis of fees and charges income included in the draft budget, which is in its final stages of preparation prior to coming back to Council for consideration. In finalising the budget there may be some minor changes to the attached schedule of fees and charges.

The schedule is provided to the Committee at this time to allow additional time to review it prior to its formal consideration in conjunction with the adoption of the 2006/2007 Management Plan and Budget.

The annexure provides the current year's fees and charges, and the proposed fees and charges for 2006/2007. On the right hand side of the annexure the percentage increase is provided, along with an indication of any new fees and charges.

Conclusion:

Council is required to adopt its fees and charges each year as part of its Management Plan. The Draft Fees & Charges for 2006/2007, which are subject to minor change with the finalisation of the budget, have been provided to the Committee to provide additional time for review prior to formal consideration in conjunction with the adoption of the Management Plan and Budget.

Don Johnston
Manager Finance

Geoff Clarke
Director Corporate Services

Annexures:

A. Draft Fees & Charges Schedule for 2006/2007

Item No: R1 Recommendation to Council
Subject: **The Gunyah - Fees & Charges**
Author: Kylie Walshe
File No: 432.G
Reason for Report: To adopt Fees and Charges for usage of the Gunyah as part of the Schedule of Fees and Charges 2005/06, after the public exhibition process.

Recommendation:

- A. THAT Council note that no submissions on the proposed Fees and Charges were received following public exhibition, and
 - B. THAT the Fees and Charges for usage of The Gunyah, Watsons Bay be adopted as part of the schedule of Fees and Charges 2005/06.
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Background:

The Corporate & Works Committee considered a report on 23 January 2006 regarding the management of the Gunyah, Watsons Bay. At the following Council meeting of 30 January it was resolved:

- A. THAT Council commence direct management of the use of the Gunyah, and enter into negotiations with Scouts Australia for a licence to use the facility for scouting activities, if and when required.
- B. THAT these proposed fees and charges be placed on public exhibition for 28 days.
- C. THAT a report be presented to Council at the end of the public exhibition period for adoption of the charges subject to any submissions.

This report covers B and C of the above resolution.

Proposal:

As detailed in the report in Annexure 1, the proposed fees and charges are:

- Community Groups per hour (minimum 2 hours) - \$25
- Community Groups per session (3.5hours) - \$75
- Community Groups per day (7 hours) - \$120
- Community Groups per week - \$500
- Children Parties per session under 12 (3.5 hours) - \$75
- Private per hour (minimum 2 hours) - \$60
- Key / Cleaning deposit - \$115

Consultation:

As required under the Local Government Act, the proposed Fees and Charges were placed on public exhibition for a period of 28 days from 8 February to 8 March, 2006. An advertisement was placed in the Mayor's Column of the Wentworth Courier on 8th and 22nd February 2006.

Identification of Income & Expenditure:

To generate income and maximise use of the Gunyah it is proposed that it be available to be hired out on an hourly, daily or weekly basis for community and recreation activities. This hire will provide a moderate income to Council, which will cover the increased costs associated with its management, with no net cost to Council.

Conclusion:

There was no objection to the level of Fees and Charges as exhibited. As this is the first time that the venue has been managed directly by Council, the proposed Fees and Charges should be adopted and reviewed every 12 months in accordance with the annual budgeting process.

Kylie Walshe
Director Community Services

ANNEXURES:

Annexure 1. Report to Corporate and Works Committee on 23 January 2006