



Corporate & Works Committee

Agenda: *Corporate & Works Committee*

Date: *Monday 16 June 2008*

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

Committee Membership:

7 Councillors

Quorum:

The quorum for a Committee meeting is 4 Councillors.

WOOLLAHRA MUNICIPAL COUNCIL

Notice of Meeting

12 June 2008

To: His Worship The Mayor, Councillor Rundle, ex-officio
Councillors Andrew Petrie (Chair)
Anthony Boskovitz
John Comino (Deputy Chair)
Claudia Cullen
Marcus Ehrlich
Fiona Sinclair King
John Walker

Dear Councillors

Corporate & Works Committee Meeting – 16 June 2008

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 16 June 2008 at 6.00pm.**

Gary James
General Manager

Additional Information Relating to Committee Matters

Site Inspection

Other Matters

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 2 June 2008	1
D2	Monthly Financial Report – May 2008 – 349.G	2

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

R1	Annual Fee for Mayor & Councillors – 18.G	13
R2	2008/2011 Management Plan – 827.G 2008/2011 & 331.G 2008/2009	16

Item No: D1 Delegated to Committee
Subject: **Confirmation of minutes of meeting held on 2 June 2008**
Author: Les Windle, Manager – Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 2 June 2008 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 2 June 2008 be taken as read and confirmed.

Les Windle
Manager - Governance

Item No: D2 Delegated to Committee
Subject: **Monthly Financial Report – May 2008**
Author: Toby Andreassen, Financial Accountant
Michelle Phair, Team Leader Financial Services
File No: 349G
Reason for Report: To present the monthly financial report for May 2008

Recommendation:

A. THAT the monthly financial report for May 2008 be received and noted.

Background:

The monthly financial report for May 2008 is submitted to the Committee for consideration.

The monthly report includes the following:

- Summary of Investments
- Summary of Receipts, Payments and Bank Balance

Discussion:

Investment Update:

Any additional investment updates received with regard to Council's investments will be tabled at the meeting.

Summary of Investments:

The monthly financial report for April 2008 noted that Lehman Brothers have advised "*as part of the continued re-alignment of processes to Lehman Brothers global practice we will not be providing accrued interest balance and initial consideration on valuation statements going forward*". Lehman Brothers 'Mid Price' report for securities is attached together with Reportfolio Pty Ltd reports for the Lehman Brothers securities held by Council. Reportfolio Pty Ltd has the ability to provide Council with the suite of reports previously provided by Lehman Brothers.

Investment portfolio returns for Oakvale Capital and Lehman Brothers for the month of May 2008 were 0.66% and 2.48% respectively. The portfolio returns calculated by Council since the portfolio's inception were 1.27% for Oakvale Capital and -4.27% for Lehman Brothers

Monthly reports for Oakvale Capital and Lehman Brothers are attached as **ANNEXURES 1 & 2** respectively.

Michelle Phair
Team Leader Financial Services

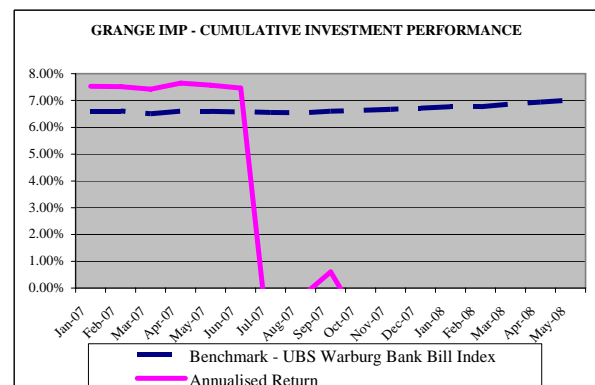
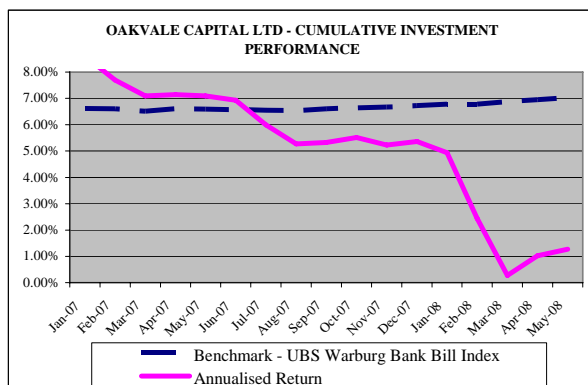
Toby Andreassen
Financial Accountant

Don Johnston
Manager Finance

INVESTMENTS AS AT 31 MAY 2008

CATEGORY	PURCHASE DATE	MATURITY DATE	DAYS	%	FACE VALUE \$	TOTAL \$
1. WMC INVESTMENTS						
<u>BANK WEST</u>						
TERM DEPOSIT	19/03/2008	17/06/2008	90	7.93	1,000,000	
TERM DEPOSIT	17/04/2008	17/07/2008	91	8.08	1,500,000	
TERM DEPOSIT	20/05/2008	20/08/2008	92	8.08	1,000,000	
TERM DEPOSIT	28/05/2008	26/08/2008	90	8.04	1,500,000	
<u>NAB LIMITED</u>						
BANK BILL	26/05/2008	25/07/2008	60	7.82	2,000,000	
<u>ST GEORGE BANK LTD</u>						
TERM DEPOSIT	18/03/2008	16/06/2008	90	7.87	1,000,000	
<u>METWAY</u>						
TERM DEPOSIT	18/03/2008	02/07/2008	106	7.87	1,000,000	
<u>CITIBANK</u>						
TERM DEPOSIT	05/03/2008	04/06/2008	91	8.02	1,500,000	
TERM DEPOSIT	28/05/2008	28/08/2008	92	8.14	2,000,000	
<u>COMMONWEALTH BANK</u>						
ONLINE SAVER A/C					<u>3,610,597</u>	16,110,597

CATEGORY	SINCE INCEPTION ANNUALISED RETURN %	BENCHMARK %	MARGIN	TECHNICAL VALUATION \$	TOTAL \$
2. OAKVALE CAPITAL Limited					
Funds under management	1.27	7.02	-5.75	<u>8,001,426</u>	8,001,426
* See Annexure 1					
3. LEHMAN BROTHERS (formerly Grange Securities Ltd)					
Funds under management	-4.27	7.02	-11.29	<u>16,584,490</u>	16,584,490
* See Annexure 2					
GRAND TOTAL				<u>40,696,514</u>	



I hereby certify that the above investments have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005 and Council's investment policy.

M. Phair
TEAM LEADER FINANCIAL SERVICES

D. Johnston
MANAGER FINANCE

Woollahra Municipal Council Portfolio							TECHNICAL VALUATIONS		
Security	Purchase Date	Final Maturity Date	Face Value (FV)	Premium / (Discount)	Purchase Price	31-Mar-08	30-Apr-08	31-May-08	
LEHMAN BROTHERES (formerly GRANGE SECURITIES)									
Issued by non-ADIs									
Lehman Global Property Note	13/06/2007	15/06/2009	60,000	0	60,000	54,450	54,582	54,702	
Herald Limited (Quartz AA)	04/07/2007	20/12/2010	400,000	2,428	402,428	283,400	302,732	320,964	
BELO (Kalgoorlie AA+)	27/02/2007	27/02/2012	500,000	0	500,000	445,375	447,130	431,745	
Magnolia (Flinders AA)	08/06/2007	20/03/2012	500,000	4,950	504,950	326,400	430,215	429,155	
Omega (Henley AAA)	20/12/2006	22/06/2012	450,000	0	450,000	307,580	334,607	353,817	
Helium (Esperance AA+)	04/07/2007	20/03/2013	500,000	125	500,125	315,880	338,375	361,155	
Zircon (Merimbula AA)	06/06/2007	20/06/2013	250,000	0	250,000	124,763	131,500	146,875	
Corsair (Torquay AA)	04/07/2007	20/06/2013	500,000	400	500,400	293,755	317,095	337,360	
Start (Blue Gum AA-)	08/01/2007	22/06/2013	400,000	1,316	401,316	234,564	262,184	277,904	
Corsair (Kakadu AA)	22/01/2007	20/03/2014	500,000	-50	499,950	219,425	247,735	272,865	
Helium (Scarborough AA)	17/01/2007	23/06/2014	400,000	844	400,844	228,996	252,904	271,988	
Helium (Scarborough AA)	04/07/2007	23/06/2014	500,000	1,320	501,320	286,245	316,130	339,985	
Helium (Scarborough AA)	23/07/2007	23/06/2014	500,000	850	500,850	286,245	316,130	339,985	
Zircon (Coolangatta AA)	20/03/2007	20/09/2014	500,000	0	500,000	251,945	257,675	268,830	
Beryl (AAA Global Bank Note)	03/04/2007	20/09/2014	100,000	0	100,000	80,968	88,706	87,397	
Zircon (Coolangatta AA)	04/07/2007	20/09/2014	500,000	-50	499,950	251,945	257,675	268,830	
Beryl (AAA Global Bank Note)	04/07/2007	20/09/2014	350,000	-25	349,976	283,388	310,471	305,890	
Aphex (Glenelg AA-)	04/07/2007	22/12/2014	500,000	145	500,145	314,390	359,855	376,490	
Aphex (Glenelg AA-)	10/01/2007	22/12/2014	500,000	-30	499,970	314,390	359,855	376,490	
MAS6-7 (Parkes IIA 'AA-')	13/06/2007	20/06/2015	450,000	2,822	452,822	151,763	181,931	199,845	
MAS6-7 (Parkes IIA 'AA-')	04/07/2007	20/06/2015	500,000	2,700	502,700	168,625	202,145	222,050	
Zircon (Miami AA)	16/04/2007	20/03/2017	50,000	-5	49,996	23,565	27,192	28,021	
			8,910,000	37,706	8,947,706	5,248,056	5,796,823	6,072,342	
Issued by ADIs									
ANZ Principal Protected Yield Curve Note (AA)	17/07/2007	17/07/2008	100,000	0	100,000	91,173	90,351	92,221	
Bank of Queensland (BBB+)	04/07/2007	30/10/2008	1,000,000	10,620	1,010,620	1,013,200	998,060	1,006,120	
Home Building Society FRN (BBB+)	10/01/2007	17/08/2009	500,000	6,080	506,080	500,100	503,640	496,975	
Home Building Society FRN (BBB+)	11/01/2007	17/08/2009	500,000	6,070	506,070	500,100	503,640	496,975	
Royal Bank of Scotland (AA)	04/07/2007	28/10/2009	500,000	2,000	502,000	493,180	492,440	494,475	
Elders Rural Bank Sub Debt (BBB-)	04/07/2007	23/03/2010	500,000	3,880	503,880	482,065	486,465	490,935	
NM Rothschild FRSD (unrated)	09/07/2007	10/08/2010	1,000,000	1,310	1,001,310	967,360	976,100	963,960	
HSBC Sub Debt (AA-)	04/07/2007	20/05/2011	500,000	-50	499,950	479,250	487,755	480,230	
Suncorp Metway Sub Debt (A)	19/01/2007	22/06/2011	500,000	705	500,705	474,860	481,560	488,040	
St George Bank Sub Debt (A+)	10/01/2007	26/07/2011	1,000,000	1,120	1,001,120	956,620	947,170	987,860	
HSBC FRN (AA-)	07/02/2007	22/09/2011	500,000	1,170	501,170	464,020	471,010	470,440	
CBA FRN (AA)	19/01/2007	28/09/2011	500,000	1,600	501,600	476,630	486,300	491,155	
CBA FRN (AA)	31/01/2007	28/09/2011	500,000	1,635	501,635	476,630	486,300	491,155	
CBA FRN (AA)	04/07/2007	28/09/2011	500,000	1,805	501,805	476,630	486,300	491,155	
Westpac FR Sub Debt (AA)	07/02/2007	24/01/2012	500,000	295	500,295	476,115	478,375	484,590	
Royal Bank of Scotland (AA)	31/07/2007	17/02/2012	1,000,000	1,460	1,001,460	932,040	964,680	947,670	
Adelaide Bank FRN (BBB+)	04/07/2007	28/03/2012	500,000	885	500,885	477,870	479,435	484,190	
			10,100,000	41,400	10,141,400	9,737,843	9,819,581	9,858,146	
Macquarie Cash Trust (AAA)			CASH	0	CASH	3,985	69,359	4,002	
Bank West 11am at call			650,000	0	650,000	650,000	650,000	650,000	
			650,000	0	650,000	653,985	719,359	654,002	
Total Lehman Brothers			19,660,000	79,106	19,739,106	15,639,883	16,335,762	16,584,490	

Security	Purchase Date	Final Maturity Date	Face Value (FV)	Premium / (Discount)	Purchase Price	TECHNICAL VALUATIONS		
						31-Mar-08	30-Apr-08	31-May-08
OAKVALE CAPITAL								
Aramis (Merrill Lynch) - ABS	02/04/2007	20/12/2012	1,000,000	0	1,000,000	611,076	624,336	602,042
Momentum CDO-Credit Linked Note	29/06/2007	30/06/2012	1,000,000	0	1,000,000	932,230	940,980	941,890
Emerald Reverse Mortgage Series 2007-1 Class B	06/07/2007	06/07/2011	1,000,000	0	1,000,000	994,900	982,960	990,670
Merrill Lynch-Blackrock Diversified Credit Fund	05/01/2007		3,000,000	0	3,000,000	2,972,846	3,009,233	3,040,731
Adelaide Bank MF-AMF Yield Fund (AAA Saver)			2,426,093	0	2,426,093	2,426,093	2,426,093	2,426,093
Total Oakvale Capital			8,426,093	0	8,426,093	7,937,145	7,983,602	8,001,426
WMC Investments								
St George Bank Bill (7.28% 90 days)	25/01/2008	24/04/2008	1,000,000	0	1,000,000	1,000,000	MATURED	0
St George Term Deposit (7.87% 90 days)	18/03/2008	16/06/2008	1,000,000	0	1,000,000	1,000,000	1,000,000	1,000,000
NAB Bank Bill (7.59% 60 days)	26/05/2008	25/07/2008	2,000,000	0	2,000,000	2,000,000	2,000,000	2,000,000
Citibank Term Deposit (8.02% 91 days)	05/03/2008	04/06/2008	1,500,000	0	1,500,000	1,500,000	1,500,000	1,500,000
Citibank Term Deposit (8.14% 92 days)	28/05/2008	28/08/2008	2,000,000	0	0	0	2,000,000	2,000,000
Bank West Term Deposit (8.06% 90 days)	28/02/2008	28/05/2008	0	0	1,000,000	1,000,000	1,000,000	MATURED
Bank West Term Deposit (8.08% 92 days)	20/05/2008	20/08/2008	1,000,000	0	0	0	0	1,000,000
Bank West Term Deposit (8.04% 90 days)	28/05/2008	26/08/2008	1,500,000	0	0	0	0	1,500,000
Bank West Term Deposit (7.93% 90 days)	19/03/2008	17/06/2008	1,000,000	0	1,000,000	1,000,000	1,000,000	1,000,000
Bank West Term Deposit (8.08% 90 days)	17/04/2008	17/07/2008	1,500,000	0	1,500,000	1,500,000	1,500,000	1,500,000
Metway Term Deposit (7.86% 90days)	20/02/2008	20/05/2008	0	0	1,000,000	1,000,000	1,000,000	MATURED
Metway Term Deposit (8.00% 90days)	28/02/2008	28/05/2008	0	0	0	2,000,000	2,000,000	MATURED
CBA Term Deposit (7.04% 60days)	18/03/2008	02/07/2008	1,000,000	0	1,000,000	1,000,000	1,000,000	1,000,000
CBA Online Saver			CASH	0	CASH	2,540,713	1,403,296	3,610,597
Total WMC Investment			19,500,000	0	11,000,000	15,540,713	15,403,296	16,110,597
Total Portfolio			47,586,093	79,106	39,165,198	39,117,741	39,722,660	40,696,514

Summary of Receipts, Payments and Bank Balance

Cash Book Balance as at 30 April, 2008 - 27,661.21

Receipts

Rates 4,486,954.00
Other 6,753,461.03 11,240,415.03

Total Receipts

Description	Amount
Deposits & Bonds Control Account	- 455,086.00
Sundry Debtors Control	- 411,825.00
Financial Assistance Grant	- 311,430.00
Parking Fines	- 309,235.00
Other Developer Contributions	- 209,756.00
Build/Construction LS Levy Clearing	- 119,674.00
Car Park Leases	- 118,333.00
Trade Waste Debtors Control	- 99,973.00
GST Clearing Balance Account	- 85,462.00
Development Application Fees	- 66,007.00

Payments - Cheque

Cheque Payments (1,349,162.05)
Cancelled Cheques 14,878.36
Total Cheque Payments for period (1,334,283.69)

Cheque No	Cheque Date	Payee	Description	Amount
199551	20/05/2008	Withheld	Refund of security deposit	- 107,300.00
199683	29/05/2008	Withheld	Legal costs 594-596NSH Rd; 5 Wunulla Rd,	- 80,410.00
199494	15/05/2008	Energy Australia	Street lighting Apr08	- 80,023.13
199481	13/05/2008	Withheld	Refund of security deposit	- 54,160.00
199682	29/05/2008	Withheld	Legal costs 594-596NSH Rd; 5 Wunulla Rd,	- 44,000.00
199621	22/05/2008	James Mather Delaney Design Pty Ltd	Consult fees re Bellevue Hills Streetscape Project	- 42,388.50
199449	08/05/2008	Subaru Rushcutters Bay	Purchase council fleet	- 41,058.89
199465	08/05/2008	Henry Davis York	Legal costs	- 33,456.26
199466	08/05/2008	Henry Davis York	Legal costs	- 33,168.11
199482	13/05/2008	Withheld	Refund of security deposit	- 32,200.00

Payments - EFT

EFT Payments (8,575,775.92)
Returned EFT Payments 1,932.92
Total EFT Payments for period (8,573,843.00)

Reference	EFT Date	Payee	Description	Amount
17479	15/05/2008	Local Govt Super Scheme-Div.A	Employer/Employee Super contributions for Apr08	-170,601.86
17576	22/05/2008	WSN Environmental Solutions	Tipping charges	-106,840.70
3268	07/05/2008	Withheld	Refund of retention monies	-100,000.00
47	22/05/2008	Australian Taxation Office	PAYG 47	-98,041.22
45	08/05/2008	Australian Taxation Office	PAYG 45	-95,069.21
2805	29/05/2008	Australian Taxation Office	PAYG 48	-94,717.14
46	16/05/2008	Australian Taxation Office	PAYG 46	-94,629.14
17480	15/05/2008	Local Govt Super Scheme-Div.B	Employer/Employee Super contributions for Apr08	-67,185.93
17597	29/05/2008	Deacons Sydney	Legal costs (Point Piper/Rose Bay Marina)	-61,324.91
17524	22/05/2008	Build & Const Ind L S Payments Corp	LS levy payment for Apr 08	-53,564.57

Payments - Direct Debits From Bank A/c

Payroll (1,197,811.38)
Bank Charges (12,609.40)
Credit Cards (3,450.59)
Councillors' fees (7,000.00)
Total Direct Debits for period (1,220,871.37)

Total Payments

- 11,128,998.06

Cash Book Balance as at 31 May 2008

83,755.76

Unpresented Cheques No. of Cheques: 178 288,732.05

Outstanding Deposits & Miscellaneous Items 507,098.58

Reconciled Cash Book Balance as at 31 May 2008 879,586.39

Bank A/c Balance as at 31 May 2008 879,586.39

Unpresented Cheques > \$30,000.00

Cheque No.	Cheque Date	Payee	Amount
199682	29/05/2008	Steven Flanigan	44,000.00
166683	29/05/2008	Noel Hutley SC	80,410.00

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:

- A. That, in accordance with Section 248 of the Local Government Act 1993, Council fix the annual fee for Councillors at an amount of \$15,120 per Councillor for the period 1 July 2008 to 30 June 2009.
- B. That, in accordance with Section 249 of the Local Government Act 1993, Council fix the annual fee for the Mayor at an amount of \$33,010 for the period 1 July 2008 to 30 June 2009.

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 2008 to 30 June 2009 and has set the rate for Category 2 Councils, the category which Woollahra Council has been placed, as:

Councillor		Mayor	
Minimum	Maximum	Minimum	Maximum
\$6,870	\$15,120	\$14,610	\$33,010

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

In 2007 the Tribunal set the range for the 2007/2008 period at \$6,610 - \$14,540 for Councillors and \$14,050 - \$31,740 for the Mayor.

At the Council Meeting held on 12 June 2007 Council resolved:

“That Council adopt an annual fee of \$14,400 to be paid to Councillors and an additional annual mayoral fee of \$31,440 to be paid to the Mayor for the period 1 July 2007 to 30 June 2008, in line with the 3.4% allowable rate increase for 2007/2008.”

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 and the Mayoral fee 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.

Councillors should also consider that the fees to be set by Council now will extend only some 10 weeks into the current Councillor term and the majority of the fee period will apply to the new Councillor term and possibly a number of new Councillors. The fee must be determined by 30th June each year and cannot be changed after this date until the determination for the next period is made by the Remuneration Tribunal. The fee determined by Council now may be taken into consideration by prospective candidates for the September election.

Consideration should also be given to the limited facilities provided to Councillors. Council does not provide items such as laptop computers, mobile phone, facsimile machines or other equipment for use by Councillors and, in the past, the recognition of the provision of limited facilities has allowed Council to set the fees at the maximum level.

Options:

The Minister for Local Government has set the permissible rate increase for 2008/9 at 3.2%. If Council was of a mind to increase the fee for Councillors and the Mayor at the permissible rate increase (3.2%), as it did for the 2006-2007 and 2007-2008 period, the fees would be as follows:

- \$14,860 for Councillors
- \$32,450 for the Mayor.

Council can however, determine to set the fee payable to Councillors and the Mayor at any level within the following range determined by the Remuneration Tribunal:

- \$6,870 to \$15,120 for Councillors
- \$14,610 to \$33,010 for the Mayor

In view of the local Government elections being held in September, the other matters for consideration listed above and that Council provides limited facilities to Councillors to conduct their civic duties, it is recommended that Council adopt the maximum fee payable for both Councillors and the Mayor.

Identification of Income & Expenditure:

When preparing the draft 2008-2009 budget, an increase of 3% above the maximum determined by the Tribunal for the 2007-2008 year was included. This provides a budget of \$14,976 for Councillors and \$32,695 for the Mayor.

If Council was to increase the fees for Councillors and the Mayor by the permissible rate increase (3.2%), Council's 2008-2009 budget would be sufficient, and a minor budget savings would be made at the September quarterly budget review.

If, as recommended, Council adopted the maximum permissible fee, (\$15,120) for Councillors and (\$32,695) for the Mayor, a budget increase adjustment of \$2,470 would be required in the September quarterly budget review.

Conclusion:

Council must determine a fee to be paid to Councillors and the Mayor and the fee must be within the range determined by the Local Government Remuneration Tribunal. It is recommended that the Councillor fee be determined as \$15,120 and the Mayor fee be determined as \$33,010 for the period 1 July 2008 to 30 June 2009.

Les Windle
Manager Governance

Don Johnston
Acting Director Corporate Services

Annexures:

Nil

Item No: R2 Recommendation to Council
Subject: 2008/2011 Management Plan
Author: Don Johnston
Acting Director Corporate Services
File No: 827G 2008/2011 and 331G 2008/2009
Reason for Report: For the Committee to review any submissions received following public exhibition of the draft Management Plan and make a recommendation regarding the adoption of the 2008 - 2011 Management Plan taking into consideration the outcomes of the Councillor Workshop.

Recommendation:

- A. THAT Council adopt the exhibition copy of the Draft Management Plan 2008 – 2011 as its Management Plan 2008 – 2011
- B. THAT Council make and levy the Rates set out in the Rating Structure incorporating the 3.2% allowable increase

Background:

At its meeting on 5 May 2008 the Corporate & Works Committee resolved:

That the draft 2008-2011 Management Plan be placed on public exhibition for 28 days from Wednesday 14 May 2008.

The draft Plan comprises the information that has previously been adopted by Council through reports to Committees and Council as follows:

Management Plan Component	Committee	Date
Natural Environment PA	C&E	31 March
Community Services PA	C&E	31 March
Parks & Public Space PA	C&E	31 March
Roads, Traffic & Transport PA	C&W	7 April
Organisation Support PA	C&W	7 April
Communication & Customer Service PA	C&W	7 April
Environmental, Infrastructure & Stormwater Works PA	C&W	7 April
Built Environment PA	UP	14 April
Budget	Council	28 April
Fees & Charges	C&W	17 March
Rating Structure	Council	31 March

Exhibition of the Draft Management Plan (DMP) commenced on Wednesday 14 May 2008 and closed on Wednesday 11 June 2008.

The exhibition copy of the Management Plan has been circulated previously. Subject to the consideration of this report, and Council's adoption of the recommendation, a copy of the adopted 2008-2011 Management Plan will be circulated to Councillors.

Councillor Workshop – 12 June 2008

In adopting the budget for incorporation into the 2008-2011 Management Plan for the purposes of public exhibition, Council resolved, in part:

That the 2008/2009 draft operating and capital budget be further considered by a future Corporate & Works Committee with a view to prompt consideration at a Councillors workshop or meeting of the Strategic & Corporate Committee.

That the Councillors workshop or meeting of the Strategic & Corporate Committee give further consideration to the philosophy and strategy in developing the budget in particular the strategies for the preparation of the operating budget.

A further report on the 2008/2009 Budget was presented to the Corporate & works Committee on 19 May 2008. It was resolved:

That the Mayor set an appropriate date(s) in the first week of June for a Councillor Workshop or meeting of the Strategic & Corporate Committee to further consider the 2008/2009 Draft Budget and the philosophy and strategy in developing the budget, in particular the strategies for preparing operating budget

A Councillor Workshop was subsequently scheduled for 12 June 2008. The outcomes of the Workshop will be reported by way of a late report to the Corporate & Works Committee meeting to be tabled at the meeting.

Submissions received:

Submissions on the draft 2008-2011 Management Plan were invited as part of the public exhibition process and closed on 11 June 2008. No submissions were received.

Conclusion:

On 5 May 2008 the Corporate & Works Committee resolved to place the draft 2008-2011 Management Plan on public exhibition. The draft Plan is the culmination of consideration of the various Principal Activities by the relevant Committees along with consideration of the Schedule of Fees & Charges, Rating Structure and Budget for 2008/2009.

No submissions have been received as a result of the public exhibition of the draft Plan.

It is recommended that the draft Management Plan that has been on public exhibition be adopted as Council's Management Plan 2008 – 2011.

Don Johnston
Acting Director Corporate Services.

Gary James
General Manager

ANNEXURES:

Nil