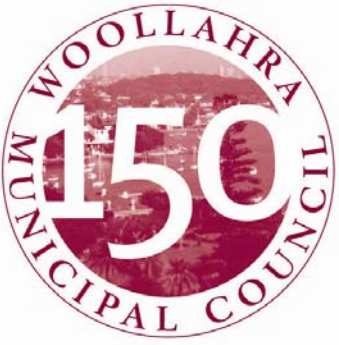


Corporate & Works Committee



Agenda: *Corporate & Works Committee*

Date: *Monday 21 February 2011*

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).

Recommendation only to the Full Council (“R” Items)

- Such matters as are specified in Section 377 of the Local Government Act 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 Community Strategic Plan, Delivery Program and Operational Plan;
 - Delegations; and
 - Policies.
- Tenders as per Regulation requirements.
- Leases.
- Matters reserved by individual Councillors in accordance with any Council policy on "safeguards" and substantive changes.

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.
- Statutory reviews of Council's Delivery Program and Operational 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 the Minutes of its Meetings.
- 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 above.

Committee Membership:

7 Councillors

Quorum:

The quorum for a Committee meeting is 4 Councillors.

WOOLLAHRA MUNICIPAL COUNCIL

Notice of Meeting

17 February 2011

To: Her Worship The Mayor, Councillor Isabelle Shapiro ex-officio
Councillors Andrew Petrie (Chair)
Ian Plater (Deputy)
Anthony Boskovitz
Sean Carmichael
Susan Jarnason
Greg Medcraft
David Shoebridge

Dear Councillors

Corporate & Works Committee Meeting – 21 February 2011

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 21 February 2011 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 7 February 2011	1
D2	Monthly Financial Report – January 2011 – 349.G	2
D3	Draft 2011/2012 Fees & Charges – 331.G 2011/2012	12
D4	Delivery Program 2009 to 2013 & Operational Plan 2010/11 (DPOP) Quarterly Progress Report December 2010 – Goals (6) – Getting Around, (9) Community Focussed Economic Development, (10) – Working together & (11) – A Well Managed Council – 1229.G	62
D5	Capital Works Program Status Report – December 2010 – 331.G	65
D6	Draft 2011/2012 Budget & Special Rate Variation Application- Progress Report – 331.G 2011/12 & 87.G SRV	67

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

R1	Electrical Contractor Services Tender 10/14 – 10/14	82
R2	Streamlining of Council Meeting Procedures – 1191.G	89
R3	2010/2011 Budget Review for the Quarter Ended 31 December 2010 – 331.G 2010/2011	94

Item No: D1 Delegated to Committee
Subject: **Confirmation of Minutes of Meeting held on 7 February 2011**
Author: Les Windle, Manager – Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 7 February 2011 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 7 February 2011 be taken as read and confirmed.

Les Windle
Manager – Governance

Item No: D2 Delegated to Committee
Subject: **Monthly Financial Report – January 2011**
Author: Don Johnston, Manager Finance
File No: 349G
Reason for Report: To present the monthly financial report for January 2011

Recommendation:

That the monthly financial report for January 2011 be received and noted.

Background:

The monthly financial report for January 2011 is submitted to the Committee for consideration.

The monthly report includes the following:

- Investment Transactions for the Month
- Summary of Receipts, Payments and Bank Balance
- Summary of Investments
- Details of Investment Portfolio
- Charts:
 - ◆ Weighted Average Maturity and Weighted Average Returns
 - ◆ Weighted Average Returns v Australian 90 day Term Deposit Index
 - ◆ Actual Interest Earned v Original Budget & Revised Forecast
 - ◆ Maturity Profile Chart
- Movements in Book Value of Investments

Investment Transactions for the Month

Date	Transaction	Description	Amount (\$)
31 Dec		Book Value of Investments Held	37,981,445.41
04 Jan	Maturity	Territory Insurance Office TD, 33 days @ 5.78%	(1,000,000.00)
04 Jan	Purchase	Police Credit Union SA, 150 days @ 6.25%	1,000,000.00
10 Jan	Maturity	Members Equity Bank, 152 days @ 6.2%	(1,000,000.00)
10 Jan	Maturity	Bankwest, 182 days @ 6.2%	(1,000,000.00)
10 Jan	Purchase	Members Equity Bank, 150 days @ 6.3%	1,000,000.00
17 Jan	Maturity	Credit Union Australia, 168 days @ 6.15%	(1,000,000.00)
17 Jan	Purchase	Qantas Staff Credit Union, 150 days @ 6.25%	1,000,000.00
24 Jan	Withdrawal	BlackRock - cash distribution	(145,731.83)
25 Jan	Maturity	Community CPS Credit Union, 183 days @ 6.31%	(1,000,000.00)
Various	-	Net Movement in AMP Easy Cash Management Acct	0
Various	Deposit	Net Movement in Online Savings Cash Account	(75,869.45)
Various	Withdrawal	Net Movement in UBS Cash Management Trust Account (Coupon payments + UBS interest + Deposits– UBS Fees - Withdrawals)	(428,205.18)
Various	Deposit	Net Movement in Macquarie Cash Trust (Macquarie interest – Macquarie Fees - Withdrawals)	9.23
		Net Change in Portfolio	(2,649,797.23)
31 Jan		Book Value of Investments Held	35,331,648.18

Commentary:

A reduction in the investment portfolio is consistent with a non-rates instalment month.

Significant payments during the month included the quarterly contribution to Emergency Management NSW (NSW Fire Brigade) of \$704k as well as the third quarter grant funding to the Holdsworth Street Community Centre of \$198k.

Investments Working Party Update

The Investment Working Party has not met since the last monthly financial report was considered.

Further to the discussion of the circulation of the minutes of the Investment Working Party meetings, it is confirmed that the minutes have been circulated as follows:

- Detailed paper circulated to Corporate & Works Committee members on 20 October 2010 including minutes to meetings to date.
- Minutes of the meeting held on November 22 2010 – Annexure 1 to the Monthly Financial Report to Corporate & Works on 6 December 2010

In addition to the circulation of the minutes, an update on an email exchange between working party members to review a further CDO bid was provided to the Committee in the Monthly Financial Report considered on 24 January 2010.

Summary of Receipts, Payments and Bank Balance

Cash Book Balance as at 31 December 2010 371,494.11

Receipts

Rates 431,456.94
Investment Maturities 9,604,039.42
Other 2,840,021.53

12,875,517.89

Total Receipts

Description	Amount
Sundry Debtors Control	-488,044.33
S/Dr's-Rates	-431,456.94
Deposits & Bonds Control Account	-408,104.00
Parking Fines	-395,206.43
Other Developer Contributions	-232,819.42
GST Clearing Balance Account	-224,525.00
Parking Meter Charges	-158,450.31
Trade Waste Debtors Control	-134,989.46
Disposal (Asset) Clearing A/C	-125,903.27
Build/Construction LS Levy Clearing	-74,215.31

Payments - Cheque

Cheque Payments -640,493.82
Cancelled Cheques 54,911.57
Total Cheque Payments for period -585,582.25

Cheque No	Cheque Date	Payee	Description	Amount
210019	20/01/2011	Energy Australia	Street lighting - Dec'10	-86,107.62
210052	27/01/2011	State Debt Recovery Office	Infringement processing fees - Dec'10	-59,194.00
210038	20/01/2011	Withheld	Refund of security deposit	-53,026.43
210039	20/01/2011	Withheld	Refund of security deposit	-44,456.91
210075	31/01/2011	GPM Constructions Pty Ltd	General works - Rose Bay Seawall	-32,382.00
210059	28/01/2011	Withheld	Refund of security deposit	-28,065.09
209961	06/01/2011	TAFE NSW - Sydney Institute	Cert III in Local Government (10 staff)	-23,750.00
210058	28/01/2011	Withheld	Refund of security deposit	-18,983.09
210049	27/01/2011	Gary Blumberg & Associates Pty Ltd	General works - Rose Bay Seawall	-17,811.75
210057	28/01/2011	Withheld	Refund of security deposit	-17,645.72

Payments - EFT

EFT Payments -3,338,031.65
Returned EFT Payments
Total EFT Payments for period -3,338,031.65

Reference	EFT Date	Payee	Description	Amount
29743	20/01/2011	Emergency Management NSW	NSW Fire Brigade 3rd qtr contribution	-704,202.64
29756	20/01/2011	WSN Environmental Solutions	Garden/green waste tipping fees 15/11-12/12	-315,091.18
29656	13/01/2011	Local Govt Super Scheme-Div.A	Employer/employee super - Dec'10	-205,540.95
29595	06/01/2011	Holdsworth St Community Centre	Grant funding - 3rd qtr	-198,000.00
29800	27/01/2011	WSN Environmental Solutions	Garden/green waste tipping fees 13-26/12	-164,363.22
29657	13/01/2011	Local Govt Super Scheme-Div.B	Employer/employee super - Dec'10	-138,789.77
270111	28/01/2011	Australian Taxation Office	PAYG WK 31	-114,248.14
120111	12/01/2011	Australian Taxation Office	PAYG WK 29	-113,217.14
50111	05/01/2011	Australian Taxation Office	PAYG WK 28	-112,133.14
WK 30	20/01/2011	Australian Taxation Office	PAYG WK 30	-109,013.14

Payments - Direct Debits From Bank A/c

Payroll -1,473,061.86
Bank Charges -7,878.92
Investment Purchases -6,900,000.00
Councillors' fees -32,941.16
Total Direct Debits for period -8,413,881.94

Total Payments

-12,337,495.84

Cash Book Balance as at 31 January 2011

Unpresented Cheques No. of Cheques: 152 909,516.16
Outstanding Deposits & Miscellaneous Items -471,948.84

Reconciled Cash Book Balance as at 31 January 2011

777,624.36

Bank A/c Balance as at 31 January 2011

777,624.36

Unpresented Cheques > \$30,000.00

Cheque No.	Cheque Date	Payee	Amount
210052	27/01/2011	State Debt Recovery Office	59,194.00
210075	31/01/2011	GPM Constructions Pty Ltd	32,382.00

- 0.00

Commentary:

This statement presents Council's bank reconciliation as at 31 January 2011. The top ten receipt and payment items are provided in the report. Excluding investment transactions, payments exceeded receipts for the month by some \$2.2m, consistent with a non-instalment month.

INVESTMENTS AS AT 31 JANUARY 2011

CATEGORY							FACE VALUE \$	BOOK VALUE \$	
1. LEHMAN BROTHERS (formerly Grange Securities Ltd)									
Funds previously under management							14,240,348	7,579,308	
2. OAKVALE CAPITAL Limited									
Funds previously under management							6,247,114	2,323,825	
RATING	CATEGORY	PURCHASE DATE	MATURITY DATE	TOTAL TERM (DAYS)	REMAINING DAYS TO MATURITY	%	FACE VALUE \$	BOOK VALUE \$	GOV'T GUARANTEE
3. WMC DIRECT INVESTMENTS									
<i>TERM DEPOSITS: (in order of Maturity)</i>									
AAA*	<u>SGE CREDIT UNION</u> TERM DEPOSIT	18/08/2010	14/02/2011	180	14	6.29	1,000,000	1,000,000	Guaranteed
AAA*	<u>SUTHERLAND CREDIT UNION</u> TERM DEPOSIT	18/08/2010	14/02/2011	180	14	6.20	1,000,000	1,000,000	Guaranteed
AAA*	<u>ING DIRECT</u> TERM DEPOSIT	19/08/2010	15/02/2011	180	15	6.36	1,000,000	1,000,000	Guaranteed
AAA*	<u>DEFENCE FORCE CREDIT UNION</u> TERM DEPOSIT	29/11/2010	28/02/2011	91	28	6.22	1,000,000	1,000,000	Guaranteed
AAA*	<u>HUNTER UNITED EMPLOYEES CREDIT UNION</u> TERM DEPOSIT	29/11/2010	28/02/2011	91	28	6.25	1,000,000	1,000,000	Guaranteed
AAA*	<u>WIDE BAY AUST</u> TERM DEPOSIT	31/08/2010	28/02/2011	181	28	6.15	1,000,000	1,000,000	Guaranteed
AAA*	<u>BANK OF QUEENSLAND</u> TERM DEPOSIT	25/10/2010	24/03/2011	150	52	6.00	1,000,000	1,000,000	Guaranteed
AAA*	<u>BANANACOAST CREDIT UNION</u> TERM DEPOSIT	26/03/2010	26/03/2011	365	54	7.00	1,000,000	1,000,000	Guaranteed
AAA*	<u>SUNCORP METWAY LTD</u> TERM DEPOSIT	04/11/2010	04/04/2011	151	63	5.96	1,000,000	1,000,000	Guaranteed
AAA*	<u>BANK OF CYPRUS</u> TERM DEPOSIT	25/10/2010	27/04/2011	184	86	6.25	1,000,000	1,000,000	Guaranteed
AAA*	<u>HERITAGE BUILDING SOCIETY</u> TERM DEPOSIT	04/11/2010	03/05/2011	180	92	6.11	1,000,000	1,000,000	Guaranteed
AAA*	<u>QUEENSLAND POLICE CREDIT UNION</u> TERM DEPOSIT	23/11/2010	23/05/2011	181	112	6.38	1,000,000	1,000,000	Guaranteed
AAA*	<u>POLICE CREDIT UNION SA</u> TERM DEPOSIT	04/01/2011	03/06/2011	150	123	6.25	1,000,000	1,000,000	Guaranteed
AAA*	<u>MEMBERS EQUITY BANK</u> TERM DEPOSIT	10/01/2011	09/06/2011	150	129	6.30	1,000,000	1,000,000	Guaranteed
AAA*	<u>QANTAS STAFF CREDIT UNION</u> TERM DEPOSIT	17/01/2011	16/06/2011	150	136	6.25	1,000,000	1,000,000	Guaranteed
AAA*	<u>IMB</u> TERM DEPOSIT	11/08/2010	11/08/2011	365	192	6.35	1,000,000	1,000,000	Guaranteed
AAA*	<u>LAIKI BANK</u> TERM DEPOSIT	03/09/2010	05/09/2011	367	217	6.30	1,000,000	1,000,000	Guaranteed
AAA*	<u>INVESTECH AUSTRALIA LTD</u> TERM DEPOSIT	26/11/2009	12/10/2011	685	254	6.61	1,000,000	1,000,000	Guaranteed
AAA*	<u>ELDERS RURAL BANK</u> TERM DEPOSIT	24/11/2009	24/11/2011	730	297	6.60	1,000,000	1,000,000	Guaranteed
AA	<u>COMMONWEALTH BANK</u> TERM DEPOSIT	16/12/2008	16/12/2011	1095	319	6.03	1,000,000	1,000,000	
AT CALL:									
AA	<u>COMMONWEALTH BANK</u> ONLINE SAVER A/C					4.50	4,428,520	4,428,520	1st \$1m Gteed
AAA*	<u>AMP BANK</u> CASH MNGMT ACCT	11/06/2009				4.75	999,995	999,995	Guaranteed
Total WMC Direct Investments							<u>25,428,515</u>	<u>25,428,515</u>	
Weighted Average Days to Maturity of WMC Direct Investments					112.65				
Weighted Average Return of WMC Direct Investments						6.29			
% Government Guarantee of WMC Direct Investments									74%
PORTFOLIO TOTALS							<u>45,915,978</u>	<u>35,331,648</u>	

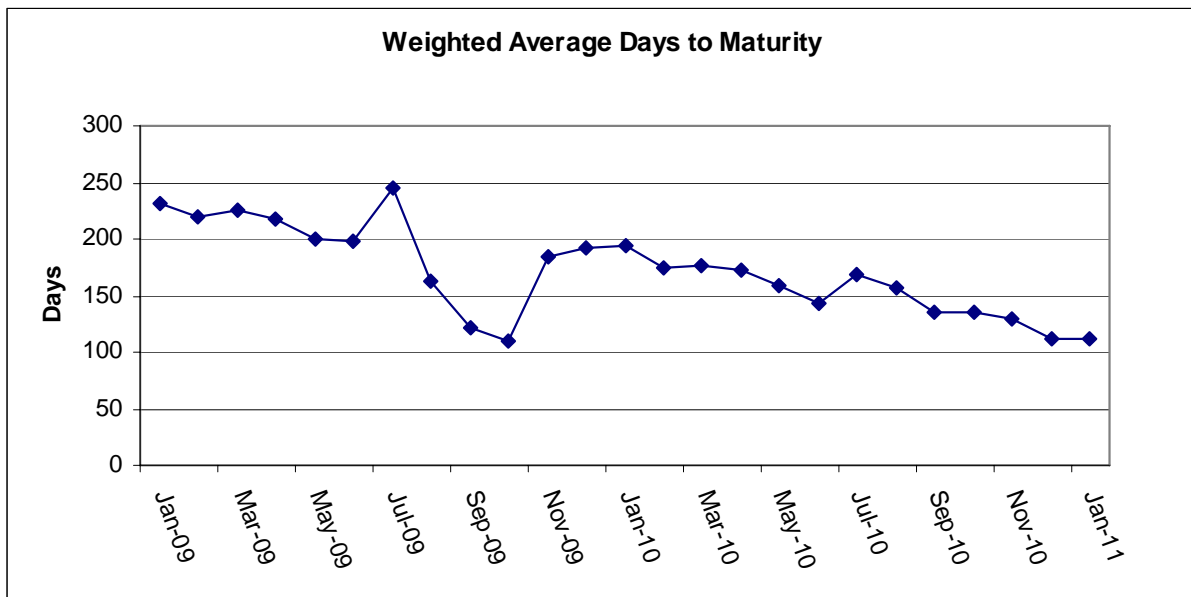
* Government Guaranteed deposits have been rated AAA

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.

D. Johnston
MANAGER FINANCE

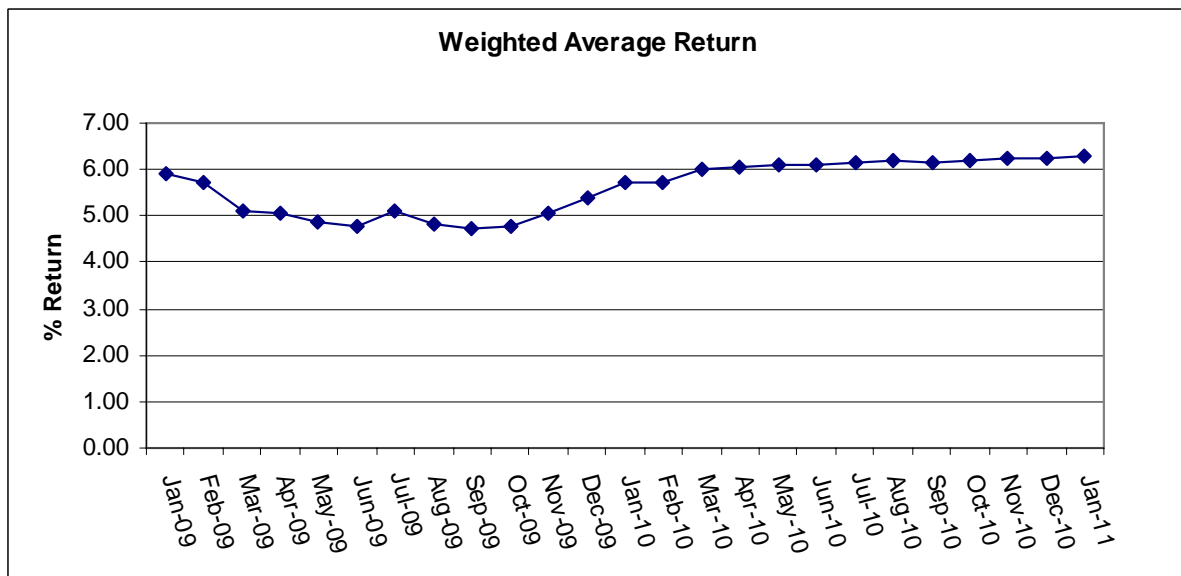
INVESTMENTS PORTFOLIO AS AT 31 JANUARY 2011							
Security	Classification	Purchase Date	Final Maturity Date	Face Value (FV)	Total Purchase Price	Current Book Value	Notes
1. LEHMAN BROTHERS (formerly GRANGE SECURITIES)							
Issued by non-ADIs							
Lehman Global Property Note	Other	13/06/2007	15/06/2009	60,000	60,000	0	1
Magnolia (Flinders AA)	CDO	08/06/2007	20/03/2012	500,000	513,670	0	1
Helium (Esperance AA+)	CDO	04/07/2007	20/03/2013	500,000	501,565	0	1
Zircon (Merimbula AA)	CDO	06/06/2007	20/06/2013	250,000	250,000	175,000	1
Corsair (Torquay AA)	CDO	04/07/2007	20/06/2013	500,000	501,860	0	1
Start (Blue Gum AA-)	CDO	08/01/2007	22/06/2013	400,000	402,768	0	1
Corsair (Kakadu AA)	CDO	22/01/2007	20/03/2014	500,000	503,300	0	1
Helium (Scarborough AA)	CDO	17/01/2007	23/06/2014	400,000	402,620	0	1
Helium (Scarborough AA)	CDO	04/07/2007	23/06/2014	500,000	502,270	0	1
Helium (Scarborough AA)	CDO	23/07/2007	23/06/2014	500,000	503,810	0	1
Zircon (Coolangatta AA)	CDO	20/03/2007	20/09/2014	500,000	500,000	350,000	1
Beryl (AAA Global Bank Note)	Other	03/04/2007	20/09/2014	100,000	100,000	70,000	1
Zircon (Coolangatta AA)	CDO	04/07/2007	20/09/2014	500,000	501,430	350,000	1
Beryl (AAA Global Bank Note)	Other	04/07/2007	20/09/2014	350,000	350,917	245,000	1
Aphex (Glenelg AA-)	CDO	10/01/2007	22/12/2014	500,000	501,960	0	1
Aphex (Glenelg AA-)	CDO	04/07/2007	22/12/2014	500,000	501,405	0	1
MAS6-7 (Parkes IIA 'AA-')	CDO	13/06/2007	20/06/2015	450,000	461,687	0	1
MAS6-7 (Parkes IIA 'AA-')	CDO	04/07/2007	20/06/2015	500,000	504,315	0	1
Zircon (Miami AA)	CDO	16/04/2007	20/03/2017	50,000	50,137	35,000	1
				7,560,000	7,613,714	1,225,000	
Issued by ADIs							
			Call Date				
Royal Bank of Scotland (AA)	FRN	04/07/2007	28/10/2009	500,000	508,290	424,965	2
HSBC Sub Debt (AA-)	FRN	04/07/2007	20/05/2011	500,000	503,915	493,465	2
Suncorp Metway Sub Debt (A)	FRN	19/01/2007	22/06/2011	500,000	503,285	493,480	2
St George Bank Sub Debt (A+)	FRN	10/01/2007	26/07/2011	1,000,000	1,014,990	994,600	2
HSBC FRN (AA-)	FRN	07/02/2007	22/09/2011	500,000	505,470	496,025	2
CBA FRN (AA)	FRN	19/01/2007	28/09/2011	500,000	503,640	496,685	2
CBA FRN (AA)	FRN	31/01/2007	28/09/2011	500,000	504,785	496,685	2
CBA FRN (AA)	FRN	04/07/2007	28/09/2011	500,000	502,360	496,685	2
Westpac FR Sub Debt (AA)	FRN	07/02/2007	24/01/2012	500,000	501,590	494,515	2
Royal Bank of Scotland (AA)	FRN	31/01/2007	17/02/2012	1,000,000	1,014,560	791,030	2
Adelaide Bank FRN (BBB+)	FRN	04/07/2007	28/03/2012	500,000	501,445	495,825	2
				6,500,000	6,564,330	6,173,960	
Macquarie Cash Trust (AAA)	Cash			2,103	2,103	2,103	5
UBS Cash Management Trust	Cash			178,245	178,245	178,245	5
				180,348	180,348	180,348	
Total Lehman Brothers				14,240,348	14,358,392	7,579,308	
2. OAKVALE CAPITAL							
Emeral Reverse Mortgage Series 2007-1 Class B	Mortgage Backed	06/07/2007	06/07/2011	1,000,000	1,000,000	930,000	1
Momentum (Calyon Nickel) Credit Linked Note	CDO	15/05/2007	30/06/2012	1,000,000	1,000,000	0	3
Aramis (Merrill Lynch) Clear 40 - ABS	CDO	02/04/2007	20/12/2012	1,000,000	1,000,000	0	3
Blackrock (Merrill Lynch) Diversified Credit Fund	Managed Fund	05/01/2007		3,247,114	3,247,114	1,393,825	4
Total Oakvale Capital				6,247,114	6,247,114	2,323,825	

Security	Classification	Purchase Date	Final Maturity Date	Face Value (FV)	Total Purchase Price	Current Book Value	Notes
3. WMC INVESTMENTS							
SGE CU (6.29% 180d)	TD	18/08/2010	14/02/2011	1,000,000	1,000,000	1,000,000	5
Sutherland CU Ltd (6.2% 180d)	TD	18/08/2010	14/02/2011	1,000,000	1,000,000	1,000,000	5
ING Direct (6.36% 180d)	TD	19/08/2010	15/02/2011	1,000,000	1,000,000	1,000,000	5
Defence Force CU (6.22% 91d)	TD	29/11/2010	28/02/2011	1,000,000	1,000,000	1,000,000	5
Hunter United Employees CU (6.25% 91d)	TD	29/11/2010	28/02/2011	1,000,000	1,000,000	1,000,000	5
Wide Bay Australia Ltd (6.15% 181d)	TD	31/08/2010	28/02/2011	1,000,000	1,000,000	1,000,000	5
Bank of Queensland (6.00% 150d)	TD	25/10/2010	24/03/2011	1,000,000	1,000,000	1,000,000	5
Bananacoast Comm CU (7.0% 12mths)	TD	26/03/2010	26/03/2011	1,000,000	1,000,000	1,000,000	5
Suncorp Metway Ltd (5.96% 151d)	TD	04/11/2010	04/04/2011	1,000,000	1,000,000	1,000,000	5
Bank of Cyprus (6.25% 184d)	TD	25/10/2010	27/04/2011	1,000,000	1,000,000	1,000,000	5
Heritage Blg Society (6.11% 180d)	TD	04/11/2010	03/05/2011	1,000,000	1,000,000	1,000,000	5
Queensland Police CU (6.38% 181d)	TD	23/11/2010	23/05/2011	1,000,000	1,000,000	1,000,000	5
Police CU SA (6.25% 150d)	TD	04/01/2011	03/06/2011	1,000,000	1,000,000	1,000,000	5
Members Equity Bank Pty Ltd (6.3% 150d)	TD	10/01/2011	09/06/2011	1,000,000	1,000,000	1,000,000	5
Qantas Staff CU (6.25% 150d)	TD	17/01/2011	16/06/2011	1,000,000	1,000,000	1,000,000	5
IMB (6.35% 365d)	TD	11/08/2010	11/08/2011	1,000,000	1,000,000	1,000,000	5
Laiki Bank (6.30% 367d)	TD	03/09/2010	05/09/2011	1,000,000	1,000,000	1,000,000	5
Investec Bank (6.61% 685d)	TD	26/11/2009	12/10/2011	1,000,000	1,000,000	1,000,000	5
Elders Rural Bank (6.6% 730d)	TD	24/11/2009	24/11/2011	1,000,000	1,000,000	1,000,000	5
CBA TCD (90day BBSW + 1.6% - 3yrs)	TD	16/12/2008	16/12/2011	1,000,000	1,000,000	1,000,000	5
AMP Cash Management Account	Cash	16/06/2009		999,995	999,995	999,995	5
CBA Online Saver	Cash			4,428,520	4,428,520	4,428,520	5
Total Direct Investments				25,428,515	25,428,515	25,428,515	
Total Portfolio				45,915,978	46,034,021	35,331,648	
PORTFOLIO SUMMARISED BY CLASSIFICATION							
CDO				9,050,000	9,102,797	910,000	
FRN				6,500,000	6,564,330	6,173,960	
Mortgage Backed				1,000,000	1,000,000	930,000	
Managed Fund				3,247,114	3,247,114	1,393,825	
TD				20,000,000	20,000,000	20,000,000	
Cash				5,608,864	5,608,864	5,608,864	
Other				510,000	510,917	315,000	
				45,915,978	46,034,021	35,331,648	
1. Book Value (Fair Value) as at 30 June 2010							
2. Mark-to-Market Valuation 30 September 2010							
3. Defaulted							
4. Current Value. Fund Closed - Assets being sold and repaid							
5. Face value of deposit / bank bill							
CDO - Collateralised Debt Obligation	CDOs are constructed from a portfolio of assets. These assets are divided by the issuer into different tranches: senior tranches (rated AAA), mezzanine tranches (AA to BB), and equity tranches (unrated). Losses are applied in reverse order of seniority and so junior tranches offer higher coupons (interest rates) to compensate for the added default risk.						
FRN - Floating Rate Note	Floating rate notes (FRNs) are bonds that have a variable coupon, equal to a money market reference rate, plus a spread. The spread is a rate that remains constant. Almost all FRNs have quarterly coupons, i.e. they pay out interest every three months.						
Managed Fund	Managed Funds are a way of investing money with other people to participate in a wider range of investments than those feasible for most individual investors, and to share the costs of doing so.						
Mortgage Backed Security	A mortgage-backed security is an asset-backed security whose cash flows are backed by the principal and interest payments of a set of mortgage loans. Payments are typically made monthly over the lifetime of the underlying loans.						
Term Deposit	Term Deposit is a money deposit at an approved deposit taking (ADI) institution for a fixed term at a fixed interest rate. When the term is over it can be withdrawn or it can be held for another term.						



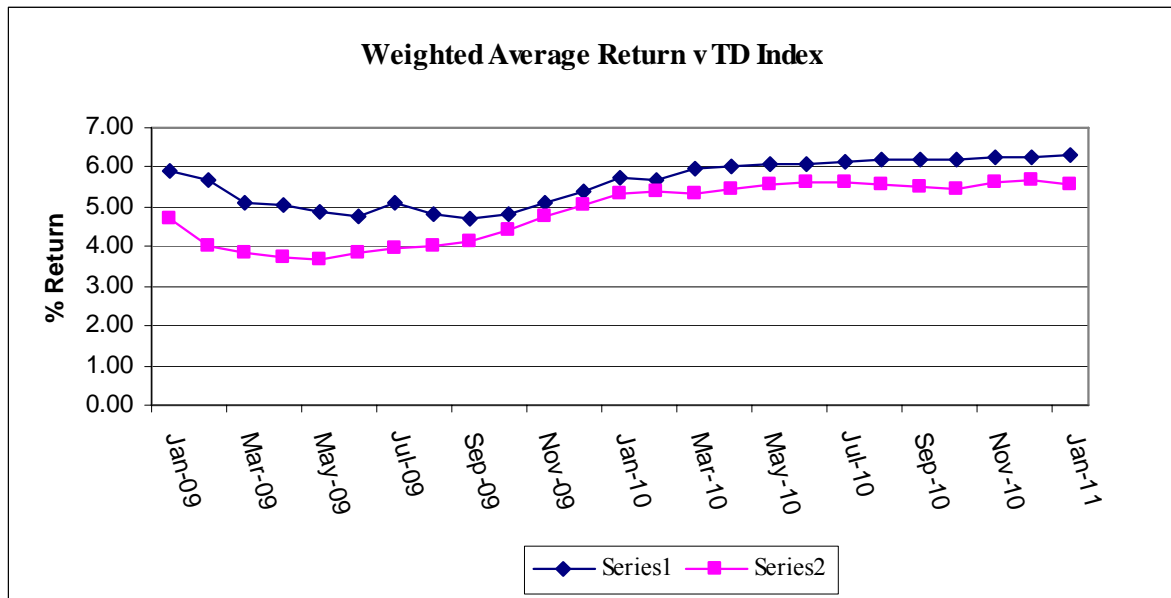
Commentary:

The weighted average is continuing its trend downward as the term deposits progress toward maturity.



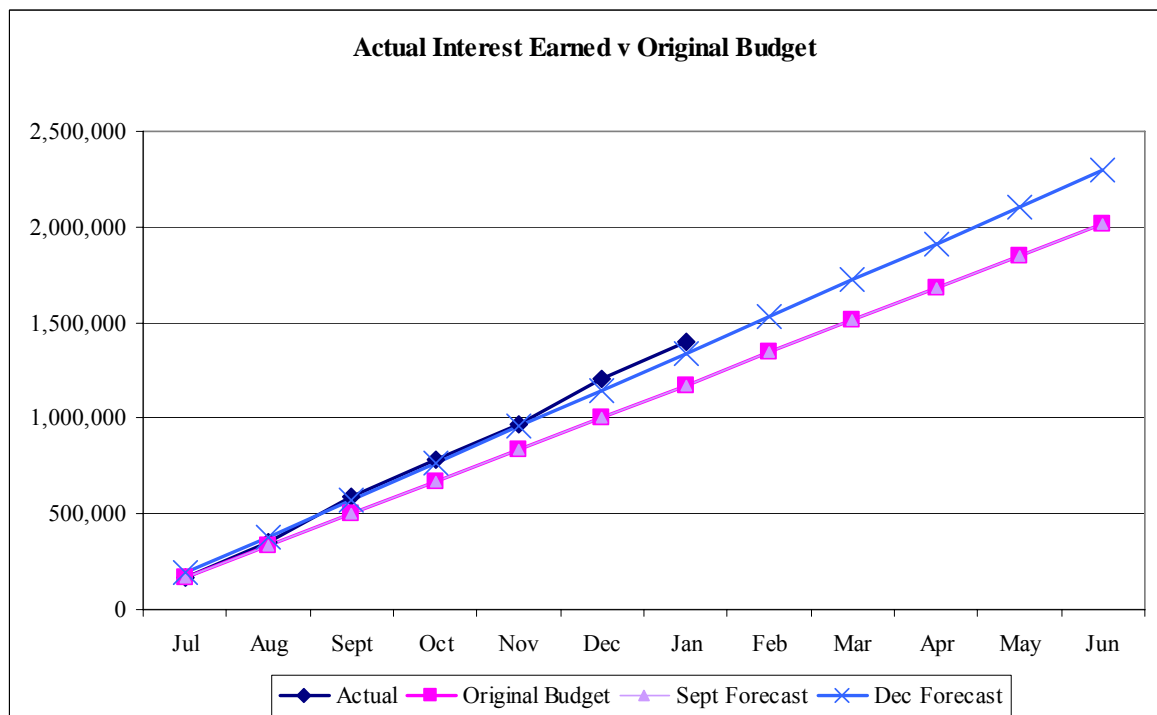
Commentary:

There was little variation in the interest rates of the maturing investments and the re-investment of term deposits. The weighted average return effectively remained unchanged from December. Council's forecast rate of return of 6% has been slightly exceeded which is reflected in the earnings chart below.



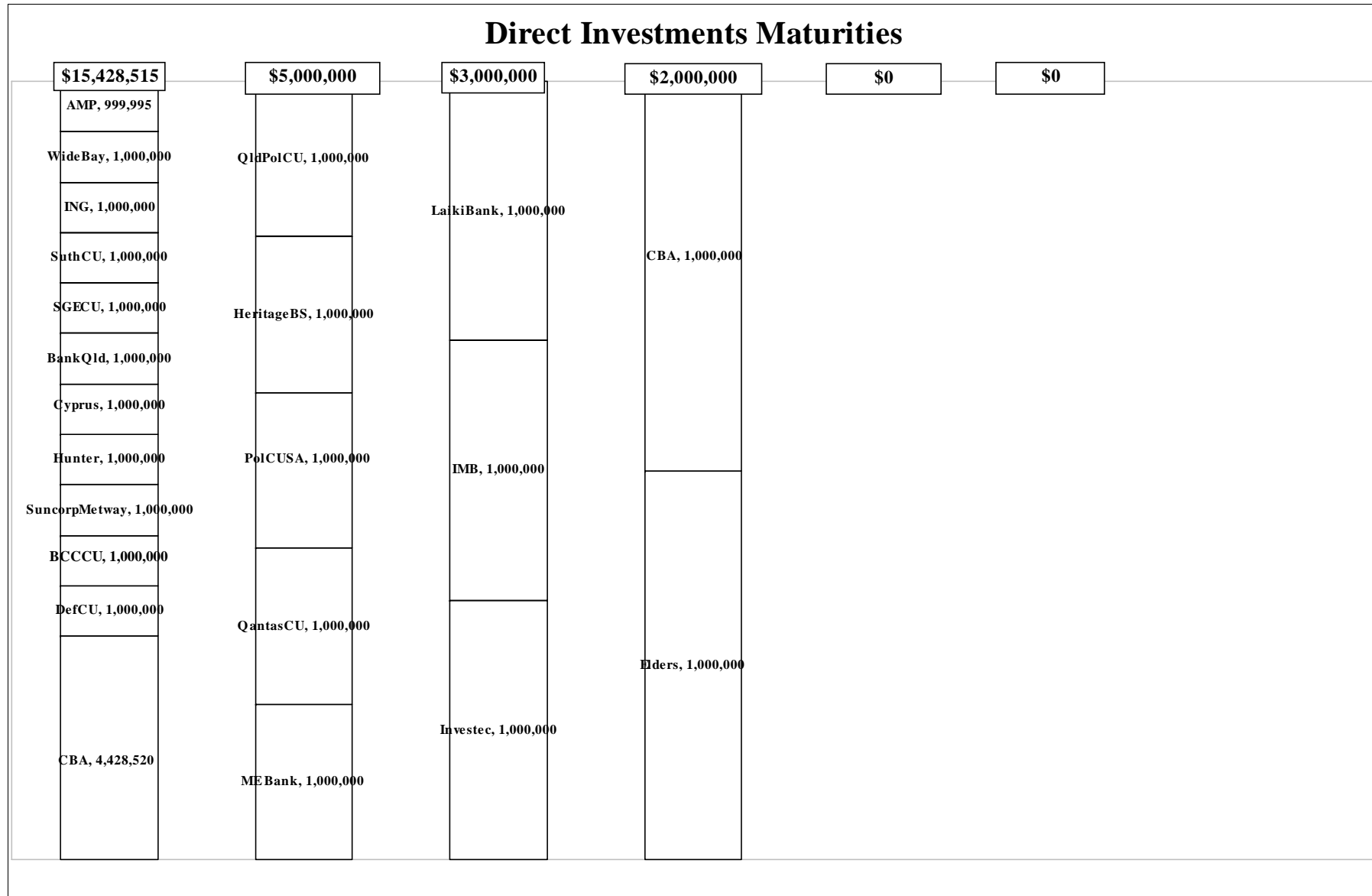
Commentary:

This chart tracks Council’s weighted average return on its direct investment portfolio against a 90 day bank bill index. As Council’s portfolio has become more weighted toward 90 day term deposits as illustrated in the Weighted Average Days to Maturity chart above, the margin Council is achieving above the 90 day term deposit index has contracted. The small margin effectively remained unchanged for January.



Commentary:

This chart tracks the original and revised forecasts of Council’s interest on investments against actual accrued interest to date. Accrued interest to the end of January continues to track slightly ahead of the revised budget forecast as expected due to the higher levels of investments during the first half of the year..



Commentary:

The chart reflects Council's position of generally rolling short term investments.

Movements in Book Value of Investments

Formerly managed by Lehman Brothers

Date	Description	Securities	Cash (Macq Trust)	Grove	Total
				Portfolio Online/UBS Cash Management Trust	
01/07/2010		8,774,880.00	1,988.94	151,240.08	8,928,109.02
01/07/2010	Interest - GPO Cash Account			243.52	8,928,352.54
12/07/2010	GPO Fee			(653.55)	8,927,698.99
Various	July Coupons			24,649.32	8,952,348.31
02/08/2010	Interest - GPO Cash Account			599.71	8,952,948.02
10/08/2010	Redemption of NM Rothschild FRNs	(1,000,000.00)		1,000,000.00	8,952,948.02
	FV Adjustment (BV @ maturity \$996,290)	3,710.00			8,956,658.02
11/08/2010	GPO Fee			(676.63)	8,955,981.39
30/08/2010	GPO Fee			(666.61)	8,955,314.78
Various	August Coupons			41,399.51	8,996,714.29
01/09/2010	GPO Fee 30/08/2010 reversed			666.61	8,997,380.90
30/09/2010	Redemption of BELO Kalgoorlie	(486,500.00)		486,500.00	8,997,380.90
	FV Adjustment (BV @ maturity \$480,000)	6,500.00			9,003,880.90
30/09/2010	Interest - UBS Cash Account			3,652.48	9,007,533.38
30/09/2010	Mark-to-Market Valuation adjustment	78,905.00			9,086,438.38
Various	September Coupons			124,197.37	9,210,635.75
Various	October Coupons			26,446.44	9,237,082.19
Various	Macquarie Cash Management Account - interest (net)		89.20		9,237,171.39
02/11/2010	Withdrawal - UBS Cash Management Account			(1,800,000.00)	7,437,171.39
03/11/2010	UBS Fee - Sept'10 qtr management fee			(394.53)	7,436,776.86
17/11/2010	UBS Fee - Dec'10 qtr management fee			(681.73)	7,436,095.13
25/11/2010	Redemption of Omega (Henley) CDO	(38,750.00)			7,397,345.13
25/11/2010	FV Adjustment (BV @ maturity \$0)	38,750.00			7,436,095.13
Various	November Coupons			19,005.62	7,455,100.75
14/12/2010	UBS Fee - Dec'10 qtr management fee			(604.34)	7,454,496.41
20/12/2010	Maturity of Herald FRN	(400,000.00)		400,000.00	7,454,496.41
20/12/2010	FV Adjustment (BV @ maturity \$0)	400,000.00			7,854,496.41
31/12/2010	Interest - UBS Cash Account			6,901.07	7,861,397.48
31/12/2010	Mark-to-Market Valuation adjustment	21,465.00			7,882,862.48
Various	December Coupons			124,625.89	8,007,488.37
Various	Macquarie Cash Management Account - interest (net)		16.03		8,007,504.40
19/01/2011	UBS Fee - Dec'10 qtr management fee			(630.66)	8,006,873.74
24/01/2011	Blackrock cash distribution (all capital) to UBS account			145,731.83	8,152,605.57
24/01/2011	Withdrawal - UBS Cash Management Account			(600,000.00)	7,552,605.57
Various	January Coupons			26,693.65	7,579,299.22
Various	Macquarie Cash Management Account - interest (net)		9.23		7,579,308.45
		7,398,960.00	2,103.40	178,245.05	

Formerly managed by Oakvale Capital

Date	Description	Securities	Blackrock	Total
			Managed Fund	
01/07/2010		930,000.00	1,539,556.44	2,469,556.44
24/01/2011	BlackRock cash distribution to UBS		(145,731.83)	2,323,824.61
		930,000.00	1,393,824.61	

Commentary:

The table above details any movements in Council's portfolio formerly managed by Lehman Brothers and Oakvale Capital. It typically includes the maturity or sale of securities, quarterly coupon payments and fair value (market) adjustments. It will also include small payments of interest earned on the Grove Portfolio Online cash management account and the deduction of fees associated with Council's current safe custody arrangements.

Council received all expected coupon payments for the month of January.

Don Johnston
Manager Finance

Stephen Dunshea
Director Corporate Services

Item No: D3 Delegated to Committee
Subject: Draft 2011/2012 Fees & Charges
Author: Don Johnston, Manager Finance
File No: 331.G 2011/2012
Reason for Report: To provide further information on the Draft 2011/2012 Fees & Charges

Recommendation:

- A. That the additional information provided in relation to the Draft 2011/2012 Fees & Charges be noted.
- B. THAT the Draft Fees & Charges Schedule for 2011/2012 attached as Annexure 1 to this report (circulated separately) be included in the Delivery Program 2009 to 2013 and 2011/2012 Operational Plan document for the purposes of public exhibition.

Background:

The Draft 2011/2012 Fees & Charges were considered by the Corporate & Works Committee at its last meeting held on 7 February 2011. The Committee resolved:

- A. *THAT the Draft Fees & Charges Schedule for 2011/2012 be the subject of a further report to the next Corporate & Works Committee Meeting providing further information in respect of those items proposed as either nil increases for 2011/2012 or increases less than the CPI.*
- B. *The further report to also include advice in respect of stepped increases for Advertising & Neighbour Notification Fees.*

This report provides the further information and advice requested.

Discussion:

The schedule of fees and charges considered by the Committee at its last meeting has been updated to include explanatory comments where the proposed increase is either nil or less than the CPI and is attached as **ANNEXURE 1**, circulated separately.

The further review by Managers has resulted in the increase of some fees and changes where previously a nil increase recommended. These fees and charges are:

Fee / Charge	Initially Recommended GST Incl. Amt \$	Initial % Increase	New Recommended GST Incl. Amt \$	New % Increase
ACTIVITY APPROVAL APPLICATIONS				
Local Government Activity Application - (s68F1 - Operate a public car park).	\$520 + \$2.10 per parking space	0.0%	\$535 + \$2.20 per parking space	2.9%
ANIMALS				
Anti Barking Collar Hire	60.00	0.0%	62.00	3.3%

Fee / Charge	Initially Recommended GST Incl. Amt \$	Initial % Increase	New Recommended GST Incl. Amt \$	New % Increase
COUNCIL REPORTS & DOCUMENTS				
Photocopying by Council Staff:				
A4 pages (Black & White)	0.80	0.0%	0.85	6.2%
A3 pages (Black & White)	1.50	0.0%	1.55	3.3%
A4 pages (Colour)	1.50	0.0%	1.55	3.3%
A3 pages (Colour)	3.00	0.0%	3.10	3.3%
Plan Copying up to A1 size	15.00	0.0%	15.45	3.0%
Documents Subpoenaed – photocopying fees - A4	0.80	0.0%	0.85	6.2%
Documents Subpoenaed – photocopying fees - A2 - A0	15.00	0.0%	15.45	3.0%
DEVELOPMENT APPLICATION FEES				
DA History/Property Enquiry (requires a written response)	124.00	0.0%	128.00	3.2%
LIBRARY SERVICES				
USB Stick	10.00	0.0%	10.50	5.0%
Library Bag - Adult	3.50	0.0%	3.60	2.9%
Lost Items (or damaged beyond repair):				
Adult Non-Fiction Books	9.00	0.0%	9.50	5.6%
Adult Fiction Books	9.00	0.0%	9.50	5.6%
Junior Books	9.00	0.0%	9.50	5.6%
Cassettes	9.00	0.0%	9.50	5.6%
Toys	9.00	0.0%	9.50	5.6%
Unclassified Paperbacks	9.00	0.0%	9.50	5.6%
DVD/Videos	9.00	0.0%	9.50	5.6%
Periodicals	9.00	0.0%	9.50	5.6%
TREES				
Application for Pruning or Removal - 1 tree	60.00	0.0%	65.00	8.3%
Application for Pruning or Removal - Additional Tree(s)	18.00	0.0%	20.00	11.1%
Tree Inspection	168.00	0.0%	175.00	4.2%
VENUE HIRE				
<u>Cross St – Studio One</u>				
Community – per hour (min 2 hrs)	25.00	0.0%	25.50	2.0%
Private – per hour (min 2 hrs)	62.00	0.0%	64.00	3.2%
Key/Cleaning Deposit	120.00	0.0%	124.00	3.3%
<u>Rose Bay Cottage</u>				
Community/Arts/Recreation - Per hour (min 2 hours)	25.00	0.0%	26.00	4.0%
Community/Arts/Recreation - Per exercise session	37.00	0.0%	38.00	2.7%
Community/Arts/Recreation - Per 6 hours	90.00	0.0%	93.00	3.3%
Cancellation Fee	20.00	0.0%	21.00	5.0%
Temporary Vehicle Amusement Device in Car Park	80.00	0.0%	82.00	2.5%
Cleaning	60.00	0.0%	62.00	3.3%
<u>Cooper Park Community Hall</u>				
Community/Arts/Recreation - Per hour (min 2 hours)	36.00	0.0%	37.00	2.8%
Community/Arts/Recreation - Per exercise session	54.00	0.0%	56.00	3.7%
Community/Arts/Recreation - Per 6 hours	130.00	0.0%	133.00	2.3%
Community Group Not for Profit - Per hour (min 2 hours)	28.00	0.0%	29.00	3.6%

Fee / Charge	Initially Recommended GST Incl. Amt \$	Initial % Increase	New Recommended GST Incl. Amt \$	New % Increase
Community Group Not for Profit - Per 6 hours	100.00	0.0%	104.00	4.0%
Cancellation Fee	20.00	0.0%	21.00	5.0%
Temporary Vehicle Amusement Device in Car Park	80.00	0.0%	82.00	2.5%
Cleaning	85.00	0.0%	87.00	2.4%
<u><i>The Gunyah</i></u>				
Community Group Not for Profit - Per hour (min 2 hours)	28.00	0.0%	29.00	3.6%
Community Group Not for Profit - Total Venue Per hour	42.00	0.0%	43.00	2.4%
Community Group Not for Profit - Total Venue Per 6 hours	115.00	0.0%	127.00	10.4%
Private - Total Venue per hour	130.00	0.0%	135.00	3.8%
Private - total venue per 6 hours	460.00	0.0%	472.00	2.6%
Cancellation Fee	20.00	0.0%	21.00	5.0%
Temporary Vehicle Amusement Device in Car Park	80.00	0.0%	82.00	2.5%
Cleaning	100.00	0.0%	103.00	3.0%
<u><i>Vaucluse Bowling Club</i></u>				
Private Function – per hour	160.00	0.0%	165.00	3.1%
Community Group Not for Profit - Per hour (min 2 hours)	32.00	0.0%	33.00	3.1%
Community Group Not for Profit - Per 6 hours	115.00	0.0%	118.00	2.6%
Cancellation Fee	20.00	0.0%	21.00	5.0%
Cleaning after private party	100.00	0.0%	103.00	3.0%
<u><i>The Drill Hall</i></u>				
Cancellation Fee	20.00	0.0%	21.00	5.0%
<u><i>The Drill Hall - 'Studio'</i></u>				
Cancellation Fee	20.00	0.0%	21.00	5.0%
<u><i>Canonbury Cottage</i></u>				
Community/Arts/Recreation - Per hour (min 2 hours)	25.00	0.0%	26.00	4.0%
Community Group Not for Profit - Per hour (min 2 hours)	17.00	0.0%	18.00	5.9%
Community Group Not for Profit - Per 6 hours	60.00	0.0%	62.00	3.3%
Temporary Vehicle Amusement Device in Car Park	80.00	0.0%	82.00	2.5%
Cleaning after private party	60.00	0.0%	62.00	3.3%
Cancellation Fee	20.00	0.0%	21.00	5.0%
<u><i>Woollahra Community Centre</i></u>				
Children's Parties (Under 12)	95.00	0.0%	98.00	3.2%
Cleaning	80.00	0.0%	83.00	3.8%
Key Deposit	120.00	0.0%	125.00	4.2%
Temporary Vehicle Amusement Device in Car Park	75.00	0.0%	82.00	9.3%
Community/ Arts/ Recreation - Per exercise session	40.00	0.0%	42.00	5.0%
Community/ Arts/ Recreation - Per Day	90.00	0.0%	100.00	11.1%
Community Group Not for Profit - Per hour (min 2 hours)	26.00	0.0%	27.00	3.8%
Community Group Not for Profit - Per day	70.00	0.0%	75.00	7.1%
WATER SYSTEMS REGISTRATION				
Registration of water-cooling & warm water systems	60.00	0.0%	65.00	8.3%

The further review by Managers also resulted in the amendment (increases and decreases) of some fees and charges where there was previously an increase of less than CPI recommended. Predominantly these adjustments are the result of rounding. These fees and charges are:

Fee / Charge	Initially Recommended GST Incl. Amt \$	Initial % Increase	New Recommended GST Incl. Amt \$	New % Increase
DOCUMENTS PLANS & MAPS				
Local Environmental Plans (LEPs)				
c. Individual maps - density height heritage conservation land use (all without amendments)	20.75	2.5%	20.85	3.0%
d. Foreshore building line (without amendments)	16.00	1.9%	16.20	3.2%
e. Clear base plan	16.00	1.9%	16.20	3.2%
Written document & map	16.00	1.9%	16.20	3.2%
Residential DCP 1995	16.75	3.4%	16.70	3.1%
Residential DCP 1998	21.00	2.4%	21.15	3.2%
Residential DCP 1999	50.25	2.6%	50.50	3.1%
Residential DCP 2003	70.00	2.9%	70.10	3.1%
Rose Bay Centre DCP	70.00	2.9%	70.10	3.1%
Edgecliff Commercial Centre DCP	16.75	3.4%	16.70	3.1%
Watsons Bay DCP	50.25	2.6%	50.50	3.1%
Woollahra HCA DCP	50.25	2.6%	50.50	3.1%
Neighbourhood Centres	46.75	2.7%	46.85	3.0%
DCP for Off Street Car Parking Provision and Servicing Facilities	16.75	3.4%	16.70	3.1%
School & College Development DCP	16.75	3.4%	16.70	3.1%
Access to and within Buildings DCP	16.75	3.4%	16.70	3.1%
Kilmory DCP	7.75	2.0%	7.85	3.3%
Hawthorndon DCP	8.00	2.6%	8.05	3.2%
DCP for 188 Oxford Street Paddington	16.75	3.4%	16.70	3.1%
DCP for Advertising and Notification of Development Applications and Applications to Modify Development Consents	8.75	1.7%	8.90	3.5%
Woollahra Telecommunications and Radiocommunications DCP	9.25	3.9%	9.20	3.4%
Child Care Centres DCP	9.25	3.9%	9.20	3.4%
Rose Bay Centre	45.75	2.8%	45.85	3.0%
Double Bay Centre	45.75	2.8%	45.85	3.0%
Private Stormwater Code	8.50	2.4%	8.55	3.0%
Food Premises Code	8.50	2.4%	8.55	3.0%
Footpath Restaurant Code	8.50	2.4%	8.55	3.0%
Code for Advertising Signs	8.50	2.4%	8.55	3.0%
Underground Cabling Code	8.50	2.4%	8.55	3.0%
Development Control Guidelines for the Provision of Foreshore Open Space and Access	8.50	2.4%	8.55	3.0%
A2 Booklet - individual page	28.25	2.7%	28.35	3.1%
A2 Booklet page special	35.00	2.9%	35.05	3.1%
A3 Landscape or portrait	28.25	2.7%	28.35	3.1%
A4 landscape or portrait	20.50	2.5%	20.60	3.0%
ROADS AND FOOTPATHS				
Leases Licenses Encroachments and other minor Property transactions				

Fee / Charge	Initially Recommended GST Incl. Amt \$	Initial % Increase	New Recommended GST Incl. Amt \$	New % Increase
Application to formalise an existing encroachment on Council land (by creation of Easement or Positive Covenant or Lease etc)	290.00	1.8%	295.00	3.5%
VENUE HIRE				
<u>Rose Bay Cottage</u>				
Community Group Not for Profit - Per 6 hours	58.00	5.5%	57.00	3.6%
Private - 6 hours	188.00	4.4%	187.00	3.9%
<u>Cooper Park Community Hall</u>				
Private - per 6 hours	320.00	5.3%	315.00	3.6%
Children's Parties (Under 12) - Per Room	125.00	4.2%	124.00	3.3%
<u>The Gunyah</u>				
Community Group Not for Profit - Per Room Per 6 hours	90.00	8.4%	92.00	10.8%
Private - per room 6 hours	317.00	3.9%	315.00	3.3%
Community/Arts/Recreation - Total Venue Per exercise session	83.00	3.8%	84.00	5.0%
Community/Arts/Recreation - Total Venue Per 6 hours	170.00	3.0%	182.00	10.3%
Community/Arts/Recreation - Per exercise session	73.50	100.0%	74.00	100.0%
<u>Vaucluse Bowling Club</u>				
Community/Arts/Recreation - Per exercise session	57.00	3.6%	60.00	9.1%
Community/Arts/Recreation - Per 6 hours	145.00	3.6%	144.00	2.9%
Commercial usage (film shoots etc) - Per 6 hours	840.00	2.4%	845.00	3.0%
<u>The Drill Hall</u>				
Rehearsal / Performance Development - Per day	190.00	18.8%	180.00	12.5%
Rehearsal / Performance Development - Per week	650.00	12.8%	648.00	12.5%
Community Groups Not for Profit - Per 6 hours	100.00	25.0%	97.00	21.3%
<u>Canonbury Cottage</u>				
Community/Arts/Recreation - Per 6 hours	85.00	6.3%	87.00	8.8%
<u>EJ Ward</u>				
Cancellation fee	20.00	100.0%	21.00	100.0%
<u>Woollahra Community Centre</u>				
Private - per hour (min 2 hours)	72.00	2.9%	72.50	3.6%
Private - per day	263.00	1.2%	269.00	3.5%
Undercroft per day Not for Profit(6 hours)	40.00	100.0%	30.00	100.0%
Undercroft per hour Private	15.00	100.0%	20.00	100.0%

Following the further review, there is still a range of fees and charges where no increase is still recommended. These fees and charges are:

Fee / Charge	Initially Recommended GST Incl. Amt \$	Initial % Increase	Explanatory Comments
ANIMALS			
Impounding:			
Impounding - Animals	92.00	0.0%	Charge is determined by Council's pound.
CERTIFICATE APPLICATION FEES			
Complying Development Certificate	Calculation Examples: $LN(CV) \times CV^I$ plus 10.0% GST	0.0%	This fee is based on the value of the proposed work, therefore any CPI increase will be captured in the value of the work.
Construction Certificate	Calculation Examples: $LN(CV) \times CV^I$ plus 10.0% GST	0.0%	This fee is based on the value of the proposed work, therefore any CPI increase will be captured in the value of the work.
Occupation Certificates	Class Amount 1 & 10 \$115 per SOU; 2 to 9 \$115 per 200m ² plus 10.0% GST	0.0%	Generally no income is obtained from this fee as the cost of an occupation certificate is included in the PCA service agreement fee.
Strata Subdivision Certificate	\$1050 + \$270 for each lot over two plus 10.0% GST	0.0%	Council competes with private accredited certifiers for the provision of this service and the current fee is considered appropriate.
Torrens Title Subdivision Certificate (Section 109J of EP&A Act)	\$1050 + \$270 for each lot over two plus 10.0% GST	0.0%	Council competes with private accredited certifiers for the provision of this service and the current fee is considered appropriate.
CLOTHING BINS			
Charity Clothing Bin Application - (s68C3 - Place a clothing bin in a public place)	40.00	0.0%	This is a nominal fee for charities only and no increase is warranted.
Charity Clothing Bin Licences in approved locations	355.00	0.0%	Clothing bins are for charities and applications are rare and minimal.
COUNCIL EVENTS			
Woollahra Small Sculpture Prize - Entry Fee	40.00	0.0%	No CPI increase as entry fee still in line with other national art prize entry fees

Fee / Charge	Initially Recommended GST Incl. Amt \$	Initial % Increase	Explanatory Comments
DEVELOPMENT APPLICATION FEES			
Replacement Development Application Fee	50% of the Original DA fee where the assessment report is in draft. 75% of the Original DA fee where the assessment report has been completed and signed off but the application remains undetermined.	0.0%	Fee base on a set percentage of the original fee. Consequently the CPI indexation would be derived from the increased cost of works.
Alterations & additions up to 50% envelope change	445.00	0.0%	Increase not warranted as there is a substantial increase in notification fees.
NEW dwellings greater than 50% envelope change	1,112.00	0.0%	Increase not warranted as there is a substantial increase in notification fees.
NEW Residential Flat Buildings and commercial development	2,013.00	0.0%	Increase not warranted as there is a substantial increase in notification fees and there was a 20% increase in 10/11.
Plan Perusal			
Application	25.00	0.0%	
FILMING AND STILL PHOTOGRAPHY			
Filming on Council property including roads and parks			
Bond	500.00 to 5000.00	0.0%	No change for bonds
Signage Bond	100.00	0.0%	No change for bonds
Still Photography			
Still Photography Lodgement Fee	175.00	0.0%	Recommend no change to be comparable with other areas and to encourage photographers to disclose all commercial jobs
Bond	570.00	0.0%	No change for bonds
Late Fee (less than 7 working days notice)	175.00	0.0%	Recommend no change to be comparable with other areas and to encourage photographers to disclose all commercial jobs
Late Fee (less than 3 working days notice)	250.00	0.0%	Recommend no change to be comparable with other areas and to encourage photographers to disclose all commercial jobs
Cancellation Fee	175.00	0.0%	No change as it is to remain consistent with application fee
Location Fees Commercial Companies	175.00	0.0%	Recommend no change to be comparable with other areas and to encourage photographers to disclose all commercial jobs

Fee / Charge	Initially Recommended GST Incl. Amt \$	Initial % Increase	Explanatory Comments
FIRE SAFETY			
Annual Fire Safety Certificates Lodgement	65.00	0.0%	This fee is considered sufficient and Council does not want to deter or delay the timely lodgment of the Annual Fire Safety Statements.
FOOD & HEALTH PREMISES			
Annual Administration Charge per premises	105.00	0.0%	This fee is generally imposed on small businesses and increase is not considered appropriate at this time.
Food Premises Inspection Charge			
Inspections up to 30 Minutes in duration (including traveling)	80.00	0.0%	This fee is generally imposed on small businesses and increase is not considered appropriate at this time.
Inspections up to 30 Minutes in duration (including traveling)	80.00	0.0%	This fee is generally imposed on small businesses and increase is not considered appropriate at this time.
IMPOUNDING			
Articles Miscellaneous- Small	65.00	0.0%	Fee is sufficient to cover the Council's costs for the impounding of articles and to act as a deterrent to offenders. Minimal income is received from this fee.
Articles Miscellaneous- Large	248.00	0.0%	Fee is sufficient to cover the Council's costs for the impounding of articles and to act as a deterrent to offenders. Minimal income is received from this fee.
Shopping Trolley	95.00	0.0%	Fee is sufficient to cover the Council's costs for the impounding of articles and to act as a deterrent to offenders. Minimal income is received from this fee.
Signs	65.00	0.0%	Fee is sufficient to cover the Council's costs for the impounding of articles and to act as a deterrent to offenders. Minimal income is received from this fee.
Vehicles & Waste Storage Containers	248.00	0.0%	Fee is sufficient to cover the Council's costs for the impounding of articles and to act as a deterrent to offenders. Minimal income is received from this fee.
Large Article	38.00	0.0%	Fee is sufficient to cover the Council's costs for the impounding of articles and to act as a deterrent to offenders. Minimal income is received from this fee.

Fee / Charge	Initially Recommended GST Incl. Amt \$	Initial % Increase	Explanatory Comments
Small Article	15.50	0.0%	Fee is sufficient to cover the Council's costs for the impounding of articles and to act as a deterrent to offenders. Minimal income is received from this fee.
Shopping Trolley	15.50	0.0%	Fee is sufficient to cover the Council's costs for the impounding of articles and to act as a deterrent to offenders. Minimal income is received from this fee.
Sign	15.50	0.0%	Fee is sufficient to cover the Council's costs for the impounding of articles and to act as a deterrent to offenders. Minimal income is received from this fee.
LIBRARY SERVICES			
Photocopying Fees			
A3	0.40	0.0%	This fee is reflective of most public library charges and incremental charge would need to increase by a minimum of 5cents. Hence it is recommended to keep at this fee for 2011/2012.
A4	0.20	0.0%	This fee is reflective of most public library charges and incremental charge would need to increase by a minimum of 5cents. Hence it is recommended to keep at this fee for 2011/2012.
A3 Colour	1.50	0.0%	New service introduced 2010. It is recommended to remain at this rate for a further twelve months.
A4 Colour	1.00	0.0%	New service introduced 2010. It is recommended to remain at this rate for a further twelve months.
Library Bag - Children's	6.50	0.0%	This fee reflects production cost. It is a higher cost than the adult bag due to use of colours.
- Pensioner/Seniors Card/Child	1.00	0.0%	This fee was reviewed in 2010. It is recommended that this fee be kept as is for 2011/2012 to encourage Library members to use this service. It is an upfront payment.
- Adult	2.00	0.0%	This fee was reviewed in 2010. It is recommended that this fee be kept as is for 2011/2012 to encourage Library members to use this service. It is an upfront payment.
Inter-Library Loan (outside Public Library Network)	13.20	0.0%	External recommendation.
Inter-Library Loan (outside Public Library Network) - Senior/Pens/Child	7.00	0.0%	External recommendation.

Fee / Charge	Initially Recommended GST Incl. Amt \$	Initial % Increase	Explanatory Comments
Overdue Books	0.25	0.0%	Reviewed service in 2010 and current fee is reflective of surrounding public libraries.
Children's and Young Adult Activities	10.00	0.0%	Community service activity with costs recharge to users. The charge varies depending on number attending.
PARKS AND RESERVES			
Hire Fees - Ceremonies			
Additional hourly fee	100.00	0.0%	No change because CPI applied to 1st hour, which is mandatory
Hire Fees - Corporate Social Events (corporate picnics BBQ teambuilding)			
Corporate Event Bond	500.00	0.0%	No change b/c bond
Corporate Event Bond	500.00	0.0%	No change for bonds
Bond	100.00	0.0%	No change for bonds
Marquees & Fete Stalls			
Marquee between 51m2 - 100m2	52.50	0.0%	No change to make consistent with amusement device fee
Bond	100.00	0.0%	No change for bond
Sports Fields Bookings			
Key Deposit	125.00	0.0%	No change for bond or deposit
Parking on Reserves			
Bond	11,500.00	0.0%	No change for bonds
Access through public open space for construction and/or occupation of public open space			
Bond			No change for bond
Application Fee (Access and Occupation)	135.00	0.0%	No change as it discourages residents from applying for council approval
Vehicles & other machinery (e.g. forklifts bobcats helicopters.)	100.00	0.0%	No change as it discourages residents from applying for council approval
Vehicle Access Rate - full day	175.00	0.0%	No change as it discourages residents from applying for council approval
Vehicle Access Rate - weekly	500.00	0.0%	No change as it discourages residents from applying for council approval
Non vehicular access - half day	80.00	0.0%	No change as it discourages residents from applying for council approval
Non vehicular access - full day	125.00	0.0%	No change as it discourages residents from applying for council approval
Non vehicular access - weekly	400.00	0.0%	No change as it discourages residents from applying for council approval
Erection of Hoarding / Scaffolding / Construction Compound	12.50	0.0%	No change as it discourages residents from applying for council approval
Gate Opening Service to Parks & Facilities such as Sir David Martin Reserve Marina and hardstand	80.00	0.0%	No change as it discourages residents from applying for council approval

Fee / Charge	Initially Recommended GST Incl. Amt \$	Initial % Increase	Explanatory Comments
PAYMENT CHARGES			
Credit Card Usage Fee - where the underlying fee or charge is not a taxable supply (that is does not include GST)	1.0% of the transaction amount	0.0%	This is based on an external fee structure which has not increased.
PCA SERVICE FEES			
Principal Certifying Authority Service Agreement	Calculation: $LN(CV) \times CV^I$	0.0%	This fee is based on the value of the proposed work, therefore any CPI increase will be captured in the value of the work.
PRESCHOOL			
Child Care Fee	63.00	1.6%	Comparable market place
Wait List Fee	41.00	0.0%	Comparable market place
Excursions	19.00	0.0%	Reflective of cost
Hats	22.00	0.0%	Cost
Bond	400.00	0.0%	Bond
Bond	400.00	0.0%	Bond
RELATIONSHIP REGISTRY			
Relationship Registry for defacto and same sex couples	25.00	0.0%	Minimal usage of this service.
ROADS AND FOOTPATHS			
Deposit Administration Fee	180.00	0.0%	Rate is considered appropriate and sufficient for the purpose.
Security Deposit for damage to Council infrastructure resulting from development. Works up to \$50000	2,000.00	0.0%	No change required for security deposits
Security Deposit for damage to Council infrastructure resulting from development. Works \$50000 - \$100000	4,000.00	0.0%	No change required for security deposits
Security Deposit for damage to Council infrastructure resulting from development. Works over \$100000	\$4000.00 plus \$200 per \$10000 estimated cost	0.0%	No change required for security deposits
Damage Security Deposit. Works up to \$50000	2,000.00	0.0%	No change required for security deposits
Damage Security Deposit. Works \$50000 - \$100000	4,000.00	0.0%	No change required for security deposits
Damage Security Deposit. Works over \$100000	\$4000.00 plus \$200 per \$10000 estimated cost	0.0%	No change required for security deposits
Performance Security Deposit - Refundable	5,000.00	0.0%	No change required for security deposits
SENIORS ACTIVITIES			
Woollahra Community Centre			
Membership Fees	15.00	0.0%	Low membership
Art Activities	11.00	0.0%	Comparative market place
Exercise Classes	6.50	0.0%	Comparative market place
General Activities	6.50	0.0%	Comparative market place
Meals	6.50	0.0%	Comparative market place
Tea / Coffee / Juice	1.00	0.0%	Comparative market place
Bond	\$500.00 to \$20000.00	0.0%	No change
VENUE HIRE			
Rose Bay Cottage			
Community Group Not for Profit - Per hour (min 2 hours)	16.00	0.0%	No increase due to limited demand

Fee / Charge	Initially Recommended GST Incl. Amt \$	Initial % Increase	Explanatory Comments
Cooper Park Community Hall			
Deposit - Youth & Adult Parties	300.00	0.0%	Satisfactory for covering potential costs
The Gunyah			
Deposit - Youth & Adult Parties	300.00	0.0%	Satisfactory for covering potential costs
Vaucluse Bowling Club			
Private Function - 6 hours	600.00	0.0%	Appropriate market rate
The Drill Hall			
Rehearsal Session - Per Day	200.00	0.0%	Appropriate market rate
Rehearsal Session - Per Week	720.00	0.0%	Appropriate market rate
Deposit	500.00	0.0%	Satisfactory for covering associated costs
The Drill Hall - 'Studio'			
Deposit	200.00	0.0%	Satisfactory for covering associated costs
Canonbury Cottage			
Community/Arts/Recreation - Per exercise session	40.00	0.0%	Limited capacity and demand
Private - per 6 hours	300.00	0.0%	Appropriate market rate
Woollahra Community Centre			
Library per day (6 hrs)	50.00	0.0%	Low usage
Library (per hour) community/Arts/recreation	15.00	0.0%	Low usage
Library (per hour) Community Group not for Profit	10.00	0.0%	Low usage
WASTE SERVICES			
Domestic Waste Carry Out Service:			
55 litre (normally twice weekly service)	1.20	0.0%	A Community Service provided for the Aged or Infirm living alone. Existing fee is enough to cover cost of providing this service.
120 litre (normally once weekly service)	2.40	0.0%	A Community Service provided for the Aged or Infirm living alone. Existing fee is enough to cover cost of providing this service.
140 litre (normally once weekly service)	2.40	0.0%	A Community Service provided for the Aged or Infirm living alone. Existing fee is enough to cover cost of providing this service.
240 litre (normally once weekly service)	3.60	0.0%	A Community Service provided for the Aged or Infirm living alone. Existing fee is enough to cover cost of providing this service.
WATER SYSTEMS REGISTRATION			
Inspections up to 30 Minutes in duration (including traveling)	80.00	0.0%	Rate is considered appropriate and consistent with similar activities.

The opportunity was also taken to remove the fees for the sale of anti-barking dog collars. Council has not provided this service for some time as the collars are now readily available through retail outlets.

In relation to the stepped increases for Advertising & Neighbour Notification, there is no legislative impediment to its implementation. The legislation sets a maximum fee at or below which a council is free to determine its fee structure. In light of the discussion during the initial consideration of the fees and charges, the following fee structure is now recommended:

Value of Works	Category¹	Fee
Less than \$500,000	Development which is routine and likely to give rise to minor impacts and which would be notified to adjoining and nearby properties.	\$224 (current fee + CPI)
\$500,000 - \$749,999	Development which is substantial and likely to give rise to moderate impacts and would be notified to a wider range of properties in the vicinity of the site.	\$530
\$750,000 and above	Development which is significant requiring submission of a model, photo montages and is likely to be broadly notified.	\$830 (maximum fee permitted)

¹ Categories are consistent with Council's notifications procedure nomenclature for development requiring advertising

This fee structure will be applied to original development applications, s.82A review applications and s.96(2) modification applications. The fee for Replacement DAs and s.96(1) modification applications will be \$224 and only applied if notification is necessary.

Based on application statistics from the 2010 calendar year, this structure would have the following impact on applicants.

Value of Works	No. of Applications	%
Less than \$500,000	552	82
\$500,000 - \$749,999	29	4
\$750,000 and above	96	14
	677	100

While these figures can only be used as a guide for 2011/2012, it is clear that the majority of applicants will continue to pay the current fee (increased by CPI).

All of the change outlined above have been incorporated into the schedule of fees and charges attached as Annexure 1.

While there have been quite a few changes to fees and charges proposed for 2011/2012, some of the fees and charges generate little if any income. It is not expected that the proposed changes will significantly increase income forecasts for 2011/2012, however, any consequential increases are currently being incorporated into the draft budget estimates.

Conclusion:

Following the initial consideration of the fees and charges proposed for 2011/2012, the Corporate & Works Committee resolved to receive additional information and advice in relation to the proposed fees and charges. Specifically, the Committee wanted further information on those fees and charges where a nil or less than CPI increase was proposed and advice on the implementation of a stepped fee structure for the Advertising & Neighbour Notification fees.

In response to this resolution, this report includes tables identifying:

- fees and charges with a previously recommend 0% increase now increased to at least the CPI
- fees and charges with a previously recommend increase other than 0% that have now been increased to at least the CPI or decreased to be closer to the CPI
- fees and charges where a 0% increase is still recommended and reasons for the recommendation

The report also provides a revised stepped structure for Council's Advertising & Neighbour Notification fees.

While there have been quite a few changes to fees and charges proposed for 2011/2012, some of the fees and charges generate little if any income. It is not expected that the proposed changes will significantly increase income forecasts for 2011/2012, however, any consequential increases are currently being incorporated into the draft budget estimates.

All of the changes noted in the report are incorporated into the schedule of fees and changes attached as Annexure 1 which is recommended for inclusion in the Delivery Program 2009 to 2013 and 2011/2012 Operational Plan document for the purposes of public exhibition

Don Johnston
Manager Finance

Stephen Dunshea
Director Corporate Services

Annexures:

1. Draft 2011/2-12 Schedule of Fees & Charges (circulated separately)

Item No: D4 Delegated to Committee

Subject: **Delivery Program 2009 to 2013 and Operational Plan 2010/11 (DPOP) Quarterly Progress Report December 2010 – Goals (6) - Getting Around, (9) - Community Focussed Economic Development, (10) - Working Together & (11) - A Well Managed Council**

Author: Stephen Dunshea - Director Corporate Services
Tom O’Hanlon – Director Technical Services

File No: 1229.G

Reason for Report: To review the status of the Priorities and Actions in Council Delivery Program 2009 to 2013 and Operational Plan 2010/11 for the three months ending 31 December 2010.

Recommendation:

THAT the December 2010 Quarterly Progress Report on Goal 6 (Getting Around), Goal 9 (Community focussed economic development), Goal 10 (Working together) and Goal 11 (A well managed Council) of Council’s Delivery Program 2009 to 2013 and Operational Plan 2010/11 be received and noted and that revised target dates be adopted.

Background:

In June 2010 Council adopted the Delivery Program 2009 to 2013 and Operational Plan 2010/11 (DPOP) in line with the new Integrated Planning & Reporting Legislation for NSW Local Government.

As a consequence of the Integrated Planning & Reporting Legislation, the Local Government Act 1993 was amended to require Council to report on the progress of its Delivery Program at least every six (6) months. In response to the amendments and in order to ensure that Council’s reporting to the community remains transparent, timely and manageable under the legislation, progress reports on the Delivery Program and Operational Plan will continue to be presented quarterly for the end of September, December, March and June each year.

The framework for quarterly progress reports is consistent with the structure of the Delivery Program and Operational Plan developed around the following interrelated Themes and supporting Goals:

Theme: Community well-being
Goal 1: A connected and harmonious community.
Goal 2: A supported community.
Goal 3: A creative and vibrant community.

Theme: Quality places and spaces
Goal 4: Well planned neighbourhoods.
Goal 5: Liveable places.
Goal 6: Getting around.

Theme: A healthy environment
Goal 7: Protecting our environment.
Goal 8: Sustainable use of resources.

Theme: Local prosperity

Goal 9: Community focused economic development.

Theme: Community leadership and participation

Goal 10: Working together.

Goal 11: A well managed Council.

Annexure 1 to this report is Council's Quarterly Progress Report for the period 1 October to 31 December 2010 for Goals 6, 9, 10 and 11, being most relevant to the Corporate and Works Committee.

Progress comments for all Delivery Program Priorities and Operational Plan Actions are provided in the tables of Annexure 1. Council staff update these comments on an ongoing basis for internal management purposes with the comments then collated at the end of the quarter for reporting to Council and the community. Generally, actions included in the Operational Plan relate to the current financial year, however there are a number of actions that extend beyond June 2011, as indicated in the Target Date column.

As this is the second quarterly report for 2010/11, a tick will appear in the final column in the tables headed "Updated Comments" to indicate that the comments relating to that Action have been updated since the previous quarterly report to Council. This will enable Councillors and other readers of the report to easily identify where an Action status has been updated.

Adopted Notices of Motion

To further improve the efficiency and transparency of Council's Integrated Planning & Reporting procedures, Notices of Motion which are strategic and/or project based are now included as Actions within the DPOP, rather than as separate Annexure to the quarterly DPOP report, as was the previous practice.

Notices of Motion adopted during the period 1 October 2010 to 31 December 2010 that are strategic and/or project based in nature have been included as additional Actions against the DPOP and reported on via the Quarterly Progress Report. Adopted Notices of Motion which are non-strategic in nature, such as placement of an additional agenda item on a meeting or writing a letter to an organisation, will be monitored administratively.

During the December 2010 Quarter, one new Notice of Motion has been identified as strategic and/or project based in nature and included as a new Action. Details of this new Action are provided below:

ACTION ARISING FROM AN ADOPTED NOTICE OF MOTION	
Action number in 2010/2011 Quarterly Progress Report	Action description
9.1.2.3	Prepare a report on the establishment of a picture theatre in Double Bay, in relation to potential benefits, consequences and implications of Council calling for expressions of interest with a view to the possibility of entering into a Public/Private Partnership for the redevelopment of the Cross Street Carpark to include a theatre complex. [Refer NOM 13/12/2010 – Clrs Petrie, Zeltzer, Edelman & Howe].

The Corporate and Works Committee will receive a separate quarterly progress report on the status of all projects in Council's Capital Works Program, which will appear as a additional item on this evening's agenda.

Conclusion:

It is recommended that the December 2010 Quarterly Progress Report on Goal 6 (Getting around), Goal 9 (Community focussed economic development), Goal 10 (Working together) and Goal 11 (A well managed Council) of Council's Delivery Program 2009 to 2013 and Operational Plan 2010/11, be received and noted and that revised target dates be adopted.

Stephen Dunshea
Director Corporate Services

Tom O'Hanlon
Director Technical Services

Annexures:

- 1 DPOP Quarterly Progress Report December 2010 for Goal 6 (Getting around), Goal 9 (Community focussed economic development), Goal 10 (Working together) and Goal 11 (A well managed Council) – *distributed separately*.

Item No: D5 Delegated to Committee
Subject: **Capital Works Program Status Report - December 2010**
Author: Don Johnston, Manager Finance
Tom O'Hanlon, Director Technical Services
File No: 331G
Reason for Report: To provide the Committee with an update on the status of projects in the 2010/11 Capital Works Program

Recommendation:

THAT the Quarterly Progress Report – Capital Works Program for the quarter ended the 31 December 2010 be received and noted.

Background:

As part of Council's quarterly reporting under the Integrated Planning and Reporting Framework this report is presented to the Corporate & Works Committee detailing the status of projects in the Capital Works Program.

Councillors will note that, consistent with the approach adopted for quarterly reporting on the Priorities and Actions contained in Council's Delivery Program and Operational Plan, the Capital Works Program Status Report is also presented by Theme, Goal, Strategy and Priority. Specific projects supporting the Priority are then listed in the table under the heading of "Actions".

Also consistent with the format of quarterly reporting on the Priorities and Actions from the Delivery Program and Operational Plan, the Capital Works Program Status Report contains a column headed "Updated Comment" which for this first quarterly report for 2010/11 is blank. In future quarterly reports a tick will appear in this column to indicate that the comments relating to that particular project have been updated since the previous quarterly report. This will enable Councillors and other readers of the report to easily identify where a project's status has been updated.

The Capital Works Program Status Report for the end of December 2010 is attached as **ANNEXURE 1**.

Over expended and newly identified projects, showing a negative amount in the Budget Remaining column, have been addressed and funded in the December Budget Review which appears elsewhere on this agenda.

Conclusion:

The status of each of the projects in Council's 2010/11 Capital Works Program has been updated by the relevant responsible person with details provided for the information of the Committee in Annexure 1.

Over expended and newly identified projects have been addressed and funded in the December Budget Review.

Don Johnston
Manager Finance

Tom O'Hanlon
Director Technical Services

Annexures:

1. Capital Works Program Status Report – December 2010 – *distributed separately*.

Item No: D6 Delegated to Committee

Subject: **Draft 2011/2012 Budget and Special Rate Variation Application - Progress Report**

Author: Don Johnston, Manager Finance
Stephen Dunshea, Director Corporate Services

File No: 331.G 2011/12 and 87.G SRV

Reason for Report: To provide the Committee with a progress report in respect of the development of the Draft 2011/12 Budget and Special Rate Variation Application

Recommendation:

That the Committee:

- A. Note the progress report in relation to the Draft 2011/12 Budget and Special Rate Variation Application.
- B. Note the IPART Assessment Criteria - Response to Key Elements Status Report provided as Annexure 3.

Background:

In considering a Recommendation from the Corporate & Works Committee in respect of the 2011/12 Budget Strategy and proposed Special Rate Variation Application for 2011/12 at its meeting held on 31 January 2011, Council resolved, in summary, to:

- Endorse a set of economic parameters around which the draft 2011/12 Budget would be prepared.
- Note that IPART was advised of Council's intention to apply for a S508A Special Rate Variation for 2011/12 following the Corporate & Works Committee Meeting on 24 January 2011 in the following terms:
 - in 2011/12, retention of \$1.8m (6.1%) to continue the Environmental & Infrastructure Renewal Levy expiring that year on a permanent basis and an additional \$350k pa (1.1%) to recover an initial proportion of recent years extraordinary annual increases in the State Government imposed Emergency Management Levy; and
 - in 2012/13, retention of \$1.9m (6.1%) to continue the Environmental & Infrastructure Renewal Levy expiring in that year on a permanent basis and an additional \$350k (1.1%) to recover the balance of recent years extraordinary annual increases in the State Government imposed Emergency Management Levy.
- Note the requirement for Council's to formally lodge its Special Rate Variation Application with IPART by 25 March 2011.
- Note that the detailed analysis of Council's Long Term Financial Plan and Asset Management Plans being undertaken by *Review Today Pty Ltd* will be presented to the Corporate & Works Committee for review prior to the lodgement of Council's Special Rate Variation Application.
- Immediately commence the community consultation program in respect of the Special Rate Variation.
- Receive further progress reports in relation to the preparation of Council's 2011/12 Operational Plan and Budget at future Corporate & Works Committee Meetings in order to meet the 25 March 2011 deadline for lodgement of the Special Rate Variation.

This report provides the Committee with a progress report in relation to the preparation of the Draft 2011/12 Budget and the preparation of the Special Rate Variation Application in accordance with the Committee's previous resolution.

Report:

Draft 2011/12 Budget

The economic parameters endorsed by Council for the preparation of the draft 2011/12 budget have been included in a preliminary draft of the budget estimates which are currently undergoing a comprehensive review by Management.

The timetable to achieve the 25 March deadline for lodgement of the Special Rate Variation application to IPART advised that the Corporate & Works Committee would consider the draft budget at its meeting on 7 March 2011, along with the draft Delivery Program & Operational Plan for 2011/12.

It is also proposed to present the results of the community consultation on the Special Rate Variation and to receive a presentation from *Review Today Pty Ltd* on the outcome of their detailed analysis of Council's Long Term Financial Plan and Asset Management Plans at the 7 March 2011 meeting.

The report to the Committee on 7 March 2011 will need to present budget scenarios for 2011/12 that both include and exclude the rate income to be generated from the Special Rate Variation. This is due the requirement in the Special Rate Variation Guidelines that Council place on public exhibition budget scenarios that assume both approval and non-approval of the Special Rate Variation application.

As referred to previously, retention of the Environmental & Infrastructure Renewal Levy represents \$1.8 million, or 6.1% of Council's rate income for 2011/12. The additional 1.1% increase being sought would generate an additional \$350,000 if approved. The non-approval budget scenario (Scenario 2) will therefore need to be prepared on the basis of \$2.15 million less in estimated rate revenue than the approval budget scenario (Scenario 1). Options that Council will need to consider in formulating budget Scenario 2 include:

- A significant reduction in the environmental & infrastructure renewal program or other capital works programs given the basis for introducing the Environmental & Infrastructure Renewal Levy was to fund renewal works.
- A reduction in service provision and/or service levels across a range of operational areas.
- The potential for new borrowings to support the capital works program.
- Reconsideration of the use of Reserve funds.
- Presenting a deficit budget for 2011/12.
- A combination of the above.

Whilst the report to the 7 March meeting will consider the consequences of \$2.15 million lower rate revenue for 2011/12 under budget Scenario 2 in details, the above options are presented for initial discussion by the Corporate & Works Committee.

Special Rate Variation Application

IPART was formally advised of Council's intention to apply for a S508A Special Rate Variation on 28 January 2011. A copy of Council's letter to IPART is provided as **Annexure 1**. Council's letter advised that the notification was subject to endorsement of the proposal by the full Council at its meeting on 31 January 2011 and subsequent advice of Council's endorsement of the decision in respect of the notification was provided to IPART on 1 February 2011.

In response, IPART have advised that Council's application will be assessed against the following criteria:

- Demonstrated need for the rate increase implied by the special variation.
- Demonstrated community support for the special variation.
- Reasonable impact on ratepayers.
- Sustainable financing strategy consistent with the principals of intergenerational equity.
- Productivity improvements that the council has realised in past years, and plans to realise over the special variation period.
- Implementation of the Integrated Planning & Reporting Framework.

A copy of IPART's letter in response to Council's notification is provided as **Annexure 2**.

As previously advised to the Committee, specialist consultants *Review Today Pty Ltd* have been commissioned to provide an independent assessment of Council's Long Term Financial Plan and Asset Management Plans, and preparedness for lodging the Special Rate Variation application by the 25 March deadline.

As reported to the Committee previously, *Review Today's* initial assessment report advised that Council could lodge a strong case for justifying continuation of the E&IR levy and for seeking recovery of recent years extraordinary increases in annual Emergency Management Contributions. Further detailed analysis undertaken by *Review Today* strongly supports this approach. Full details of *Review Today's* financial analysis will be presented to the next Corporate & Works Committee meeting.

The engagement of *Review Today* also extends to assisting Council with the preparation of a comprehensive business case to support our Special Rate Variation application. The business case will address all of the key elements that comprise IPART's assessment criteria. The table provided as **Annexure 3** presents a status report on our preparation of the Special Rate Variation application against the key elements of the IPART assessment criteria.

Draft 2011/12 Fees & Charges

The Draft Fees & Charges for 2011/12 were initially presented to the Corporate & Works Committee on 7 February 2011.

A further report is on the agenda for the Corporate & Works Committee meeting on 21 February 2011 in response to the Committee's request for further information in respect of those items proposed as either nil increases for 2011/2012 or increases less than the CPI.

Draft Delivery Program 2009 to 2013 & Operational Plan 2011/12

Council's current four year Delivery Program was adopted in June 2009, setting this Council's priorities for its term of office. The Delivery Program was initially adopted based on a draft Community Strategic Plan which was endorsed by Council in June 2009. Late in 2009 an extensive program of community engagement was undertaken to inform preparation of the final Community Strategic Plan – *Woollahra 2025.... our community, our place, our plan* – which was adopted by Council in June 2010 as part of our formal transition to the integrated planning and reporting framework as a Group 1 Council. June 2010 also saw the adoption of year two of the Delivery Program 2009 – 2013 and Council's 2010/2011 Operational Plan.

2011/2012 represents the third year of the adopted 2009 – 2013 Delivery Program. Among the many Strategies and Priorities identified in the Delivery Program aimed at delivering the Goals of *Woollahra 2025* are those focussed on Council's commitment to implementing capital works programs for renewal of all classes of community infrastructure. These capital works programs are funded by Council's Environmental and Infrastructure Renewal Levy which underpins the Section 508A Special Rate Variation application to renew the Levy over the remaining two years of the current Delivery Program.

As the development of the current Delivery Program was predicated on the renewal of the Environmental & Infrastructure Renewal Levy, there is no need for a new Delivery Program at this time to support the Special Rate Variation.

A preliminary draft of the detailed Actions which will form the 2011/2012 Operational Plan has been prepared. The preliminary draft is currently being refined in conjunction with finalising preparation of the draft 2011/2012 Budget to ensure there is adequate funding for Actions in the Draft 2011/2012 Operational Plan that will be submitted to the Corporate & Works Committee in conjunction with the Delivery Program on 7 March 2011.

Review of Timetable

The following presents the programmed reporting timetable for Council to achieve the 25 March 2011 deadline to lodge the Special Rate Variation with IPART.

Month	Date	Progress
Feb	21	Progress report to Corporate & Works Committee
Feb	25	Conclude community consultation on SRV
Mar	7	Corporate & Works Committee to consider: results of community consultation; Draft 2011/12 Budget; LTFP; Draft DPOP & <i>Review Today</i> analysis.
Mar	14	Corporate & Works Committee recommendations on community consultation results to Council
Mar	21	Corporate & Works Committee to consider Delivery Program 2009 to 2013 & Operational Plan 2011/12 for public exhibition
Mar	22/23 (TBC)	Potential Strategic & Corporate Committee Meeting to consider Delivery Program 2009 to 2013 & Operational Plan 2011/12 for public exhibition

Conclusion:

Council resolved on 31 January 2011 to proceed with an application to IPART for a S508A Special Rate Variation application for 2011/12 and work is well progressed in preparation for lodgement of the application by the 25 March 2011.

A stringent timetable has been prepared that will achieve lodgement of the application by this deadline and this progress report is presented to the Corporate & Works Committee in accordance with the timetable.

Further reports will be presented to the Corporate & Works Committee at its next meeting on 7 March 2011 in relation to the following:

- Draft 2011/12 Budget – including scenarios for approval and non-approval of the Special Rate Variation.
- Draft Delivery Program 2009 to 2013 and Operational Plan 2011/12.
- Community consultation – Survey Results
- Long Term Financial Plan
- *Review Today* analysis Report.

The timetable also proposes that the Corporate & Works Committee will consider the Delivery Program 2009 to 2013 and Operational Plan 2011/12 for public exhibition at its meeting on 21 March 2011.

Don Johnston
Manager Finance

Stephen Dunshea
Director Corporate Services

Gary James
General Manager

Annexures:

1. Council's letter of notification to IPART dated 28 January 2011.
2. IPART from IPART dated 1 February 2011.
3. IPART Assessment Criteria – Response to Key Element (Status Report)

Item No: R1 Recommendation to Council
Subject: **Electrical Contractor Services Tender 10/14**
Author: Purchasing Coordinator – Dave Byatt
File No: 10/14
Reason for Report: To recommend to Council the acceptance of a tender

Recommendation:

- A. That Council accept tenders from Building Technology Integrators Pty Ltd and Harnleigh Pty Ltd as a panel of contractors to carry out Council's Electrical Services as required for a period of three years (with Council having the option to extend for a further two periods of twelve months) as per the schedule of rates tendered.
- B. That successful and unsuccessful tenderers be advised of the outcome of the tender process.

Background:

As Council does not employ a licensed electrician, Council's electrical services works are currently carried out by contractors at various Council sites.

Building Technology Integrators and Watson Electrical Services Pty Ltd are the most frequently used contractors. There is no current formal agreement with either contractor.

Expenditure on Electrical Contractors for the 2009/10 financial year was approximately \$200,000.00.

In order to comply with Section 55 of the Local Government Act and Local Government (General) Regulation 2005 open tenders were invited from qualified electrical contractors for the provision of electrical services. The tender provided Council with the option to select one or a panel of contractors based on a schedule of rates and other selection criteria.

Public tenders were advertised in the Sydney Morning Herald on October 12, 2010 and the Wentworth Courier on October 13, 2010 for the provision of Electrical Contractor Services for a period of three years with the option to extend for a further two years.

A pre tender meeting was held on October 21, 2010. Representatives from seven (7) companies attended. All tenderers who had registered their interest in the tender were invited to attend. Questions raised by tenderers were answered and a record of the questions and answers was circulated to all tenderers who attended, or who were unable to attend but registered their wish to receive information.

Tender Assessment:

Tenders closed at 2:30 pm on 11 November 2010. Eleven (11) complying tenders were received as listed in Table 1 below.

Table 1.

TENDERER	TENDERED AMOUNT Electrician Hourly Rates Business Hours	TENDERED AMOUNT Electrician Hourly Rates Emergency Call Outs After Hours
Harnleigh Pty Ltd	\$35.00	\$58.00
Building Technology Integrators Pty Ltd	\$53.00	\$70.00
MNI Electropark Pty Ltd	\$55.00	\$82.50
Corplite Facilities Management	\$58.00	\$87.50
AJS City Electrics Pty Ltd	\$59.00	\$85.00
MDE Group Pty Ltd	\$60.00	\$80.00
CBD Mechanical Electrical	\$65.00	\$80.00
Scott Wells Electrical Pty Ltd	\$65.00	\$80.00
Watson Electrical Services Pty Ltd	\$65.00	\$76.25 Avge (Min 3 Hours)
Randall Electrics & Communications P/L	\$65.00	\$280.00 (Min 2 Hours)
O'Donnell Griffin Pty Ltd	\$85.00	\$136.00 (Min 4 Hours)

All tenderers submitted rates below the National Electrical and Communications Association (NECA) recommended industry charge out rates except O'Donnell Griffin Pty Ltd, whom submitted comparable rates.

Randall Electrics & Communications Pty Ltd and Watson Electrical Services Pty Ltd have minimum emergency call out rates of two hours and three hours respectively. O'Donnell Griffin Pty Ltd has a minimum four hour emergency call out and pre arranged after hours rates.

Both the Business Hours rate and Emergency Call Out rate are that for a licensed electrician, with Business Hours rate accounting for over 90% of all electrical work issued by Council.

The tenders have been assessed in accordance with the selection criteria stated in the tender documents. The tender evaluation panel comprised Jeff Hill, Technical Officer Parks, Open Space and Trees as the Commissioning Officer, Dave Byatt, Purchasing Coordinator as the Convenor and Wayne Coggins, Property Services Coordinator, as the Project Superintendent.

The tenders were given a preliminary score for each item of the selection criteria, which resulted in a total score out of 100. Tenderers were ranked in accordance with their scores.

Tenders were assessed against the following criteria and weightings:

Price/Schedule of Rates

A formula was applied to all tenderers schedule of rates to determine the overall rankings. 80% of the criterion was awarded to the hourly licensed electrician rate during business hours and 20% applied to the average of the total electrician rate for after hours emergency call outs.

Demonstrated experience with similar contracts with specific references provided.

Tenders were scored based on information provided relating to services similar to this that they currently have or have had in the past.

Demonstrated capacity and resources including number of staff to fulfil the requirements of this tender

Tenders were scored based on information provided relating to number of staff, experience of Management staff, subcontractors and suppliers, plant and equipment and Financial capabilities.

Demonstrated Occupational Health & Safety, Environmental and Quality Management Systems

Tenders were scored based on information provided

Tender Analysis:

The following tables show the scores and rankings compiled by the tender evaluation panel of all tenders received. The scores are based on the opinion formed by the assessment panel from information provided in the Tender schedules and interviews, and verified by responses from referees. The figures tabled below represent the agreed scores from the assessment panel members.

Table 2

Tenderer (ranked by total score)	Price /schedule of rates	Experience	Demonstrated Capacity & Resources	OH & S, Environmental & Quality Management	Total Score
Maximum possible score	50	20	20	10	100
Harnleigh Pty Ltd	50	15	14	7.50	86.50
Building Technology Integrators Pty Ltd	34.71	16.67	16	6.67	74.03
Scott Wells Electrical Pty Ltd	28.79	18.33	17	7.50	71.62
CBD Mechanical Electrical	28.79	15	17	7.50	68.29
MDE Group Pty Ltd	30.58	13.33	12	5.83	61.75
O'Donnell Griffin Pty Ltd	17.54	18.33	15	10.00	60.87
MNI Electrosark Pty Ltd	32.48	13.33	8	1.67	55.48
Randall Electrics & Communications P/L	23.61	15	14	2.50	55.11
AJS City Electrics Pty Ltd	30.55	11.67	7	5.00	54.22
Watson Electrical Services Pty Ltd	24.08	18.33	10	1.67	54.07
Corplite Facilities Management	31.37	10.00	6	1.67	48.43

The tender panel conducted post-tender interviews with three of the top four highest scoring tenderers. The second ranked tenderer Building Technology Integrators Pty Ltd was not interviewed as they are one of Council's current contractors and the panel is aware of their experience and capabilities as an Electrical Contractor.

The purpose of the interviews was to review and confirm the information provided by the tenderers with regard to the published selection criteria, and where necessary to raise questions which the panel had regarding aspects of the tenders. As a result of post-tender interviews and clarification of their resource capability and a request for them to provide their Environmental and Quality Management documentation there was an adjustment to the scores of Harnleigh Pty Ltd.

All other interviewed tenderers scores remained the same and the final scores and rankings are shown in Table 2.

Tender Summaries

A brief summary of each tender submission follows, ranked from highest to lowest.

Harnleigh Pty Ltd

The schedule of rates submitted by Harnleigh Pty Ltd was by far the lowest enabling them to be ranked number one overall. The rates submitted are far below the recommended NECA rates and the evaluation team has reservations about their ability to maintain such low rates when compared to the other tenderers.

They currently have contracts with the Centennial Park Trust and Randwick Council and at a post tender interview they were able to confirm the rates as sustainable because of the volume of these works and their proximity to Woollahra's LGA.

They demonstrated experience with similar council contracts and have adequate resources and capacity to provide the service. A referee's check confirmed the above.

Their OH&S, environmental and Quality Management systems were well demonstrated.

A Financial check revealed that the company has excellent financial resources to service this contract.

Building Technology Integrators Pty Ltd

The rates submitted by Building Technology Integrators Pty Ltd were the second lowest of all the offers and with their demonstrated competency and experience are ranked number two. The Rates submitted are under NECA recommended rates but the panel believes they are sustainable.

They are one of Council's current contractors and have experience and knowledge of Council's properties and facilities and have similar contracts with other councils.

They have the necessary management skills and staffing resources to adequately provide the service at value for money.

Their OH&S, Environmental Management and Quality Management systems were extensively demonstrated.

A Financial check confirmed they have adequate resources to service this contract.

Scott Wells Electrical Pty Ltd

Scott Wells Electrical Pty Ltd is ranked third and they demonstrated a vast experience with contracts equal to or greater than this tender. They have outstanding resources and capacity to provide the service. Their management systems are well documented.

A post tender interview and referees check confirmed the above.

A financial check confirmed that they have more than adequate resources to service this contract.

Their tendered rates whilst below the NECA rates are considered reasonable. However, they are higher than two highest ranked tenderers and are not recommended.

CBD Mechanical Electrical

CBD Mechanical Electrical is ranked fourth. The rates are below the NECA recommended rates but are considered sustainable. However at a post tender interview they conveyed that there was a minimal call out charge of four hours for emergencies that was not included in their schedule of rates.

They demonstrated experience with similar contracts and have adequate capacity and resources.

They have well documented O.H & S, Environmental and Quality Management systems, but are not accredited.

MDE Group Pty Ltd

MDE Group Pty Ltd. does not have the experience with similar contracts when compared to the higher ranked tenderers.

They have adequate resources, O.H & S and Quality Management systems but limited Environmental systems.

Their rates were considered reasonable.

O'Donnell Griffin Pty Ltd

O'Donnell Griffin Pty Ltd has extensive experience with major electrical contracts above the level of this tender; they possess a high level of resource capability and are accredited with their O.H & S, Environmental and Quality Management systems.

However, they have tendered rates, comparable with the NECA recommended rates that are significantly higher than the other tenderers and include a minimum four hour call out rate for after hours emergency and pre arranged work.

MNI Electrosark Pty Ltd

MNI Electrosark Pty Ltd has adequate experience but don't seem to have the capacity and resources of the other tenderers.

They provided only limited financial detail, making it difficult to ascertain their financial situation.

They have limited O.H & S and Environmental systems

Randall Electrics & Communication Pty Ltd

Randall Electrics & Communication Pty Ltd demonstrated they have adequate experience, capacity and resources to service the contract. However their O. H & S, Quality and Environmental Management Systems are below the level of the higher ranked tenders.

They tendered a minimum call out rate of two hours for emergency call outs which impacted on their price ranking.

AJS City Electrics Pty Ltd

AJS City Electrics Pty Ltd does not have the experience with similar contracts and resources as demonstrated by the higher ranked tenderers.

They have documented O.H & S and Quality Management systems, but no Environmental Management System.

Watson Electrical Services Pty Ltd

Watson Electrical Services Pty Ltd is one of Council's current contractors and has been for the last thirty years. Whilst obviously demonstrating the necessary experience, as a sole trader, Watson Electrical lacks the resources required to respond to all types of requests that may be required. Watson Electrical has primarily been used for tagging of electrical equipment and minor maintenance such as lighting repairs. While Council appreciates the service this contractor has supplied over the years their rates are considerably higher than the recommended contractors.

They also do not have any Environmental and Quality Management systems.

Their schedule of rates included a three hour minimum charge for emergency call outs which was considered excessive.

Corplite Facilities Management

Corplite Facilities Management does not have the necessary experience and appear to lack adequate capacity and resources to service this contract.

They have limited O. H & S Management system and no Environmental system.

Conclusion:

It is the view of the panel that the tender offers from Harnleigh Pty Ltd and Building Technology Integrators Pty Ltd would provide the best overall result for Council. Their tendered schedule of rates are sustainable for the period of the contract and they both have the necessary experience, resources and management systems to rank them superior to the other tenders.

Following a referees and financial check and post tender interview, the tender panel are satisfied that Harnleigh Pty Ltd and Building Technology Integrators Pty Ltd have demonstrated that they are capable of providing a high level service to a standard acceptable to the Council and the community.

Dave Byatt
Purchasing Coordinator

Zubin Marolia
Manager - Property and Projects

Tom O'Hanlon
Director - Technical Services

Item No: R2 Recommendation to Council
Subject: Streamlining of Council Meeting Procedures
Author: Les Windle - Manager Governance
File No: 1191.G
Reason for Report: To submit proposals to streamline Council Meeting procedures

Recommendation:

A. That a draft Code of Meeting Practice be publicly exhibited incorporating the following proposed changes:

1. inclusion of the following clause under Part 3.2 Questions for Next Meeting:

Questions asked by Councillors should relate to matters of an urgent nature only, routine or non urgent information, service or maintenance requests should be forwarded to the appropriate senior Council staff member through direct telephone contact, e-mail or submission of a Service Request Form.

2. inclusion of the following Clause to introduce a new Agenda item for "Reports from Councillors"

3.43 Reports from Councillors

Councillors can bring to the attention of the Council matters of community interest through the Reports from Councillors item at each Ordinary Council meeting.

The Reports from Councillors item is to be used to bring to the attention of Council matters such as:

- *community events*
- *Council events*
- *exemplary conduct or achievements of community members*
- *exemplary conduct or achievements of staff members*
- *matters of interest coming out of Councillors attendance at functions such as conferences, seminars, workshops, local government special interest events etc*
- *awards bestowed on community or staff members*

During Reports from Councillors there will be no debate permitted on the matters raised and unless, through the great urgency provisions of the Regulation, no motions are to be submitted to Council other than procedural motions of notation of the information or expressing Council's congratulations and/or appreciation for the actions of specific community or staff members.

3. amendment to the Note to section 2.8 Order of Business to include Reports from Councillors as an agenda item.

B. That a further report be submitted at the conclusion of the exhibition period.

Background:

The following Question for Next Meeting was asked at the Council Meeting on 29 November 2010:

Councillor Edelman asking:

Would it not be more appropriate for Questions for Next Meeting to be limited to matters of urgency? A lot of questions asked can be dealt with by e-mails to staff.

The General Manager provided the following response to the question:

General Manager in response:

Back in about 1996 it used to be questions of an urgent nature, obviously from that the Councillors had to give reasons as to why it was urgent and it was a matter for the Mayor to determine if it was sufficient to warrant urgency. The Council changed that process at that time to have questions without notice. If we are to go through that process I suspect we are going to have to go through the Code of Meeting Practice to change that criteria.

Subsequent to this question Councillor Carmichael asked whether the proposed change required a Notice of Motion and the General Manager provided the following response:

We could look at that administratively at the request of the Mayor. There are other discussions I have had with the Mayor in relation to the whole meeting practices in terms of suspension of standing orders and questions and the like. Having had a request from the Mayor we could bring forward a report that covers all those minor adjustments to our Code of Meeting Practice.

This report is in response to the request from the Mayor and proposes changes to how Questions for Next Meeting and Suspension of Standing orders are dealt with at Council Meetings.

Proposal:

Questions for Next Meeting

For many years Council Meeting agendas included a standing item of “Questions without Notice” that allowed Councillors to ask questions of other Councillors or Council staff from the floor. In August 2009 the Division of Local Government, Department of Premier and Cabinet (DLG) issued an updated “Meetings Practice Note” that advised that having an agenda item of “Questions without Notice” is inconsistent with the provisions of the Local Government (General) Regulation 2005.

In response to that advice and then further advice from the DLG clarifying certain matters relating to the implementation of the revised Meetings Practice Note, Council introduced Council Meeting agenda items for “Questions on Notice” and “Questions for Next Meeting”.

Questions on Notice allows Councillors to submit questions for inclusion in the Council Meeting agenda that they intend to ask at the Council Meeting and provide an opportunity for the relevant staff member to research the response to the question.

Questions for Next Meeting allows Councillors to ask questions at the meeting on the understanding that the answers will be provided at the following meeting however, in accordance with the advice from the DLG, responses to Questions for Next Meeting can be provided at the Council Meeting where they are asked, if it makes sense to do so.

The matter has been raised as to whether it would be more appropriate for Questions for Next Meeting to be limited to matters of urgency. In response to that question the General Manager referred to a previous Council policy which allowed for Questions of an Urgent Nature to be asked at Council Meetings.

That policy was implemented by Council in November 1981 through the following resolution:

- A. *That the Council note the existing mechanism whereby Aldermen may seek information from the Senior Staff by means of letter forwarded in the normal course, or telephone enquiry directed to the Town Clerk/General Manager or Departmental Heads.*
- B. *That as a matter of policy procedure, and having regard to the provisions of Clause 27 of Ordinance No. 1, the Council regulate its meeting procedures to provide for questions of an urgent nature to be dealt with as follows:*
 1. *The Mayor may have the appropriate answer given orally, or direct the question to the appropriate staff member for investigation or rule the question submitted as being of a nature which requires a Notice of Motion to be submitted for consideration of the Council.*
 2. *No oral explanation of a question submitted, nor debate upon the question shall be permitted.*
 3. *A question should be put in writing.*

The policy recognised that Alderman (now Councillors) could forward information or service requests to senior staff as those matters came to the attention of the Councillors. This allowed for a faster transfer of information between Council staff and Councillors and for the Council to attend to maintenance and repair and other service requests in an expedient manner as they occurred rather than waiting for the fortnightly Council Meetings before any action is taken.

Returning the restriction on questions to matters of an urgent nature would improve the meeting process by eliminating operational matters from meetings, allow Councillor information requests to be dealt with in a more expedient manner and improve Council's customer service by attending to service and maintenance request as the need arises rather than based on the meeting cycle of the Council.

Having the urgency restriction would not prevent Councillors from asking questions at Council Meetings if, after obtaining information from staff through an information request outside of the meeting process, the Councillor believed that the matter was of such importance that further attention should be raised to the matter through a Question on Notice or Question for Next Meeting.

The flow of information and service/maintenance requests between Councillors and staff is now easier and faster than when the previous policy was implemented through the use of e-mail and the increased availability of staff by mobile phone contact.

To improve the operation of Council Meetings it is recommended that questions from Councillors be limited to matters of an urgent nature and the following clause be added to part 3.2 "Questions for Next Meeting" of Council's Code of Meeting Practice:

Questions asked by Councillors should relate to matters of an urgent nature only, routine or non urgent information, service or maintenance requests should be forwarded to the appropriate senior Council staff member through direct telephone contact, e-mail or submission of a Service Request Form.

Suspension of Standing Orders

The Local Government (General) Regulation requires Council to determine the order of business for its Council Meetings (clause 239) and that the Council must not transact business at a Council Meeting unless due notice of that business has been given (clause 241).

An exception to this requirement is through clause 241(3) which permits business to be transacted at a meeting even though due notice has not been given but only if:

1. a motion is passed to have the business transacted at the meeting, and
2. the business proposed to be brought forward is ruled by the chairperson to be of great urgency.

Council has been enacting clause 241(3) of the Regulation when suspending standing orders to allow Councillors to advise the Council on various matters such as recent community events, recording appreciation of staff and/or community representatives for organising events or activities and highlighting Councillor attendance at conferences, workshops and meetings etc.

These matter have generally been raised early in the Council Meetings prior to the normal business of the Council being conducted. This practice, although important to keep the Councillors and community informed of local events and formally recognising Council's appreciation for the efforts of staff and community members, may not fulfil the great urgency intent of the Regulation provision.

In order to continue this important practice and bring it in to line with the legislative requirements, Council could introduce a new business item to the Council agenda called "Reports from Councillors". This new business item could be included as a standard agenda item in all Ordinary Council Meeting agendas after "Reports from Committees" and would operate by the Mayor inviting Councillors to report on matters of interest without the need to suspend standing orders. The information provided by Councillors during this item would be included in the Minutes of the meeting as is currently the case.

To introduce this item and to provide guidelines to how it will operate, the following new section could be added to Council's Code of Meeting Practice.

2.43 Reports from Councillors

Councillors can bring to the attention of the Council matters of community interest through the Reports from Councillors item at each Ordinary Council meeting.

The Reports from Councillors item is to be used to bring to the attention of Council matters such as:

- *community events*
- *Council events*
- *exemplary conduct or achievements of community members*
- *exemplary conduct or achievements of staff members*
- *matters of interest coming out of Councillors attendance at functions such as conferences, seminars, workshops, local government special interest events etc*
- *awards bestowed on community or staff members*

During Reports from Councillors there will be no debate permitted on the matters raised and unless, through the great urgency provisions of the Regulation, no motions are to be submitted to Council other than procedural motions of notation of the information or expressing Council's congratulations and/or appreciation for the actions of specific community or staff members.

As a consequence of introducing Reports from Councillors, the “Note” to clause 2.8 (Order of business) of Council’s Code of Meeting Practice would also require an amendment.

The “Note” would be amended to show the order of business at Council Meetings to be:

1. Confirmation of Minutes of previous meeting(s)
2. Leave of Absence and Apologies
3. Declarations of Interest
4. Late Correspondence
5. Petitions Tabled
6. Mayoral Minute(s)
7. Public Forum
8. General Manager’s Report
9. Reports of Committees
10. *Reports from Councillors*
11. Rescission Motion(s)
12. Notices of Motion
13. Questions On Notice
14. Questions for Next Meeting

Consultation:

In accordance with Section 361 of the Local Government Act, Council must advertise proposed changes to its Code of Meeting Practice for a period of not less than 28 days and allow a period of not less than 42 days for the public to make submissions on the proposed changes to the Code.

Identification of Income & Expenditure:

There is no income or expenditure implications with the proposals.

Conclusion:

It is recommended that the proposed changes to Council’s Code of Meeting Practice be publicly exhibited and a further report submitted at the conclusion of the exhibition period.

Les Windle
Manager Governance

Stephen Dunshea
Director Corporate Services

Annexures:

Nil

Item No: R3 Recommendation to Council
Subject: 2010/2011 Budget Review for the Quarter Ended 31 December 2010
Author: Trang Banfield – Systems and Management Accountant
Don Johnston - Manager Finance
File No: 331.G 2010/2011
Reason for Report: To report on the review of the 2010/2011 Budget for the quarter ended 31 December 2010

Recommendation:

THAT the report be received and noted and the variations to the Budget be adopted.

Background:

The requirement for a quarterly review of the budget arises from Clause 203 of the Local Government (General) Regulation 2005. It requires that, not later than two months after the end of each quarter (except the June quarter), the responsible accounting officer of a Council prepare and submit to the Council a budget review statement that shows, by reference to the estimates of income and expenditure set out in the Operational Plan that the Council has adopted for the relevant year, a revised estimate of the income and expenditure for that year. A budget review statement must include or be accompanied by:

- (a) a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimates of income and expenditure, and;
- (b) if that position is unsatisfactory, recommendations for remedial action.

In undertaking this budget review, each budget manager has provided a revised forecast of income and expenditure for their respective areas and where necessary, recommendations to revise budget estimates for income and expenditure items are provided.

Discussion:

Overall Financial Position

Council's working funds balance, which is the available cash to cover any unforeseen expenditure requirements which cannot be covered within the current budget provision, is now forecast to increase by \$127,108 in 2010/11 as outlined in the following table:

	Budget Result Surplus / (Deficit)
Original 2010/11 Budget & Rollovers (following further consideration by the Strategic & Corporate Committee on 13 September 2010 and Council on 20 September 2010)	\$14,850
September 2010 Review	\$140,701
December 2010 Review	(\$28,443)
Forecast to 30 June 2011	\$127,108

This projected increase in working funds for 2010/11 of \$127,108, i.e., the projected budget result, represents a decrease of \$28,433 in the projected result for 2010/11 identified at the December Review. A summary of major budget variations proposed in the December Review is provided below while full details of the recommended variations giving rise to the change in working funds are provided later in the report.

Budget Variations	(Favourable)/ Unfavourable \$
Investments Fair value adjustment at 31 December 2010	(460,215)
S94A Development Levies revised in line with contributions received	(300,000)
Interest on Investments revised based on returns to date	(275,000)
NSW Fire Brigades Contribution revised as advised	151,490

The projected Working Funds result for 2010/11 for the December Quarter see the unrestricted current ratio forecast level of 2.40:1 slightly higher at 2.41:1. The unrestricted current ratio is used to assess the adequacy of working capital and the ability to satisfy obligations in the short term for the unrestricted activities of Council. Financial health checks indicate a ratio of less than 1 is unacceptable. Council's forecast ratio of 2.41:1 remains sound.

Overall, based on projected levels of restricted cash and liquidity, Council's financial position will remain satisfactory at 30 June 2011.

Woollahra Council

Budget review for the quarter ended 31 December 2010

Income & Expenses

	ORIGINAL			Approved Changes		Recommended changes for Council Resolution (000's)	PROJECTED year end		% of REVISED Budget
	10/11 Budget (000's)	Revotes (000s)	Sept Review (000's)	REVISED Budget (000's)	result 10/11 (000's)		ACTUAL YTD (000's)		
Income									
Rates & Annual Charges	39,894	0	108	40,002	0	40,002	40,079	100.2%	
Fees & Charges	9,315	0	223	9,538	32	9,570	4,832	50.7%	
Interest	2,159	0	89	2,248	766	3,014	1,736	77.2%	
Grants & Contributions	2,641	0	-239	2,401	0	2,401	1,233	51.4%	
Capital Grants & Contributions	2,461	659	928	4,049	599	4,648	1,275	31.5%	
Other Revenue	9,787	0	-415	9,372	157	9,528	4,469	47.7%	
Other Income									
Net Gain/(Loss) on Sale of Assets	602	165	-218	549	-30	520	-266	-48.4%	
Total Income from continuing operations	66,859	824	476	68,159	1,525	69,683	53,358	78.3%	
Expenses									
Employee Costs	30,021	0	-48	29,974	46	30,020	15,489	51.7%	
Materials & Contracts	11,932	251	-489	11,694	280	11,974	5,980	51.1%	
Borrowing Costs	569	0	0	569	0	569	257	45.2%	
Depreciation	10,199	0	2	10,202	0	10,202	4,669	45.8%	
Other Costs	12,848	10	44	12,902	267	13,170	7,333	56.8%	
Total Expenses from continuing operations	65,570	261	-490	65,341	594	65,934	33,729	51.6%	
Net Operating Result from continuing operations	1,289	563	966	2,818	931	3,749	19,629		
Net Operating Result before capital movements	-1,774	-261	255	-1,780	361	-1,418	18,620		
Working Funds Reconciliation:									
Net Operating Result from continuing operations						931			
LESS:									
Forecast increase in Capital Expenditure						-415			
Transfers to Reserve from Operating						-814			
Reduction in utilisation of Reserves						-50			
Transfers to Computer Reserve						-122			
ADD:									
Transfers from Reserves for Operating						27			
Transfers from Reserves for Capital						415			
Working Funds Movement						-28			

The Income & Expenses Budget Review Statement presents a revised forecast operating result for 2010/11 of \$3,749,308 or an improvement identified at this review of \$930,905 over the previous forecast surplus of \$2,818,403. Council's financial position is sound with an improved unrestricted current ratio of 2.41:1.

A reconciliation between the working funds movement and operating results is provided with the Income Statement above.

In addition to the Income Statement above, Council's Balance Sheet and Reserve levels summarise the results of the budget review and appear as **ANNEXURES 1 and 2** respectively. **ANNEXURE 3** provides a summary of the Capital Budget and proposed variations.

Details of Recommended Variations

The following table details by Division and Manager the variations recommended in the Budget Review.

Item	Variation (Favourable)/ Unfavourable \$'000	Comment
OPERATING BUDGET		
COMMUNITY SERVICES:		
<i>Community Liaison Coordinator (103):</i>		
<ul style="list-style-type: none"> - E J Ward Welfare Centre Contract Cleaning - E J Ward Welfare Centre Council Building Hire Income - Vaucluse Bowling Club Council Building Hire - Canonbury Cottage Council Building Hire 	<ul style="list-style-type: none"> 3 (10) (3) (3) 	<ul style="list-style-type: none"> Budget required due to Centre reverting back to Council's management. Cost to be offset by associated hire income. Refer above. Revise budget based on booking trend. New additional regular hirer.
<i>Library Services (104):</i>		
<ul style="list-style-type: none"> - Penalty Rates - Material Goods & Services Paddington Library - Temporary Staff Library Admin - Material Goods & Services Resource Management 	<ul style="list-style-type: none"> 25 3 14 5 	<ul style="list-style-type: none"> Penalty rate entitlements not provided in original budget, Paddington Library \$5k and Library Lending Services \$20k. Increase required for processing of new items in Book Maintenance \$4k, partially offset by savings in Periodicals & Newspapers (\$1k). Temporary staff required to cover vacant administration position. Outsourced Inter Library Loan delivery requires after hours access box.
<i>Family & Community Development (105):</i>		
<ul style="list-style-type: none"> - Recovered Costs Preschool - Transfer to Preschool Reserve - Meal Charges Woollahra Seniors - Sundry Income Woollahra Seniors 	<ul style="list-style-type: none"> (15) 15 10 3 	<ul style="list-style-type: none"> Recovered Costs for Preschool-Concert Fees (\$1k), Excursions (\$13k) and Hats (\$1k). Transfer to Preschool Reserve. Lower income forecast due to a decline in client numbers. Refer above.
<i>Cultural Development (107):</i>		
<ul style="list-style-type: none"> - Salaries & Wages - Salaries & Wages Sculpture Prize - Recoverable Expenses Sculpture Prize - Miscellaneous Sales Sculpture Prize 	<ul style="list-style-type: none"> 13 6 (12) 13 	<ul style="list-style-type: none"> Part time staff required to cover staff on maternity leave. Additional staffing required for extended dates & risk requirements. Actual number of sculptures sold less than budgeted. Sales lower than expected. Refer above.
Small variations within Community Services:	2	
Total variation for Community Services:	69	

Item	Variation (Favourable)/ Unfavourable \$'000	Comment
CORPORATE SERVICES:		
<i>Risk Management (202):</i>		
<ul style="list-style-type: none"> - Self Funded Losses Workers Compensation - Claims Recoveries Workers Compensation - General Consultants Public Liability - Legal Expenses Public Liability - Insurance Workers Compensation - Self Funded Losses Council's Property Insurance 	<ul style="list-style-type: none"> (20) 20 (15) 20 (20) 5 	<ul style="list-style-type: none"> Reduction in time off from injuries due to an effective return to work program. Less claims due to an effective return to work program. Refer above. Revise budget for consultants due to claims number trending favourably. Four complex claims have gone to litigation. Revise premium forecast based on updated claims. Budget changed due to more claims than expected.
<i>Governance (203):</i>		
<ul style="list-style-type: none"> - Elected Officials Printing & Stationery - Elected Officials Advertising - Elected Officials Contributions to Other Organisations - Elected Officials Councillors Expenses - Advertising Governance 	<ul style="list-style-type: none"> 4 4 10 10 1 	<ul style="list-style-type: none"> Provision of stationery to Councillors higher than budgeted. Advertising costs for Councillors Ward community meetings not previously budgeted. Queensland Flood Relief appeal. Councillors' reimbursement claims and Joint Regional Planning Panel fees higher than budgeted. Additional advertising required to meet statutory requirements.
<i>Finance (205):</i>		
<ul style="list-style-type: none"> - Interest Paid on Deposits Received - Valuer General's Charges - Investment at Fair Value - Transfer to Property Reserve - NSW Fire Brigades Contribution - NSW State Emergency Services - Interest on Investments - Section 94A Development Levies - Transfer to s94 Reserve - Transfer to s94 Reserve 	<ul style="list-style-type: none"> 80 (5) (460) 460 151 (7) (306) (300) 300 11 	<ul style="list-style-type: none"> Increase in line with actual to date of 09/10 actuals. Valuer General's charges less than anticipated. Fair value adjustment as at 31 December 2010. The Corporate & Works Committee on 24.01.11 resolved: That Council considers allocating the \$400,000 proceeds from the maturity of the Quartz CDO to the Property Reserve at the December Quarterly Budget Review. This resolution has been action with this recommended variation which includes the Quartz CDO maturity. Notification of 10/11 Contribution received from Emergency Management NSW 16 December 2012. Additional interest based on returns to date. Update forecast in line with Contributions received to date. Transfer additional contribution to s94 restriction. Increase in line with forecast increase in interest

Item	Variation (Favourable)/ Unfavourable \$'000	Comment
<i>Organisational Dvelopment & Human Resources(206)</i> <ul style="list-style-type: none"> - Recovered Costs (8) - Material Goods & Services 7 - Printing & Stationery 1 - General Consultants PSe Consulting 4 - Legal Expenses General (5) - Advertising (15) 		Recovered costs not budgeted for. Additional categories for Long Service Awards. Additional categories for awards. Cost of change requests for payroll software to support Human Resource intranet. Budget is trending favourably. Revise budget to reflect a low staff turnover.
<i>Customer Service (209):</i> <ul style="list-style-type: none"> - General Contracts (4) 		Update budget based on actuals.
Small variations within Corporate Services:	4	
Total variation for Corporate Services:	(73)	
TECHNICAL SERVICES:		
<i>Engineering Services (302):</i> <ul style="list-style-type: none"> - Protective Clothing 2 - General Consultants (19) - Material Goods & Services Engineering Design 15 		Protective clothing required as a result of Risk Assessment Team analysis. Savings from studies/surveys to be performed in-house, Traffic Studies (\$5k) and Residential Parking Review Study (\$14k). Replacement of survey equipment.
<i>Civil Works (303):</i> <ul style="list-style-type: none"> - Salaries & Wages Restorations 15 - Salaries & Wages Civil Works Management & Admin (15) 		Budget transfer to provide for Administration Officer Position. Refer above.
<i>Open Space & Trees (304):</i> <ul style="list-style-type: none"> - Material Goods & Services 4 - Material Goods & Services New Years Eve 40 - Contract Plant Hire Trees Maintenance (5) - General Contracts Trees View Pruning 21 - Tree Pruning Income (15) - General Consultants (14) - Legal Expenses Public Open Space (3) 		Budget revisions required for Trees Maintenance \$1k, Proactive Trees Maintenance \$2k and Parks and Street Trees Management \$1k. <u>Comments from Manager Open Space & Trees:</u> During January 2010 several contractors submitted late invoices for the 2009/2010 NYE event. Consequently, the forecasting for 2010/2011(which was largely prepared in December 2009) was significantly under the realistic costs associated with all event elements agreed between Council and the Police. Council staff have identified all elements and costs for a more accurate forecast for 2011/2012. Budget not required. Budget increase reflecting increase in applications. Offset by increase in income. Revised forecast from increase in applications. General savings in Tree Management (\$4k) and parks & Public Open Space (\$10k). Expenses less than estimated.

Item	Variation (Favourable)/ Unfavourable \$'000	Comment
<ul style="list-style-type: none"> - Cleaning Contract - General Contracts Quarry Street - Electricity Charges Quarry Street - Stores Issues Toilet Cleaning - Filming Fees - Sportfield Casual Hire - Recovered Costs 	<ul style="list-style-type: none"> 18 3 9 (9) (2) (6) (4) 	<ul style="list-style-type: none"> Budgets required for cleaning contracts, Quarry Street Depot \$10k and Trumper Park Grandstand \$8k. Revise budget to reflect increase in expenses. Revise budget to reflect current charges. Savings identified. Revise budgets to reflect current trend, Wedding & Ceremonial Photography (\$7k) and Commercial Filming \$5k. Revise budget based on current trend. One off recovered costs from Moscow Circus.
<p><i>Property & Projects (306):</i></p> <ul style="list-style-type: none"> - General Consultants Property Maintenance Car Parks - Advertising Property Maintenance Car Parks - Legal Expenses Property Maintenance Car Parks - Electricity Charges - Water Rates - Material Goods & Services - General Contracts - Recoverable Expenses Community Facilities - Recovered Costs Community Facilities - Cleaning Contract Hugh Latimer - General Consultants Property Management - Recoverable Expenses Property Management - Recovered Costs Property Management - Commercial Property Licences Chiswick Gardens Restaurant - Parks & Reserves Leases - E J Ward Licences 	<ul style="list-style-type: none"> (7) 4 23 15 10 (16) (9) 2 (21) 3 (6) 10 (10) 23 (31) 6 	<ul style="list-style-type: none"> Savings to partially offset additional budget required in Advertising & Legal Expenses. Tender advertising. Tender documentation preparation. Revise budget to reflect current charges, Grafton Street Car Park \$4k, Open Air Car Parks \$1k, Vaucluse Bowling Club \$3k, The Gunyah \$2k, Chiswick Gardens Restaurant \$3k and Parsley Bay \$2k. Revise budget to reflect current charges, Cross Street Car Park \$6k, Chiswick Gardens Restaurant \$3k and Parsley bay \$1k. General savings identified, Public Toilets (\$2k), Community Facilities (\$5k), Property Maintenance Depot (\$2k) and Trades Support (\$7k). General savings identified, Public Toilets (\$2k), Property Maintenance Libraries (\$3k) and Restaurants/Other Commercial (\$4k). Recoverable expenses from various debtors expected to increase. Costs recovered from various debtors . Budget required as part of cleaning contract \$7k, partially offset from savings in Recurrent Contracts (\$3k) and General Contracts (\$1k). General savings. Recoverable expenses from various debtors expected to increase. Recovered costs expected to increase to reflect increase in recoverable expenses. Revise budget to reflect loss rental income. New lease entered with new lessee. Unexpected one off lease. Licence terminated by tenant.
<p><i>Depot & Waste (307):</i></p> <ul style="list-style-type: none"> - Protective Clothing Waste Services Trade - Printing & Stationery Waste 	<ul style="list-style-type: none"> 1 (4) 	<ul style="list-style-type: none"> Amend budget based on actual expenditure. No further expenses for the financial year.

Item	Variation (Favourable)/ Unfavourable \$'000	Comment
<ul style="list-style-type: none"> Services Recycling - DWM Funding Waste Services Recycling - Overtime Waste Services Supervision - Higher Grade Pay Waste Services Supervision - Printing & Stationery Waste Services Supervision - DWM Funding Waste Services Supervision - Recurrent Contracts Business Centres Streetscape Maintenance - Stores Issues Purchasing/Stores - General Consultants Depot & Waste Services Management - Transfer from Grant Reserve - Material Goods & Services O'Dea Ave Depot operations - Recovered Costs - SES subsidy - CTP Insurance 	<ul style="list-style-type: none"> 4 12 5 15 (27) 109 30 27 (27) 6 (44) 10 23 	<ul style="list-style-type: none"> Reduce funding to offset savings. Additional budget to perform extra bin deliveries. DWM funded. Staff on leave. DWM funded. Extra costs for printing, envelopes & deliveries. DWM funded. DWM Funding for revised budget for Waste Services Supervision. Budget transfer from Capital Project-Clean & Seal Pavers Business Centres for pavers cleaning & maintenance. Budget required for stores issues as part of contract cleaning across various sites. Waste audit required to be carried out by DECCW as part of Waste & Sustainability Improvement Program funding. Funding for waste audit. Refer above. Budget transfer from Depot Operating Capital to upgrade motor on front gate of O'Dea Ave Depot. Recovered costs from lessee. Final payment for 09/10 State Emergency Services contribution. Revise budget to reflect increase in insurance.
Small variations within Technical Services:	(3)	
Total variation for Technical Services:	168	
PLANNING & DEVELOPMENT:		
<p><i>Strategic Planning (402):</i></p> <ul style="list-style-type: none"> - Salaries & Wages Environmental Planning - Salaries & Wages Heritage Planning - Salaries & Wages Certificates Processing - Advertising 	<ul style="list-style-type: none"> 37 (23) (5) (9) 	<ul style="list-style-type: none"> Revise budget to provide for temporary Strategic Planner. Increase to be offset from savings. Refer below. Transfer budget to Environmental Planning to fund temporary Strategic Planner. Transfer budget to Environmental Planning to fund temporary Strategic Planner. Savings identified from advertising to fund temporary Strategic Planner.
<p><i>Development Control (404):</i></p> <ul style="list-style-type: none"> - Material Goods & Services - Mobile Telephone Charges - Subscriptions - Development Application Replacement - 82A Review Fees - Advertising Fees - Perusal Fees 	<ul style="list-style-type: none"> 1 1 5 (3) 4 (20) 7 	<ul style="list-style-type: none"> New software required. Revise budget to reflect current expenses. Initial budget was underestimated. Favourable trending in the use of this service. Lower than expected income, as applicants prefer to have matters reviewed via s96 of the Act which provides similar services. Favourable trending due to improved development activity. Unexpected reduction in the use of this facility.

Item	Variation (Favourable)/ Unfavourable \$'000	Comment
<p><i>Compliance (406):</i></p> <ul style="list-style-type: none"> - Higher Grade Pay Building & Compliance - Legal Expenses Building & Compliance - File Archival & Retrieval Costs - IPB processing Charges - Stores Issues - General Contracts Immunisation - Building Certificate Applications - File Retrieval Charges - LG Activity Application Fees - Hoarding Application Fees - Complying Development Certificate - Fines Building & Compliance - Fines Fire Safety Management - Waste Container Licences - Penalties Ranger Services 	<p style="text-align: center;">3</p> <p style="text-align: center;">25</p> <p style="text-align: center;">(6)</p> <p style="text-align: center;">2</p> <p style="text-align: center;">1</p> <p style="text-align: center;">(1)</p> <p style="text-align: center;">20</p> <p style="text-align: center;">6</p> <p style="text-align: center;">(3)</p> <p style="text-align: center;">(30)</p> <p style="text-align: center;">(3)</p> <p style="text-align: center;">(10)</p> <p style="text-align: center;">(5)</p> <p style="text-align: center;">(9)</p> <p style="text-align: center;">(25)</p>	<p>Staff on leave.</p> <p>Several significant matters running concurrently and likely to proceed to Court before the end of the current financial year. Expenditure exceeding initial estimate.</p> <p>Total number of Building Certificate applications down on previous quarters. Several applications for Building Certificates are also addressing unauthorised works which did not require historic files to be retrieved.</p> <p>Increase in the number of infringements being issued, Fire Safety Management \$1k and Ranger Services \$1k.</p> <p>Medical & safety equipment required resulting from WorkCover inspection.</p> <p>New contract entered into with Doctor resulting in savings.</p> <p>Down-turn in number of building certificate applications being received. This trend expected to continue over the coming months. Refer above.</p> <p>Increased regulatory activity resulting in an increase in the number of applications required for hoisting items over Council roads.</p> <p>Amend budget to reflect several unexpected large applications.</p> <p>Upturn in application numbers due to legislation changes. Trend is predicted to revert back to the private sector in coming quarters.</p> <p>Reflecting an increase in fine values.</p> <p>The number of fines issued has increased.</p> <p>Increase in the number of companies obtaining an annual waste bin licence.</p> <p>The number of fines issued and the value of the individual fines have increased.</p>
Small variations within Planning & Development:	<i>0</i>	
Total variation for Planning & Development:	<i>(40)</i>	
GENERAL MANAGER:		
<p><i>Communications (503)</i></p> <ul style="list-style-type: none"> - Overtime Citizenships 	1	Revise budget to cover citizenship ceremonies.
Small variations within General Manager	<i>0</i>	
Total variation for General Manager:	<i>1</i>	
Total Variance in Operating Budget	<i>125</i>	

Item	Variation (Favourable)/ Unfavourable \$'000	Comment
CAPITAL BUDGET		
CORPORATE SERVICES:		
<i>Information Systems</i>	(122) 122	Project GIS 3D (\$50k) and project GIS 3D Modelling (\$70k) not proceeding at this time. Transfer budget to Computer Reserve.
TECHNICAL SERVICES:		
<i>Engineering Services</i>	(131)	<p>Project variations and transfers in Traffic Infrastructure projects include the following:</p> <ul style="list-style-type: none"> ▪ Budget transfer from Clean & Seal Pavers Business Centres project to Business Centres Streetscape Maintenance (\$109k). ▪ Darling Point/St. Marks Road Speed Cushion project required additional budget of \$8k. ▪ Energy Australia has advised no further costs for Lighting Pedestrian Crossings project (\$20k). ▪ Revise budget for West Street North of Oxford Street project based on quotations \$8k. ▪ VMS Boards project not proceeding this financial year (\$14k). ▪ Epping Road Double Bay Speed Humps project quote lower than anticipated (\$15k). ▪ PAMPS Paddington requires an additional 7k for necessary modifications to pedestrian crossing islands at Elizabeth St/Windsor St. ▪ Double Bay Floodplain Risk Management Plan requires an additional 20k for assessment of sea level rise. Budget transfer from Rose Bay Floodplain Risk Management (\$20k). ▪ Transfer budget from Rose Bay Flood Study (\$50k) to Camp Cove Watsons Bay Climate Change Study \$25k and Coastal Climate Change Risk Area Study (\$25k). ▪ Double Bay Multi Function Poles project completed with savings of (\$83k) and an estimated value of liquidated damages of (\$63k). Transfer budget to Double Bay NSH Road project. ▪ Double Bay NSH Road project requires an additional budget of \$161k. Budget transfer of \$15k from Infrastructure Renewal Program and \$146k Double Bay Multi Function Poles. Refer above. <p>A number of other small reallocations have been made between projects.</p>

Item	Variation (Favourable)/ Unfavourable \$'000	Comment
<i>Environmental Works Program</i>	(40) 40	<p>Project variations and transfers include the following:</p> <ul style="list-style-type: none"> ▪ Transfer budget from Enviro Education Target Group 4 (\$10k) to Enviro Education Target Group 3 \$10k. ▪ Consolidate Environmental Management Plan project into Sustainability Action Plan (\$40k). ▪ Waste & Sustainability Improvement Program \$134k, grant received (\$134k).
<i>Open Space & Trees</i>	(93) 93	<p>Project variations and transfers include the following:</p> <ul style="list-style-type: none"> ▪ Gap Park Accessible Shared Pathway \$91k, grant approved (\$91k). ▪ Additional budget for Lyne Park Boat Ramp & Pontoon \$2k, additional grant approved (\$2k). ▪ Budget transfer from Lyne Park Car Park Upgrade (\$41k) to Park Furniture Rollout \$41k. ▪ Budget transfer from Cooper Park Picnic Facility Upgrade (\$10k) to Percival Park Lighting Upgrade \$10k.
<i>Property & Projects</i>	18	<p>Project variations and transfers include the following:</p> <ul style="list-style-type: none"> ▪ Unexpected compressor replacement in MTA chillers required for Chambers \$18k. ▪ Kiaora Lands Woolworths PPP specialist commercial, contractual and architectural expenses \$400k. Fully funded from Property Reserve (\$400k).
<i>Infrastructure Renewal & Environmental Works Program</i>	159 (159)	<p>Project variations & transfers include the following:</p> <ul style="list-style-type: none"> ▪ Additional Minor Capital Works completed during the 2nd quarter 30k. ▪ Allocate funds from Retaining Walls Works Program (\$100k) to Pringle Place/Bellevue Gardens Rock Face & Retaining Wall \$100k. ▪ Jersey Road (Sth) West Woollahra project completed with savings of (\$9k). ▪ Tara Street Trelawney St to Ocean St project completed with savings of (\$45k). ▪ Revise budget for Bellevue Road, NSH Rd to Fairfax Rd project as cost of works overestimated (\$55k). ▪ Barcom Ave (East) project (\$20k) & Underwood Street project (\$59k) deferred to 2011/12 due to planned EA below ground cable laying works. Transfer \$79k to McKell Park Darling Point as per C&W recommendation 6/12/2010 and Councils Resolution 13/12/2010 to 2011/12 due to planned EA works.

Item	Variation (Favourable)/ Unfavourable \$'000	Comment
		<ul style="list-style-type: none"> ▪ Transfer \$15k to Double Bay NSH project in Engineering Services <p>A number of other small re-allocations have been made between projects.</p>
<i>Plant Replacement</i>	16	<p>A number of re-allocations have been made across the Plant Replacement budget.</p> <ul style="list-style-type: none"> ▪ Savings of (\$23k) identified in O’Dea Ave Fuel Tanks project. Transfer \$6k to O’Dea Ave Depot Operations to upgrade motor on front gate and transfer balance back to DWM. ▪ Paddington Organics Collections Bins project not needed. Future bins to be purchased as normal replacements (\$10k), transfer back to DWM \$10k. ▪ Net change in vehicles purchased and sold not reflected in budget previously 31k. <p>A number of other small re-allocations have been made between projects.</p>
Total Variance in Capital Funds	(97)	
TOTAL CHANGE IN WORKING FUNDS	28	

ANNEXURE 4 provides a report of the proposed variations to forecasts by Manager and Cost Centre.

Conclusion:

The December quarterly review forecasts an increase in Council's working funds position for 2010/11 of \$127,108 which comprises the original budget result, including rollovers, of \$14,850, a surplus of \$140,701 identified in the September quarter and a deficit of \$28,443 for the December quarter.

Following the review of the estimates of expenditure and income made in the original budget, the Income Statement (Annexure 1) shows an increase in our operating result of \$930,905. The major changes giving rise to this variation have been detailed in the report. The Balance Sheet (Annexure 1) shows an improved liquidity at 2.41:1 with working funds position at \$2,223,410.

Having regard to the original estimates of income and expenditure, and the proposed variations, the projected restricted cash levels and liquidity position indicate that Council's overall financial position will remain satisfactory at 30 June 2011.

Don Johnston
Manager Finance

Stephen Dunshea
Director Corporate Services

Annexures:

1. Forecast Balance Sheet for the year ending 30 June 2011
2. Forecast Reserve Levels as at 30 June 2011
3. Summary of Capital Budget as at 31 December 2010 with Proposed Variations
4. Revised Forecasts of Expenditure and Income by Manager and Cost Centre

BUDGET 2010/2011

Balance Sheet

	Actual 09/10	09/10 Revotes	Revote & Rollovers into 10/11	10/11 Budget	Original Budget & Revotes	September Review 10/11	September Review 10/11	December Review 10/11	December Review 10/11
Current Assets									
Cash & Investments	35,936,561	-7,996,412	27,940,149	-420,982	26,901,713	-176,065	26,725,648	516,389	27,242,037
Receivables	5,798,203		5,798,203		4,400,000		4,400,000		4,400,000
Inventories & Other Assets	184,741		184,741		240,000		240,000		240,000
Other	882,024		882,024		1,270,000		1,270,000		1,270,000
	42,801,529	-7,996,412	34,805,117	-420,982	32,811,713	-176,065	32,635,648	516,389	33,152,037
Current Liabilities									
Payables	17,572,422		17,572,422		16,000,000		16,000,000		16,000,000
Interest Bearing Liabilities	814,091		814,091	58,745	872,836		872,836		872,836
Provisions	8,334,684		8,334,684	-737,000	7,597,684		7,597,684		7,597,684
	26,721,197	0	26,721,197	-678,255	24,470,520	0	24,470,520	0	24,470,520
NET CURRENT ASSETS	16,080,333	-7,996,412	8,083,921	257,273	8,341,194	-176,065	8,165,129	516,389	8,681,518
Non-Current Assets									
Receivables	87,218		87,218		87,218		87,218		87,218
Investment Properties	11,063,998		11,063,998		11,063,998		11,063,998		11,063,998
Property, Plant & Equipment	893,440,708	8,559,362	902,000,070	896,361	902,896,431	1,142,048	904,038,479	414,516	904,452,995
	904,591,924	8,559,362	913,151,286	896,361	914,047,647	1,142,048	915,189,695	414,516	915,604,211
Non-Current Liabilities									
Payables	0		0		0		0		0
Interest Bearing Liabilities	6,852,149		6,852,149	-872,836	5,979,313		5,979,313		5,979,313
Provisions	218,647		218,647	737,000	955,647		955,647		955,647
	7,070,795	0	7,070,795	-135,836	6,934,959	0	6,934,959	0	6,934,959
NET ASSETS	913,601,461	562,950	914,164,411	1,289,470	915,453,881	965,983	916,419,864	930,905	917,350,769
EQUITY									
Opening Equity	850,981,931		913,601,461		913,601,461		913,601,461		913,601,461
Asset Revaluation Reserves	57,112,870								
Operating Result	5,506,660		562,950		1,852,420		2,818,403		3,749,308
Closing Equity	913,601,461	0	914,164,411	0	915,453,881	0	916,419,864	0	917,350,769
Working Funds									
Current Assets	16,080,333		8,083,921		8,341,194		8,165,129		8,681,518
ADD:									
Current Prov'n for ELE	8,334,684		8,334,684		7,597,684		7,597,684		7,597,684
Current Deposits	10,919,695		10,919,695		10,919,695		10,919,695		10,919,695
Current Loan Liability	814,091		814,091		872,836		872,836		872,836
LESS:									
External Restrictions *	-8,594,370		-3,849,723		-4,006,466		-4,109,408		-4,456,254
Internal Restrictions *	-25,458,130		-22,206,366		-21,613,791		-21,194,083		-21,392,069
	2,096,303	0	2,096,302	0	2,111,152	0	2,251,853	0	2,223,410
Movement in Working Funds			0		14,850		140,701		-28,443
Unrestricted Current Ratio	2.42		2.19		2.42		2.40		2.41

* After Notional Fair Value Adjustment

WOOLLAHRA MUNICIPAL COUNCIL
Forecast Restricted Cash Balances - 30th June 2011

Externally Restricted Cash				ORIGINAL BUDGET				SEPTEMBER REVIEW				SEPTEMBER REVIEW				DECEMBER REVIEW			
Purpose	Gross Restricted Cash Balance June 10	Notional Fair Value Adj. ¹	Closing Balance Jun 10 ¹ Notionally adjusted for FV	Transfer To	Interest Earned	Transfers From	Closing Balance Jun 11	September 2010 Fair Value Adj	Transfer To	Interest Earned	Transfers From	Closing Balance Jun 11	December 2010 Fair Value Adj	Transfer To	Interest Earned	Transfers From	Closing Balance Jun 11		
Section 94 Contributions	3,794,823	1,324,102	2,470,721		75,000	30,000	2,411,004					2,411,004				-842	2,411,846		
Section 94A Contributions	1,768,696	595,000	1,173,696	1,400,000	25,000	1,447,700	330,705				3,535	327,170		300,000	11,000	15,040	623,130		
Unexpended Grants	1,248,888		1,248,888			23,000	332,407				1,454	330,953				26,500	304,453		
Environmental Levy	96,769		96,769			24,443	0					0					0		
Infrastructure Levy	9,285		9,285			5,734	0					0					0		
Environmental & Infrastructure Levy	2,609,715		2,609,715	3,417,044		3,606,663	0					0				-23,340	23,340		
Stormwater Levy	195,359		195,359	480,000		487,000	47,682					47,682					47,682		
Domestic Waste	1,233,732	443,794	789,938	750,000		365,761	884,669		107,931			992,600		27,162		-26,042	1,045,804		
	10,957,266	2,362,896	8,594,370	6,047,044	100,000	5,990,301	4,006,466	0	107,931	0	4,989	4,109,408	0	327,162	11,000	-8,684	4,456,254		

Internally Restricted Cash

Purpose	Gross Restricted Cash Balance June 10	Notional Fair Value Adj. ¹	Closing Balance Jun 10 ¹ Notionally adjusted for FV	Transfer To	Interest Earned	Transfers From	Closing Balance Jun 11	September 2010 Fair Value Adj	Transfer To	Interest Earned	Transfers From	Closing Balance Jun 11	December 2010 Fair Value Adj	Transfer To	Interest Earned	Transfers From	Closing Balance Jun 11
Employee Leave Entitlements	1,487,321	584,844	902,477				796,614					796,614					796,614
Plant Replacement	271,050	73,412	197,638				197,638					197,638					197,638
Insurance	293,750	128,830	164,920			80,000	84,920		7,615			92,535					92,535
Computer	744,034		744,034			100,000	602,034					602,034		122,539			724,573
Infrastructure	558,595	492,802	65,793			23,238	0				-12,827	12,827					12,827
Election	125,000	0	125,000				125,000					125,000					125,000
Investments	1,000,000	0	1,000,000				1,000,000					1,000,000					1,000,000
Deposits	6,607,100	0	6,607,100				6,607,100					6,607,100					6,607,100
Kindergarten	289,316	53,052	236,264	54,921			291,185		-28,628			262,557					262,557
Property	18,477,156	6,585,618	11,891,538		627,000	500,000	11,541,205	-89,115			150,000	11,480,320	-460,215			400,000	11,540,535
Loan Repayments	12,711	0	12,711				12,711					12,711					12,711
Loan Funds	558,507	0	558,507				1					1					1
Revotes & Rollovers	1,947,615	0	1,947,615				0					0					0
Financial Assistance Grant	355,381	0	355,381				355,381				355,381	0					0
General Reserve	764,571	115,421	649,150			571,258	0				-4,744	4,744		15,232			19,976
	33,492,109	8,033,979	25,458,130	54,921	627,000	1,274,496	21,613,791	-89,115	-21,013	0	487,810	21,194,083	-460,215	137,771	0	400,000	21,392,069

Total Restricted Cash	44,449,375	10,396,875	34,052,500	6,101,965	727,000	7,264,797	25,620,257	-89,115	86,918	0	492,799	25,303,491	-460,215	464,933	11,000	391,316	25,848,323
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1) Notional fair value adjustments were made at 30 June 2010 and will be reviewed at year end in light of reserve utilisation less any fair value adjustments to 30 June 2011

Capital Expenditure Summary									
Expenditure & Commitments to Period 6									
	Original Budget	Revotes	Current Forecast	Actual Expenditure	Committed	Total Expenditure	% of Forecast Spent	Proposed Variations	Revised Expenditure Forecasts
910 - Depot & Waste Services Capital	37,000	29,000	86,000	17,707	6,450	24,157	28.1	-32,550	53,450
933 - Traffic Infrastructure	553,690	546,091	1,069,482	257,064	61,128	318,192	29.8	-22,594	1,046,888
935 - Flood Plain Management	0	293,047	293,047	32,586	50,529	83,115	28.4	0	293,047
938 - Open Space Capital Works Project Mgmt	42,700	0	42,700	22,751	0	22,751	53.3	0	42,700
939 - Parks & Reserves	2,180,000	2,418,894	5,763,473	2,934,946	537,999	3,472,945	60.3	93,400	5,856,873
941 - Playgrounds	40,000	74,150	147,539	98,792	29,888	128,680	87.2	0	147,539
942 - Sportsfields	0	188,245	182,732	140,604	41,993	182,597	99.9	0	182,732
945 - Streetscapes	989,920	696,389	1,413,309	450,373	304,984	755,357	53.4	-31,230	1,382,079
949 - Infrastructure Renewal Program	0	0	57,255	39,102	16,708	55,810	97.5	48,610	105,865
950 - Library General	301,585	283,154	584,739	121,375	277,439	398,814	68.2	0	584,739
953 - Library - Paddington	69,980	2,543	72,523	44,621	9,949	54,570	75.2	0	72,523
959 - Environmental Works Program	220,000	217,168	527,168	128,624	8,943	137,567	26.1	-40,000	487,168
968 - Stormwater Levy Works	480,000	92,662	572,662	115,019	53,874	168,893	29.5	0	572,662
969 - Environmental & Infrastructure Program	4,569,150	2,152,449	6,621,844	2,063,689	459,432	2,523,121	38.1	110,666	6,732,510
981 - Computers & Office Equipment	100,000	207,099	307,099	9,947	55,889	65,836	21.4	0	307,099
982 - Commercial/Leased Properties	25,000	29,091	103,300	0	18,702	18,702	18.1	0	103,300
984 - Parks / Ovals Buildings	39,500	0	19,500	0	0	0	0.0	0	19,500
985 - Depots	125,000	0	6,000	7,140	0	7,140	119.0	0	6,000
986 - Council Offices	38,000	240,833	423,833	34,023	50,865	84,888	20.0	18,175	442,008
987 - Community Facilities	168,000	79,209	188,450	-76,221	39,594	-36,627	-19.4	0	188,450
988 - Library Buildings	19,000	135,000	149,900	11,850	3,644	15,494	10.3	0	149,900
989 - Car Parks	30,000	10,024	190,125	299,458	80,994	380,452	200.1	400,000	590,125
990 - Plant Replacement Program	2,257,000	864,314	3,166,605	1,361,255	1,329,060	2,690,315	85.0	-7,422	3,159,183
	12,285,525	8,559,362	21,989,285	8,114,704	3,438,064	11,552,768	52.5	537,055	22,526,340

Note: Total Proposed Variations includes \$122,539 transfer to Computer Reserve. The net increase in Property Plant & Equipment is \$414,516.

NOTE: This is a snapshot of actual and committed expenditure as at 31 December 2010.

ANNEXURE 4

Budget Review by Manager and Cost Centre
as at 31 December 2010

	<i>Original Budget</i>	<i>Current Forecast</i>	<i>Total Inc/Exp</i>	<i>% Spent</i>	<i>Proposed Variation</i>	<i>Revised Forecast</i>
<i>OPERATING BUDGET</i>						
<i>101 Director Community Services</i>						
<i>502 Community Services Management</i>						
Expenditure	896,191	908,191	630,028	69	0	908,191
Income	-50,613	-50,613	-10,761	21	0	-50,613
<i>103 Community Liaison Coordinator</i>						
<i>504 Community Liaison</i>						
Expenditure	146,978	146,978	76,795	52	0	146,978
Income	0	0	0	-	0	0
<i>505 Venue Hire</i>						
Expenditure	131,338	141,024	85,362	61	2,850	143,874
Income	-116,285	-124,225	-84,012	68	-16,150	-140,375
<i>104 Library Services</i>						
<i>512 Library Information Services</i>						
Expenditure	309,892	309,892	149,601	48	0	309,892
Income	-6,000	-6,000	-2,642	44	0	-6,000
<i>513 Library - Paddington Service</i>						
Expenditure	387,843	387,843	204,738	53	8,000	395,843
Income	-216,370	-216,370	-106,782	49	0	-216,370
<i>515 Library Admin. Collection Support</i>						
Expenditure	606,609	606,609	317,476	52	15,020	621,629
Income	-137,758	-140,022	-139,711	100	0	-140,022
<i>516 Library Lending Services</i>						
Expenditure	372,141	372,141	208,388	56	20,000	392,141
Income	-59,000	-59,000	-23,330	40	0	-59,000
<i>517 Community Learning</i>						
Expenditure	355,024	407,624	160,441	39	0	407,624
Income	-15,450	-68,050	-598	1	0	-68,050
<i>518 Resource Management</i>						
Expenditure	640,168	653,168	337,615	52	4,500	657,668
Income	-3,000	-4,712	-1,309	28	0	-4,712
<i>105 Family & Community Development</i>						
<i>521 Community Development</i>						
Expenditure	583,050	588,330	299,997	51	0	588,330
Income	-33,420	-38,550	-26,696	69	0	-38,550
<i>523 Preschool</i>						
Expenditure	848,492	853,492	457,150	54	15,232	868,724
Income	-850,992	-855,992	-674,782	79	-15,232	-871,224

	<i>Original Budget</i>	<i>Current Forecast</i>	<i>Total Inc/Exp</i>	<i>% Spent</i>	<i>Proposed Variation</i>	<i>Revised Forecast</i>
<u>525 Woollahra Community Centre</u>						
Expenditure	177,753	179,207	89,914	50	0	179,207
Income	-85,082	-86,536	-50,118	58	13,500	-73,036
107 Cultural Development						
<u>503 Cultural Development</u>						
Expenditure	193,001	199,401	130,071	65	7,856	207,257
Income	-62,000	-65,429	-52,299	80	13,130	-52,299
201 Director Corporate Services						
<u>771 Corporate Services Management</u>						
Expenditure	327,759	327,759	138,596	42	1,360	329,119
Income	-19,947	-19,947	-10,298	52	0	-19,947
202 Risk Management						
<u>731 Risk Management</u>						
Expenditure	470,027	470,027	197,543	42	120	470,147
Income	-101,195	-101,195	-50,612	50	0	-101,195
<u>732 Public Liability/Professional Indemnity</u>						
Expenditure	1,190,000	1,197,615	1,081,992	90	5,000	1,202,615
Income	-49,958	-61,710	-57,476	93	0	-61,710
<u>733 Workers' Compensation</u>						
Expenditure	1,462,500	1,462,500	673,258	46	-40,000	1,422,500
Income	-356,325	-356,325	-123,464	35	20,000	-336,325
<u>734 Motor Vehicle Insurance</u>						
Expenditure	336,000	346,000	268,826	78	0	346,000
Income	-81,537	-81,537	-30,495	37	0	-81,537
<u>735 Council's Property Insurance</u>						
Expenditure	305,000	305,000	281,374	92	5,000	310,000
Income	-37,750	-43,613	-30,174	69	0	-43,613
203 Governance						
<u>711 Elected Officials</u>						
Expenditure	596,632	596,632	365,858	61	28,050	624,682
Income	0	0	0	-	0	0
<u>712 Governance</u>						
Expenditure	739,296	783,076	385,851	49	1,000	784,076
Income	-11,829	-12,829	-6,461	50	0	-12,829
<u>713 Records Management</u>						
Expenditure	546,658	523,100	256,443	49	0	523,100
Income	-15,538	-15,538	-5,861	38	0	-15,538
205 Finance						
<u>721 Finance</u>						
Expenditure	1,082,045	1,092,689	624,544	57	80,560	1,173,249
Income	-64,670	-64,670	-32,178	50	0	-64,670

	<i>Original Budget</i>	<i>Current Forecast</i>	<i>Total Inc/Exp</i>	<i>% Spent</i>	<i>Proposed Variation</i>	<i>Revised Forecast</i>
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722 Rates

Expenditure	612,868	612,868	356,411	58	-4,600	608,268
Income	-375,648	-375,648	-171,376	46	0	-375,648

800 Statutory Contributions

Expenditure	3,994,250	3,994,250	2,011,698	50	443,936	4,438,186
Income	-1,400,000	-1,400,000	-873,705	62	-300,000	-1,700,000

801 Untied Grants

Expenditure	0	0	0	-	0	0
Income	-1,493,127	-1,601,421	-1,059,964	66	0	-1,601,421

802 Interest on Investments

Expenditure	751,000	825,115	410,795	50	471,215	1,296,330
Income	-2,159,000	-2,248,115	-1,735,414	77	-766,215	-3,014,330

803 General Rate Income

Expenditure	3,897,044	3,897,044	3,896,163	100	0	3,897,044
Income	31,563,254	31,563,254	31,567,734	100	0	-31,563,254

804 Debt Servicing

Expenditure	1,383,090	1,383,090	655,771	47	0	1,383,090
Income	-150,000	-150,000	-75,000	50	0	-150,000

206 Organisational Development & Human Resources

741 Organisational Development & Human Resources

Expenditure	803,131	803,131	443,701	55	8,570	811,701
Income	-110,311	-110,311	-63,775	58	-8,030	-118,341

742 Corporate Training

Expenditure	361,550	361,550	159,556	44	0	361,550
Income	-33,379	-33,379	-15,812	47	-373	-33,752

743 Recruitment

Expenditure	150,000	150,000	36,782	25	-15,000	135,000
Income	-15,475	-15,475	-7,737	50	0	-15,475

207 Information Systems

751 Information Technology Management

Expenditure	938,587	937,087	430,228	46	0	937,087
Income	-22,072	-22,072	-10,338	47	0	-22,072

752 Information Systems

Expenditure	630,870	631,870	436,912	69	0	631,870
Income	-36,082	-36,082	-18,041	50	0	-36,082

753 Network - Telecommunications

Expenditure	160,400	160,900	116,623	72	0	160,900
Income	-2,989	-2,989	-1,494	50	0	-2,989

209 Customer Service

611 Customer Service

Expenditure	1,173,289	1,173,289	528,125	45	-4,000	1,169,289
Income	-318,241	-318,241	-159,143	50	0	-318,241

<i>Original Budget</i>	<i>Current Forecast</i>	<i>Total Inc/Exp</i>	<i>% Spent</i>	<i>Proposed Variation</i>	<i>Revised Forecast</i>
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301 Director Technical Services

781 Technical Services Management

Expenditure	412,167	412,167	202,838	49	0	412,167
Income	-22,069	-22,069	-11,484	52	0	-22,069

302 Engineering Services

142 Infrastructure Development Assessment

Expenditure	213,775	213,775	118,076	55	600	214,375
Income	0	0	0	-	0	0

321 Traffic Investigation & Reports

Expenditure	374,143	379,499	126,100	33	-18,000	361,499
Income	-500,000	-500,000	-216,076	43	0	-500,000

333 Parking Meters

Expenditure	181,500	209,880	117,217	56	0	209,880
Income	-1,696,545	-1,696,545	-767,379	45	0	-1,696,545

341 Street Lighting

Expenditure	1,349,200	1,351,450	510,976	38	0	1,351,450
Income	-444,000	-444,000	-80,000	18	0	-444,000

782 Engineering Services Management

Expenditure	144,596	144,996	68,108	47	200	145,196
Income	-112,000	-221,127	-156,425	71	0	-221,127

784 Engineering Design

Expenditure	147,256	149,776	94,568	63	15,400	165,176
Income	-250	-250	-120	48	0	-250

303 Civil Works & Infrastructure

220 Civil Works Overheads

Expenditure	0	7,968	13,357	168	0	7,968
Income	0	0	0	-	0	0

308 Civil Works - Area A

Expenditure	447,014	447,014	250,100	56	0	447,014
Income	0	0	0	-	0	0

309 Civil Works - Area B

Expenditure	474,418	474,418	275,064	58	0	474,418
Income	0	0	-1,659	-	0	0

310 Civil Works - Reactive Works

Expenditure	619,473	620,473	285,811	46	0	620,473
Income	0	0	-60	-	0	0

313 Infrastructure Assets Depreciation

Expenditure	6,340,596	6,340,596	2,680,181	42	0	6,340,596
Income	0	0	0	-	0	0

315 Traffic Devices - Lines & Signs

Expenditure	144,143	144,143	78,056	54	0	144,143
Income	-135,000	-135,000	-61,203	45	0	-135,000

	Original Budget	Current Forecast	Total Inc/Exp	% Spent	Proposed Variation	Revised Forecast
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316 Restorations

Expenditure	1,068,156	1,068,156	767,285	72	15,000	1,083,156
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Income	-1,311,000	-1,311,000	-355,388	27	0	-1,311,000
<u>319 Civil Works Management & Admin</u>						
Expenditure	399,914	399,914	228,245	57	-15,000	384,914
Income	-110,000	-110,000	-58,472	53	0	-110,000
<u>785 Asset Management</u>						
Expenditure	139,818	154,818	78,941	51	0	154,818
Income	-200	-200	-180	90	0	-200
<u>791 Fletcher Street Depot Operations</u>						
Expenditure	112,690	112,690	52,887	47	0	112,690
Income	0	0	0	-	0	0
304 Open Space & Trees						
<u>231 Trees Maintenance</u>						
Expenditure	513,096	510,996	270,716	53	-2,900	508,096
Income	0	0	-60	-	0	0
<u>232 Proactive Trees Maintenance</u>						
Expenditure	294,354	296,454	154,908	52	2,900	299,354
Income	0	0	0	-	0	0
<u>235 Trees View Pruning Service</u>						
Expenditure	36,261	36,261	32,804	90	21,000	57,261
Income	-46,000	-46,000	-32,999	72	-15,000	-61,000
<u>411 Public Open Space Management</u>						
Expenditure	313,211	313,211	162,810	52	0	313,211
Income	-342,150	-390,000	-253,346	65	-8,000	-398,000
<u>412 Tree Management</u>						
Expenditure	279,274	279,274	137,599	49	-4,000	275,274
Income	-47,300	-47,300	-24,477	52	0	-47,300
<u>413 Public Open Space Planning & Asset Management</u>						
Expenditure	398,705	431,639	178,424	41	-13,000	418,639
Income	-230	-230	-120	52	0	-230
<u>426 Quarry Street Depot Operations</u>						
Expenditure	147,100	147,100	94,611	64	27,960	175,060
Income	0	0	0	-	0	0
<u>427 Parks and Street Trees Management</u>						
Expenditure	617,130	617,530	413,069	67	40,947	658,477
Income	-400	-400	-300	75	0	-400
<u>431 Bush Regeneration</u>						
Expenditure	573,833	573,833	315,304	55	0	573,833
Income	-120	-120	0	0	0	-120
<u>452 Parks Area Team East</u>						
Expenditure	591,376	591,376	313,475	53	0	591,376
Income	0	0	-3,694	-	-4,327	-4,327
	Original	Current	Total	%	Proposed	Revised
	Budget	Forecast	Inc/Exp	Spent	Variation	Forecast
<u>454 Parks Area Team West</u>						
Expenditure	691,355	691,355	359,912	52	0	691,355
Income	0	0	-180	-	0	0
<u>455 Horticultural Projects</u>						

Expenditure	568,250	568,250	297,495	52	-10,500	557,750
Income	0	0	0	-	0	0
<u>783 Sustainability Projects</u>						
Expenditure	173,740	178,740	86,686	48	0	178,740
Income	-81,500	-81,500	-410	1	0	-81,500
306 Property and Projects Management						
<u>331 Property Maintenance - Carparks</u>						
Expenditure	1,215,294	619,894	403,930	65	30,954	650,848
Income	-1,784,000	-1,208,000	-598,569	50	0	-1,208,000
<u>441 Parks/Ovals Buildings Maintenance & Repairs</u>						
Expenditure	821,959	821,959	427,258	52	0	821,959
Income	-10,000	-10,000	-5,213	52	0	-10,000
<u>442 Property Maintenance - Tennis Courts</u>						
Expenditure	12,672	12,672	787	6	0	12,672
Income	0	0	-295	-	0	0
<u>443 Property Maintenance - Public Toilets</u>						
Expenditure	84,381	84,381	40,830	48	-4,000	80,381
Income	0	0	0	-	0	0
<u>514 Property Maintenance - Libraries</u>						
Expenditure	211,416	216,916	96,123	44	-3,000	213,916
Income	0	0	0	-	0	0
<u>524 Property Maintenance - Community Facilities</u>						
Expenditure	318,308	318,308	129,986	41	1,409	319,717
Income	0	0	-19,839	-	-20,710	-20,710
<u>761 Property Services</u>						
Expenditure	313,873	342,917	183,820	54	283	343,200
Income	0	0	-1,113	-	0	0
<u>762 Property Projects</u>						
Expenditure	187,870	187,870	121,208	65	0	187,870
Income	0	0	-96	-	0	0
<u>763 Property Maintenance - Depots</u>						
Expenditure	112,309	112,309	58,713	52	-2,000	110,309
Income	0	0	0	-	0	0
<u>764 Restaurants/Other Commercial</u>						
Expenditure	133,057	133,057	56,573	43	5,128	138,185
Income	-20,000	-20,000	-11,524	58	0	-20,000
<u>765 Property Maintenance - Council Offices</u>						
Expenditure	867,792	867,792	405,845	47	3,210	871,002
Income	0	0	0	-	0	0
	<i>Original</i>	<i>Current</i>	<i>Total</i>	<i>%</i>	<i>Proposed</i>	<i>Revised</i>
	<i>Budget</i>	<i>Forecast</i>	<i>Inc/Exp</i>	<i>Spent</i>	<i>Variation</i>	<i>Forecast</i>
<u>767 Property Maintenance - Trades Support</u>						
Expenditure	250,538	250,538	181,177	72	-8,000	242,538
Income	0	0	-120	-	0	0
<u>768 Property Management</u>						
Expenditure	441,855	441,855	246,951	56	4,000	445,855

Income	-3,178,311	-3,062,311	-1,194,293	39	-12,500	-3,074,811
<u>769 Property Mtce - Street Furniture & Fence</u>						
Expenditure	217,938	217,938	85,330	39	0	217,938
Income	0	0	0	-	0	0
307 Depot and Waste Services						
<u>241 Waste Services Domestic</u>						
Expenditure	8,634,468	8,738,399	4,641,149	53	0	8,738,399
Income	-8,634,469	-8,742,400	-8,656,847	99	0	-8,742,400
<u>242 Waste Services Trade</u>						
Expenditure	1,235,864	1,231,864	632,214	51	1,000	1,232,864
Income	-1,521,900	-1,585,900	-818,201	52	0	-1,585,900
<u>246 Waste Services Recycling</u>						
Expenditure	1,347,635	1,347,635	574,838	43	-4,000	1,343,635
Income	-1,347,635	-1,347,635	-673,818	50	4,000	-1,343,635
<u>247 Waste Services Garden Refuse</u>						
Expenditure	785,876	785,876	424,949	54	0	785,876
Income	-732,078	-732,078	-360,877	49	0	-732,078
<u>248 Waste Services Supervision</u>						
Expenditure	312,271	312,271	205,682	66	32,000	344,271
Income	-260,165	-260,165	-130,003	50	-26,838	-287,003
<u>249 Waste Projects</u>						
Expenditure	209,285	209,635	85,507	41	0	209,635
Income	-195,780	-195,780	-92,195	47	0	-195,780
<u>251 Street Cleaning General</u>						
Expenditure	1,813,045	1,824,029	947,610	52	0	1,824,029
Income	-547,398	-555,344	-299,944	54	0	-555,344
<u>421 Business Centres Streetscape Maintenance</u>						
Expenditure	1,980,366	1,969,366	1,085,982	55	109,000	2,078,366
Income	-300	-300	-180	60	0	-300
<u>723 Purchasing/Stores</u>						
Expenditure	197,260	197,260	113,346	57	30,000	227,260
Income	-29,679	-29,679	-14,840	50	0	-29,679
<u>792 Depot & Waste Services Management & Admin</u>						
Expenditure	168,202	168,202	81,634	49	26,500	194,702
Income	-25,680	-25,680	-12,960	50	-26,500	-52,180
<u>793 O'Dea Ave Depot Operations</u>						
Expenditure	312,159	303,563	152,901	50	6,450	310,013
Income	-83,497	-83,497	-63,644	76	-43,792	-127,289
	Original	Current	Total	%	Proposed	Revised
	Budget	Forecast	Inc/Exp	Spent	Variation	Forecast
<u>794 Plant Workshop</u>						
Expenditure	317,622	317,622	163,586	52	0	317,622
Income	-35,957	-35,957	-18,159	51	0	-35,957
<u>795 SES</u>						
Expenditure	31,461	48,636	33,168	68	9,620	58,256
Income	0	0	0	-	0	0
<u>796 Plant Operations</u>						

Expenditure	0	0	15,336	-	23,000	23,000
Income	-331,800	-331,800	-193,050	58	0	-331,800

401 Director Planning & Development

171 Planning & Development Management & Admin

Expenditure	430,827	430,827	271,630	63	0	430,827
Income	-11,300	-11,300	-6,129	54	0	-11,300

402 Strategic Planning

111 Environmental Planning

Expenditure	709,249	714,249	306,977	43	28,100	742,349
Income	-1,000	-1,000	-1,008	101	0	-1,000

121 Heritage Planning

Expenditure	202,123	208,623	81,605	39	-23,100	185,523
Income	0	0	-137	-	0	0

131 Urban Design

Expenditure	95,502	105,602	49,867	47	0	105,602
Income	0	0	0	-	0	0

161 Certificates Processing

Expenditure	75,542	75,542	37,390	49	-5,000	70,542
Income	-453,200	-453,200	-219,068	48	0	-453,200

211 Environmental Protection

Expenditure	0	0	0	-	0	0
Income	0	0	0	-	0	0

404 Development Control

141 Development Control

Expenditure	3,282,635	3,261,635	1,627,185	50	7,360	3,268,995
Income	-1,296,200	-1,296,200	-648,380	50	-12,000	-1,308,200

406 Compliance

151 Building & Compliance

Expenditure	1,167,290	1,167,290	630,019	54	22,000	1,189,290
Income	-742,400	-742,400	-462,856	62	-19,400	-761,800

152 Fire Safety Management

Expenditure	100,348	118,348	66,965	57	1,275	119,623
Income	-85,000	-85,000	-48,927	58	-5,000	-90,000

332 Ranger Services Parking Enforcement

Expenditure	1,622,806	1,634,540	806,669	49	750	1,635,290
Income	-4,710,000	-4,710,000	-2,062,814	44	0	-4,710,000

	<i>Original Budget</i>	<i>Current Forecast</i>	<i>Total Inc/Exp</i>	<i>% Spent</i>	<i>Proposed Variation</i>	<i>Revised Forecast</i>
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530 Immunisation

Expenditure	14,310	14,310	9,639	67	-960	13,350
Income	-11,960	-11,960	-4,514	38	0	-11,960

531 Environment & Public Health Services

Expenditure	391,173	391,173	197,214	50	0	391,173
Income	-72,442	-72,442	-55,581	77	-966	-73,408

532 Ranger Services

Expenditure	337,847	326,113	169,933	52	850	326,963
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Income	-74,200	-74,200	-68,913	93	-34,000	-108,200
<u>533 Animal Control</u>						
Expenditure	94,733	94,733	31,780	34	0	94,733
Income	-19,850	-19,850	-6,102	31	0	-19,850
501 General Manager						
<u>621 Business Centre Support</u>						
Expenditure	198,500	218,500	24,113	11	0	218,500
Income	0	0	-2,040	-	0	0
<u>770 Executive</u>						
Expenditure	409,004	409,004	183,330	45	380	409,384
Income	-17,524	-17,524	-9,130	52	0	-17,524
503 Communications						
<u>612 Communications</u>						
Expenditure	550,370	581,426	317,089	55	1,560	582,986
Income	-14,474	-32,702	-25,525	78	0	-32,702
Operating Budget Total Variation					125,642	

CAPITAL BUDGET

104 Library Services

950 Library General

Expenditure	301,585	584,739	398,814	69	0	584,739
Income	0	-153,755	0	0	0	-153,755

953 Library - Paddington

Expenditure	69,980	72,523	54,570	81	0	72,523
Income	0	0	0	-	0	0

207 Information Systems

981 Computers & Office Equipment

Expenditure	100,000	307,099	65,836	3	0	307,099
Income	-100,000	-142,000	-2,430	2	0	-142,000

302 Engineering Services

933 Traffic Infrastructure

Expenditure	553,690	1,069,482	318,192	24	-22,594	1,046,888
Income	-85,079	-232,357	-109,233	47	842	-231,515

	<i>Original Budget</i>	<i>Current Forecast</i>	<i>Total Inc/Exp</i>	<i>% Spent</i>	<i>Proposed Variation</i>	<i>Revised Forecast</i>
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935 Flood Plain Management

Expenditure	0	293,047	83,115	11	0	293,047
Income	-31,443	-279,879	-31,201	11	0	-279,879

945 Streetscapes

Expenditure	989,920	1,413,309	755,357	32	-31,230	1,382,079
Income	-723,000	-1,044,586	-334,677	32	-78,040	-1,122,626

304 Open Space & Trees

938 Open Space Capital Works Project Mgmt

Expenditure	42,700	42,700	22,751	53	0	42,700
Income	-42,700	-42,700	-21,879	51	0	-42,700

939 Parks & Reserves

Expenditure	2,180,000	5,763,473	3,472,945	51	93,400	5,856,873
Income	-2,035,000	-5,562,794	-2,494,828	45	-93,400	-5,656,194

941 Playgrounds

Expenditure	40,000	147,539	128,680	67	0	147,539
Income	-40,000	-135,661	-80,343	59	0	-135,661

942 Sportsfields

Expenditure	0	182,732	182,597	77	0	182,732
Income	0	-177,550	-136,464	77	0	-177,550

306 Property and Projects Management

982 Commercial/Leased Properties

Expenditure	25,000	103,300	18,702	0	0	103,300
Income	0	-29,091	0	0	0	-29,091

984 Parks / Ovals Buildings

Expenditure	39,500	19,500	0	0	0	19,500
Income	0	0	0	-	0	0

985 Depots

Expenditure	125,000	6,000	7,140	119	0	6,000
Income	0	0	0	-	0	0

986 Council Offices

Expenditure	38,000	423,833	84,888	8	18,175	442,008
Income	0	-70,420	-8,804	13	0	-70,420

987 Community Facilities

Expenditure	168,000	188,450	-36,627	-40	0	188,450
Income	-7,000	-32,256	-2,256	7	0	-32,256

	Original Budget	Current Forecast	Total Inc/Exp	% Spent	Proposed Variation	Revised Forecast
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988 Library Buildings

Expenditure	19,000	149,900	15,494	8	0	149,900
Income	0	-51,878	-1,576	3	0	-51,878

989 Car Parks

Expenditure	30,000	190,125	380,452	158	400,000	590,125
Income	-30,000	-180,000	-150,000	83	-400,000	-580,000

307 Depot and Waste Services

910 Depot & Waste Services Capital

Expenditure	37,000	86,000	24,157	28	-32,550	53,450
Income	-27,600	-50,800	0	0	28,040	-22,760

990 Plant Replacement Program

Expenditure	2,257,000	3,166,605	2,690,315	88	-7,422	3,159,183
Income	-1,313,961	-1,755,546	-498,253	28	27,580	-1,727,966

707 Environmental Works Program

959 Environmental Works Program

Expenditure	220,000	527,168	137,567	24	-40,000	487,168
Income	-220,000	-514,745	-115,788	22	40,000	-474,745

708 Infrastructure Renewal Program

949 Infrastructure Renewal Program

Expenditure	0	57,255	55,810	68	48,610	105,865
Income	0	-43,422	-26,849	62	-48,610	-92,032

968 Stormwater Levy Works

Expenditure	480,000	572,662	168,893	20	0	572,662
Income	-480,000	-572,662	-115,019	20	0	-572,662

969 Environmental & Infrastructure Program

Expenditure	4,569,150	6,621,844	2,523,121	31	110,666	6,732,510
Income	-3,723,309	-5,669,719	-1,773,056	31	-110,666	-5,780,385

**Capital Budget Total
Variation**

-97,199

TOTAL PROPOSED VARIATION

28,443

**POLITICAL DONATIONS DECISION MAKING FLOWCHART
FOR THE INFORMATION OF COUNCILLORS**

