



COUNCIL MEETING

AGENDA

*Council Chambers
Canada Bay Civic Centre
1a Marlborough Street
Drummoyne*

*Tuesday, 17th November 2009
Commencing at 6.00 pm*

Manager
Governance &
Support Services

Director Corporate
Services
Bruce Cook

General Manager

Gary Sawyer

Mayor
Cr Angelo
Tsirekas

Director Planning
& Environment
Tony
McNamara

Director
Community
Services
Lisa Miscamble

Director Technical
Services &
Operations
John Osland

**CITY OF CANADA BAY
COUNCILLORS**

Cr Michael
Megna

Cr Helen
McCaffrey

Cr Jeanette
O'Hara

Cr Marian
O'Connell

Cr Neil
Kenzler

Cr Pauline
Tyrrell

Cr Tony
Fasanella

Cr Mirjana
Cestar

Dear Councillor,

An ordinary meeting of the Council will be held in the Council Chambers, Canada Bay Civic Centre, Drummoyne, on Tuesday, 17th November 2009 at 6.00pm.

AGENDA

1. Apologies
2. Disclosures of Pecuniary and Non-Pecuniary Interest
3. Confirmation of Minutes
 - Council Meeting – 20th October 2009
 - Committee of the Whole Meeting of Council – 3rd November 2009
4. Public Forum
5. General Manager's Reports
6. Notices of Motion



Gary Sawyer
General Manager

12th November 2009

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Council Meeting 17 November 2009

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Please Note:

The use of private tape recorders or other electronic devices, including mobile phones, is not permitted.

ITEM-1 2008/09 ANNUAL FINANCIAL REPORT

Department Corporate Services

Author Initials: MW

REPORT

Councillors are advised that Council's Auditors, PricewaterhouseCoopers, have completed the audit of the annual Financial Reports for 2008/09. Copies of the Reports have been circulated to Councillors under separate cover.

As resolved by Council on 15th September 2009, Mr. Dennis Banicevic, representing the Auditors, will be in attendance at the meeting of the 17th November 2009 to present his report to Council.

The Auditors have advised that the audit has been completed and that the Financial Report as presented reflects a fair and reasonable assessment of Council's financial position as at 30 June 2009.

Financial Performance

The following table illustrates the details of the Operating Result for 2008/09:

Operating Result	2008/09 '000	2007/08 '000
Operating Result Before Depreciation & Capital Grants and Contributions	4,906	4,731
Less: Depreciation	(7,980)	(7,205)
Operating Result before Capital Grants and Contributions	(3,074)	(2,474)
Plus: Capital Grants and Contributions	13,810	9,124
Total Operating Result	10,736	6,650

Note 13 of the Financial Report contain a number of Key Financial Performance Measures as follows:

Performance Measure	2008/09	2007/08
Unrestricted Current Ratio	1.16:1	1.72:1
Debt Service Ratio	1.98%	2.37%
Rate Coverage Ratio	54.22%	59.62%
Rate & Annual Charges Outstanding	2.29%	2.38%

The improved operating result for 2008/09, is mainly the result of higher capital grants and contributions.

While the 2008/09 results demonstrate Council is in a sound financial position in the short term, the long term ability of Council to sustain deficits before capital contributions are taken into account, needs to be considered.

Council's Long Term Financial Plan has highlighted increasing funding shortfalls going forward. Efforts to contain expenditure have been negated by Economic Factors and State Government cost shifting decisions.

Council's results for 2008/09 have also been impacted by the global credit crisis. Continued volatility in financial markets has impacted the market valuations of Council's structured credit investments. Of Council's \$15 million portfolio, fair valuation adjustments of \$1.3 million have been applied to its structured credit investments to reflect the market value as at 30 June 2009.

RECOMMENDATION

THAT Council receive and note the Auditors presentation and report.

Attachments:

1. Annual Financial Reports year ended 30 June 2009 (sent under separate cover)

**ITEM-2 MOORE STREET, DRUMMOYNE - PETITION RE
TRAFFIC CONDITIONS**

Department Technical Services and Operations

Author Initials: GM

REPORT

The following Traffic Committee report was considered at the 6 October Council Meeting, and was deferred at the request of a resident of Moore Street, so that residents who were away on school holidays could attend.

Council received a petition signed by 46 residents of Moore Street concerning the volume of traffic in the street. A copy of the petition is attached to the agenda. The primary issues are that the street is narrow and motorists use the street at speed to avoid traffic congestion on Lyons Road, particularly between Drummoyne and the suburbs of Russell Lea, Chiswick, Abbotsford and Waremba. This causes danger to children and residents using their driveways.

The petition requests installation of:

1. A triangular island in Moore Street at Lyons Road to prohibit right turns in and out of Moore Street; and
2. A triangular island in The Parade at Moore Street to prohibit the right turn into Moore Street. (This would prevent the local short cut along Moore Street by sending local traffic along The Esplanade to Denning, Thompson or Cometrowe Streets to access Lyons Road.)

Council has carried out traffic volume and speed surveys in the street during August. The counts were taken at two locations, either side of Short Street. The results follow:

Moore St, between Lyons Rd and Short St:	<u>AADT</u> 940	<u>85thile speed</u> 56 km/h
Moore St, between Short St and The Parade:	1,260	48 km/h

While these volumes and speeds are well within the normal range for a residential street, the narrow nature of the street adds to residents' perception of higher speeds. However, the speed results show a very low number of vehicles speeding and so referral of the survey results to Police would not be effective.

It is notable that the volume of vehicles is higher in the section between The Parade and Short Street, validating the residents' comments about local traffic using this route to and from Drummoyne.

A check of RTA serious accident statistics for the latest available 5-year period shows no accidents in Moore Street. Three accidents were recorded at the intersection of Lyons Road and Moore Street; two rear-enders on Lyons Road and one involving a right turning vehicle into Moore St colliding with a vehicle coming out of Moore Street.

Considering the low accident record in Moore Street and that the volumes and speeds are well within the normal range for residential streets, no action is justified by Council at this time.

At the Traffic Committee dated 17 September staff recommended that the traffic volume and speed survey results, and the good accident record in Moore Street be noted and that no action be taken at this time. Staff advised that the Drummoyne precinct will be subject to a local area traffic management process over the next few months.

RECOMMENDATION

THAT the traffic volume and speed survey results, and the good accident record in Moore Street be noted and that no action be taken at this time, and that traffic conditions in Moore Street and surrounding streets be monitored as part of the Drummoyne local area traffic management study over coming months.

**ITEM-3 PROVISION OF CRICKET PRACTICE NETS IN THE
CITY OF CANADA BAY**

Department Technical Services & Operations

Author Initials: JO

REPORT

Council has recently received enquiries from residents in relation to the condition of cricket practice nets at Campbell Park and temporary removal of nets at Taplin Park. Staff have investigated and identified the need for Council to provide additional cricket practice nets and funding for ongoing maintenance.

As Council would be aware, the work at Drummoyne Oval is funded by a Federal Government grant that has significant time restraints. The temporary removal of these practice nets was therefore unavoidable.

Council has over the past 10 years removed practice nets from Arthur Walker (2001), Majors Bay Reserve (2006) and Saunders Parade (2006). With the temporary removal of the Taplin Park nets, it would appear that Council has almost fallen below critical mass in terms of catering for needs.

The nets at Campbell Park are plain concrete with no synthetic turf and players object to using these due to equipment damage. Furthermore, the location of the practice nets is poorly positioned in terms of the footpath and the existing fields. They are however adequate in the short term.

Other practice nets are located at Timbrell (concrete/no mat), and St Lukes (concrete/synthetic).

Cricket NSW has a funding pool (The Don Walters Fund) for assistance in construction of local cricket nets. However, funding is not available at this time. The State Government grant opportunities are also not available at this time.

In the short term, it would be prudent for Council to place synthetic turf on the 2 practice wickets at Campbell Park, initially at a cost of \$15,000. This could be covered by diverting existing maintenance funds. If further sources of income are identified, the nets at Timbrell Park could also be upgraded.

In the longer term, Council needs to decide if cricket practice nets are warranted in other parts of the City.

RECOMMENDATION

1. THAT maintenance funds be reallocated to provide synthetic turf to the cricket practice nets in Campbell Park.

2. THAT the provision cricket practice nets in the City be reviewed for future works programs.
3. THAT the State Member be approached with the aim of funding additional cricket practice nets.

ITEM-4 SPORTING FIELD ALLOCATION POLICY

Department Customer Services

Author Initials: PW

REPORT

Due to the increased demand for Council's sporting facilities, a Sports Field Allocation policy has been prepared to set out how sporting fields are to be allocated to user groups. The main aim is to ensure equitable use of all Council sporting grounds particularly for residents of Canada Bay.

The policy has been talked over with sporting groups and schools who use Council grounds and was the subject of discussion at a Councillor workshop. The policy has been circulated under separate cover.

As outlined in the policy, the objective is to ensure that Council's role is to manage the network of open space and sports fields. Council will:

- Promote the equitable hire of all Council sports fields for casual and organised use by all groups within the local community;
- Optimise the utilisation of Council's sporting fields by sporting groups from the Canada Bay Local Government Area;
- Promote health, wellbeing and enhanced community life by allowing shared access to sporting fields;
- Ensure that individual group's use of fields and facilities does not disadvantage regular use by other sporting bodies;
- Ensure that priority of access is granted to traditional seasons sports as outlined in the policy.

This policy is to be read in conjunction with the Sports Field Conditions of Use and Seasonal Sports Handbook which are provided as an appendix to this policy.

All existing and potential users of Council sporting facilities will be made aware of this policy.

RECOMMENDATION

THAT Council adopt the policy for Sports Field Allocation.

**ITEM-5 CUSTOMER SERVICE QUARTERLY REPORT - JULY
2009 TO SEPTEMBER 2009**

Department Customer Service

Author Initials: PW

EXECUTIVE SUMMARY

This report provides an update on Customer Service functions from July to September 2009 period.

REPORT

Customer Service development of Call Centre and Counter quality guidelines

Over the past several years Council has seen a steady increase in calls, where counter has seen reduced numbers.

Counter enquiries and payments have reduced due to vast improvements in Council's internet bases services

Year	Calls	Counter
2004	117 445	44 059
2005	156 749	61 728
2006	158 214	30 435
2007	160 906	31 834
2008	161 958	23 335
2009	187 435	22 690

Customer Service is continually looking at ways to ensure that, given the increasing number of residents, systems are in place to provide more effective services to the community by optimising staff capabilities and technology within Council.

Over the past quarter the Manager Customer Service and Call Centre Team Leader have renewed the procedures and process within call centre and developed Quality Management guidelines. These guidelines have been established in conjunction with all staff within Customer Services.

Staff also have a one on one assessment with the Team Leader and from these meetings further individual training programmes are developed.

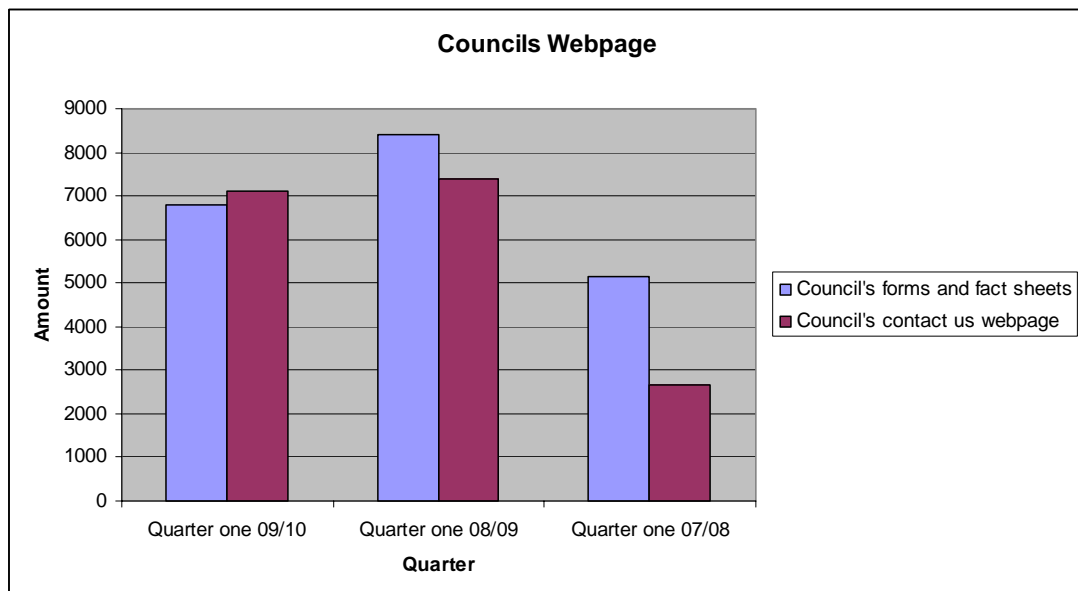
This programme has now been in place for 3 months and has received positive feedback both from staff and the organisation. Previously Call Centre KPIs to answer 80% calls within 60secs have now been reviewed and the new KPIs are 80% calls within 30secs.

Webpage

Council's webpage plays a vital part for Customer Services as it allows customers to be able to download all council forms and fact sheets and provides on-going information externally 24/7.

Over the next quarter further development on all customer services pages will be completed.

	Quarter one 09/10	Quarter one 08/09	Quarter one 07/08
Council's forms and fact sheets	6801	8395	5152
Council's contact us webpage	7106	7391	2675



Government Contact Centre Forums

In August Customer Services were invited to participate at the Government Contact Centre forum to showcase the work of City of Canada Bay Council in the area of Customer Services and the reduction of customer service response times. The presentation covered the following areas:

- Promoting effective and productive services within Canada Bay's local and wider community;
- Dramatically reducing customer response times;
- Achieving greater performance with limited resources to secure excellence in customer service; and
- Benefiting from the benchmarking opportunities, experience and knowledge provided by the Local Government Customer Service Network.

Customer Service Institute of Australia Awards

During this first quarter the Customer Service Team made a submission for the Customer Service Institute of Australia's National Excellence Awards. The entry earned a place as a national finalist in the Local Government category, with judging occurring in October. The application focused on various areas of service delivery and processes, our philosophy of service and the implementation of technologies and programs.

Outcome:

City of Canada Bay was awarded Highly Commended for NSW in Local Government.

Ferragosto

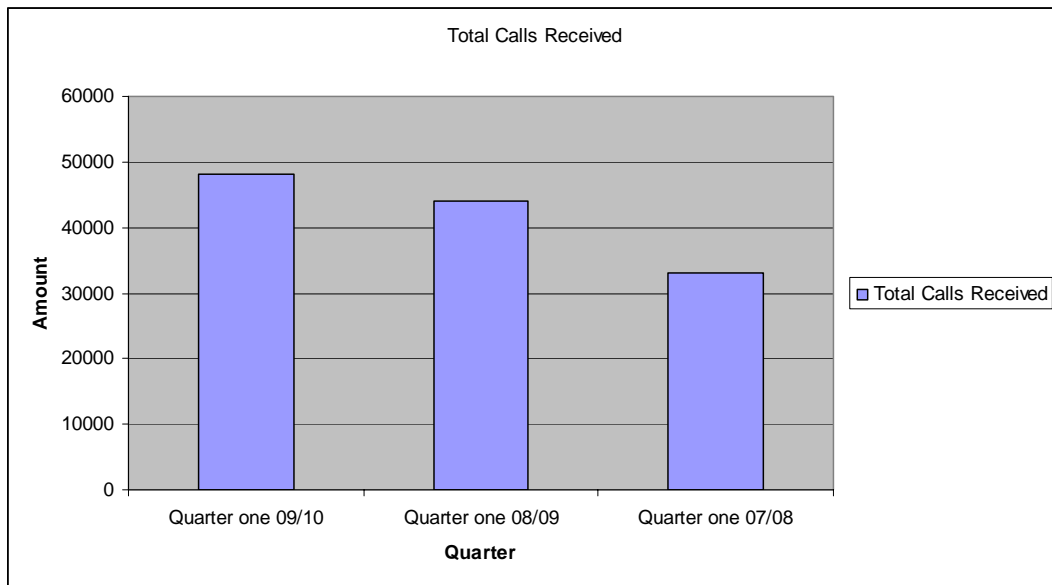
The annual Ferragosto Street festival took place in August, with staff across the organisation providing a strong presence on the day. Great feedback by the community from the displays and practical participation training sessions run by the Environment team - waste and illegal dumping and Technical Services and Operations park sporting fields and equipment.

Call Centre

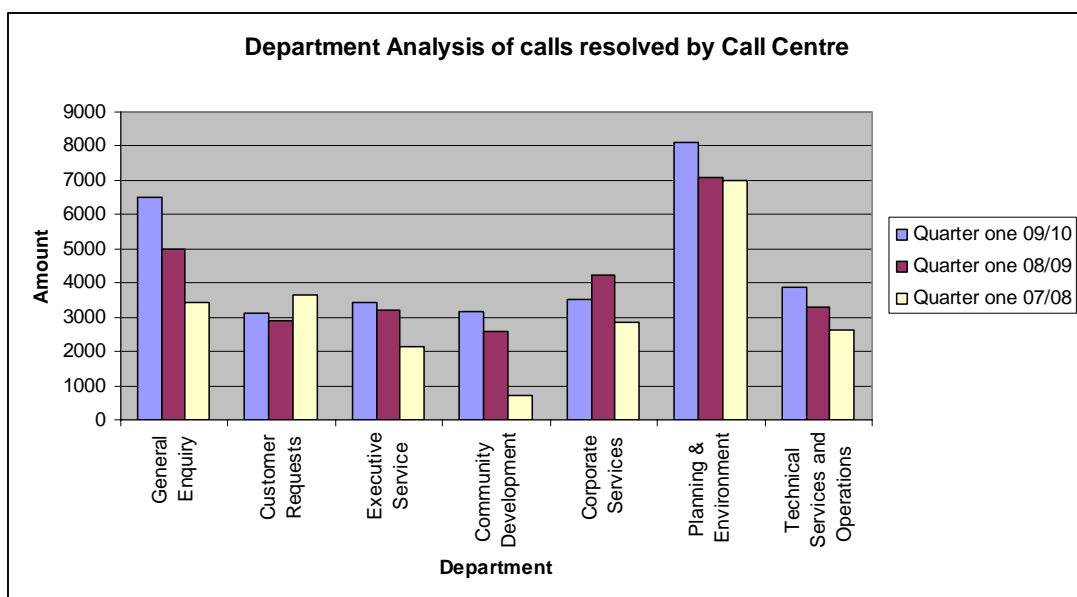
In comparison to the fourth quarter 08/09, the fourth quarter 09/10 saw an increase of external calls, but with a decrease internally.

First call resolution rate was 99%, which is well above the Service Level Agreement of 80%.

	Quarter one 09/10	Quarter one 08/09	Quarter one 07/08
Total Calls Received	48222	44125	33074
External	36696	28553	22752
Internal	11526	15572	10322
Abandonment rate	0.4%	0.8%	0.5%
Average time in queue	13secs	32secs	39secs
Average on call time	1min50secs	1mins 50 secs	1min 53 secs
Average clerical time	15secs	30secs	37sec
Call resolved at 1st point of contact call centre	99%	98%	98%



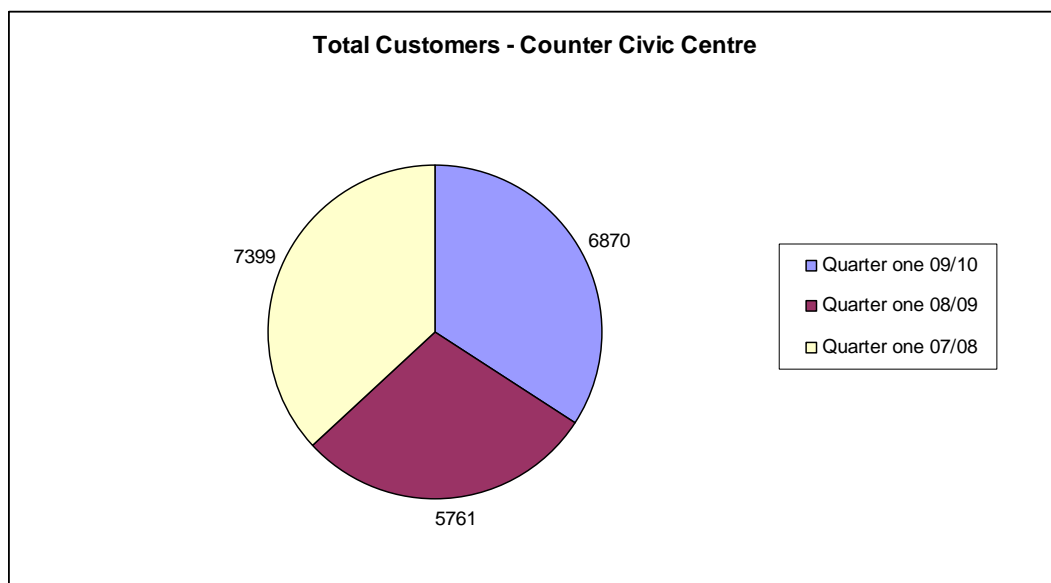
Department Analysis of call resolved by call centre	Quarter one 09/10	Quarter one 08/09	Quarter one 07/08
General Enquiry	6520	5007	3411
Customer Requests	3100	2882	3647
Executive Service	3450	3210	2127
Community Development	3152	2562	721
Corporate Services	3516	4250	2852
Planning & Environment	8096	7099	6978
Technical Services & Operations	3896	3293	2619
Total	31730	28303	22355



Counter

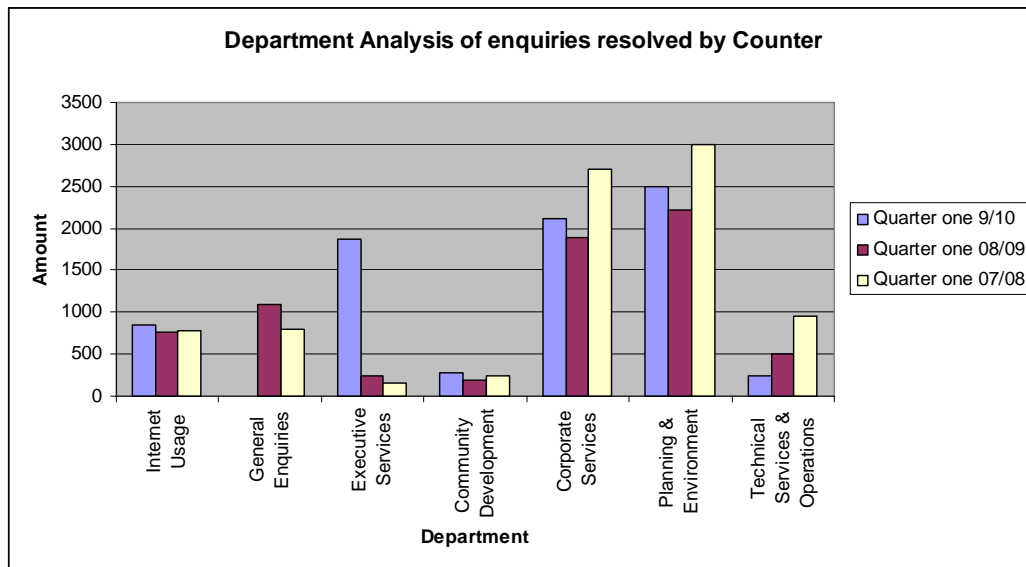
In comparison to the 1st quarter 08/09, the 1st quarter of 09/10 saw an increase of 19.2% in counter enquiries. Wait times and average transaction times have both decreased and this is reflective of ongoing training and service improvement programs.

Civic Centre	Quarter one 09/10	Quarter one 08/09	Quarter one 07/08
Total Customers	6870	5761	7399
Average wait time	1min 20secs	1min 24secs	1min12secs
Average transaction time	6 mins 44 secs	16mins 46secs	8mins28secs



Counter Analysis

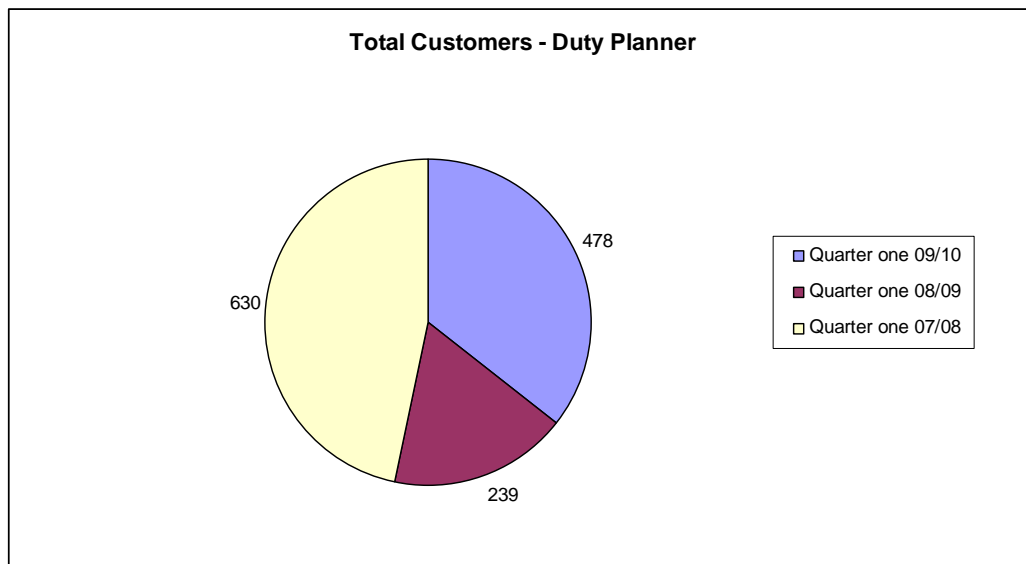
	Quarter one 09/10	Quarter one 08/09	Quarter one 07/08
Internet Usage	850	761	773
General Enquiries		1096	804
Executive Services	1876	237	151
Community Development	278	182	247
Corporate Services	2120	1885	2708
Planning & Environment	2500	2219	3005
Technical Services & Operations	246	503	949
Total	7870	6883	8637



Duty Planner

Services that the duty planner provides continue to improve and receive positive feedback.

	Quarter one 09/10	Quarter one 08/09	Quarter one 07/08
Total Customers	478	239	630
Average Wait Time	7mins36secs	7min35secs	6mins
Average transaction Time	27min48secs	32min27secs	27min24mins

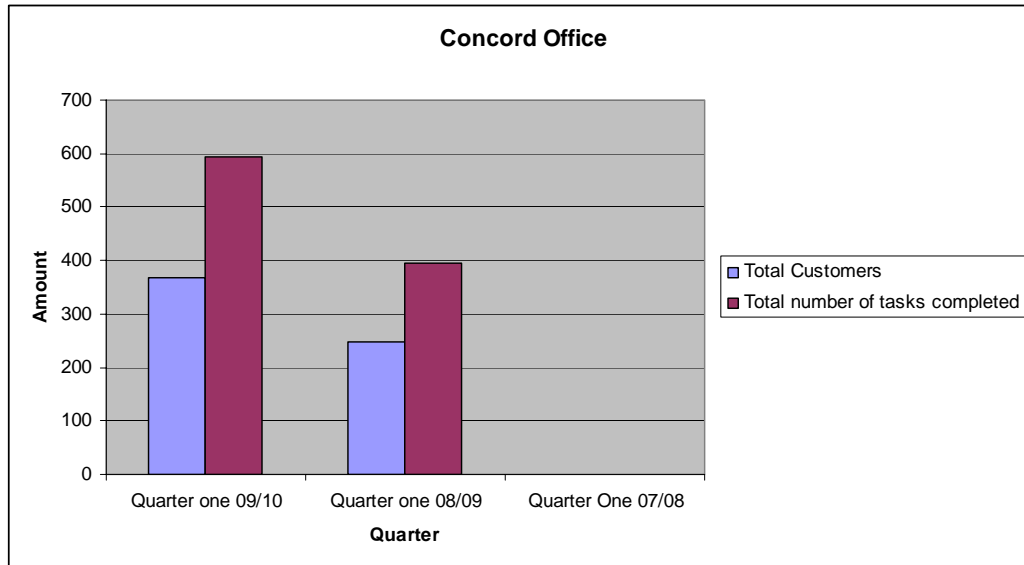


Concord office

Concord Office has now been operational for 15 months and customers and services continue to grow.

Main areas of services are payment of rates, permits, Street and parks and programmes e.g. vacation care.

Concord Office	Quarter one 09/10	Quarter one 08/09	Quarter One 07/08
Total Customers	368	248	N/A
Total number of tasks completed	595	394	N/A



Administration

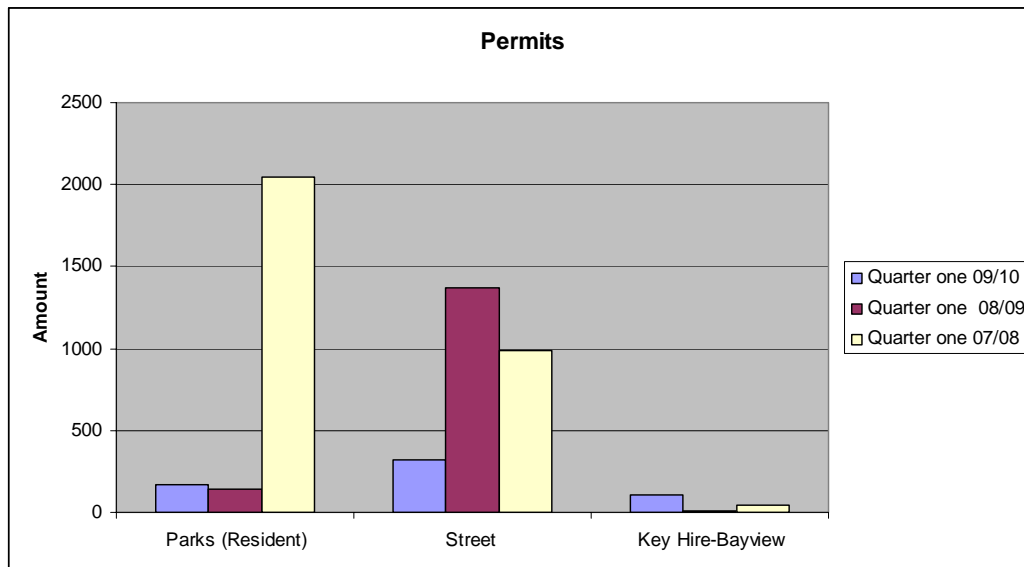
Since the implementation of the Companion Animal register 1999, to date Council has total 10,613- which comprises of dogs 7451 and cats 3,162.

	Quarter one 09/10	Quarter one 08/09	Quarter one 07/08
Animal Registration CCBC	340	258	369
Non CCBC	116	67	104
Reminder Letter	302	228	Nil

Permits

Parking Permits are an ongoing exercise, with a constant influx of the various passes. A review of the key hire process for Bayview Park has been implemented without any known issues.

	Quarter one 09/10	Quarter one 08/09	Quarter one 07/08
Parks (Resident)	172	144	2046
Street	319	1373	985
Key Hire-Bayview	108	11	45
TOTAL	599	1528	3076



Recreation Overview

The figures listed below indicate the amount of work that has taken place over the past 3 years with the decrease in enquiries for parks. This is due to the ongoing review of parks forms and the development of fact sheets for sporting fields which is located on the webpage. Next quarter will see the completion of a fact sheet for each passive park within Council outlining what is available at the park.

Sporting Fields

The winter season has finished as at 31st August, with very positive results for local teams. Council's Recreation team as in the past worked harmoniously with the Parks and Gardens team to ensure a smooth running season. The annual summer forum was held for our summer sports clubs and this continues to be a vital opportunity for evaluation and conversation between Council and the ground hirers.

Newsletter - Sports Quarter

This quarter saw the launch of Council's new sports newsletter - Sports Quarter. It is a positive means of communication and recognition for both Council and sporting groups, with both parties contributing content.

Filming

Canada Bay continues to maintain its reputation as one of Sydney's elite filming destinations and this quarter saw many clients including Packed to the Rafters, All Saints and Foxtel all shooting once again in our area.

NSW Department Sport and Recreation

Council is currently working with the NSW Department of Sport and Recreation to facilitate a series of training courses for our local clubs, over the coming months. The courses being offered range from team/club management, taping/injury management, coaching and child protection.

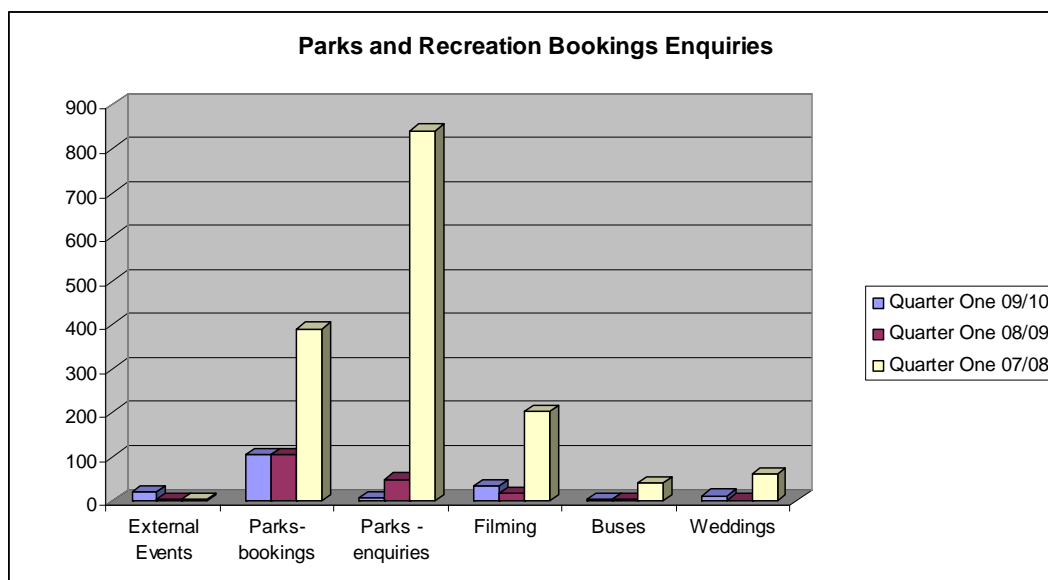
Buses

It has been 12 months since the operations were transferred to Customer Services. During this time Customer Services have worked with Community Development and the client groups to improve the level of service and to streamline the process for a more efficient service to the community and organisation.

From that it has been recognised that Council will be able to operate 1 bus and work with other community groups and hire of the odd bus to accommodate any overflow of bookings. Meetings are currently being held with Canada Bay Club and other community groups to accommodate these bookings.

Over the past quarter the Manager and the Parks and Recreation Bookings Officer have participated on 80% of the trips to ensure all necessary requirements are met. Information has been collated and from this a Bus Driver's and Client handbook has been developed to ensure all necessary parties are aware of their roles and responsibilities.

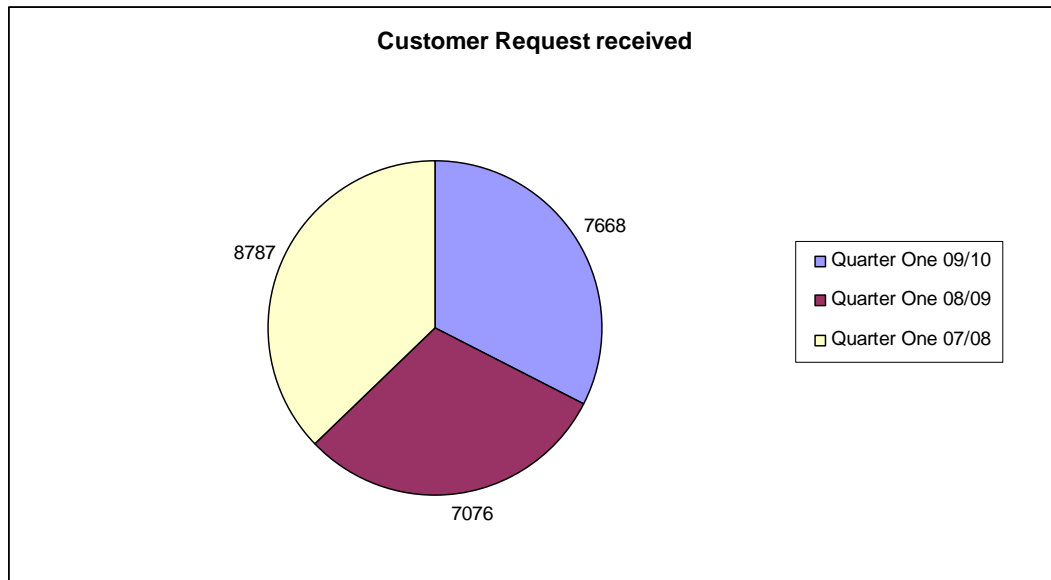
	Quarter One 09/10	Quarter One 08/09	Quarter One 07/08
External Events	21	3	3
Parks- bookings	105	104	391
Parks - enquiries	6	49	841
Filming	33	16	203
Buses	4	4	40
Weddings	12	2	60
Total	181	178	1538



Customer Request Management System

In July Council's Customer Request Management System software was updated with enhanced features for Council's webforms and security. In the next six months all current webforms will be updated to utilise the new features.

	Quarter One 09/10	Quarter One 08/09	Quarter One 07/08
Customer requests received	7668	7076	8787



Top 10 most common Customer Requests received are for July to September 2009 are:

- Certificates Section 149 630
- Animal registration 456
- Duty Planner Enquiry 426
- Permits Street 343
- Waste- Illegal Dumping investigation 308
- Waste - Illegal dump removal 200
- Vacation Care programme 186
- FOI 166
- Section 735a Outstanding Health Notices 146
- Permits- Key hire 114

RECOMMENDATION

THAT the report be received and noted.

ITEM-6 COMMUNITY HARMONY STRATEGY

Department Community Development

Author Initials: CP

REPORT

Background

Both Concord Council and Drummoyne Council developed individual LEAPS (Local Ethnic Priorities Statement) but following the amalgamation of both Councils in 2000, the need for the City of Canada Bay to develop its own multicultural policy has been identified. The draft Community Harmony Strategy identifies the way in which Council can assist people from Culturally and Linguistically Diverse (CALD) communities to access Council's services and facilities. The strategy was developed using FuturesPlan20 and the new Multicultural Planning Framework and Planning Guide developed by Local Government Department and Community Relations Commission.

Key Outcomes of the Community Harmony Strategy

- The provision of resources is inclusive of all the community;
- A well informed community; by ensuring all residents are aware of, and can access and participate in, Council's services, programs, and facilities;
- Increased participation in Council's consultative, planning and decision making processes; and
- Compliance with the Local Government Act, 1993 requiring Council to exercise its functions with due regard for the community's cultural and linguistic diversity and requiring Council to develop and distribute Annual Reports detailing strategies and outcomes for its CALD residents.

Links between the FuturesPlan20 and the Community Harmony Strategy

a. A Vibrant City of Canada Bay Council

7.1.1 Create opportunities to meet and form community networks and connections

Community Harmony Strategies include: hosting community forums, consultations, attending interagencies and implementing other community based projects and activities.

- 7.1.2 Provide access to a range of services and facilities that improve quality of life in Canada Bay

Community Harmony Strategies include: translated information on Councils services, funding the Bay Rider service, funding English classes and community based projects.

- 7.1.3 Deliver a vibrant calendar of community celebrations and events

Community Harmony Strategies include Ferragosto, Concord Carnival and other days of significance such as Moon Festival, Chinese New Year and Diwali.

- 7.2.1 Address diverse community needs through a range of programs, services, advocacy and partnerships -

Community Harmony Strategies include developing partnership programs with local Migrant Settlement Services provider and other ethnic community groups such as the Korean Welfare Association and the Chinese Migrant Association.

- 7.2.2 Support programs which enhance and celebrate diversity - see 7.2.1 above.

- 7.2.3 Improve connections between established and emerging communities

Community Harmony Strategies include community based workshops and activities such as Intersections at Rhodes; Harmony Day, Moon Festival, Chinese New Year, etc.

- 7.3.1 Develop a range of community cultural development programs to encourage and develop cultural awareness - see 7.2.3 above.

- 7.4.3 Enhance life-long learning opportunities through which people engage with their local community and the world more broadly through learning and skills development for both leisure and employment purposes

Community Harmony Strategies include English classes, Cultural Awareness Training for Council Staff, social cohesion and sustainability events.

b. An Engaged City of Canada Bay Council

- 1.1.1 Engage with the community on local issues and planning

Community Harmony Strategies include: inviting people from CALD backgrounds to contribute to Councils planning through community consultations, forums, surveys and other means to gather their input and views.

- 1.1.2 Communicate opportunities for consultation and engagement: see 1.1.1 above.

c. A healthy City of Canada Bay

- 3.4.1 Advocate and promote equitable access and services and facilities that are relevant and responsive to health and well-being.

Community Harmony Strategies:

Achieving 3.4.1 Through the use of interpreter services, translated materials and Language Aids.

Methodology for Developing the Strategy

The following methodology was used to develop the Community Harmony Strategy:

1. Conducted research into:
 - a. Legislation including the Multiculturalism Act 2000;
 - b. other Council's multicultural policies;
 - c. Futures Plan 20, 2003 City of Canada Bay Social Plan and other Council policies and plans; and
 - d. Local demographics.
2. A community consultation session was held in March 08 coinciding with Harmony Day.
3. Developed the draft Strategy and action plan using the Multicultural Planning Framework and Planning Guide.

FINANCIAL IMPACT

1. Strategies in the plan which require additional funding and inclusion in the management plan are:
 - o Translated information kits on Council services in community languages. Cost estimate \$2,000.
 - o Cross cultural training for staff. Cost estimate - (1) managers training session at \$1900 and (2) staff training sessions at \$1750 each.
2. Strategies in the plan which are already funded and are ongoing are:
 - o Language Aid services;
 - o Translation of Councils materials;
 - o Culturally appropriate meals for Meals on Wheel clients;
 - o Community grants;
 - o Access to latest ABS census data for community demographics;
 - o English classes (Drummoyne Community Centre);
 - o Bayrider (Drummoyne Community Centre);

- Community Project Officer role to undertake cover multicultural projects in partnership with local multicultural groups;
- New staff training consists of a brief introduction on the community profile;
- New staff is employed under EEO policies;
- Family Day Care Carers are provided with proper training and translated resources are made available;
- Community services multicultural programs promote the appreciation of cultural diversity through events and projects for days of significance such as Harmony Day, Refugee Week, Chinese New year, etc;
- Council's CPR events promote the appreciation of cultural diversity through events such as Ferragosto and Concord Carnival;
- Council's School holiday programs incorporate days of significance;
- Council distributes directory of services consisting of information on multicultural communities;
- Library services provides translated reading materials in community languages and hold culturally diverse activities; and
- Council's committees which have or need broader representation of diverse communities.

RECOMMENDATION

1. THAT Council endorse the Draft Community Harmony Strategy and place on public exhibition for a period of six weeks.
2. THAT a further report be presented to Council following the exhibition period.

Attachments:

1. Draft Community Harmony Strategy - Under Separate Cover

ITEM-7 GRANT, AWARDS AND SPONSORSHIP UPDATE

Department CPR

Author Initials: GLI

EXECUTIVE SUMMARY

This report seeks to provide Council with an update on grants, awards and sponsorships secured since July 2009. Council is committed to securing grant funding for a number of its initiatives, encouraging sponsor investment in events and capital works, and marketing Council programs in award competitions.

REPORT

Grants

Since the last report the City of Canada Bay has been successful in receiving grant funding from a number of sources.

Grant	Council team	Project title	Grant amount	Date received
Roads to Recovery Program	City Assets	Various road projects around LGA chosen on a yearly basis; part of Council's Roads Maintenance Program	\$1,346,814 (for five years with one fifth allocated per year)	Mar-09
NSW Heritage Grants local Government Heritage Management Program	Strategic Planning - Heritage	Canada Bay Heritage Advisor; Canada Bay Local Heritage Fund	\$15,500	May-09
Art Start	Community Development	Mobile phone film making workshops; Advanced mobile phone film making;	\$3,800	Jul-09

Grant	Council team	Project title	Grant amount	Date received
Roads and Traffic Authority	City Assets	2009/10 Regional Road Block Grant Agreement	\$301,000	Aug-09
NSW Maritime Better Boating program	City Assets	Taplin Park Boat Ramp and Pontoon Project	\$115,000	Aug-09

Awards

Since the last report, Council has received the following awards and commendations.

Award source	Award title	Council team	Project title	Announced
Local Government and Shires Association (LGSA)	RH Dougherty Awards - Reporting to your Community - Highly Commended	CPR	Bayside Brief	Aug-09
Keep Australia Beautiful Sustainable Cities Awards 2009	Overall Sustainable Council - NSW Winner	Whole of Council	Council's Water Saving Action Plan to reduce water consumption by 40%, an Energy Saving Action Plan, the Canada Bay Sustainability Awards, Green Business events and food recycling and processing trial	Aug-09
Keep Australia Beautiful Sustainable Cities Awards 2009	Heritage Branch Heritage Award - NSW Runner-up	Strategic Planning	City of Canada Bay Heritage Management Program	Aug-09
Public Relations Institute of Australia (NSW)	State Awards of Excellence - Community Relations - Highly Commended	Whole of Council	FuturesPlan20	Sep-09

Award source	Award title	Council team	Project title	Announced
International Awards for Liveable Communities 2009	Whole City Award - Category B - Gold Medal	Whole of Council	various projects across several departments	Oct-09
International Awards for Liveable Communities 2009	Criteria Award - Environmentally Sensitive Practices	Whole of Council	various projects across several departments	Oct-09
Keep Australia Beautiful Sustainable Cities Awards 2009	Overall Winner (national)	Whole of Council	various projects across several departments	Oct-09
Keep Australia Beautiful Sustainable Cities Awards 2009	Water Conservation Award (national)	Whole of Council	various projects across several departments	Oct-09
Keep Australia Beautiful Sustainable Cities Awards 2009	Energy Innovation Award (national)	Whole of Council	various projects across several departments	Oct-09
Keep Australia Beautiful Sustainable Cities Awards 2009	Dame Phyllis Frost Litter Prevention Award (national)	Whole of Council	various projects across several departments	Oct-09
Australian Service Excellence Awards 2009	NSW Local Government - Highly Commended	Customer Services	Customer Service	Oct-09
Public Relations Institute of Australia	National Golden Target Awards - Community Relations - Commended	Whole of Council	FuturesPlan20	Oct-09
Weight Watchers Healthy Life Awards 2009	Australian Workplace of the Year - Highly Commended	Whole of Council	Weight Watchers at Work program	Nov-09

Sponsorship

Council seeks to attract sponsorship from local businesses to help Council deliver a high quality program of community events and activities. Since the last report, Council has received sponsorship from a number of organisations for the following activities.

Incoming sponsorships

Event/initiative	Council team	Sponsor	Value of sponsorship
Ferragosto 09	CPR	Inner West Courier	in-kind support valued at over \$2046.20
Concord Carnival 2009	CPR	Inner West Courier	in-kind support at valued at over \$1607
Mayoral Golf Day 2009	CPR	Reconstructions and Recoveries Australia Ltd	\$2,500
Mayoral Golf Day 2009	CPR	Canada Bay Club	\$1,500
Mayoral Golf Day 2009	CPR	Massey Park Golf Club	\$1,500
Mayoral Golf Day 2009	CPR	Briars at Greenlees Limited	\$400

Outgoing Sponsorships

Council agreed to sponsor the following activities since the last report.

Event/initiative	Organiser	Value of sponsorship
NSW Corporate Games 2010	Diabetes Australia - NSW	waiver of fees totalling \$700
Great Strides Walkathon 2009	Cystic Fibrosis Australia - NSW	waiver of fees valued at \$735
Relay for Life 2009	Cancer Council NSW	waiver of fees valued at \$1885 and associated costs
Cinema in the Park	Communities for Communities	Cash contribution of \$12,000 and waiver of associated fees
Family Fun Fair	Touched by Olivia Foundation	Waiver of fees valued at \$3,310
Opera Night at Rivendell	Concord Repatriation General Hospital	Cash contribution of \$6,000, loan of Council equipment and associated costs
Carols at Halliday Park	Communities for Communities	Cash contribution of \$12,000 and waiver of associated fees

RECOMMENDATION

THAT the report be received and noted.

**ITEM-8 PAYMENT OF EXPENSES AND THE PROVISION OF
FACILITIES TO COUNCILLORS POLICY**

Department Governance

Author Initials: BKC

REPORT

In October 2009, the Division of Local Government, Department of Premier and Cabinet (DLG) issued a circular to all councils advising that a revised, *Guidelines for the payment of expenses and the provision of facilities for mayors and councillors in NSW*, had been released. These guidelines were prepared to assist councils in the development and review of their existing policies, and allow councillors to receive adequate and reasonable expenses and facilities to carry out their civic duties as elected representatives of the community.

Background

In 2005, the DLG conducted a review on a number of councillor expenses and facilities policies and found a high degree of variability in format, content, scope and levels of payment provided. Thus, amendments to the existing legislation were made, and a set of guidelines for Councils to follow was developed. In 2007, a subsequent review was conducted, and based on its findings and the feedback received from councils, this revised set of guidelines has been released.

The revised guidelines have taken into account the requirement of the *Local Government Act 1993*, the *Local Government (General) Regulation 2005*, all relevant provisions outlined in the Model Code of Conduct and related publications from the Independent Commission Against Corruption (ICAC).

In light of all this, the City of Canada Bay has conducted a review of its existing Payment of Expenses and the Provision of Facilities to Councillors Policy, and incorporated all relevant changes, as advised in the DLG guidelines. A copy of the Draft Policy has been attached to this report for Councils consideration.

The Guidelines

In line with section 23A of the Local Government Act, Council has taken into consideration the revised guidelines, and incorporated the relevant sections when developing the new Payment of Expenses and the Provision of Facilities to Councillors Policy.

While there are no major differences, the core changes introduced by the revised guidelines, and which have been drafted into the new policy, are as follows:

- the Draft Payment of Expenses and the Provision of Facilities to Councillors Policy has been restructured to reflect the suggested format as provided by the DLG;
- a clear statement has been included in the draft policy, that no private benefit is to be obtained while carrying out civic duties (refer 2.1.2 of draft policy);
- a clear statement has been included in the draft policy, that Council resources, facilities and equipment must not be used for any political purposes as outlined in the Code of Conduct (refer 2.1.3);
- clarification has been provided, that gifts and benefits given by councillors are to be of token value as defined in the Code of Conduct (refer 2.1.4);
- clarification of a dispute resolution process in the instance of a disagreement relating to an expense or provision of a facility (refer 2.1.6);
- a more comprehensive section on incidental expenses, what they are defined as and the process for reimbursement (refer 2.2.7);
- a more comprehensive section on payments for a spouse, partner or accompanying person, and under which circumstances Council will cover these expenses (refer 2.2.9).

Implementation

Under sections 252 and 253 of the Local Government Act, Council must adopt an Expenses and Facilities Policy within 5 months after the end of the financial year. Public notice of adoption or any amendments must be given, allowing at least 28 days for public submissions. However, this requirement only applies if Council is of the opinion that the proposed amendments are substantial. As the proposed changes to the Policy are generally with regard to its format, it is considered that there is no requirement for it to be publicly advertised.

A copy of Councils Payment of Expenses and the Provision of Facilities Policy must be submitted to the Division by the 30 November 2009.

RECOMMENDATION

THAT Council adopt the Draft Payment of Expenses and Provision of Facilities to Councillors Policy and forward a copy to the Division of Local Government for their record.

Attachments:

1. Draft - Payment of Expenses and the Provision of Facilities to Councillors Policy

CITY OF
CANADA BAY

**DRAFT
PAYMENT OF EXPENSES &
THE PROVISION OF FACILITIES
TO COUNCILLORS**

Date of Adoption: <<Enter Date>>

Effective Date: <<Enter Date>>

Payment of Expenses and the Provision of Facilities to Councillors

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Payment of Expenses and the Provision of Facilities to Councillors

Definitions

The Act - *The Local Government Act 1993*

The Regulation - *The Local Government (General) Regulation 2005*

The Division - The Division of Local Government, Department of Premier and Cabinet (previously the Department of Local Government)

Part 1 - Introduction

1.1 Purpose of the Policy

Councillor expenses and facilities policies should allow for councillors to receive adequate and reasonable expenses and facilities to enable them to carry out their civic duties as elected representatives of the residents and ratepayers of the City of Canada Bay.

1.2 Scope of the Policy

This Policy has been prepared to provide for the payment or reimbursement of expenses and the provision of facilities by the City of Canada Bay Council, to the Mayor and Councillors when performing their civic duties.

1.3 Making and Adoption of the Policy

This Policy has been drafted in accordance with the Local Government Act 1993, the Local Government (General) Regulation 2005, Council's Code of Conduct, relevant publications released by the Division of Local Government and ICAC.

This Policy was adopted by Council on <insert date here>

Amendments to the Policy may only occur by resolution of Council.

1.4 Legislative Provisions

Local Government Act 1993

- Section 248 and 249 of the Local Government Act, 1993 provides for the payment of an annual fee to the Mayor and Councillors in accordance with the appropriate determination of the Local Government Remuneration Tribunal.
- Councillors are entitled to receive reimbursement for prescribed expenses as outlined in this policy pursuant to Section 252 of the Local Government Act, 1993.
- Before adopting a policy for the Payment of Expenses and Provision of Facilities for Councillors, the Council must publicly exhibit the policy for a period of 28 days and consider any public submission received under Section 253 (1) and (2) Local Government Act, 1993. A Council need not give public notice of a proposed amendment to its policy if the Council is of the opinion that the proposed amendment is not substantial.
- Within 28 days after adopting the policy or making an amendment for which public notice was given, Council must forward the relevant documentation, in accordance with the Act, to the Director General.
- The Council or a Council Committee of the Whole must not close to the public that part of its meeting at which a policy for the Payment of Expenses and Provision of Facilities is adopted or at which any proposed amendment is discussed or considered -- Section 254 Local Government Act, 1993.
- Council is required to review and adopt this policy within 5 months after the end of each financial year.

Local Government (General) Regulation 2005

- Clause 217 of the Regulation requires Councils include detailed information in the Annual Report about the payment of expenses and provision of facilities to Councillors.
- Clause 403(a) refers to restrictions on Council in providing for the payment of a general expense allowance to Councillors.
- Clause 403(b) places restrictions on Council in making motor vehicles available for the exclusive use of a Councillor other than the Mayor.

Payment of Expenses and the Provision of Facilities to Councillors

1.5 Other Government Policy Provisions

Councils Policy has been written to comply with:

- guidelines released by the Division under Section 23A of the Act;
- circulars issued by the Division which related to expense and facilities policies;
- Council's adopted Code of Conduct and the Division's Model Code of Conduct.
- ICAC' publication on the misuse of Council resources has also been taken into account - *No Excuse for Misuse, preventing the misuse of council resources (September 2008)*

Part 2 - Payment of Expenses

2.1 General Provisions

Councillors must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying their duties to the community in line with the relevant legislation. This Policy is in place to clearly outline all the specific expenses Councillors are entitled to receive reimbursement for, and all the specific facilities Councillors are entitled to use. Councillors may only receive reimbursement when the expense is clearly outlined in the policy.

2.1.1 General Expense Allowance

Section 403 of the Regulation states that Councillors are not entitled to a general expense allowance.

2.1.2 No Private Benefit unless Payment is made

Councillors are not entitled to obtain private benefit from the provision of equipment and facilities, nor from travel bonuses such as 'frequent flyer' schemes or any other loyalty programs while on Council business. However, where incidental private use occurs, unless substantial, no compensatory payment back to Council is required.

2.1.3 No use of Council Resources for Political Purposes

Council facilities, equipment and services are not to be used to produce election material or for any other political purpose. As outlined in Council's Code of Conduct, a Councillors re-election is considered to be a personal interest, as is fundraising activities for political parties, and political events. Council will not pay expenses or provide facilities to Councillors in relation to supporting and/or attending such events and activities.

2.1.4 Gifts and Benefits to be of Token Value

In circumstances where it is appropriate for Councillors to give a gift or benefit, these gifts and benefits should be of token value and in accordance with this policy. For clarification of what token gifts are, please refer to Council's Code of Conduct.

2.1.5 Participation, Equity, and Access

Members of the community from different backgrounds and demographics are encouraged to seek election. This ensures that the needs of the community are represented in as many ways as possible.

Council will also consider any special needs of Councillors, whenever required so as to allow them to perform their civic duties. If required, Council will make provisions for Councillors who need assistance with matters such as transportation, access, hearing or seeing.

2.1.6 Approval and Dispute Resolution Process

Where possible, a Councillor should gain approval prior to an expense being incurred.

Approval for discretionary trips, attendance at conferences, and/or other significant expenses and facilities should be determined, where possible, at a full meeting of Council. Where approval is not possible, approval should be given jointly by the Mayor and the General Manager. If the approval relates to the Mayor, it should be given jointly by the Deputy Mayor and the General Manager, or another Councillor and the General Manager.

Where a dispute occurs over an expense, the matter will be referred to the General Manager for review.

2.1.7 Reimbursement and Reconciliation of Expenses Processes

All claims for payment of expenses are to be reconciled within three (3) months of the expense being incurred. Should a Councillor cease to hold office, then the expense claims are to be reconciled within one (1) month of the Councillor ceasing to hold office.

Councillors are required to substantiate any out of pocket expenses with relevant documentation.

Payment of Expenses and the Provision of Facilities to Councillors

2.1.8 Payment in Advance Process

Councillors are entitled to receive payments in advance in anticipation of expenses to be incurred in attending conferences, seminars, training programs or carrying out their civic duty.

Advanced payments must always be reconciled at a future date, within the time frames outlined in 2.1.7 of this policy.

2.2 Specific Expenses for Councillors

2.2.1 Attendance at Seminars and Conferences

Where a Councillor attends a seminar or conference, Council will pay for the registration fees charged for attendance.

Where overnight accommodation is required, Council will meet all necessary costs for accommodation. In addition, Council will provide reimbursement for reasonable costs associated with attendance at the conference such as transportation and meals, when they have not been included in the conference fees.

2.2.2 Training and Educational Expenses

Council supports and encourages Councillors to actively develop their skills and knowledge to assist them in carrying out their civic duties. Council makes provisions in its budget for the payment of Councillor training and development expenses, in accordance with NSW Government Policy.

As stated in 2.2.1, where overnight accommodation is required, Council will meet all necessary reasonable costs for accommodation, transportation and meals associated with the training.

2.2.3 Local Travel Arrangements and Expenses

Travel to community or civic functions, seminars, conferences or a training course will be by Council motor vehicle, taxi cab or Councillor's own vehicle. Where the mode of transport is the Councillor's own vehicle, a 'per kilometre' allowance will be paid in accordance with the Local Government Award.

Note – The driver of a Council or private vehicle is personally responsible for any traffic or parking infringements incurred whilst travelling on Council business.

2.2.4 Intrastate/Interstate Travel

Travel to seminars, conferences or a training course will be by economy air, Council vehicle or other suitable transportation mode. Prior approval of Intrastate/Interstate Travel is required, and full details of the travel including itinerary, costs, accommodation and reasons for the travel need to be provided.

Note – any overseas travel or related expenses must be approved by a meeting of the full council prior to any travel being undertaken.

2.2.5 Legal Expenses

In the event of:

- a. An inquiry, investigation or hearing by any of:
 - The Independent Commission Against Corruption
 - The Office of the Ombudsman
 - Department of Local Government and Co-operatives
 - The Police
 - The Director of Public Prosecutions
 - A Parliamentary Committee or
 - The Local Government Pecuniary Interest Tribunal

into the conduct of a Councillor, or

- b. Legal proceedings being taken by or against a Councillor, arising out of or in connection with the Councillor's performance of his or her civic duties or exercise of his or her functions as a Councillor.

Council shall reimburse such Councillor, after the conclusion of the inquiry, investigation, hearing or proceeding, for all legal expenses properly and reasonably incurred, given the nature of the inquiry, investigation, hearing or proceeding, on a solicitor/client basis, provided that:

- i. the amount of such reimbursement is to be reduced by the amount of any monies that may be or are recouped by the Councillor on any basis;

Payment of Expenses and the Provision of Facilities to Councillors

- ii. in the opinion of the Council the inquiry, investigation, hearing or proceeding results in a finding substantially favourable to the Councillor; and
- iii. the Council authorising the reimbursement by resolution.
- c. Council will not meet the costs of an action in defamation taken by a Councillor or Council employee as plaintiff in any circumstances.
- d. Council will not meet the costs of a Councillor or Council employee seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.

2.2.6 Insurance Expenses

Councillors are to receive the benefit of insurance cover for:

- a. Personal injury whilst on Council business.
- b. Professional Indemnity.
For matters arising out of Councillor's performance of civic duties or exercise of their functions as Councillors, provided the performance or exercise of the relevant civic duty or function is bona fide. BUT subject to any limitations or conditions set out in the policy of insurance which is at the discretion of Council, taken out.
- c. Public Liability
For matters arising out of Councillor's performance of civic duties or exercise of their functions as Councillors; BUT subject to any limitations or conditions set out in the policy of insurance which is, at the discretion of Council, taken out.

2.2.7 Incidental Expenses

Reasonable out of pocket expenses associated with Councillors attending conferences, seminars, training courses or other activities relating to their civic duty will be reimbursed by council, provided that established reconciliation processes are followed. A claim form should be submitted, providing an itemised account of all expenses.

Incidental expenses could reasonably include telephone calls, facsimiles, light refreshments, internet costs, transportation and parking fees, meals not included in event costs etc.

2.2.8 Care and Other Related Expenses

Council will pay reasonable child/dependant care costs incurred by Councillors attending Council meetings, Committee meetings, workshops, briefing sessions and official site inspections relating to Council's operations.

Councillors will be reimbursed for expenses associated with child/dependant care paid to providers other than immediate family, spouse or partner up to 1 hour before and after such meetings (based on advertised commencement time) subject to the production of appropriate documentation/receipts.

The maximum entitlement for reimbursement for each Councillor is \$2,500 per annum.

2.2.9 Spouse and Partner Expense

Council will meet the reasonable costs of a spouse, partner or accompanying person at official council functions that are formal or ceremonial in nature, where it would be reasonable for a spouse, partner or accompanying person could be expected to attend.

An accompanying person is defined as someone who has a close personal relationship with the Councillor and provides carer support.

Expenses of spouses, partners or accompanying persons associated with attendance at the Local Government and Shires Associations' annual conferences are the personal responsibilities of individual councillors.

Payment of Expenses and the Provision of Facilities to Councillors

Part 3 - Provision of Facilities

3.1 Provision of Equipment and Facilities for Councillors

- i. A mobile phone to allow Councillors to undertake their official duties. Upon submission of a claim to the General Manager, Council will reimburse Councillors a maximum of \$200 per month for all call costs and rental charges associated with official duties.
- ii. Provision of a laptop, home-based computer or blackberry device, fax/answering machine and ancillary equipment (for example, a scanner) and software to the value of \$3,000. This equipment may be replaced from time to time, as to ensure the currency of the technology, at the discretion of the General Manager, on advice from the Manager, Information Systems.
- iii. Council stationery, business cards and postage for use for Council correspondence.
- iv. Meals and beverages in conjunction with Council, Committee meetings and workshops.
- v. Provision of a name badge and corporate clothing as provided by Council.
- vi. Access to the Charles Halliday and Brian Hudson Rooms for official functions, meetings and the like.
- vii. All equipment and software supplied to Councillors is to remain the property of Council and is to be returned to Council when the position of Councillor is vacated.

3.2 Provision of Equipment and Facilities for the Mayor

- i. A suitably furnished office.
- ii. A fully serviced and maintained motor vehicle to the standard of a Holden Statesman Caprice or equivalent and be made available for official purposes and personal use.
- iii. An allotted parking space underneath the Civic Centre complex.
- iv. A Personal Assistant plus a driver of the Mayoral vehicle on a casual basis, when required.
- v. A mobile phone or alternative communication device, including all call costs and rental charges to be used for official Council purposes.
- vi. A laptop computer and fax/answering machine installed and serviced in the Mayor's home.
- vii. Mayoral stationery, business cards, Christmas cards, bereavement and congratulatory letters, information and public relations correspondence on behalf of Council and associated postage costs.
- viii. Food and beverage use associated with hosting meetings in conjunction with Council business. Beverage supplies for Mayoral and visitor use in the Mayoral office. Meals and beverages in conjunction with Council, Committee Meetings and Workshops.
- ix. Provision of name badge and Mayoral pendant for civic and other functions and corporate clothing, as provided by Council.
- x. All equipment and software supplied to the Mayor is to remain the property of Council and is to be returned to Council when the position of Mayor is vacated.

Part 4 - Other Matters

Amendments to the Policy

Amendments to the Policy may only occur by resolution of Council.

Availability of the Policy

This Policy is available on to the public on request, and is also displayed on Councils website.

ITEM-9 2009/10 BUDGET AND OPERATIONAL PLAN - FIRST QUARTER REVIEW

Department Corporate Services


Author Initials: BKC

REPORT

The quarterly review of the Operational Plan and Budget for the period July to September 2009 has been completed.

Financial Position

In accordance with Clause 9 (1) of the Local Government (Financial Management) Regulations 1993, the 1st Quarter Budget Review for 2009/10 is summarised as follows:

		BUD 2009 REVISED	BUD 2009 ORIGINAL	Actual YTD 30 Sept 2009	\$ Balance of Budget
		\$	\$	\$	\$
OPERATING	EXPENDITURE	51,060,105	48,656,437	11,020,924	40,039,181
	REVENUE	53,570,528	51,493,931	41,646,691	(11,923,837)
	SURPLUS / (DEFICIT)	2,510,423	2,837,494	30,625,767	28,115,344
CAPITAL	EXPENDITURE	19,049,983	13,284,480	1,963,908	17,086,075
	REVENUE	6,813,633	7,419,880	1,663,681	(5,149,952)
	SURPLUS / (DEFICIT)	(12,236,350)	(5,864,600)	(300,227)	(22,236,027)
RESERVES	EXPENDITURE	738,344	738,344	0	738,344
	REVENUE	10,466,987	3,765,450	1,255,976	(9,211,011)
	SURPLUS / (DEFICIT)	9,728,643	3,027,106	1,255,976	(8,472,667)
TOTAL	EXPENDITURE	70,848,432	62,679,261	12,984,832	57,863,600
	REVENUE	70,851,148	62,679,261	44,566,348	(26,284,800)
	SURPLUS / (DEFICIT)	2,716	0	31,581,517	31,578,801

The above summary highlights that Council's original budget for 2009/10, provided for a balanced budget.

This review recommends a number of changes to the Budget and provides revised estimates for the full year. The result of these changes is that Council's Budget result is predicted to produce a small surplus of \$2,716.

Major variations highlighted during the quarter are detailed below:

Operating Expenditure

Unspent Allocations Carried Forward from 2008/09 Budget

The following projects had funding allocated in 2008/09 which were not completed prior to 30 June 2009. These funds were subsequently held in reserve last financial year and will be drawn upon as the projects progress to completion.

Description	Amount	Funding	Status
Community Spaces Project	\$50,000	Grant	On-going
Internal Audit Committee	\$30,000	Reserve	On-going
LGSA-Sustainability Award	\$10,000	Grant	Complete
Yaralla STIF Project	\$20,390	Grant	On-going
Illegal Dumping Prevention	\$10,000	Grant	On-going
DADHC Funding	\$2,360	Grant	On-going
Library- Digitisation Project	\$15,186	Grant	On-going
City Planning Framework	\$32,950	Grant	On-going
Traffic Counters	\$6,500	Grant	On-going
	\$177,386		

Community Event Sponsorship: ↑\$10,000

Increased budget allocation from \$30,000 to \$40,000. Enables Council to continue to support events at the same level as last year.

Communications & Public Relations: ↑\$22,000

Communication and Public Relations employee costs increased from \$351,830 to \$373,830, the budget adjustment is being made to provide the staffing arrangements necessary for CPR to undertake the new integrated planning and reporting requirements.

Youth Mobile Phone Film Project: ↑\$3,450

Art Start youth activity project. Project is fully funded by grant.

Heritage Grants: ↑\$15,500

Expanded heritage program including additional access to the Heritage Adviser. Increased level of service fully funded by Heritage Grants.

Operating Revenue

Waste Performance Bonus: ↑\$104,417

Department of Environment, Climate Change and Water remitted \$273,297, rather than the anticipated \$168,880. These funds are tied to environmental projects subject to approval by DECC.

Financial Assistance Grants: ↓\$14,885

Estimate for the General purpose component of the Financial Assistance grant was \$1,364,750. Subsequent advice from the Grants Commission confirmed Council's allocation as \$1,014,000 which excludes the advance payment for the 2009/10 allocation of \$337,800 which was received prior to 30 June 2009 and placed in reserve. Overall impact on 2009/10 budget is a decrease of \$12,950.

Estimate for the local roads component of the Financial Assistance grant was \$482,140. Subsequent advice from the Grants Commission confirmed Council's allocation as \$359,128 which excludes the advance payment for the 2009/10 allocation of \$121,077 which was received prior to 30 June 2009 and placed in reserve. Overall impact on 2009/10 budget is a decrease of \$1,935.

Five Dock Leisure Centre:

The Five Dock Leisure Centre operations were not included in Council's original 2009/10 Budget. The effect of its consolidation into Council's Budget increases operating revenue and expenditure by \$2.4 million. A predicted operating surplus of \$100,000 will be held in reserve for the Leisure Centre and as a result is excluded from calculations of Council's operating result.

Youth Mobile Phone Film Project: ↑\$3,450

Community Services secured an ArtStart grant for youth activity in the council area.

Heritage Grants: ↑\$15,500

Council has secured grant funding from NSW planning for 2 projects:
 Canada Bay Heritage Advisor: \$7,000.
 Canada Bay Local Heritage Fund: \$8,500

Capital Expenditure

Unspent Allocations Carried Forward from 2008/09 Budget

The following capital works projects had funding allocated in 2008/09 which were not completed prior to 30 June 2009. These funds were subsequently held in reserve last financial year for draw down in the current year.

Description	Amount	Funding	Status
Barnwell Park Golf-PCD Water Cart	\$15,000	SWMC	On-going
Brays Bay GPT	\$85,200	SWMC/Grant	On-going
Lovedale GPT	\$85,305	SWMC/Grant	On-going
Rhodes Park-GPT Drainage	\$25,780	SWMC	On-going
Smart Irrigation & Water Project	\$129,700	Grant	On-going
Sewer Mining/Water Recycling	\$1,400,800	S94/Grant	On-going
Canada Bay Cycleway	\$86,750	Grant	On-going

Description	Amount	Funding	Status
Library Parenting Collection	\$6,985	Grant	On-going
RFID Security and Self Shelf	\$200,000	S94	On-going
Cabarita Pool-Path	\$90,840	S94/Grant	On-going
Roberts Reserve Playground	\$20,050	Grant	On-going
Skateboard Park Seating	\$63,990	Sustainability Levy	On-going
Crane Street Site Playing Fields	\$9,575	Grant	On-going
Drummoyne Oval-Lighting	\$1,728,310	Grant/Reserve	On-going
Five Dock Park-Lighting	\$54,600	S94	On-going
Playground-Cabarita Park	\$9,820	S94	On-going
Playground-Central Park	\$39,640	S94	On-going
Playground-Dunlop Reserve	\$7,940	S94	On-going
Playground-Warbrick Park	\$35,600	S94	On-going
Killoola St Drainage Pits	\$25,400	SWMC	On-going
Loch Maree Pde	\$5,970	Contribution	Completed
	\$4,127,255		

Five Dock Leisure Centre Renovations: ↑\$282,000

Council recently approved improvement works at Five Dock Leisure centre, which are to be funded from S94.

Roads to Recovery Program: ↑\$269,393

Program extended until 30 June 2014. Council's allocation over the 5 years is \$1,364,814, one fifth of which is \$269,393.

Alexandra Park Playground Improvements: ↓\$75,000

Project deferred, and budget allocation transferred to Timbrell Park Playground project.

Timbrell Park Playground: ↑\$75,000

Funding moved from Alexandra Park to complete this project.

Crane Street Road Pavement: ↑\$250,000

Confirmed grant funding from RTA, to upgrade road pavement. Council is matching the funds from the current road resheeting program.

Better Boating Program: ↑\$562,000

Council has secured funding from NSW Maritime to improve the boat ramp facilities at three sites:

- Construction costs and project costs for a new pontoon at the Blaxland Rd Boat Ramp. ↑\$387,000
- Taplin Park Boat Ramp & Pontoon project secured a further \$115K funding to complete the construction of this facility. Total project cost is now \$342,000 ↑\$115,000
- Remediation of Bayview Park boat ramp and design of pontoon facility. ↑\$60,000

The following projects were funded in the 2009/10 Budget when it was anticipated that works would not commence before 1 July 2009. The same projects were already funded in 2008/09 and at the time of preparing this year's budget were anticipated to be full budget carry overs.

However, the projects did commence and funds were expended last financial year. The amounts expended are shown below and accordingly the 2009/10 budget allocations have been reduced by the equivalent amounts. Impact is budget neutral.

Description	Amount	Funding	Status
Hamilton Street Bridge- Funds spent last financial yr	\$25,690	S94	In negotiation with Energy Australia
Killoola St Project	\$70,000	SWMC	Superseded by another project.
Brewer St- Funds spent last financial yr	\$19,000	S94	On-going
Edwards Park Facilities Upgrade Funds spent last fin yr	\$11,170	Grant	On-going
McIlwaine Park Facility Upgrade Funds spent last fin yr	\$270	Grant	On-going
Ron Routley Oval Facility Upgrade Funds spent last fin yr	\$670	Grant	On-going
Russell Park Facility Upgrade Funds spent last fin yr	\$5,120	Grant	On-going
Timbrell Park Facilities Upgrade Funds spent last fin yr	\$300	Grant	On-going
Drummoyne Oval Precinct Stage 2 Grant Funds received last yr	\$3,090	Grant	On-going
	\$135,310		

FINANCIAL IMPACT

The September Review has highlighted a number of changes however the net result improves slightly on the original forecast of a balanced budget.

Council's efficiency gains target of \$54,816 for 2009/10 has been met in this review.

Operational Plan Review

Integrated Planning and Reporting

Recent legislation to pass through NSW Parliament has introduced a new system of long term strategic planning and reporting for local government. The *Local Government Amendment (Planning and Reporting) Act 2009* set out to:

- improve integration of various statutory planning and reporting processes undertaken by councils as required by the *Local Government Act 1993* and the *Environmental Planning and Assessment Act 1979*;
- strengthen councils' strategic focus;

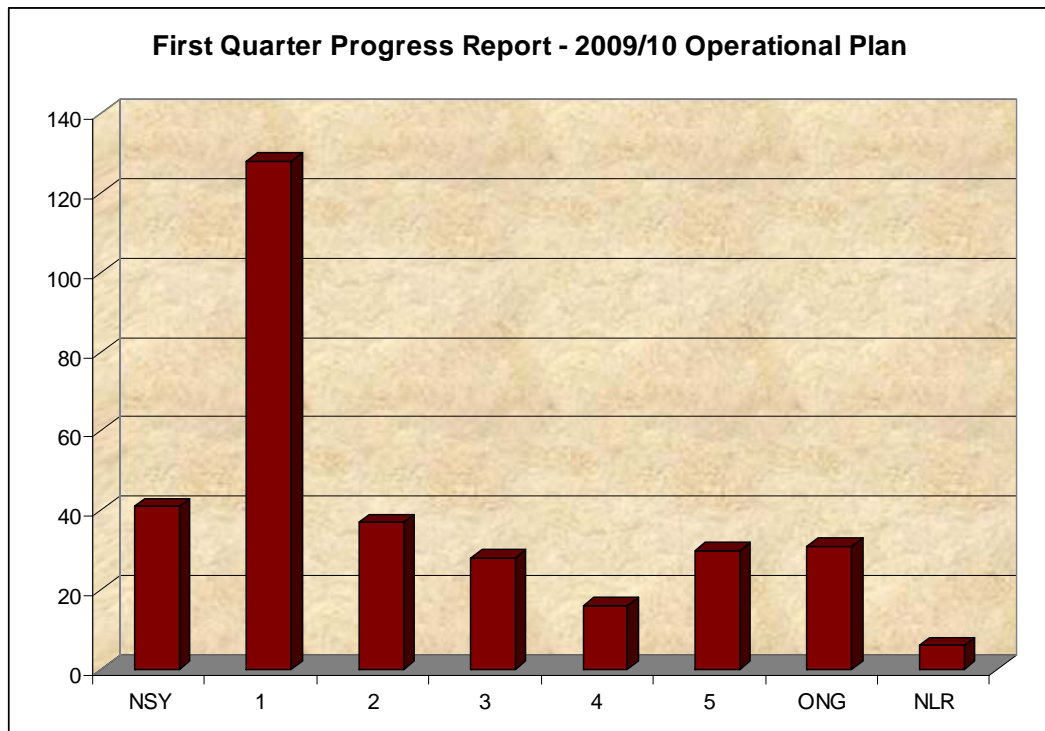
- streamline reporting processes; and
- ensure that the *Local Government Act 1993* and the Department's guidelines support a strategic and integrated approach to planning and reporting by local councils.

The legislation provides a transitional arrangement where each council is required to nominate when over a three year period they will implement the new framework. Council officers are currently assessing our readiness to adhere to the legislation and will provide a further report on adoption of the new framework in due course. Until such time as Council adopts the new framework, these quarterly reports will be prepared in line with our existing structures.

The status of the Quarterly Report is represented in the following table:

Code	Meaning
NSY	Action not started yet
1	1-25% achieved
2	26-50% achieved
3	51-75% achieved
4	75-99% achieved
5	100% achieved
ONG	Action ongoing
NLR	Action no longer relevant due to council resolution or external factor

The status of the Quarterly Report is represented by the graph below. The Graph shows the number of actions, listed under the 2009/10 Work Plan of the Operational Plan, at each level of progress.



RECOMMENDATION

THAT the First Quarter Review of the Operational Plan 2009/10, including the first quarter budget variations for 2009/10, as identified in the review of the Budget, be adopted.

ITEM-10 FINANCE REPORTS OCTOBER 2009

Department Corporate Services

Author Initials: BKC

REPORT

Bank Reconciliation as at 31 October 2009

Commonwealth		General Fund	Trust Fund	Total Funds
Balance:	<i>B/F</i>	\$60,878.54	\$256,725.46	\$317,604.00
Receipts:	<i>Current</i>	\$7,257,011.73	107,797.00	\$7,364,808.73
		\$7,317,890.27	\$364,522.46	\$7,682,412.73
Payments:	<i>Current</i>	\$6,599,265.24	\$113,648.30	\$6,712,913.54
Balance:	<i>C/F</i>	\$718,625.03	\$250,874.16	\$969,499.19

Payments General

	Sep-09	Oct-09
Advertising & Promotions	\$13,580.00	\$15,229.00
Agency Personnel	\$23,451.00	\$11,121.00
Capital Acquisitions	\$137,645.00	\$197,908.00
Contractors	\$1,060,559.00	\$949,440.00
Contractors-Cleaning	\$22,926.00	\$24,070.00
Contractors-Waste	\$551,384.00	\$583,653.00
Five Dock Leisure Centre		
Operations	\$181,198.16	\$170,588.00
Fuel & Oil	\$35,949.00	\$38,564.00
Government Contributions	\$313,188.00	\$0.00
Lease Payments	\$57,942.00	\$12,581.00
Legal Services	\$60,815.00	\$54,584.00
Loan Repayment	\$207,691.00	\$0.00
Materials	\$160,626.00	\$270,936.00
Payroll	\$1,458,110.79	\$1,462,619.75
Superannuation	\$168,301.00	\$212,589.00
Utilities	\$134,088.00	\$213,199.00
Workers Comp Premium	\$4,622.00	\$0.00

Income General

	Sep-09	Oct-09
Debtor Receipts	\$1,028,872.95	\$355,207.69
Fees	\$116,869.00	\$117,706.00
Fines	\$104,559.00	\$94,664.00
Five Dock Leisure Centre		
Operations	\$186,820.00	\$372,249.00
Golf Fees	\$132,418.00	\$111,627.00
Grants/Contributions	\$401,258.00	\$189,449.00
Interest	\$55,502.00	\$69,889.00
Lease Rentals	\$132,527.00	\$194,261.00
Planning Fees	\$92,505.00	\$78,300.00
Rates Receipts	\$5,074,378.05	\$916,530.56
Section 94	\$84,136.08	\$357,827.00
Wellbank Childcare Fees	\$85,981.00	\$88,953.00

October 2009 Statement of Cash Investments

STATEMENT OF CASH INVESTMENTS					
Date	Bank/Issuer	Term	Interest	Amount	Due
Commercial Bills & Negotiable Certificates Of Deposit					
29/07/2008	CBA	1061	4.11	\$500,000.00	25/06/2011
				\$500,000.00	
Term Deposits					
7/10/2009	Police and Nurse Credit	30	4.35	\$750,000.00	6/11/2009
14/10/2009	Savings & Loans	35	4.45	\$500,000.00	18/11/2009
19/10/2009	QLD Teachers Credit Union	90	4.35	\$500,000.00	17/01/2010
25/10/2009	Westpac	90	4.70	\$670,439.43	23/01/2010
26/10/2009	ANZ	90	4.30	\$1,000,000.00	24/01/2010
26/10/2009	Savings & Loans	120	5.08	\$500,000.00	23/02/2010
30/10/2009	B & E Building Society	96	5.05	\$500,000.00	3/02/2010
10/08/2009	St George	95	4.15	\$1,000,000.00	13/11/2009
1/09/2009	Bankstown City CU	91	4.50	\$1,000,000.00	1/12/2009
7/06/2009	NAB	183	4.35	\$750,000.00	7/12/2009
11/08/2009	Macquarie Bank	122	4.45	\$750,000.00	11/12/2009
25/09/2009	Australian Defence C/U	89	4.59	\$750,000.00	23/12/2009
31/08/2009	Suncorp Metway	120	4.40	\$1,000,000.00	29/12/2009
6/10/2009	IMB	92	4.35	\$1,000,000.00	6/01/2010
11/09/2009	Bank West	134	4.25	\$1,000,000.00	23/01/2010
22/09/2009	AMP Banking	120	4.30	\$1,010,604.74	20/01/2010
5/08/2009	Heritage Building Society	180	4.30	\$1,000,000.00	1/02/2010
25/08/2009	Citibank	184	4.70	\$500,000.00	25/02/2010
1/09/2009	Bendigo Bank	185	4.55	\$1,000,000.00	5/03/2010
12/08/2009	Investec	276	5.15	\$500,000.00	15/05/2010
1/09/2009	Investec	272	5.34	\$500,000.00	31/05/2010
16/12/2005	CBA	1826	2.95*	\$500,000.00	16/12/2010
				\$16,681,044.17	
Short Term Money Market					
	CBA		3.20	\$232,330.00	
	CBA		3.20	\$175,492.11	
				\$407,822.11	
Floating Rate Notes & CDOs					
6/09/2004	Endeavour		4.50	\$500,000.00	4/08/2011
17/03/2005	Ethical CDO 1 Ltd - Green		4.28	\$1,000,000.00	20/03/2014
9/11/2005	HSBC - Blue Gum		4.68	\$750,000.00	22/06/2013
22/06/2006	Aphex Pacific - Glenelg		4.98	\$750,000.00	22/12/2014
				\$3,000,000.00	
Capital Protected Property Linked Note					
7/09/2006	Longreach		1.89*	\$1,000,000.00	6/09/2012
				\$1,000,000.00	
TOTAL INVESTMENTS at 31/10/09				\$21,588,866.28	
TOTAL INVESTMENTS at 30/09/09				\$24,074,276.52	
Net Increase/(Decrease) in Investments				(\$2,485,410.24)	

*Denotes annualised rate of return.

Certificate of the Responsible Accounting Officer

I certify that as at the date of this report, the investments listed have been made and are held in compliance with Council's Investment Policy and applicable legislation.



Bruce Cook

Date: 10 November 2009

October 2009 Report

CONSOLIDATED CASH & INVESTMENTS

Cash & Investments

Cash At Bank	\$969,499.19
Investments	\$21,588,866.28

Total Cash & Investments \$22,558,365.47

The above cash and investments are comprised of:

Externally Restricted Reserves

Externally restricted reserves refer to funds received that are restricted by externally imposed requirements for expenditure on specific purposes. Externally restricted reserves include unexpended developer contributions under Section 94.

Total External Restrictions **\$9,420,085.58**

Internally Restricted Reserves

Internally restricted reserves are funds restricted in the use by resolution or policy of Council to reflect forward plans and identified programs of works.

Internally restricted reserves include funds set aside for employee leave entitlements, plant reserve and asset acquisition.

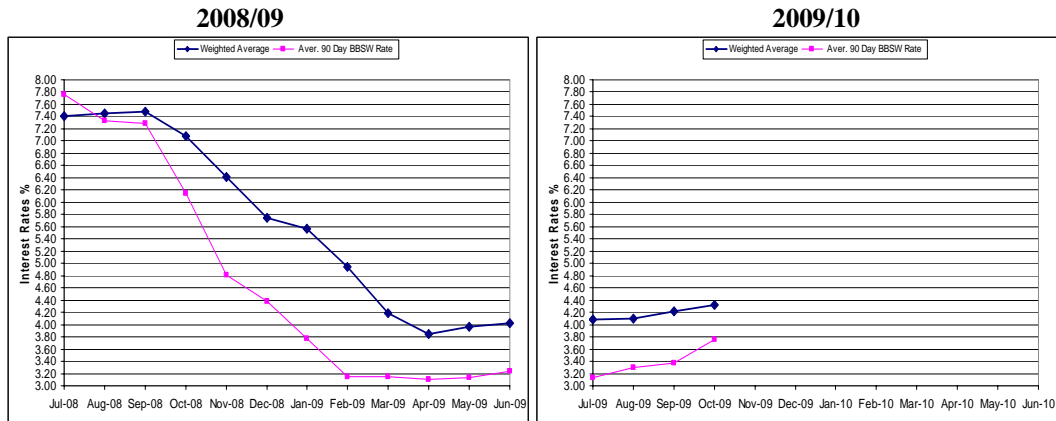
Total Internal Restrictions **\$2,524,488.36**

Unrestricted Cash & Investments

Total Unrestricted Cash & Investments **\$10,613,791.53**

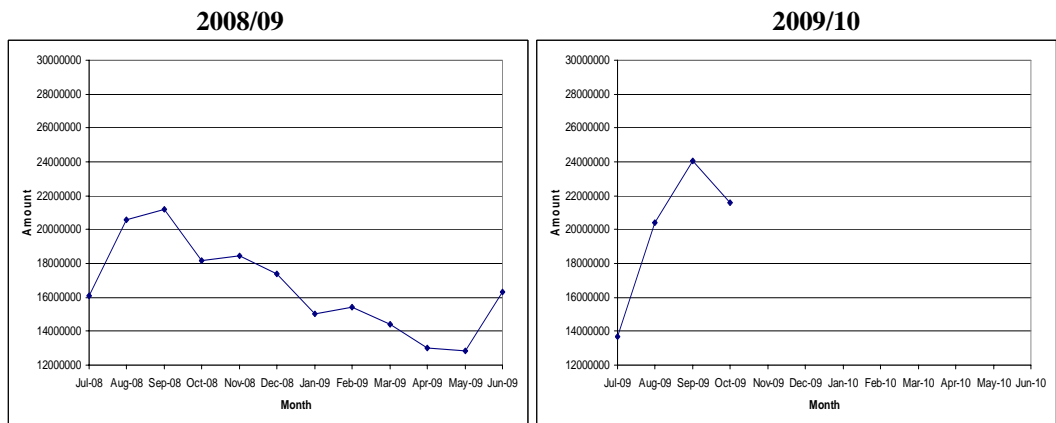
Total Cash & Investments \$22,558,365.47

Monthly Weighted Average Interest Rates Vs Monthly Average 90 Day BBSW Interest Rates

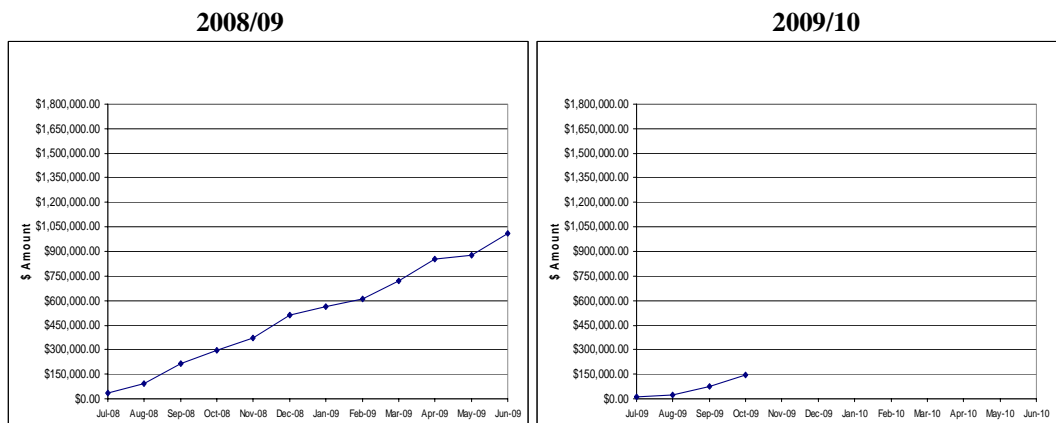


BBSW (Bank Bill Swap Reference Rate) is a daily average of interest rates quoted by the major market makers in the Australian interest market. BBSW is the reference rate against which Council's investment returns are compared.

Monthly Balance of Investments held



Accumulative Interest Earned from Bank Deposits and Investments



RECOMMENDATION

THAT the Financial Reports for October 2009 be received and noted.

**ITEM-11 NOTICE OF MOTION - CR. TYRRELL - PROVISION
FOR AFFORDABLE HOUSING AS PART OF THE
RHODES WEST MASTERPLAN 2009**

Department Governance

Author Initials: PT

REPORT

The following Notice of Motion has been received from Councillor Tyrrell

RECOMMENDATION

THAT in line with Council's Futures Plan 20 target that 5% of new housing stock is affordable housing, the General Manager endeavour to gain a minimum of 5% of affordable housing as part of the new Rhodes West Masterplan 2009.

COUNCIL IN CLOSED SESSION

ITEM-12 WRITE-OFF OF SUNDRY DEBTORS

REASON FOR CONFIDENTIALITY

In accordance with Section 10A(2)(b) of the Local Government Act 1993, the Council is permitted to close the meeting to the public for business relating to the following: -

- (d) commercial information of a confidential nature