



**ORDINARY MEETING OF COUNCIL  
TO BE HELD ON TUESDAY, 12 MAY 2009 AT 7.00PM  
LEVEL 3, COUNCIL CHAMBERS**

**A G E N D A**  
**\*\* \*\* \***

NOTE: For Full Details, See Council's Website –  
[www.kmc.nsw.gov.au](http://www.kmc.nsw.gov.au) under the link to business papers

**APOLOGIES**

**DECLARATIONS OF INTEREST**

**CONFIRMATION OF REPORTS TO BE CONSIDERED IN CLOSED MEETING**

**ADDRESS THE COUNCIL**

**NOTE:** Persons who address the Council should be aware that their address  
will be tape recorded.

**DOCUMENTS CIRCULATED TO COUNCILLORS**

**CONFIRMATION OF MINUTES**

**Minutes of Ordinary Meeting of Council**

File: S02131

Meeting held 7 April 2009

Minutes numbered 62 to 77

## MINUTES FROM THE MAYOR

### MM.1 Festival on The Green

1

File: CY00137

This year's Festival on the Green – held on Sunday, the 3rd of May – was an outstanding success with an estimated 10,000 people enjoying a great day's entertainment in beautiful autumn weather.

It was clearly the most successful festival we have had in the six years the event has been running.

Last year, Council listened to community feedback and moved the festival forward a month, from June to May, so everyone could enjoy warmer temperatures and get the most out of this community celebration.

This decision was well and truly vindicated by the great weather and the largest attendance the festival has so far attracted.

It was a great array of entertainment and attractions - everything from aerial theatre, school bands, dance groups, dog obedience and agility demonstrations to wine tasting and wonderful arts, crafts and food stalls.

The festival is a real community event – with more than 350 performers from over 15 local schools and community groups providing a wide variety of entertainment throughout the day.

Festival on the Green was born in 2003 when Council sought feedback from residents who wanted a community celebration where families, community groups and individuals could come together and share in our great local culture.

I'm sure all Councillors are thrilled with the way this event has grown since then to become a major highlight on Ku-ring-gai's local community calendar.

There is an enormous amount of behind-the-scenes planning work that goes into creating a successful community event.

On behalf of Council, I would like to publicly acknowledge the great work done by staff in the Community department who helped make the festival such a success – in particular Leisure and Cultural Development Manager, Juan Perez, Arts Cultural Officer, Michelle Davis and Events Assistant, Sarah Sugar.

I also thank the festival's sponsors who provide vital support for the event.

These are major sponsors LSV Productions, corporate sponsors St Ives Shopping Village, North Shore Times and Hornsby Advocate and event partner Century 21 Cordeau Marshall.

In particular, Craig Marshall from Century 21 Cordeau Marshall has been a great supporter of the festival as well as many local community charities. He is a wonderful example of a local business owner who really puts something back into the community he serves.

Mr Marshall's great community service was recognised by Council in 2006 when he won an Outstanding Service to the Community award.

This is a man who didn't stop his community work once he received recognition but he continues to turn up with his tent and staff conducting children's activities at community events all over Ku-ring-gai.

I also thank:

- Ku-ring-gai State Emergency Service for their great traffic management;
- St John's Ambulance for their first aid services;
- Ku-ring-gai Local Area Command Police;
- The Northern Suburbs Dog Training Club; and
- Schools, community groups, sporting and environmental groups and local businesses who have joined in the Festival.

So many people have helped make the 2009 Festival on the Green a great success – and I seek Councillors' support for acknowledging their contributions.

## PETITIONS

## GENERAL BUSINESS

- The Mayor to invite Councillors to nominate any item(s) on the Agenda that they wish to have a site inspection.*
- The Mayor to invite Councillors to nominate any item(s) on the Agenda that they wish to adopt in accordance with the officer's recommendation and without debate.*

### GB.1 Council Committees

3

File: S06952

To amend the structure of the Planning and Heritage Reference committee; put forward nominations for community representatives and seek Chairs and Deputy Chairs for the Sustainability, Heritage, Open Space and Community Reference Committees.

### **Recommendation:**

That the Charter of the Planning and Heritage Reference Committee be amended and that the new Planning Committee be constituted under Clause 260 of the Local Government (General) Regulations 2005; that the Charter for the Heritage Reference Sub-Committee be amended and that a new Heritage Committee be constituted under Section 355 of the Local

Government Act, 1993; that Council consider community and Councillor nominations and determine membership of the four Section 355 Committees; that Council consider nominations for and elect Chairpersons and Deputy Chairpersons to the four Section 355 Committees.

**GB.2 Budget Review 2008 to 2009 - 3rd Quarter Review as at March 2009 46**

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File: S06351

To present to Council the quarterly financial review for the 3rd quarter ended 31 March 2009.

**Recommendation:**

That Council approves the budget transfers as outlined in the report.

**GB.3 3rd Quarter Management Plan - Update 145**

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File: FY00019

To report to Council on progress made toward achieving Key Performance Indicators as contained in Council's 2008-2012 Management Plan.

**Recommendation:**

That the 3rd quarter Management Plan review 2008-2012 be received and noted and due to Councillor feedback and the current financial situation of Council, a decision to remove the Reputation Survey project will impact on three (3) KPIs. The recommendation is to remove the affected KPIs from the Management Plan.

**GB.4 Protected Disclosures Act - Internal Reporting Policy 174**

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File: S04255

To review the Internal Reporting Policy for Protected Disclosures.

**Recommendation:**

That the Internal Reporting Policy - Protected Disclosures, be adopted.



**GB.5    Analysis of Land & Environment Court Costs, 3rd Quarter, 2008 to 2009                      195**

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File: S02466

To report legal costs in relation to planning matters in the Land & Environment Court for the quarter ended March 2009.

**Recommendation:**

That the analysis of Land & Environment Court costs for the third quarter ended 31 March 2009 be received and noted.

**GB.6    175 Rosedale Road, St Ives - Proposed Assignment of Lease                                      204**

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File: S07252

For Council to consider a request from the Lessee of Council property at 175 Rosedale Road, St Ives, trading as Rosedale Cottage Restaurant to the assignment of the lease.

**Recommendation:**

That Council approve the assignment of the lease over 175 Rosedale Road, St Ives from Marta Duncan & Gian-Franco Guerra to Sous le Soleil on the same terms and conditions as the existing lease.

**GB.7    2 Alder Drive, St Ives - Connection to Council Drainage Easement                              209**

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File: DA391/08

To consider a request by the owner of 2 Alder Drive, St Ives, to alter the terms of the Council drainage easement over downstream properties to permit discharge into a Council pipeline.

**Recommendation:**

That the proposal be approved subject to Conditions A. to C. noted in the recommendations.

**EXTRA REPORTS CIRCULATED AT MEETING**

## MOTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

### NM.1 **Proposed Masterplan of the Gordon Council Chambers**

213

File: S05930, S06523

#### **Notice of Motion from Councillor Tony Hall dated 22 April 2009**

I move:

1. "That in view of the downturn in the economy of this Country, the parlous position of local government infrastructure financing as a result, and the likely rejection of the Council's request to the Planning Minister's Contributions Review Panel for exemption from s.94 E, set out in the NSW Planning Minister's Order of 23 January 2009, that the former Council's grandiose scheme to Masterplan the Council Chambers' Precinct Gordon, under its Resolution of 29 April 2008 (minute no.129/08) be immediately reviewed in the light of the serious financial implications presented by Council staff to an informal Councillor confidential planning forum on 21 April 2009.
2. If this new financial plan is found to be too expensive, that the proposed Masterplan be abandoned forthwith, notwithstanding the Ku-ring-gai Planning Panel has accepted the same Masterplan concept already of council-owned lands, into its draft Ku-ring-gai Town Centre's Local Environment Plan, exhibited recently and awaiting its recommendation to submit to the Minister for Planning for adoption in May 2009.
3. The General Manager be authorised to seek a legal opinion into the veracity of the abovementioned actions by the Ku-ring-gai Planning Panel in the matter
4. The Minister for Planning and Ku-ring-gai Planning Panel be so advised."

### NM.2 **Proposed Open Space Acquisition - Wahroonga**

214

File: S07257

#### **Notice of Motion from Councillor J Anderson dated 4 May 2009.**

I move:

- "a. that the General Manager obtains an independent valuation from a registered valuer for 12 Woonona Avenue, Wahroonga.
- b. That the General Manager prepares a further report on funding sources that may be utilised to assist Council in acquisition of the property, including sources not yet explored, such as, but not limited to, Heritage Council grants

- c. That the General Manager shall consider and assess potential leasing opportunities during any period of time necessary to fully fund works to create a park/community garden on the site and throughout design, demolition and construction phases.
- d. That the General Manager seek comments from Council's Heritage Advisor to be included in the further report to Council."

**BUSINESS WITHOUT NOTICE - SUBJECT TO CLAUSE 241 OF GENERAL REGULATIONS**

**QUESTIONS WITHOUT NOTICE**

**INSPECTIONS COMMITTEE - SETTING OF TIME, DATE AND RENDEZVOUS**

**CONFIDENTIAL BUSINESS TO BE DEALT WITH IN CLOSED MEETING - PRESS & PUBLIC EXCLUDED**

*The Item listed hereunder is recommended for consideration in Closed Meeting, Press & Public excluded for the reason stated below:*

**C.1 Staff Matter - General Manager's Performance Review**

**1**

File: S03655

Report by the Mayor, Councillor E Malicki dated 30 April 2009.

Michael Miocic  
ACTING GENERAL MANAGER

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## MAYORAL MINUTE

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### FESTIVAL ON THE GREEN

This year's Festival on the Green – held on Sunday, the 3rd of May – was an outstanding success with an estimated 10,000 people enjoying a great day's entertainment in beautiful autumn weather.

It was clearly the most successful festival we have had in the six years the event has been running.

Last year, Council listened to community feedback and moved the festival forward a month, from June to May, so everyone could enjoy warmer temperatures and get the most out of this community celebration.

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Festival on the Green was born in 2003 when Council sought feedback from residents who wanted a community celebration where families, community groups and individuals could come together and share in our great local culture.

I'm sure all Councillors are thrilled with the way this event has grown since then to become a major highlight on Ku-ring-gai's local community calendar.

There is an enormous amount of behind-the-scenes planning work that goes into creating a successful community event.

On behalf of Council, I would like to publicly acknowledge the great work done by staff in the Community department who helped make the festival such a success – in particular Leisure and Cultural Development Manager, Juan Perez, Arts Cultural Officer, Michelle Davis and Events Assistant, Sarah Sugar.

I also thank the festival's sponsors who provide vital support for the event.

These are major sponsors LSV Productions, corporate sponsors St Ives Shopping Village, North Shore Times and Hornsby Advocate and event partner Century 21 Cordeau Marshall.

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**4 May 2009**

In particular, Craig Marshall from Century 21 Cordeau Marshall has been a great supporter of the festival as well as many local community charities. He is a wonderful example of a local business owner who really puts something back into the community he serves.

Mr Marshall's great community service was recognised by Council in 2006 when he won an Outstanding Service to the Community award.

This is a man who didn't stop his community work once he received recognition but he continues to turn up with his tent and staff conducting children's activities at community events all over Ku-ring-gai.

I also thank:

- Ku-ring-gai State Emergency Service for their great traffic management;
- St John's Ambulance for their first aid services;
- Ku-ring-gai Local Area Command Police;
- The Northern Suburbs Dog Training Club; and
- Schools, community groups, sporting and environmental groups and local businesses who have joined in the Festival.

So many people have helped make the 2009 Festival on the Green a great success – and I seek Councillors' support for acknowledging their contributions.

## **RECOMMENDATION**

That Council formally acknowledges the efforts of staff, sponsors and community organisations in contributing to the success of this year's Festival on the Green.

Cr Elaine Malicki  
**Mayor**

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## PETITION

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### LINDFIELD LIBRARY RELOCATION - (TWENTY-FIVE [25] SIGNATURES)

"We, the undersigned, are most concerned that there is a threat to the location of Lindfield Library and believe it should be retained at its present site and are prepared to assist with a Petition to Parliament."

### RECOMMENDATION

That the Petition be received and referred to the appropriate officer of Council for attention.

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## PETITION

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### MARIAN STREET FOOTPATH PAVEMENT UPGRADING - (THREE HUNDRED & TEN [310] SIGNATURES)

**The following Petition was presented by Councillor Cheryl Szatow:**

"We, the undersigned, do urgently request the Ku-ring-gai Council, as part of its current Capital Works Program, to give urgent attention to the unsafe and dangerous condition of the footpath pavement on the north side of Marian Street, extending from the traffic lights on the Pacific Highway to the shops opposite the Marian Street Theatre.

Council should be aware that the south side of Marian Street, which is rarely used by pedestrians to access Killara Railway Station is fully paved; while both sides of Lorne Avenue and Stanhope Road - other access routes to/from the Pacific Highway to Killara Railway Station are fully paved on both sides of the street; whereas Marian Street; the major pedestrian thoroughfare is not fully paved on both sides of the street.

Over the years the bitumen surface on the north side of Marian Street has been patched to effect repairs and is now in an extremely rough and unsafe condition; with the result that many pedestrians use the roadway rather than the Marian Street footpath.

Council should also note the following:

- pedestrian usage is high as this is the main access from the western side of the Pacific Highway to the Railway Station, the shopping precinct, the Marian Street Theatre and Selkirk Park;
- street lighting is poor; and
- commuting traffic to/from the Culworth Avenue Car Park and the Railway Station make it dangerous to walk on the street and to cross the street, particularly at night-time."

### RECOMMENDATION

That the Petition be received and referred to the appropriate officer of Council for attention.

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## COUNCIL COMMITTEES

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### EXECUTIVE SUMMARY

**PURPOSE OF REPORT:**

To amend the structure of the Planning and Heritage Reference committee; put forward nominations for community representatives and seek Chairs and Deputy Chairs for the Sustainability, Heritage, Open Space and Community Reference Committees.

**BACKGROUND:**

On 24 February 2009, Council resolved to establish a Committee Structure to assist in its decision making and seek nominations for membership to four new Committees formed under Section 355 of the Local Government Act covering sustainability, heritage, open space and community.

**COMMENTS:**

Following the February resolution of Council, the Department of Local Government advised Council that the Planning and Heritage Reference Committee, to be lawful, must be constituted under Clause 260 of the *Local Government (General) Regulations 2005*. Further, the Heritage Sub-Committee should be constituted as a Section 355 Committee, similar to the Sustainability, Community and Open Space Committees.

From the call for nominations for the four Committees, a total of 79 individuals responded and were assessed against the relevant charters and recommendations have been made.

**RECOMMENDATION:**

That the Charter of the Planning and Heritage Reference Committee be amended and that the new Planning Committee be constituted under Clause 260 of the Local Government (General) Regulations 2005; that the Charter for the Heritage Reference Sub-Committee be amended and that a new Heritage Committee be constituted under Section 355 of the Local Government Act, 1993; that Council consider community and Councillor nominations and determine membership of the four Section 355 Committees; that Council consider nominations for and elect Chairpersons and Deputy Chairpersons to the four Section 355 Committees.



## PURPOSE OF REPORT

To amend the structure of the Planning and Heritage Reference committee; put forward nominations for community representatives and seek chairs and deputy chairs for the Sustainability, Heritage, Open Space and Community Reference Committees.

## BACKGROUND

On 24 February 2009, Council considered a report on the establishment of a General Committee and formation of four Reference Committees and a Heritage sub-committee (GB 4). This report followed an earlier resolution of Council arising from a report on 16 December 2008 (GB 10).

At the February 2009 meeting it was resolved:

- A. *That, in accordance with Clause 260 of Local Government (General) Regulation 2005, a General Committee be established with the functions set out in the draft Charter and further that the Charter be adopted, as amended.*
- B. *That, at the first meeting of the General Committee, the Committee give consideration to the adoption of meeting procedures and whether or not, in the event of an equality of voting, the Chairperson shall have a casting vote in addition to an original vote.*
- C. *That, in accordance with section 355 of the Local Government Act 1993, the Committees listed below be established with the functions set out in the draft Charters and further that the Charters be adopted, as amended:*
  - 1. *Community Reference Committee*
  - 2. *Planning & Heritage Reference Committee*
  - 3. *Open Space Reference Committee*
  - 4. *Sustainability Reference Committee*
- D. *That the previously adopted Council meeting cycle remain unchanged with the exception of the second meeting of each month being changed to a General Committee meeting.*
- E. *That Council adopt the General Committee Charter.*
- F. *That recruitment for the reference committees commence in March 2009 and that report be returned to Council recommending membership by May 2009.*

This report deals with resolution C and F.

At this meeting, no chairperson or deputy chair person positions were considered by Council. Council needs to determine chairpersons and deputy chairpersons for the Community, Heritage Open Space and Sustainability Reference Committees.

## COMMENTS

### A. Committee Structure

Further to the resolution of 24 February 2009, representatives from the Department of Local Government met with the General Manager on 24 March 2009. At this meeting, it was explained that:

1. The Planning and Heritage Reference Committee must be constituted as a clause 260 committee pursuant to the *Local Government (General) Regulations 2005* given that membership is restricted to Councillors only and voting rights are effectively restricted. As a consequence, the Committee would also have to conform to the Code of Meeting Practice pursuant section 360 of the *Local Government Act, 1993*; and
2. The Heritage Sub-committee should be formed as a section 355 committee pursuant to the *Local Government Act, 1993*. This would make it consistent with the other committees, as outlined in the Council report of 24 February 2009, and also reflect the changes to the legal status of the Planning and Heritage Reference Committee, as above.

Henceforth in this report, the Planning and Heritage Reference Committee adopted on 24 February 2009 is referred to as two separate committees, being the Planning Committee and the Heritage Sub-Committee adopted on 24 February 2009, is referred to as the Heritage Reference Committee.

**Diagram 1** overleaf shows the committee structure as adopted by Council on 24 February 2009.

**Diagram 2** shows the changes proposed by the recommendations in this report.

**Attachment 1** provides the charter for the General Committee for Planning and Heritage matters. This has been adapted from the General Committee charter and terms of reference for the Planning and Heritage Reference Committee as adopted by Council on 24 February 2009.

**Attachment 2** provides an amendment to the Reference Committee Charter, as adopted with specific changes related to the removal of the Planning and Heritage Reference Committee as a section 355 Committee and to form the Heritage Reference Committee as a section 355 committee pursuant to the *Local Government Act, 1993*.

### B. Nominations

**Attachment 3** provides a list of the 77 individuals who responded and nominated for each of the four section 355 committees. As the nominations contain personal information, these have not been attached to the report, though a summary of key information on each applicant for each of the committees is provided in **Attachment 3**.

Nominations to the Sustainability, Heritage, Community and Open Space committees have been assessed against the membership criteria and terms of reference as outlined in **Attachment 2** and as previously adopted by Council on 24 February 2009. A summary of the criteria is provided below, including the minimum and maximum numbers for each committee.

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Diagram 1: Committee Structure adopted 24 February 2009

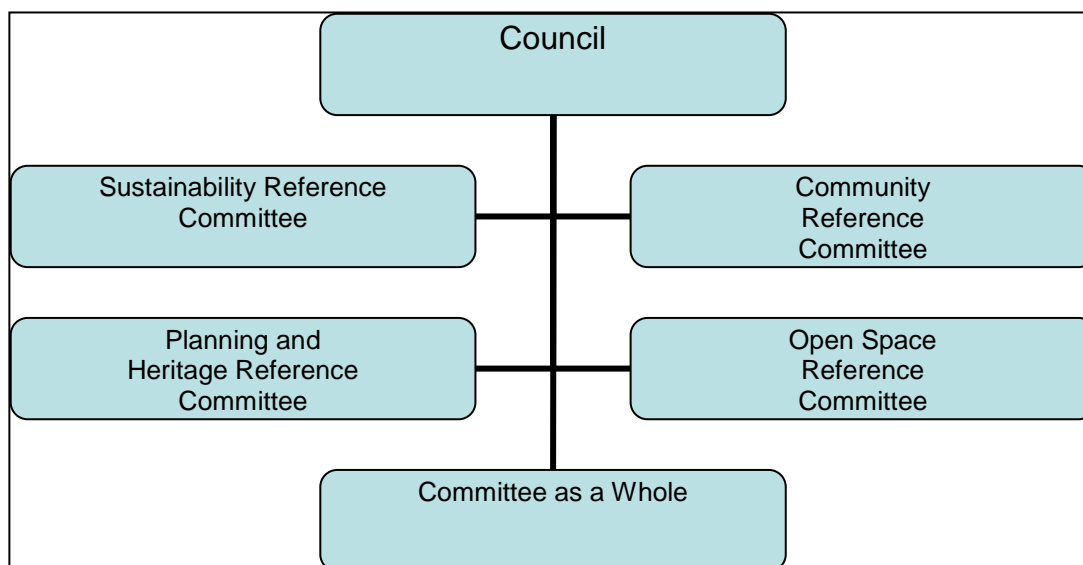
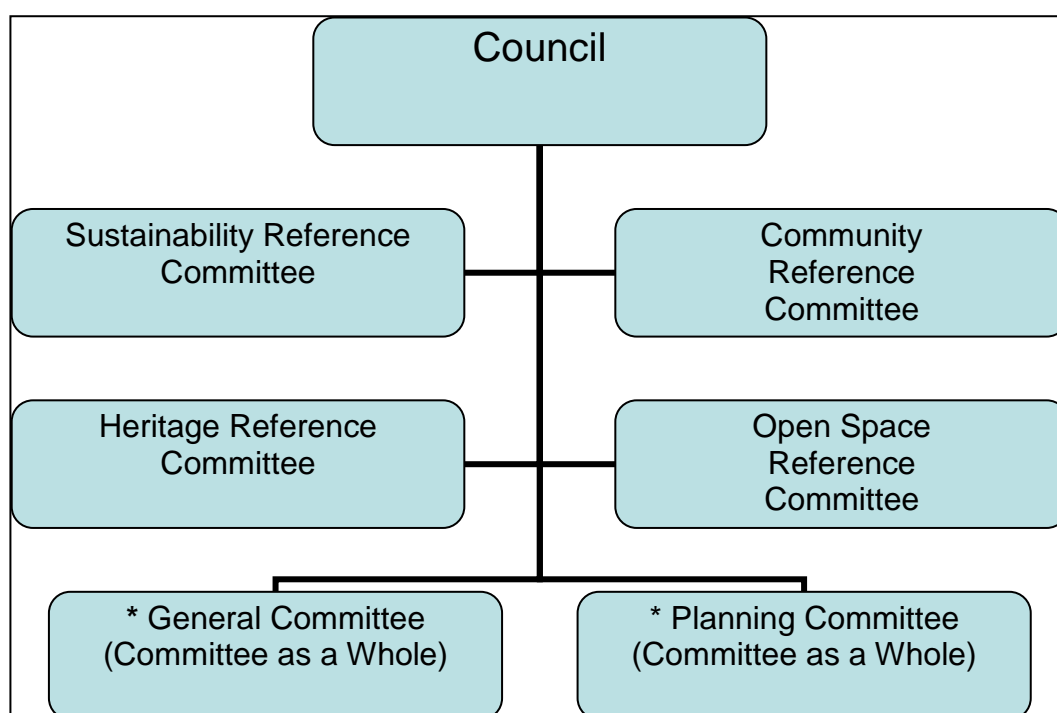


Diagram 2: Recommended Committee Structure



\* Denoted Committees where changes are proposed.

In all, the number and standard of applications was very high. The nominees collectively brought with them the desired expertise and experience as sought in the Charter.

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As set out in the Charter for each of the section 355 committees, there is to be a chairperson and deputy chair person. It is recommended that Council give consideration to and elect councillors to these positions, as part of this report.

Sustainability

This committee requires community members and experts covering the following areas of expertise:

- physical sciences
- engineering
- geography
- environmental
- social sciences
- business and finance
- law
- public policy
- education – primary, secondary and tertiary teachers and students

In total, the committee was to have a minimum 12 and maximum of 20 representatives, ensuring generational representation with at least two school-aged students.

The table below provides a list of the nominees and recommendation as to their inclusion to the committee. It should be noted that in this committee there were many applicants that have a legal background and also with an interest or practicing in climate change and carbon management. Given the expected focus on climate change in the coming years, a greater number of persons with this area of interest have been recommended.

First Name	Surname	Organisation/ Club	Summary of experience or expertise	Recommendation
Christopher	Andrew		Carbon and energy management. Chemical engineering. On various other community boards	<b>yes</b>
Fernando	Calero	"The Shed" & Ku-ring-gai Historical Society	General interest in sustainability and progressing on-ground action. Involved in Sustainability 2074 group	<b>yes</b>
Cameron	Carmody		High school student with interest in social justice and fair trade	<b>yes</b>
Andrew	Daff	NSW National Parks & Wildlife Service	DECC representative and currently manages leading sustainable business	<b>yes</b>
Grant	Dyer		Sustainable energy within public facilities. Has commercial and applied focus with respect to alternative energy management	<b>yes</b>
Zeny	Edwards		Architect	<b>yes</b>
Colin	Field		Extensive expertise as a wetland management consultant and present board member at Botanic Gardens, Olympic Park and others	<b>yes</b>

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First Name	Surname	Organisation/ Club	Summary of experience or expertise	Recommendation
Elizabeth	Gavey		Commerce and law and director of Greenhouse Gas Solutions. Various involvement in social and community organisations	yes
Janet	Harwood	Friends of Ku-ring-gai Environment Friends of Turramurra	Qualification in social ecology and interest in bushland and ecology	yes
Susan	Israel		Law and particularly property and environmental.	yes
Richard	Jacobs		Business administration, tipple bottom line assessments	yes
Drew	McIntosh		High School representative with involvement in worked vision and other school based programs	yes
Sue	McKindlay	St Ives Shopping Village EK Nominees	Marketing and property management at local shopping centre	yes
David	Newhouse		Science and environmental law. Founder of Responsible Business forum and experience in sustainability reporting and climate change	yes
James	O'Keefe		Environmental Science and risk management	yes
Neil	Papadopoulos		Environmental science and risk management	yes
Bernadette	Pinnell		Urban planning and social sustainability	yes
Peter	Richards		Corporate governance and communication	yes
Scott	Wallace		Engineering and business administration with experience in solar research	yes
James	Wells	STEP Inc.	Accountant and member of STEP and Lindfield Rotary Club	yes
David	Hodges	Friends of Princes Park	Law	no
Andrew	Hogg		Accountant. Has been involved in UTS site	no
Brev	Johnson		Business administration, land management and accountancy	no
William	McMaugh		Geologists	no
Peter	Miller		Strata management	no
Rosalind	Read		Law with recent environmental focus	no
Eija	Roti		Urban development with law background	no
Carolynne	Wawrzyniak		Financial Planning, though is on available on Tuesday	no

Heritage

One (1) representation from each of the following organisations were sought for this committee including:

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- National Trust of Australia;
- Ku-ring-gai Historical Society;
- Royal Australian Institute of Architects (RAIA); and
- Community representative who is a resident of Ku-ring-gai.

First Name	Surname	Organisation/Club	Expertise & experience	Recommendation	Criteria
Robert	Moore	National Trust	N/A	<b>yes</b>	N/A
Margaret	Bergome	Royal Australian Institute of Architects	N/A	<b>yes</b>	N/A
Jennifer	Harvey	Ku-ring-gai Historical Society	N/A	<b>yes</b>	N/A

There are two valid primary community nominations for the one (1) community representative position. To finalise the membership of the Heritage Committee, Council needs to select one nomination to fill this position. The candidates are Joanne Martens and Zeny Edwards. A copy of their curricula vitae have been separately circulated.

Additionally, three people have put forward their names for the Heritage Reference Committee as their second preference committee. These are Andrew Hogg, Susan Israel and Eija Roti.

Ian Stutchbury has also nominated as a community representative, however, as he is not a resident of Ku-ring-gai, he does not meet the community representation requirements.

### Open Space

This committee brings together three previous Bushland, Catchments and Natural Areas, and Park, Sport and Recreation reference groups and elements of the Companion Animals Committee. In total, the committee is to have a minimum 12 and maximum of 20 persons, covering a range of expertise and local community groups as outlined below:

- key local community groups (four (4) representing STEP, Ku-ring-gai Bushcare Association, Australian Native Plants Society, Ku-ring-gai Bat Conservation Society)
- key sporting associations (four (4) representing major winter and summer sports)
- targeted groups (four (4) identified in strategic plan, including women's sport, youth sport and minority sports)
- local school representative (public schools, sporting association)
- Industry expert (eg. Department of Tourism, Parks & Leisure Association nominee or academic representation)
- three (3) community members (addressing youth, aged, less able, family and companion animals)
- relevant government agencies (eg: catchment management authorities, Department of Environment and Climate Change, Department of Sport and Recreation, Rural Fire Service) and non-government agencies (eg; Nature Conservation Council)

As part of the composition, generational representation is to be provided with at least two school-aged students.

Given the breadth of this committee and number of nominations, selection was particularly difficult. Where possible, applicants that had broader interest in open space planning and management were considered more favourably over those representing a single issue or group.

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Notwithstanding this, there remains a need for specific group representation, such as STEP, Ku-ring-gai Bushcare Association, Australian Native Plants Society, Ku-ring-gai Bat Conservation Society and some sporting associations, to enable representation that is reflective of the changing community needs and to ensure that persons with the relevant skills, experience and perspectives are able to assist in the committee's deliberations. Such alternates would be nominated at the committee meetings and persons attending would be reported in the minutes of the meeting.

The table below provides a list of Open Space nominees and recommendations. It should be noted that there were no nominations specifically from schools or representing bodies (apart from Parents and Citizens Associations) or from the youth (school aged). As such, should an opportunity for an additional member become available, target groups should be approached as a priority.

Discussions have been held with past representatives from the Rural Fire Service and Department of Environment and Climate Change as to the process and charter of the new committee structures. A written request for nominations will be sent to these agencies to select their nominee and alternate following consideration by Council of this report.

Given the number and diversity of sporting clubs, associations and other recreation groups, it will always be difficult to accommodate all parties as part of a formal reference committee of Council. For this reason, it is envisaged to continue to convene the regular sport forums as a mechanism to gather the diversity of views and opinions on relevant policy, planning and operational matters with a Ku-ring-gai and broader focus. Where matters on the agenda have the potential to affect sport, recreation or other interested parties that are not represented on the committee, the charter enables them to attend and address the Open Space Committee though does not grant voting rights.

First Name	Surname	Organisation/Club	Expertise and experience	Recommendation	Criteria
<b>Miguel</b>	<b>Andrade</b>	Dept of Arts, Sport and Recreation NSW Sport and Recreation	Department of Sport and Recreation	<b>yes</b>	Government
<b>Christiane</b>	<b>Berlioz</b>	N/A	Community leader & bushcare volunteer; qualified pharmacist; St Ives Progress Association committee member	<b>yes</b>	Community member
<b>Margaret</b>	<b>Booth</b>	Ku-ring-gai Bushcare	Bushcare representative Primary school teacher specialising in environmental ed.	<b>yes</b>	Key local community groups. Natural env.
<b>John</b>	<b>Ceccato</b>	Ku-ring-gai & District Soccer Assoc Inc.	KDSA General Manager	<b>yes</b>	Key sporting assoc
<b>Grant</b>	<b>Corderoy</b>	Ku-ring-gai Netball Assoc.	Past president	<b>yes</b>	Targeted groups (women's sports)
<b>Andrew</b>	<b>Falk</b>	Sydney Cricket Assoc. Gordon District Cricket Club	President	<b>yes</b>	Key sporting assoc

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First Name	Surname	Organisation/Club	Expertise and experience	Recommendation	Criteria
Alan	Fredericks	N/A	General open space knowledge & long standing member of KMC committees; coach & official of athletics, netball, cricket, softball & touch football	<b>yes</b>	Targeted groups (youth & women's sport)
Sandra	Fry	Nthn Suburbs Dog Training Club Inc. Metro. Mid-Week Dog Training Club Inc.	President NSDTC	<b>yes</b>	Community member (companion animals)
David	Howard	St Ives High School P & C; St Ives Primary School P & C;	Member & past president of public school P & Cs; current President St Ives Football Club; Co-ordinator intellectual disabilities sports for KDSA.	<b>yes</b>	Local schools
Andrew	Little	STEP Inc.	STEP and natural environment	<b>yes</b>	Key local community groups. Natural env.
John	McFadden	Ku-ring-gai Little Athletics Centre Wahroonga Rugby Club	Coach & administrator of athletics, rugby & school sport	<b>yes</b>	Key sporting assoc.
Nancy	Pallin	Ku-ring-gai Bat Conservation Soc. Inc.	Natural area management, bush regeneration	<b>yes</b>	Key local community groups. Natural env.
Margery	Street	Australian Plants Society - North Shore Group	Masters in Environmental Studies	<b>yes</b>	Key local community groups. Natural env.
Sandra	Van de Water	N/A	Medical practitioner; researcher & author in area of park, recreation & healthy lifestyles	<b>yes</b>	Industry expert
Campbell	Wratt	N/A	Community member of local sporting clubs	<b>yes</b>	Community member
Harley	Wright	N/A	Extensive professional & volunteer involvement in bushland management	<b>yes</b>	Industry expert
Philip	Youdale	Northern Sydney Cycling Club	President & club member for 20 years	<b>yes</b>	Key sporting assoc.
	To be advised	NSW Rural Fire Service			Government
	To be advised	National Parks & Wildlife Service			Government



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First Name	Surname	Organisation/Club	Expertise and experience	Recommendation	Criteria
	To be advised				Youth Rep.
<b>Beryl</b>	<b>Anderson</b>	The World League for the Protection of Animals	high school teacher - retired	no	Community (companion animals)
<b>Janet</b>	<b>Harwood</b>	Friends of Ku-ring-gai Environment Friends of Turramurra	Involved in various local community groups; Master of Applied Science in Social Ecology	no	community rep.
<b>Andrew</b>	<b>Hogg</b>	N/A	Past member of Bushlands, Catchment & Natural Areas Ref. Group; Local company director	no	community general
<b>Susan</b>	<b>Israel</b>		Law and public land management (recommended for Sustainability committee)	no	community general
<b>Matthew</b>	<b>Horne</b>	North Shore District Softball assoc.	Past president; Member of Parks, Sport and Rec. Ref Group	No	Sporting assoc.
<b>Richard</b>	<b>Jacobs</b>		Business and triple bottom line (recommended for sustainability committee)	no	community general
<b>Brev</b>	<b>Johnson</b>		Asset & portfolio management; Past president St Ives Jnr Cricket Club	no	community rep.
<b>Barbara</b>	<b>Moujaes</b>		Member Lindfield Primary School Sports Committee; Girl's soccer age co-ordinator at local club	no	community rep.
<b>Michael</b>	<b>Nesteroff</b>	Ku-ring-gai Swimming Club	Past president; Member of Parks, Sport and Rec. Ref Group	no	Sporting assoc.
<b>Peter</b>	<b>Rezek</b>		Extensive local rugby & cricket committees	no	Sporting assoc.
<b>Eija</b>	<b>Roti</b>		Interest in urban development; legal qualifications; 1 year environmental committee member	no	community general

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First Name	Surname	Organisation/Club	Expertise and experience	Recommendation	Criteria
Mark	Rushton	Hornsby-Ku-ring-gai & Hills District Cricket Association	President HK&H DCA; Life Member KDSA; Member Wheelchair Sports NSW; 1 year member Hornsby Sports Council	no	Sporting assoc.
Stephanie	Vaughan		Natural area management; Bush regeneration; Bushlands, Catchment & Natural Areas Ref. Group 2008	no	Natural env.

Community

The Community Reference Committee requires representatives (minimum of 8 maximum of 12 persons), with considerable expertise or experience, or who have a particular interest in, one or more of the following target groups:

- older people
- young people
- children
- arts/cultural
- people with disabilities
- knowledge and education
- community safety
- transport
- culturally and linguistically diverse communities

As part of the composition, generational representation is to be provided with at least two school-aged students.

Nominations for the Community Reference Committee were heavily weighted towards the older people target group, making selection for this target group very difficult. As a result, the people who have been recommended within this target group, have a broad range of knowledge and experience in both establishing services for older people and associated health matters.

Additionally, a number of people who nominated in the older people target group are also members of Council's Seniors Week Committee. These people, along with those who have not been recommended for the committee, will be invited to join Council's 2010 Seniors Week Committee.

The nominations that addressed other target groups, such as children, arts cultural, people with disabilities and young people were not as many in number as the older people group. In making recommendations therefore, preference was given to people who had experience in working with a number of community groups and service clubs, in addition to satisfying these set target groups.

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The composition of the committee also requires two students to represent the young people target group. One nomination was received and recommended and another position on the committee has been recommended for a representative from Council's Youth Council.

In the instance where there was more than one nomination from a specific community group (Ku-ring-gai Historical Society), the recommendation is that the President of that group be included.

First Name	Surname	Organisation/Club	Expertise & Experience	Recommendation
Ann	Barry	Ku-ring-gai Historical Society	Local history.	yes
Philippa	Bean	Ku-ring-gai Youth Council Representative		yes
Matthew	Cannon		Services for young people	yes
Heather	Chapman		Services to older people – community health	yes
Ivan	Cribb		Disability services – association with services clubs	yes
Donald	Durie	Ku-ring-gai Youth Development Service	Association with service clubs – experience in establishing youth services	yes
Morrison	Hammond	Ku-ring-gai Neighbourhood Centre	Services for older people	yes
Tarlock	Kudhail		Cultural and linguistically diverse communities	yes
Paul	Lepp	The Spastic Centre of NSW	People with disabilities, older people, access matters, community safety	yes
Margie	McCrae		Cultural and leisure planning for young people in the performing arts. Theatre, television and film experience	yes
Kalyan	Ram	Seva International Inc.	Cultural and linguistically diverse communities	yes
Samantha	Williamson		Children's services	yes
Miquel	Andrade	Dept Arts, Sport & Rec. NSW Sport & Recreation		no
Kevin	Callinan		Local history services to older people	no
Joyce	Cribb		Older people – aged care	no
Tess	Dellagiacoma		Community health – services for older people	no
Andrew	Hogg		UTS Community Ref. Group. Bushlands, Catchments & Natural Area Ref. Grp accountancy & business management	no
Susan	Israel		Environmental law, built environment; heritage preservation	no

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First Name	Surname	Organisation/Club	Expertise & Experience	Recommendation
Jana	Pearce		Seniors Week Committee	no
Eija	Roti		Built environment; project management	no
Diana	Rynkiewicz		Older people – people with disabilities	no
CJ	Smith	Roseville RSL Gordon Bowling Club Ku-ring-gai Probus Club	Community activities	no
David	Smith		Interests of older people	no
Sandra	Van De Water		Open Space Ref. Comm (priority for Open Space)	no
Stan	Wesley	Probus Club of Warrawee Inc.	Services for older people – Seniors' Week Committee	no
Shirley	Williamson	Retirement Villages The Grange	Seniors' Week Committee	no
Richard	Winderbaum		Interest in community concerns and affairs	no

## CONSULTATION

Nominations for the committees were advertised in the North Shore Times on 13 and 20 March 2009. Information on the committees and nominations forms were also made available on Council's web site. Individuals that were appointed to past advisory groups or other committees of the previous Council were sent an e-mail or letter on 20 March informing them of the nomination process.

Nominations formally closed on 17 April 2009, though late applications were received and have been considered as part of this report.

## FINANCIAL CONSIDERATIONS

The cost of the administration and coordination of the committees has been factored into the operational budgets of the respective departments and, as such, there is no additional impact on Council's budget for the coming financial year.

## CONSULTATION WITH OTHER COUNCIL DEPARTMENTS

This report has been prepared in consultation with other departments of Council.

## SUMMARY

Based on advice from the Department of Local Government, this report recommends amending the status and charter for the Planning and Heritage Reference Committee and the Heritage Sub-Committee as considered on the 24 February 2009 to a committee constituted under clause 260 of the *Local Government (General) Regulation, 2005* and a committee constituted under section 355

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of the *Local Government Act, 1995* and to be known as the Planning Committee and Heritage Reference Committee, respectively.

Based on the charter and terms of reference for each of the four committees, it is recommended the following persons be appointed as below:

Sustainability	
Christopher	Andrew
Fernando	Calero
Cameron	Carmody
Andrew	Daff
Grant	Dyer
Zeny	Edwards
Colin	Field
Elizabeth	Gavey
Janet	Harwood
Susan	Israel
Richard	Jacobs
Drew	McIntosh
Sue	McKindlay
David	Newhouse
James	O'Keefe
Neil	Papadopoulos
Bernadette	Pinnell
Peter	Richards
Scott	Wallace
James	Wells

Open Space	
Miguel	Andrade
Christiane	Berlioz
Margaret	Booth
John	Ceccato
Grant	Corderoy
Andrew	Falk
Alan	Fredericks
Sandra	Fry
David	Howard
Andrew	Little
John	McFadden
Nancy	Pallin
Margery	Street
Sandra	Van de Water
Campbell	Wratt
Harley	Wright
Philip	Youdale
NSW Rural Fire Service	to be advised
Nat. Parks & Wildlife Service	to be advised
Youth representative	to be advised

Community	
Ann	Barry
Philippa	Bean
Matthew	Cannon
Heather	Chapman
Ivan	Cribb
Donald	Durie
Morrison	Hammond
Tarlock	Kudhail
Paul	Lepp
Margie	McCrae
Kalyan	Ram
Samantha	Williamson

Heritage	
Robert	Moore
Margaret	Bergome
Jennifer	Harvey

Council needs to select one nominee for the Heritage Committee.

Further, it is recommended that Council consider nominations and elect a chairperson and deputy chairperson to each of the four committees.

## RECOMMENDATION

- A. That Council rescind Resolution C of the Council meeting of the 24 February (minute number 48) Minute as related to the charter for the Reference Committees.
- B. That Council adopt the amended Reference Committee Guidelines and Charters.
- C. That a Heritage Committee be constituted under section 355 of the *Local Government Act, 1993*.
- D. That Council, in accordance with Clause 260 of *Local Government (General) Regulation 2005*, establish a Planning Committee and that this be established with the functions set out in the draft Charter.
- E. That Council resolve to appoint the nominations identified in the Summary section of this report to the following reference committees: Sustainability, Heritage, Community and Open Space.
- F. That all successful nominees be advised of their appointment.
- G. That nominees not selected for the committees be advised of Council's decision and thanked for their interest.
- H. That Council consider nominations and elect a chairperson and deputy chairperson to the Sustainability, Heritage, Community and Open Space Reference Committees.

Peter Davies  
**Manager Corporate Planning  
& Sustainability**

Andrew Watson  
**Director Strategy & Environment**

Janice Bevan  
**Director Community**

**Attachments:**

- 1. General Committee Charter for the Planning Committee - 2009/062085**
- 2. Amended Reference Committee Charters - 2009/062089**
- 3. New Reference Committees Total Nominations - 2009/063024**



## **PLANNING COMMITTEE**

### **Charter of Responsibility**

#### **Purpose**

To provide strategic advice on urban planning matters excluding matters within the statutory responsibility of the Ku-ring-gai Planning Panel.

#### **Functions**

To consider all matters referred to the Committee, including but not limited to:

1. Local environmental plans and development control plans
2. Heritage
3. Purchase and sale of land and properties
4. Town centres and commercial development
5. Landuse planning
6. Urban design
7. Development contributions systems
8. Strategic transport planning (traffic and parking).

*(Excluding Ku-ring-gai Planning Panel matters).*

#### **Limitation of Powers**

The Committee is constituted under clause 260 of the Local Government (General) Regulations.

The Committee does not have any decision making powers pursuant to section 377 of the Local Government Act 1993.

The Committee can not instruct staff or make decisions for Council. All matters raised by the committee must be referred to Council for determination.

The Committee will observe any rules and regulations made by the Council.

#### **Regular Meeting Time**

Minimum four (4) meetings per year

Additional meetings to be held if the Council so resolves or meetings are considered necessary by the Mayor and General Manager.

## **Membership**

All Councillors

The Chairperson shall be the Mayor

The Deputy Chairperson shall be the Deputy Mayor

## **Quorum**

Four (4) Councillors

## **Voting**

Each Councillor present is entitled to one vote for each motion and amendment put to a meeting.

The Committee shall decide in accordance with clause 265 of the *Local Government (General) Regulation 2005* whether, in the event of an equality of voting at a Committee Meeting, the Chairperson of the meeting shall have a casting vote in addition to an original vote.

## **Meeting procedures**

The provisions of the Local Government Act 1993, the *Local Government (General) Regulation 2005* and the Council's Code of Meeting Practice apply to the Committee.

The Committee may, as provided by clause 265 of the *Local Government (General) Regulation 2005*, regulate its own procedure.





# Reference Committees Guideline

## INTRODUCTION

Ku-ring-gai Council values the contributions of individuals and community representatives who become members of community reference committees. The major type of committee supported by Council is the Reference Committee. In addition there are other reference groups, technical panels and associations to which council staff contribute to facilitate open and accountable government.

This document provides a guideline on the responsibilities of Reference Committees.

Upon formal approval of a Reference Committee by Council, its members are required to adopt and adhere to the conditions set out in this document.

The manual is divided into five sections, namely:

**Purpose and role:** Provides details of establishment, representation and membership.

**Membership:** Details how appointments are made and vacancies are filled in Reference Committees.

**Meeting procedures:** Outlines procedures for the management of committee meetings.

**Miscellaneous issues:** Includes induction, insurance and pecuniary interest related matters.

**Reference committee charters:** outlines the terms of reference, representation, meeting frequency and related matters

Committee members who wish to seek clarification of any issue raised in this document should contact the Governance section of Ku-ring-gai Council on 9424 0000.

## SECTION 1: PURPOSE AND ROLE OF REFERENCE COMMITTEES

### 1.1 WHY DOES COUNCIL HAVE REFERENCE COMMITTEES?

Reference Committees provide a mechanism by which interested residents and experts can play an active role in the formulation of council policy, direction and practice. Reference Committees are an important link in Council's communication strategy with the community and are supported via other community consultative methods.

### 1.2 DELEGATION OF FUNCTIONS AND DECISION MAKING

Under the *Local Government Act 1993* Council is able to delegate some of its functions to a committee of Council. Under the Reference Committees as outlined no delegated authority has been given to them and therefore they serve to provide recommendations and advice for Council. In other words, Reference Committees do not have the power to make a final determination on any matter referred to them. Their role is to advise on a particular position, or course of action. This advice is then considered by Council in its deliberations on a matter.

### 1.3 HOW ARE REFERENCE COMMITTEES ESTABLISHED?

Reference Committees are established by a resolution of Council in accordance with section 355(b) of the *Local Government Act 1993*.

The Committees referred to in this document were established by Council at its meeting on 3 February 2009. These include:

Sustainability Reference Committee;  
Community Reference Committee;  
Heritage Reference Committee; and  
Open Space Reference Committee.

Prior to establishing a Reference Committee Council will set out the following criteria:

the terms of reference for the committee;  
the expertise or relevant background which community members should possess;  
the size (minimum and maximum) of the committee;  
quorum requirements;  
frequency of meetings (minimum and regularity);  
any specific interest groups that are to be represented on the committee (eg. government departments, community organisations etc); and  
its term and tenure of members.

This document serves to address these seven elements.

Supporting these committees are other decision making bodies established under other legislation. These are listed in attachment 1.

## 1.4 TERMS OF REFERENCE

The Reference Committee will be responsible for providing advice to Council in accordance with the Committee's Terms of Reference. Details of the terms of reference of each committee are presented in part 5 of this document.

## 1.5 LIMITATION OF POWERS

Reference committees do not have any decision making powers pursuant to section 377 of the *Local Government Act 1993*.

Reference Committees can not instruct staff or make decisions for Council. All matters raised by the committee must either be referred to Council, or to the General Manager, for determination.

The Reference Committees will observe any rules and regulations made by the Council.

## 1.6 CODE OF CONDUCT

Ku-ring-gai Council has adopted a draft Code of Conduct that is applicable to both elected Councillors and employed staff. This Code of Conduct sets out principles to ensure the business of Council is carried out in an efficient, honest and impartial way.

As Reference Committees are operating in conjunction with Council, it is important for committee members to be aware of and comply with the contents of this Code of Conduct. The adopted code will form an attachment to this guide. Training on the code will be provided as part of the induction process for all Reference Committee members.

It is the responsibility of the chair of the meeting to inform and take necessary action with respect to the members in relation to this code.

## 1.7 COUNCIL OBLIGATIONS

In constituting a Reference Committee, Council agrees to:

- give due and proper consideration to all recommendations and suggestions put forward;
- give members feedback on how their recommendations have been used;
- encourage member participation and meeting attendance;
- respond within a reasonable timeframe to requests for relevant information;
- provide administrative resources to assist in the smooth operation of the committee; and
- accurately record and represent the views of the committee.

## 1.8 MEMBER OBLIGATIONS

As a member of the committee, members agree to:

- attend meetings and participate in discussions;
- adequately review any agenda attachments or documents as required prior to meetings;
- report their views and, where known, those of the Ku-ring-gai community;
- give feedback from meetings to the wider community where possible;
- allow all committee members to present their views and opinions;
- suggest agenda items;
- make suggestions regarding improvements to reference and consultative committees;
- work within the timeframe of the committee charter and structure;

## Ku-ring-gai Council

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clearly declare any conflict of interest regarding any issue under discussion;  
maintain confidentiality where appropriate;  
not speak publicly such as to the media on behalf of Council; and  
only maintain membership to one committee at any time.

## **SECTION 2: MEMBERSHIP OF REFERENCE COMMITTEES**

### **2.1 COUNCILLOR MEMBERSHIP**

Two (2) Councillors would be appointed to each of the Reference Committees. Appointments would be made every 12 months at the same time as the Mayoral election. This would include a chairperson, Deputy Chairperson and two (2) other delegates.

All other Councillors are able to attend Reference Committee meetings.

### **2.2 COMMUNITY MEMBERSHIP**

Community membership will vary according to the committee and its charter, as outlined in section 5. Representatives shall reflect areas such as the objectives and terms of reference of the charter such as expertise, experience, demographics, special interest groups that exist within or are able to contribute to the Reference Committee and relevant government authorities.

Council must appoint all Reference Committee members. Appointment must take place prior to a member being conferred the responsibilities and rights as set out in this document.

Council may dissolve any Reference Committee or release individual members at any time.

Council may also appoint any new members to a Reference Committee at any time by Resolution of Council.

The term of office for Reference Committees will be two (2) years from the date of Council resolution. At the expiration of two (2) years, members will be asked to renew membership. The renewal of membership would occur automatically unless otherwise determined by the Chairperson. Should the Chairperson wish to change the membership at this or other time, this would then be a matter for Council consideration and resolution.

Notwithstanding the above, membership will cease as determined by a sunset clause, or election of a new Council (refer to section 2.3).

All nominations for appointment to Reference Committees are formally submitted in writing to Council. Applicants would be reviewed against their expertise and experience and ability to contribute to the committee in relation to its objectives and terms of reference.

### **2.3 DISSOLUTION OF COMMITTEE**

The Council may dissolve a Reference Committee at any time.

Committees are formally appointed by the Councillors in office.

At the time of the general election of Councillors, all Reference Committee members will cease to hold office.

All Reference Committee members are eligible for re-appointment. Council will advertise for and receive nominations, unless otherwise decided by Council.

## **2.4 VACATION OF OFFICE**

Membership of the Committee will become vacant in the following circumstances:

if the member resigns membership by notice in writing to the committee;  
if the member is absent for more than three (3) consecutive meetings without prior leave of absence or an apology being accepted by the committee, subject to confirmation by the elected Council of the resignation;  
if the member ceases to be a member of the organisation which he/she represents;  
upon the death of the member;  
if the member becomes a mentally incapacitated person; and  
if a member is found to be in breach of the Code of Conduct.

Council shall advertise for nominations for vacancies, unless otherwise decided by Council.

## **2.5 CHAIRPERSON**

There are two formal positions on Reference Committees – Chairperson and Deputy Chairperson. These roles are resolved by Council.

The Chairperson is usually the spokesperson for the committee and therefore needs to be certain that the committee is running smoothly and achieving its aims and objectives.

If the Chairperson is not present at the time designated for the meeting, the Deputy Chairperson shall take the responsibilities of the Chairperson.

If the appointed Chairperson and all Councillors are absent at the time designated for the meeting, the relevant council officer shall undertake the role of Chairperson for that meeting.

### **2.5.1 RESPONSIBILITIES OF THE CHAIRPERSON**

The Chairperson generally has the following specific duties, which make up the major part of their responsibility:

(i) Before a meeting:

prepares the agenda in consultation with the relevant director or manager, setting out the terms of business to be considered; and  
ensures the meeting is properly convened in accordance with the organisation's rules, such as proper notice of a meeting is given and that a quorum is present.

(ii) During the meeting:

chairs all meetings, opens meeting, welcomes and introduces members and guests;  
keeps individuals and the meeting focused on the topics being discussed and encourages all members to participate, ensuring adequate opportunity is given to members who wish to speak;  
ensures correct meeting procedures are followed and control of the meeting is maintained, keeping track of time (or delegates this to someone );  
makes sure members are aware of decisions being made and that the note taker has recorded decisions of the meeting;  
acts impartially and uses discretionary powers in the best interests of members and in accordance with the agreed standing orders - that is method of conducting meetings;

ensures all statutory regulations and organisation's rules (such as code of conduct) are observed; and  
closes meeting after business at hand has been properly concluded.

(iii) Other responsibilities:

be aware of certain issues and procedures and the importance of establishing and maintaining a working relationship with Council;  
approve the notes of the meeting prior to them being reported to Council (refer to section 3.4);  
advise and report to Council on the ongoing suitability of current and potential members;  
and  
speak on behalf of the committee where appropriate.

## **SECTION 3: MEETING PROCEDURES FOR REFERENCE COMMITTEES**

Meetings are to be conducted to standard guidelines as detailed in this section.

### **3.1 STARTING TIME FOR MEETINGS**

Meetings are to commence at the time designated for the meeting. If the meeting has not commenced within 15 minutes of the designated time it must be cancelled.

### **3.2 AGENDA**

The agenda is an organised list of headings of all the major items, in order, that will be discussed at the meeting. A copy of the agenda should be distributed electronically to all the committee members at least seven (7) days before the commencement of the meeting.

Each item of business to discuss at the meeting needs to be put on the agenda.

Unfinished business and reports on actions taken since previous meetings are included in the agenda under 'Business arising from previous meeting'.

If any items on the agenda are not discussed due to limitations of time, they are carried over to the next meeting agenda.

Agenda for meetings shall be made publicly available on Council's website not less than three (3) working days before the meeting.

### **3.3 CONDUCT OF BUSINESS**

Each item of business is discussed in the order in which it appears on the agenda. Adequate time is to be allowed for discussion on important issues.

For some matters, it will be necessary to attach other relevant information to the agenda to inform and direct discussion. Such information is to be circulated with the agenda to all members and Councillors with the approval of the Chairperson.

### **3.4 NOTES OF MEETINGS**

Notes of the meeting will be taken that reflect the discussion and any voting on matters. These are not minutes and therefore do not require acceptance at the following meeting.

The appointed Director must ensure accurate notes of the meeting are maintained.

The correctness of the draft notes of the preceding meeting are to be circulated electronically to all members within seven (7) working days of the meeting. Any amendments to the notes must be circulated to all members. After seven (7) days, the appointed director shall finalise the notes and refer them to the chairperson for approval within five (5) working days. The Chairperson shall have three (3) working days to approve the notes.



Notes will be prepared in a report for consideration by Council within six (6) weeks of the meeting. These shall include officers' comments including, though not limited to, impact on budget, policy or current program delivery.

Notes and the accompanying business paper will be made available to the public in line with the ordinary process for Council business.

### **3.5 VOTING**

Voting can be used as a mechanism through which members can express their agreement or disagreement on an item. The Chairperson or two (2) or more members can determine what matters require voting. Voting can be conducted in two ways, verbally or by show of hands (or in special circumstances in another appropriate way as agreed by the committee members). For a vote to be carried it is necessary that a majority of participants vote for that matter. If a vote is tied, the chairperson shall have the casting vote.

A member who is present but who abstains from voting on a motion is counted as having voted against the motion. Members who are not present may not vote by proxy or any other means.

### **3.6 GENERAL MANAGER AND STAFF ATTENDANCE AT MEETINGS**

The General Manager is entitled to attend committee meetings. The General Manager shall ensure that appropriate staff attend the meetings.

The role of staff attending will be to offer advice and to answer questions within their individual fields of expertise and experience. Council staff are not permitted to vote. Representatives from State and Federal agencies (if the committee has members representing these agencies) are permitted to vote unless otherwise determined by the Chairperson.

### **3.7 NON-MEMBERS ENTITLED TO ATTEND COMMITTEE MEETINGS**

Members of the public who are not members of a Reference Committee are entitled to attend committee meetings as observers.

Such persons are not entitled to:  
move or second a motion at the meeting;  
vote at the meeting;  
address the meeting unless otherwise determined by the Chairperson. Such addresses are to be limited to a maximum of three (3) minutes unless otherwise agreed to by the majority of member; and  
table documents to the meeting.

### **3.8 DURATION OF MEETINGS**

Committee meetings shall close at the scheduled finish time, however a motion to extend the meeting for up to an extra 30 minutes may be considered. Matters listed on the agenda and not dealt with by the conclusion of the meeting should be carried forward to the next meeting of the committee.

### **3.9 SUB COMMITTEES**

The committee may appoint working groups to report back to the committee. These 'sub-committees' have no formal standing and must recommend back to the committee for its determination and/ or ratification.

Members of sub-committees must be duly appointed members of the Reference Committee unless otherwise determined by Council.

## SECTION 4: MISCELLANEOUS ISSUES

### 4.1 INSURANCE ISSUES

#### 4.1.1 Public Liability

The Committee members are covered by the public liability policy of Council (currently \$50 million). This insurance does not preclude the committee from due diligence and all Council policies must be adhered to.

#### 4.1.2 Personal Accident

Committee members are covered when injured whilst undertaking actions authorised by Council relating to their role in the committee.

#### 4.1.3 Motor Vehicle

In the event that a committee member utilises a Council vehicle, the motor vehicle policy of Council will provide cover.

### 4.2 LEGAL ISSUES

From a legal perspective it is important for committees of Council to be aware of their relationship with Council. Legally, the committee is 'Council' and any action undertaken by the committee is Council's responsibility.

Committees sometimes believe they are responsible in their own right and that their actions are independent of Council. This is not the situation. Council has resolved to constitute the Reference Committee and Council can dissolve the committee at any time, if deemed necessary.

### 4.3 PECUNIARY INTEREST

Pecuniary interest may be defined as an interest that a committee person has in a matter, as a member or employee of a company or other body, because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person, or another person with whom the person is associated. Such other person includes the spouse or de-facto partner or relative of the committee person.

Section 446 of the *Local Government Act 1993* states that:

"a member of a council committee, other than a committee that is wholly advisory, must disclose pecuniary interests."

Even though the *Local Government Act 1993* provides an exemption to disclose pecuniary interests for Reference Committees, Council's preference is for all members to declare pecuniary interests where applicable.

### Disclosure of Pecuniary Interests

The procedure to be followed in the disclosure of pecuniary interests is as follows:

(a) If:

(i) a Reference Committee member has a direct or indirect pecuniary interest in a matter being considered or about to be considered at a meeting; or

(ii) the interest appears to raise a conflict with the proper performance of the member's duties in relation to the consideration of the matter,

the member must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature of the interest at the meeting.

(b) The Reference Committee must ensure that the particulars of any disclosure made under this clause are recorded in the minute book kept for the purpose.

(c) After a member of a Reference Committee has disclosed the nature of an interest in any matter, the member can:

(i) be present during any deliberation of the committee with respect to the matter; or

(ii) take part in the determination of any recommendation of the committee with respect to that matter.

## **4.4 INDUCTION**

All representatives will be required to participate in an induction process within 12 months of appointment.

## **4.5 CHILD PROTECTION**

Child Protection Legislation may require committee members to complete and sign a Prohibited Person Declaration Form and a Working with Children Check consent form for the basis of conducting selection screening. All checks will be treated as confidential and will be kept secure.

## SECTION 5: REFERENCE COMMITTEES CHARTERS

### 5.1 SUSTAINABILITY REFERENCE COMMITTEE

#### Membership

Councillors (2) including a Chairperson and Deputy Chairperson.  
Community and experts (minimum 12 and maximum of 20) covering a range of expertise incorporating:  
physical sciences;  
engineering;  
geography;  
environmental;  
social sciences;  
business and finance;  
law;  
public policy; and  
education – primary, secondary and tertiary teachers and students.

As part of the composition, generational representation is to be provided with at least two school-aged students.

#### Objectives

The principle objective of this Committee will be to support the aim of sustainability. That is to conserve a quality of life and natural environment for present and future generations of the Ku-ring-gai local government area (LGA). This will rely upon maintaining a healthy diverse community and environment which is founded on local culture, heritage, ethical practices and a stable economy. The role of the Reference Committee is to support and assist residents, businesses, Council and others to engage in sustainability.

Underlying sustainability are the principles of ecologically sustainable development (ESD) as defined within the *Local Government Act 1993*. The four principles of ESD include:  
intergenerational equity;  
the precautionary approach;  
biodiversity conservation; and  
improved valuation, pricing and incentive measures to protect the environment.

#### Terms of Reference

Public policy

Medium (up to four years) and long term planning, including Community Strategic Plan and Management Plan

Corporate reporting and sustainability assurance

Social, environmental and financial planning and risk management

Waste, recycling and consumption, including use of non-renewable resources

Research and development

Facilitation of partnerships, community participation and volunteer programs relating to sustainability

Community engagement with sustainability programs

## **Ku-ring-gai Council**

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Providing support to specific project working groups established by Council from time to time, such as climate change  
Research and evaluation.

### **Meeting Frequency**

Minimum four (4) meetings per year.

### **Quorum**

This refers to the minimum number of members who must be in attendance to transact business.

A quorum consists of one third of the members in addition to one Councillor.

If a quorum is not present within fifteen minutes after the appointed starting time, the meeting will be adjourned to a time fixed by the Chairperson or those present can hold an informal meeting to discuss matters. However, any decisions made by the committee are not recognised until a meeting has ratified them where a quorum is present.

### **Responsible officers**

Primary - Director Strategy  
Secondary - Director Finance

Managers:  
Corporate Planning and Sustainability  
Business and Finance

### **Subgroups**

As determined.

## 5.2 HERITAGE COMMITTEE

The aims of this committee are to:  
provide advice to Council on heritage matters; and  
provide assistance to Council in promoting an understanding and appreciation of heritage through specific activities and events.

The objective is to conserve the identity of the Ku-ring-gai area as established by its environmental heritage, character, topography, rural environment and residential amenity. Council's heritage program should aim to achieve, or be consistent with the following:

- to retain specific evidence of the development of the Ku-ring-gai areas;
- to further integrate heritage conservation into the planning and development control process;
- to develop conservation objectives, policy and strategies for use in environmental plans or development control plans;
- to actively seek opportunities for the enhancement and promotion of Ku-ring-gai's heritage, eg via the publication of design guidelines, information pamphlets, community involvement and education activities, etc; and
- to allow members of the public to address the committee on heritage issues.

This is to be conducted: in accordance with the conservation principles outlined in the Burra Charter and within ongoing review and development of heritage policy.  
Development applications may be referred to this committee at the discretion of the Director Strategy or Director Development and Regulation.

### Membership

Two (2) Councillors as nominated by the Planning and Heritage Committee.

One (1) representation from each of the following organisations:

National Trust of Australia

Ku-ring-gai Historical Society

Royal Australian Institute of Architects (RAIA)

One (1) community representative who is a resident of Ku-ring-gai.

### Meeting Frequency

Monthly

### Quorum

This refers to the minimum number of members who must be in attendance to transact business.

A quorum consists of one third of the members in addition to one Councillor.

If a quorum is not present within fifteen minutes after the appointed starting time, the meeting will be adjourned to a time fixed by the Chairperson or those present can hold an informal meeting to discuss matters. However, any decisions made by the committee are not recognised until a meeting has ratified them where a quorum is present.

Notes from this sub-committee would be reported directly to Council as per the process outlines in section 3.4.



## 5.3 OPEN SPACE REFERENCE COMMITTEE

### Membership

Councillors (2) including a Chairperson and Deputy Chairperson.

Community and experts (minimum 12 and maximum of 20) covering a range of expertise incorporating:

Key local community groups (four (4) representing STEP, Ku-ring-gai Bushcare Association, Australian Native Plants Society, Ku-ring-gai Bat Conservation Society);

Key sporting associations (four (4) representing major winter and summer sports);

Targeted groups (four (4) identified in strategic plan, including women's sport, youth sport and minority sports);

Local school representative (public schools, sporting association);

Industry expert (eg. Department of Tourism, Parks & Leisure Association nominee or academic representation);

Three (3) community members (addressing youth, aged, less able, family and companion animals); and

Relevant government agencies (eg: catchment management authorities, Department of Environment and Climate Change, Department of Sport and Recreation, Rural Fire Service) and non-government agencies (eg; Nature Conservation Council).

As part of the composition, generational representation is to be provided with at least two school-aged students.

### Objectives

To provide expert advice on matters related to natural area and sport and recreation management and planning.

### Terms of Reference

Capital works planning

Parks and recreation areas

Sports grounds

Bushland management

Street trees

Asset maintenance

Environmental grants

Companion animals

Landscape masterplans

Community land plans of management.

### Meeting Frequency

Minimum four (4) meetings per year.

### Quorum

This refers to the minimum number of members who must be in attendance to transact business.

A quorum consists of one third of the members in addition to one Councillor.

If a quorum is not present within fifteen minutes after the appointed starting time, the meeting will be adjourned to a time fixed by the Chairperson or those present can hold an informal meeting to discuss matters. However, any decisions made by the committee are not recognised until a meeting has ratified them where a quorum is present.

### **Responsible officers**

Primary - Director Operations

Secondary - Director Strategy

### **Relevant managers and staff**

Capital Works

Open Space

Community and Recreation Property

Corporate Planning and Sustainability

Regulation and Compliance

### **Subgroups**

As required.

## 5.4 COMMUNITY REFERENCE COMMITTEE

### Membership

Councillors (2) including a Chairperson and Deputy Chairperson.  
Community representatives (minimum of 8 maximum of 12), with considerable expertise or experience, or who have a particular interest in, one or more of the following target groups:

Older people  
Young people  
Children  
Arts cultural  
People with disabilities  
Knowledge and education  
Community Safety  
Transport  
Culturally and linguistically diverse communities.

As part of the composition, generational representation is to be provided with at least two school-aged students.

### Objectives

To discuss, advise and offer guidance on matters relating to community services and programs, strategies, and policies.

### Terms of Reference

Community and cultural planning and provision of services  
Community events and festivals  
Community safety  
Library services  
Children's services  
Aged services  
Youth services  
Community facilities  
Transport  
Housing  
Access and equity matters  
Health and welfare matters

### Meeting Frequency

Minimum four (4) meetings per year.

### Quorum

## **Ku-ring-gai Council**

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This refers to the minimum number of members who must be in attendance to transact business.

A quorum consists of one third of the members in addition to one Councillor.

If a quorum is not present within fifteen minutes after the appointed starting time, the meeting will be adjourned to a time fixed by the Chairperson or those present can hold an informal meeting to discuss matters. However, any decisions made by the committee are not recognised until a meeting has ratified them where a quorum is present.

### **Responsible officers**

**Director Community**

#### **Relevant managers and staff**

Community Development  
Library Services  
Community and Recreation Property  
Leisure and Cultural Services  
Operations staff  
Strategy staff

### **Subgroups**

Access Committee  
Youth Council  
Seniors' Advisory Committee

#### **Working Groups**

The Committee may, from time to time, establish ad-hoc working groups consisting of Councillors, staff, and representatives of the community or professional organisations, to work on projects of relevance to the Committee. Such working groups are responsible to the Committee, and any recommendations from a working group must be made to the Committee.

## Attachment 1: OTHER COMMITTEES

### Meeting procedures for Ku-ring-gai Traffic Committee

The Ku-ring-gai Traffic Committee is not a 'Committee of the Council' within the Meaning of the Local Government Act 1993, and is therefore not constrained by the Council's Code of Meeting Practice. The Committee has been formed in response to the conditional Delegation of Authority to Council from the Roads & Traffic Authority.

In the absence of a direction from the Roads & Traffic Authority, and consistent with provision for local government authorities under the Local Government Act, the Committee may determine its own Meeting Procedures.

Set out below are the procedures in relation to Ku-ring-gai Traffic Committee Meetings.

- 1 The meeting will operate on a formal basis. The Chair will take precedence at all times. All business will be transacted through the Chair. A formal vote will be taken on each item and the vote will be recorded in the minutes of the Meeting. Only members of the Committee will be positioned at the meeting table.
- 2 Meetings of the Ku-ring-gai Traffic Committee are not public meetings. Written submissions are preferred, however provision is made for interested members of the public to address the Committee under certain circumstances. Members of the public (including Councillors) may only address the Committee on matters listed on the Agenda under general business where - prior notice of the intention to speak has been made to the Chairman; approval of the Chairman has been given; and the intended speaker has a relevant interest in the subject matter.
- 3 Committee membership is limited to 'formal' (voting) Members and 'informal' (non-voting) Members - each category provides a single representative.
  - Formal Members are from Council (1), the Roads & Traffic Authority (1), local Member of Parliament (for the respective electorate only) (1), and the local area Police Command (for the respective command only) (1). The formal Members may (with the Committee's approval) have additional persons attend in a support or observer or technical capacity.
  - Informal Members are representatives of the local bus companies, Bicycle Institute of NSW, Ambulance Service and Fire Service, and others as determined by the Committee.
- 4 Only Committee Members may submit items for the Agenda, ask questions about items that are not listed as General business, address the Committee with respect to confirmation of minutes, raise late items, or ask a question of Committee members.
- 5 'Address the Committee' will normally take place immediately before each relevant item is considered. Generally items which have speakers will be dealt with earlier in the meeting - with the order of business being changed accordingly with the consent of the Committee.

- 6 Members of the public (excluding Councillors) shall leave the meeting room after all addresses relating to the item under consideration have been made. Members of the public wanting to address on more than one item shall re-enter the meeting room when invited to do so.
- 7 Technical discussion on agenda items and establishment of recommendations for Council are undertaken in closed session.
- 8 The Chairperson of the Committee will be the representative appointed on behalf of the Council (or their duly authorised representative) in accordance with Roads & Traffic Committee Guidelines.
- 9 All formal Members of the Committee have an equal vote on all matters on the agenda. The majority view becomes the recommendation to the Council. A tied vote results in no recommendation with the matter being referred to Council for determination. If a formal member objects to a Recommendation they may have their objection noted in the minutes of the meeting.

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## ATTACHMENT 2: NOMINATION FORM

Ku-ring-gai Council – Reference Committee Nomination Form  
Effective 24 February 2009 to October 2012



	Date:
<p>1. Name of Committee:</p> <p><input type="checkbox"/> Sustainability Reference Committee</p> <p><input type="checkbox"/> Community Reference Committee</p> <p><input type="checkbox"/> Heritage Reference Committee</p> <p><input type="checkbox"/> Open Space Reference Committee</p>	
<p>2. Your Name:</p>	
<p>3. Are you wishing to represent a Group or Organisation:</p> <p style="text-align: center;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If "Yes" please advise name of Group/ Organisation:</p>	
<p>4. Postal Address:</p> <p style="text-align: center;">Postcode:</p>	
<p>5. Telephone Numbers:</p> <p style="text-align: right;">Home</p> <p style="text-align: right;">Work</p> <p style="text-align: right;">Mobile:</p>	
<p>6. Email Address:</p> <p style="text-align: center;">Please print very clearly.</p>	
<p>7. Summarise briefly why you would like to be a member of this Committee:</p>	
<p>8. Please list any professional experience, academic qualifications, local knowledge and sporting or group involvement that may be relevant to this committee.</p>	

9. Have you been a member of a previous Council Committee?  
If so, please list the name of Committee(s) and period of service.

10. Have you put forward a nomination for any other new/existing committee.

☐Yes ☐No

If yes, please indicate the name of the other committee that you are nominating for.

11. List any additional information to support your nomination.

12. At this stage, Council is looking to hold quarterly meetings on a **Tuesday**.  
Please indicate which **weekdays** and times you are available for meetings,  
including availability during and after-work hours.

**Additional Information:**

In order for Council to ensure the success of these committees, it is important that members represent a broad cross-section of our community; have relevant experience and knowledge, an understanding of, and value working in a collaborative, supportive environment. This will be necessary in order to achieve agenda timeframes and outcomes. All of this will be considered when Council staff review nominations for committee membership.



Nomination forms to be returned by close of business on [Friday 17 April 2009](#)

Addressed to: Alison Reilly, Consultation & Community Planner  
Ku-ring-gai Council  
Locked Bag 1056  
PYMBLE NSW 2073



## Use of Personal Information Consent Form



### Ku-ring-gai Council Reference Committee

Thank you for nominating for Council's Reference Committee.

Please read the following and sign if consent is given:

- A. I consent to the personal information provided on my nomination form being used for the purpose of distributing a contact list to Councillors, staff and community members involved with Council's Reference Committee, should my nomination be successful.
- B. I am aware that membership to this committee requires my attendance at a majority of meetings to be held between **May 2009** and **October 2012**.
- C. I have read the Reference Committees Guideline.
- D. I hereby consent and authorize Ku-ring-gai Council to undertake a 'Working with Children' check.
- E. I confirm that the information given in this form is to the best of my knowledge, true and complete. I understand that any false information or deliberate omission of relevant information may lead to non-selection or termination of appointment.

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Working with Children Authorisation

Successful nomination and appointment to a Ku-ring-gai Council reference committee is subject to a satisfactory response to a 'Working with Children' check.

### Use and Disclosure of Information

The *Privacy and Personal Information Protection Act 1998* provides for the protection of personal information and for the protection of privacy of individuals generally. In compliance with the Act, and *Privacy Code of Practice for Local Government 2000*, your personal information will only be used for the distribution of information between Council and the members of Council's Reference Committees. It will not be added to other mailing lists or provided to a third party. We will not disclose your personal information without your consent.

**NEW REFERENCE COMMITTEES - TOTAL NOMINATIONS**  
Feb 2009 - October 2012

No.	FIRST Choice Reference Committee	OTHER committee nominations	Title	First Name	Surname	Organisation/Club
1	Open Space		Mrs	Beryl	Anderson	
2	Open Space	Community - 2nd.	Mrs	Miquel	Andrade	Dept of Arts, Sport and Recreation NSW Sport and Recreation
3	Sustainability		Mr	Christopher	Andrew	
4	Community		Ms	Ann	Barry	Ku-ring-gai Historical Society
5	Community		Ms	Philippa	Bean	Ku-ring-gai Youth Council Representative
6	Heritage		Ms	Margaret	Bergomi	Australian Institute of Architects/NSW Chapter Heritage Committee
7	Open Space		Mrs	Christiane	Berlioz	St Ives Progress Association
8	Open Space		Ms	Margaret	Booth	Ku-ring-gai Bushcare
9	Sustainability		Mr	Fernando F	Calero	
10	Community		Mr	Kevin	Callinan	"The Shed" & Ku-ring-gai Historical Society
11	Community		Mr	Matthew	Cannon	Services for the youth
12	Sustainability		Mr	Cameron	Carmody	
13	Open Space		Mr	John	Ceccato	Ku-ring-gai & District Soccer Association Inc.
14	Community		Ms	Heather	Chapman	
15	Open Space		Mr	Grant	Corderoy	
16	Community		Mr	Ivan	Cribb	
17	Community		Ms	Joyce	Cribb	
18	Sustainability		Mr	Andrew	Daff	NSW National Parks & Wildlife Service
19	Community		Ms	Tess	Dellagiacoma	
20	Community		Mr	Donald	Durie	Ku-ring-gai Youth Development Service
21	Sustainability		Mr	Grant	Dyer	
22	Heritage	Sustainability - 2nd.	Dr	Zeny	Edwards	
23	Open Space		Mr	Andrew	Falk	
24	Sustainability		Mr	Colin	Field	
25	Open Space		Mr	Alan	Fredericks	
26	Open Space		Mrs	Sandra	Fry	Northern Suburbs Dog Training Club Inc. & Metro. Mid-Week Dog Training Club Inc.
27	Sustainability		Ms	Elizabeth	Gavey	
28	Community		Mr	Morrison	Hammond	Ku-ring-gai Neighbourhood Centre
29	Heritage		Ms	Jennifer	Harvey	Ku-ring-gai Historical Society
30	Sustainability	Open Space - 2nd.	Ms	Janet	Harwood	Friends of Ku-ring-gai Environment Friends of Turramurra
31	Sustainability		Mr	David	Hodges	Friends of Princes Park
32	Community	Open Space - 2nd; Heritage - 3rd; Sustainability - 4th.	Mr	Andrew	Hogg	
33	Open Space		Mr	Matthew	Horne	North Shore District Softball Association
34	Open Space		Mr	David	Howard	St Ives Football (Soccer) & KDSA
35	Sustainability	Heritage - 2nd, Community - 3rd; Open Space - 4th.	Ms	Susan	Israel	
36	Sustainability	Open Space - 2nd.	Mr	Richard	Jacobs	
37	Open Space	Sustainability - 2nd.	Mr	Brev	Johnson	
38	Community		Mr	Tarloek	Kudhail	
39	Community		Mr	Paul	Lepp	The Spastic Centre of NSW
40	Open Space		Mr	Andrew	Little	STEP Inc.
41	Community		Ms	Margie	McCrae	Marian Street Theatre for Young People
42	Open Space		Mr	John	McFadden	Ku-ring-gai Little Athletics Centre Wahroonga Rugby Club
43	Sustainability		Mr	Drew	McIntosh	
44	Sustainability		Ms	Sue	McKindlay	St Ives Shopping Village EK Nominees
45	Sustainability		Mr	William	McMaugh	
46	Heritage		Ms	Joanne	Martens	
47	Sustainability		Mr	Peter	Miller	
48	Heritage		Mr	Robert	Moore	National Trust
49	Open Space		Ms	Barbara	Moujaes	
50	Open Space		Mr	Michael	Nesteroff	Ku-ring-gai Swimming Club
51	Sustainability		Mr	David	Newhouse	
52	Sustainability		Mr	James	O'Keefe	
53	Open Space		Mrs	Nancy	Pallin	Ku-ring-gai Bat Conservation Society Inc.
54	Sustainability		Mr	Neil	Papadopoulos	
55	Community		Ms	Jana	Pearce	
56	Sustainability		Ms	Bernadette	Pinnell	
57	Community		Mr	Kalyan	Ram	Seva International Inc.
58	Sustainability		Ms	Rosalind	Read	
59	Open Space		Mr	Peter	Rezek	
60	Sustainability		Mr	Peter	Richardson	
61	Sustainability	Heritage - 2nd,	Ms	Eija	Roti	
62	Open Space		Mr	Mark	Rushton	Hornsby-Ku-ring-gai & Hills District Cricket Association
63	Community		Ms	Diana	Rynkiewicz	
64	Community		Mr	CJ	Smith	Roseville RSL Gordon Bowling Club Ku-ring-gai Probus Club
65	Community		Mr	David	Smith	
66	Open Space		Ms	Margery	Street	Australian Plants Society - North Shore Group
67	Heritage		Mr	Ian	Stutchbury	c/- Clive Lucas Stapleton & Partners
68	Open Space	Community - 2nd.	Dr	Sandra	Van De Water	
69	Open Space		Ms	Stephanie	Vaughan	
70	Sustainability		Mr	Scott	Wallace	
71	Sustainability		Ms	Carolynne	Wawrzyniak	
72	Sustainability		Mr	James	Wells	STEP Inc.
73	Community		Mr	Stan	Wesley	Probus Club of Warrawee Inc.
74	Community		Ms	Samantha	Williamson	Warrawee Children's Care Centre
75	Community		Mrs	Shirley	Williamson	Retirement Villages - The Grange
76	Community		Mr	Richard	Winderbaum	
77	Open Space		Mr	Campbell	Wratt	
78	Open Space		Dr	Harley	Wright	
79	Open Space		Mr	Philip	Youdale	Northern Sydney Cycling Club

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## **BUDGET REVIEW 2008 TO 2009 - 3RD QUARTER REVIEW AS AT MARCH 2009**

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### **EXECUTIVE SUMMARY**

**PURPOSE OF REPORT:**

To present to Council the quarterly financial review for the 3rd quarter ended 31 March 2009.

**BACKGROUND:**

This review analyses the financial performance of the Council for the period ended 31 March 2009.

**COMMENTS:**

This report compares the actual versus budget resulting in a positive variance of \$1,469,520. A detailed 2008/09 project status report is included.

**RECOMMENDATION:**

That Council approves the budget transfers as outlined in the report.

## PURPOSE OF REPORT

To present to Council the quarterly financial review for the 3rd quarter ended 31 March 2009.

## BACKGROUND

In accordance with Part 9, Division 3, Clause 203 of the Local Government (General) Regulation 2005 ("The Regulation"), a budget review statement and revision of the estimates of income and expenditure must be submitted to Council within two months of the close of each quarter.

The Regulation requires that the quarterly financial review must include the following:

- The original estimates of income and expenditure.
- A revised estimate for income and expenditure for the year.
- A report as to whether or not such statements indicate that the financial position of the Council is satisfactory and if the position is unsatisfactory, make recommendations for remedial action.

At the Council meeting held on 24 June 2008, Council adopted the 2008-2012 Management Plan, which incorporated the annual budget for Council for 2008/2009. The resolution adopting this Management Plan was under Minute 209.

## COMMENTS

### General Budgetary Position

This review analyses the financial performance of the Council for the 3rd quarter of 2008/2009 comparing actual expenditure and revenue for the quarter against budget. Council's budgetary position for the quarter ended 31 March 2009 is within expectations. The organisation's year to date net expenditure shows a surplus of \$28,219,746 compared to a budget surplus of \$26,750,226, a positive variance of \$1,469,520.

It should be noted, however, that Domestic Waste has a net expenditure variance of \$364,699 (favourable), Sec 94 Contributions are \$750,194 (favourable) over budget, Interest earnings on Sec 94 Contributions are under budget by \$785,673 (unfavourable) and interest on internal reserves are under budget by \$270,559 (unfavourable). As these amounts are restricted, it is appropriate that they are removed from the general budgetary surplus. This results in a March YTD budget surplus of \$1,410,859.

The financial position of the Council is satisfactory, having regard to the revised budget estimate of income and expenditure.

## Item 2

S06351  
15 April 2009Council Income Statement

## Council Income Statement

Year To Date To March

Operating Result by Resource Groups	Actual YTD	Budget YTD	Variance YTD	Full Year Budget
<b>Operating Income</b>				
Rates	40,868,640	40,849,400	-19,240	40,876,100
Infrastructure Levy	2,061,885	2,062,900	1,015	2,066,400
Environmental Levy	2,108,508	2,109,100	592	2,112,000
Pension Rebates	-1,144,846	-1,152,600	-7,754	-1,152,600
DWM & Stormwater Annual Charges	11,531,169	11,189,000	-342,169	11,189,300
User Fees	10,769,496	10,766,102	-3,394	14,650,800
Other Revenue	2,044,031	1,686,793	-357,238	2,138,200
Interest	1,890,899	2,302,353	411,454	3,551,000
Grants	3,575,486	3,484,178	-91,308	5,089,700
<b>Total Operating Income</b>	<b>73,705,269</b>	<b>73,297,226</b>	<b>-408,043</b>	<b>80,520,900</b>
<b>Operating Expenditure</b>				
Employee Costs	21,437,802	22,614,887	1,177,085	30,533,600
Materials & Contracts	16,425,777	15,334,978	-1,090,799	20,555,500
Statutory Levies	2,290,931	2,389,800	98,869	2,389,800
Interest Expense	451,226	461,200	9,974	603,200
Operating Expense	6,696,523	7,204,821	508,298	9,209,200
<b>Total Operating Expenses</b>	<b>47,302,260</b>	<b>48,005,686</b>	<b>703,426</b>	<b>63,291,300</b>
<b>Op Result (before Capital Items &amp; Depreciation)</b>	<b>26,403,009</b>	<b>25,291,540</b>	<b>-1,111,469</b>	<b>17,229,600</b>
<b>Capital &amp; Major Projects Income</b>				
s94 Contributions	6,040,494	5,290,300	-750,194	5,290,300
Grants & Contributions for Projects	1,322,303	1,842,819	520,516	2,819,800
Profit on Asset Sales	23,916	0	-23,916	6,045,600
<b>Other</b>				
Minor Equipment Purchases	20,170	0	-20,170	0
Internal Services	-1,576	563	2,139	0
Depreciation	5,551,382	5,673,870	122,488	7,596,500
<b>Operating Result</b>	<b>28,219,746</b>	<b>26,750,226</b>	<b>-1,469,520</b>	<b>23,788,800</b>

This report includes details on the status of each operational and capital project for 2008/09.

**Attachment A** to this report provides a summary of Council's operational and capital projects.

## Item 2

S06351  
15 April 2009Restricted Asset Report

**Total Restricted Assets:** As at 1 July 2008, Council's opening balance for restricted assets totalled \$67,565,541. Of this amount \$51,668,062 is related to externally restricted assets and \$15,897,479 to internally restricted assets.

<b>Total Restricted Assets</b>	<b>Actual 31 March 2009 \$</b>	<b>Forecast 30 June 2009 \$</b>
Opening Balance as at 1 July 2008	67,565,541	67,565,541
Add: Income	25,100,126	18,609,800
Add: Interest Received	1,427,920	2,015,800
Less: Expenditure	(21,038,614)	(23,871,425)
<b>Balance</b>	<b>73,054,973</b>	<b>64,319,716</b>

A detailed Restricted Asset Report (Actuals & Forecast) is shown in **Attachment B**.

Summary of Requested Budget Adjustments by Department

<b>Department</b>	<b>Additional Expense</b>	<b>Additional Revenue</b>
	<b>\$</b>	<b>\$</b>
<b>COMMUNITY</b>		
- operational	123,500	292,500
- capital projects	0	0
<b>Sub Total</b>	<b>123,500</b>	<b>292,500</b>
<b>STRATEGY</b>		
- operational	(20,000)	0
- capital projects	(12,914,300)	(12,883,800)
<b>Sub Total</b>	<b>(12,934,300)</b>	<b>(12,883,800)</b>
<b>OPERATIONS</b>		
- operational	53,600	187,500
- capital projects	14,400	14,400
<b>Sub Total</b>	<b>68,000</b>	<b>201,900</b>
<b>CIVIC</b>		
- operational	0	0
- capital projects	0	0
<b>Sub Total</b>	<b>0</b>	<b>0</b>
<b>CORPORATE</b>		
- operational	(397,400)	(931,000)
- capital projects	190,000	0
<b>Sub Total</b>	<b>(207,400)</b>	<b>(931,000)</b>
<b>DEVELOPMENT &amp; REGULATION</b>		
- operational	(22,700)	(400,700)
- capital projects	0	0
<b>Sub Total</b>	<b>(22,700)</b>	<b>(400,700)</b>

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Department	Additional Expense	Additional Revenue
<b>WASTE MANAGEMENT</b>	\$	\$
- operational	130,000	255,400
- capital projects	0	0
<b>Sub Total</b>	<b>130,000</b>	<b>255,400</b>
<b>Total Council Budget Adjustments</b>	<b>(12,842,900)</b>	<b>(13,465,700)</b>
<b>NET EXPENDITURE</b>	<b>622,800</b>	

Proposed Capital budget adjustments are shown in **Attachment C**.

Details of budget variations and comments for each responsibility centre are outlined in **Attachment D** – “Monthly Financial Reporting 2008/09”.

An overall summary of 2008/2009 budget adjustments are shown in the table below:



## COUNCIL STATEMENT - BUDGET REVIEW VARIATIONS

	2008/09 Original	Carried Forwards	September Review	December Review	March Review	Council Resolution	2008/09 Revised Budget
<b>Operating Income</b>							
Rates	40,996,000			-119,900			40,876,100
Infrastructure Levy	2,065,400			1,000			2,066,400
Environmental Levy	2,111,000			1,000			2,112,000
Pension Rebates	-1,124,600			-28,000			-1,152,600
DWM & Stormwater Annual Ch:	10,706,300			27,000			11,189,300
User Fees	15,704,500		-19,200	-578,500	-93,900		14,556,900
Other Revenue	2,066,400		98,000	-26,200	397,600		2,535,800
Interest	3,913,200			-362,200	-946,000		2,605,000
Grants	4,647,200		66,200	-37,500	46,000	413,800	5,135,700
<b>Total Operating Income</b>	<b>81,085,400</b>		<b>145,000</b>	<b>-1,123,300</b>	<b>-596,300</b>	<b>413,800</b>	<b>79,924,600</b>
<b>Operating Expenditure</b>							
Employee Costs	31,588,300		-39,600	-1,015,100	-889,500		29,644,100
Materials & Contracts	20,526,400		4,600	24,500	868,000		21,423,500
Statutory Levies	2,389,800				-98,900		2,290,900
Interest Expense	574,200			29,000			603,200
Operating Expense	9,255,500		-7,000	-39,300	-12,600		9,196,600
<b>Total Operating Expenses</b>	<b>64,334,200</b>		<b>-42,000</b>	<b>-1,000,900</b>	<b>-133,000</b>		<b>63,158,300</b>
<b>Op Result (before Capital Items &amp; Depreciation)</b>	<b>16,751,200</b>		<b>187,000</b>	<b>-122,400</b>	<b>-463,300</b>	<b>413,800</b>	<b>16,766,300</b>
<b>Capital &amp; Major Projects Income</b>							
s94 Contributions	4,290,300			1,000,000	3,709,700		9,000,000
Grants & Contributions for Proj	1,545,400	31,000		180,800	130,600	1,062,600	2,950,400
Profit on Asset Sales	6,045,600				-6,045,600		
<b>Other</b>							
Minor Equipment Purchases							
Internal Services							
Depreciation	7,596,500						7,596,500
<b>Operating Result</b>	<b>21,036,000</b>	<b>31,000</b>	<b>187,000</b>	<b>1,058,400</b>	<b>-2,668,600</b>	<b>1,476,400</b>	<b>21,120,200</b>

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	2008/09 Original	Carried Forwards	September Review	December Review	March Review	Council Resolution	2008/09 Revised Budget
<b>FUNDING</b>							
Operating Surplus	21,036,000	31,000	187,000	1,058,400	-2,668,600	1,476,400	21,120,200
Add: (Non-Cash) - Depreciation	7,596,500						7,596,500
Add: Book Value of Assets Disposed	9,700,000				-9,700,000		
<b>Cash from Operations for Projects</b>	<b>38,332,500</b>	<b>31,000</b>	<b>187,000</b>	<b>1,058,400</b>	<b>-12,368,600</b>	<b>1,476,400</b>	<b>28,716,700</b>
<b>Project Expenditure</b>							
Operating Projects	3,452,300	689,900	493,000	20,000	125,100	1,095,500	5,875,800
Capital Projects	34,421,700	2,320,600	-348,700	160,800	-12,835,000	68,700	23,788,100
<b>Total Projects</b>	<b>37,874,000</b>	<b>3,010,500</b>	<b>144,300</b>	<b>180,800</b>	<b>-12,709,900</b>	<b>1,164,200</b>	<b>29,663,900</b>
<b>Cash Flow Surplus/(to Fund)</b>	<b>458,500</b>	<b>-2,979,500</b>	<b>42,700</b>	<b>877,600</b>	<b>341,300</b>	<b>312,200</b>	<b>-947,200</b>
<b>FINANCED BY:</b>							
New Borrowings	1,000,000						1,000,000
Less: Net Repayment of Bonds				-900,000			-900,000
Less: Loan Repayments	-1,858,000						-1,858,000
<b>Net Loan Funds</b>	<b>-858,000</b>			<b>-900,000</b>			<b>-1,758,000</b>
<b>Funds To Restricted Assets</b>	<b>-32,002,000</b>		<b>-100,000</b>	<b>-1,327,700</b>	12,804,100		<b>-20,625,600</b>
<b>Funds From Restricted Assets</b>							
Internal Reserves	13,210,000	1,229,000	513,300	1,246,100		-1,948,600	14,249,800
Section 94 Plans	14,690,600	712,300	84,600	104,000	-13,000,000	1,636,400	4,227,900
Infrastructure Levy	1,924,400						1,924,400
Environmental Levy	1,970,000	151,900					2,121,900
DWM	606,500				-145,400		461,100
Grants Reserves		886,300					886,300
<b>Net Funding from Reserves</b>	<b>399,500</b>	<b>2,979,500</b>	<b>497,900</b>	<b>22,400</b>	<b>-341,300</b>	<b>-312,200</b>	<b>3,245,800</b>
<b>Net Working Capital Change</b>			<b>540,600</b>				<b>540,600</b>

Working Capital

The following table provides a summary of working capital adjustments during 2008/2009.

Projected Working Capital Position to 30 June 2009	
Working Funds 1 July 2008 - Actuals	\$159,000
Add	
Operating budgeted Surplus 2008/2009	\$0
September Review	\$540,600
December Review	\$0
March Review	\$0
<b>Projected Unrestricted Working Capital 30 June 2009</b>	<b>\$699,600</b>
Council's unrestricted working capital reflects the short-term ability of the Council to fund unplanned expenditure.	



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DEPARTMENT	March YTD Actual	March YTD Budget	Full Year Budget	Funds to be Spent
Civic	\$44,931	\$522,700	\$522,700	\$477,769
Community	\$512,840	\$609,972	\$1,034,100	\$521,260
Corporate	\$175,415	\$200,947	\$432,500	\$257,085
Development and Regulation	\$0	\$0	\$116,500	\$116,500
Strategy	\$6,070,992	\$14,149,788	\$23,587,500	\$17,516,508
Operations	\$7,788,050	\$12,590,945	\$16,680,500	\$8,892,450
	<b>\$14,592,228</b>	<b>\$28,074,352</b>	<b>\$42,373,800</b>	<b>\$27,781,572</b>

Gross expenditure for capital works and projects for the period ended 31 March 2009 is \$14,592,228 against March YTD Budget of \$28,074,352 a variance of \$13,482,124 for the quarter.

A project status report is attached (**Attachment A**) which shows a full year budget of \$42,373,800. The difference between this total and the \$29,663,900 shown in the "Overall Summary of 2008/2009 Budget Adjustments" are the requested adjustments to projects of (\$12,709,900) in this review.

**Operations Projects**

Year to date expenditure for capital works projects in the Operations area is lower than anticipated at the end of March as invoices are yet to be processed for completed works. Details of the status of each project are listed in the attachments to this report.

Below are summary comments on the status for each program area:

- Roads  
The roadworks program is nearing completion. Work on the road stabilisation program is essentially complete with the exception of Tallong Place at Turramurra which is scheduled for late May 2009. No adjustments are required to the approved program at this stage as costs as expected to be within budget. Adjustments have been made to the traffic signals at Ayers Road to allow for local widening.
- Footpaths  
Works on carry forward items from 2008/09 have been completed.

Council adopted a revised program at the second quarter review and work is continuing on the balance of the program with the aim of completing all works by June 2009, weather permitting.

Roads and Traffic Authority funding of \$100,000 was received for the shared cycleway along Lady Game Drive near Ryde Road and investigation on the preferred method of construction is currently underway. Council resolved to accept the RTA grant at its meeting of 26 August 2008 for this work. At this stage, it is expected that only a design will be completed by June 2009 because of the geotechnical and vegetation issues that need to be addressed. The RTA have been informed of the progress of this work. This is likely to be an ongoing project

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and RTA funding is expected throughout the life of the project as it is a strategic bicycle route.

- Traffic Facilities

Works on the carried forward items for the 2007/08 program have now been completed.

Council adopted a revised program at the second quarter budget review and work is continuing on the design of the traffic facilities at Lofberg Road, West Pymble; Grosvenor Street, Wahroonga and Victoria Street, Roseville.

- Drainage

Work has been completed on the carry forward projects and most of the minor drainage works are nearing completion as this is being undertaken by Council's day labour staff. Investigations are underway on other major drainage works.

- Playgrounds

Works are now complete at St Ives Showground, Dukes Green and Hicks Reserve which were carry forward projects from 2007/08. The new playground at Eldinhope Reserve is also complete. Quotations are being obtained for the new playground at Memorial Avenue Reserve.

- Sportsfields

Works on the upgrade to Lindfield Oval No. 2 are now complete. Additional funds have been allocated in 2009/10 to complete the roadway paving. Works are in progress on Sir David Martin Reserve with the power and floodlighting now complete. Also the new turf wicket at Bert Oldfield Reserve is now installed and expected to be handed over in late February 2009. Designs are progressing on the other approved works.

Tenders have been called for the upgrade to Lofberg Oval and Auluba Oval. A report on the tenders is scheduled to be reported to Council in late May 2009 with works likely to start around late June 2009.

- Sports Courts

Works are now complete on all the upgrades to the tennis and sport courts at Lofberg Oval and Alan Small Park. Work on the practice area at Roseville Park is nearing completion and work on the area near the canteen at Canoon Road is now complete.

- Swimming Pool

Works on Stage 5 of the swimming pool upgrade is now complete and open to the public.

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## Reserve Movements

Recommended Reserve movements include:

- a. Decrease in transfer to Infrastructure & Facilities reserve of \$15,745,600 for the profit on sale of Carlotta Ave Depot site not being realised this financial year as expected. Settlement is scheduled for December 2009.
- b. Increase in transfer to Domestic Waste Management reserve of \$145,400 due to an increase in the Department of Environment and Climate Change (DECC) rebate.
- c. Decrease in transfer to internal reserves interest on investments \$444,000 due to reduced income.
- d. Decrease in transfer to Section 94 interest on investments \$324,200 due to reduced income.
- e. Increase in transfer to Section 94 plan reserves \$3,709,700 due to increased income.
- f. Decrease in transfer from Section 94 reserves of \$13,000,000 due to open space acquisitions not proceeding until RE1 zonings are finalised through the draft Town Centres LEP.

The above movements in reserves result in a net change in transfers from reserves of \$341,300.

## Financial Summary

Major budget variations in this report include:

## A. Operational Budget

Budget Item	\$
Salary savings - various	889,500
Decrease in unrestricted interest on investment income	-178,000
Decrease in internal reserves interest on investment income	-444,000
Decrease in Sect. 94 interest on investment income	-324,200
Decrease in fire levy	98,900
Increase in materials & contracts	-868,000
Decrease in DA Income	-400,000
Decrease in various other Dev. & Reg. income	-119,500
Increase in Restoration income	170,000
Increase in DECC rebates	255,000
Increase in Operating grants	46,000
Increase in Parking Fines & Regulatory fines	130,000
Decrease in Golf Course income	-100,000
Increase in various other community services income	50,000
Increase in Sportsfield and rental income	325,000
<b>Total</b>	<b>-469,300</b>

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## B. Operational &amp; Capital Projects

Budget Item	\$
Additional Section 94 Contributions income	3,709,700
Additional Grants for Project income – refer to Attachment C	130,600
Reduction in Project expenditure – refer to Attachment C	-12,709,900
<b>Total</b>	<b>-8,869,600</b>

Note: A reduction of income of \$15,745,600 is included for the profit on sale of Carlotta Ave Depot site not being realised this financial year as anticipated. Settlement is scheduled for December 2009.

## C. Net Reserve movements as above - \$341,300

**Report by Responsible Accounting Officer**

With a zero budget variation for the March quarter, the available working capital at 30 June 2009 is projected to remain at \$699,600.

The projected working capital surplus at 30 June 2009 is, in my opinion, a satisfactory financial position.

Although Council's working capital is now at a satisfactory level, the global financial crisis and now subsequent economic crisis, is continuing to place pressure on Council's budget. In this review, development and regulation income, interest income and golf course income were particularly affected by the crisis. Council officers continue to closely monitor the budget.

**CONSULTATION**

Not applicable.

**FINANCIAL CONSIDERATIONS**

Should Council adopt the recommendations of this report, Council's working capital balance will remain at \$699,600.

**CONSULTATION WITH OTHER COUNCIL DEPARTMENTS**

Corporate Department has consulted and obtained justifications from Directors and Managers in developing this budget review.

**SUMMARY**

Working capital as at 1 July 2008 was \$159,000 and is forecast to remain at \$699,600 as at 30 June 2009.

## **RECOMMENDATION**

- A. That Council adopt the budget adjustments contained in this report.
- B. That the Restricted Assets Report Forecast to 30 June 2009 as at 31 March 2009, as shown in Attachment B be noted.
- C. That the reserve movements contained in this report be approved.

Michael Lopez  
**Management Accountant**

Tino Caltabiano  
**Manager Finance**

John Clark  
**Director Corporate**

**Attachments:**

- A. March Project Status Report - 2009/064593**
- B. Restricted Asset Report - 2009/064596**
- C. Summary of Budget Adjustments - 2009/064597**
- D. Monthly Financial Reporting 2008/09 - 2009/064598**

PROJECT PERFORMANCE REPORT to March, 2009											Dept: Community										
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TOTALS >> 1,034,100 609,972 512,840 67,838 -97,132 521,260 7,320 0

Project	Description	Annual Budget	YTD Budget	YTD ACTUALS		Variance	Annual Budget Remaining	Commit 'ments	Revised Budget (Annual)	PROJECT PERFORMANCE		
				Expended	Grants/ Contribs Received					Percent Complete	Completion Date	Project Status
100054	International Women's Day	6,000	6,000	4,796	1,000	-1,204	1,204	50		100%	30/03/2008	Project completed March 2009 and currently awaiting invoices from suppliers.
100294	I.D. Community Profile	10,000	0	1,500	0	1,500	8,500	0		75%	30/06/2008	Currently awaiting invoices from suppliers to maintain Council's electronic demographic profile and Atlas mapping program.
100418	VRRTS Project	2,100	0	2,000	0	2,000	100	0		100%	30/06/2007	Project completed.
100512	Web Page Upgrade	5,000	3,600	0	0	-3,600	5,000	0		95%	1/09/2007	The internet website project is complete. The remaining funds will be spent on the intranet project. Some costs will be charged to the Env Levy and DWM.
100564	Ezone Project	17,200	11,900	12,736	0	836	4,464	909		90%	20/06/2007	This project has been acquitted with SLNSW and remaining funds will be expended in May 09
100589	Community Languages Collection	5,800	4,500	0	0	-4,500	5,800	0			Ongoing	An ongoing project to increase the library's collection of items in languages other than English. It began with a State Library grant and S94 funds that have been used to increase existing holdings.
100665	Backyard Landcare	222,100	148,200	88,447	0	-59,753	133,653	0		25%	30/11/2010	Stage 2 of Greenstyle Program has commenced and currently awaiting release of grant funds from the Environmental Trust of NSW
100869	Intranet	78,100	58,572	36,800	0	-21,772	41,300	0		80%		The internal newsletter is now in testing stage and expected to be completed in May with the first issue going to staff. A brief was given to the contractor for the photo library, who have come back with a quote. Once this quote is signed off the projected is expected to take 6 weeks to complete.
100881	State Library Grant Technology	30,800	15,900	19,186	17,378	3,286	11,614	0				This project is funded by State Library and directed towards the purchase of a microfiche reader/printer and storage unit and subscription of the Navigator project.
100882	State Library Grant Building	50,800	31,600	0	30,745	-31,600	50,800	2,449				This project is funded by State Library and will involve recarpeting part of Lindfield branch, replacement of the A/C units at Lindfield and supplementing the A/C capacity at Turramurra May 09.
100883	State Library Grant Promotion	32,900	19,000	9,702	18,715	-9,298	23,198	0				This project is funded by State Library and will involve promotion of various library activities including the library rebranding project.

PROJECT PERFORMANCE REPORT to March, 2009	Dept: Community									
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TOTALS >>	1,034,100	609,972	512,840	67,838	-97,132	521,260	7,320	0
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Project	Description	Annual Budget	YTD Budget	YTD ACTUALS		Variance	Annual Budget Remaining	Commit 'ments	PROJECT PERFORMANCE		
				Expended	Grants/ Contribs Received				Revised Budget (Annual)	Percent Complete	Completion Date
101187	Thomas Carlyle Centre	17,000	0	0	0	0	17,000	0			
101201	Information Kiosk	34,600	26,100	320	0	-25,780	34,280	0			
101212	Gordon Library Paperbacks	2,600	1,800	833	0	-967	1,767	0			Recurring
101213	Lindfield Library Paperbacks	1,600	900	0	0	-900	1,600	0			Recurring
101214	St Ives Library Paperbacks	2,800	1,800	1,552	0	-248	1,248	25			Recurring
101215	Turramurra Library Paperbacks	2,700	1,800	484	0	-1,316	2,216	220			Recurring
101216	Information Services	412,000	278,300	334,485	0	56,185	77,515	3,667			Recurring
101271	Compost Toilet - Wildflower Garden	100,000	0	0	0	0	100,000	0			

Concept designs developed to upgrade Thomas Carlyle Childrens Centre playground. Work scheduled to commence in June 2009 to coincide with other related work planned for July 2009.
Manager is currently investigating the different options of technology and hence project is now placed on hold.
This is a recurring budget & will be expended by the end of FY
This is a recurring budget & will be expended by the end of FY
This is a recurring budget & will be expended by the end of FY
This is a recurring budget & will be expended by the end of FY
This is a recurring budget & will be expended by the end of FY
Government grant received for the installation of compos toilet Wildflower Garden, quotations currently being sought.

PROJECT PERFORMANCE REPORT to March, 2009	Dept: Strategy
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TOTALS >> 23,587,500 14,149,788 6,070,992 211,590 -8,078,796 17,516,508 587,554 0

Project	Description	Annual Budget	YTD Budget	YTD ACTUALS		Variance	Annual Budget Remaining	Commit 'ments	Revised Budget (Annual)	PROJECT PERFORMANCE		
				Expended	Grants/ Contribs Received					Percent Complete	Completion Date	Project Status
100080	North Turramurra Recreation Area	46,700	23,400	4,240	0	-19,160	42,460	0		40%	30/06/2009	Plan of Management adopted by Council 24 February 2009. Special variation application for NTRA funding prepared for state government due April 2009. Consultant brief for geotechnical testing and monitoring prepared and sent to consultants 7 April 2009. Detailed design for DA to commence mid 2009.
100310	Lindfield Soldiers Oval	132,000	75,600	181,952	50,000	106,352	-49,952	0		99%	30/08/2008	Irrigation automation complete. Job completed.
100311	Swales And Bioretention	75,000	56,700	11,285	0	-45,415	63,715	0		25%	30/06/2009	Final design completed for Junction Road storm water filter system, currently being reviewed. Project to commence ahead of road resurface reconstruction in May
100312	Integrated Side Entry And Street Tree Pl	26,000	19,800	24,099	0	4,299	1,901	0		95%	30/06/2009	Water sensitive urban design biofiltration garden at Kooloona Cres completed. Monitoring of site undertaken in March
100313	Sheldon Forest	10,000	7,200	7,667	0	467	2,333	0		65%	30/06/2009	Fourth year of a seven year bush regeneration contract. This project is complimented by Avondale Creek restoration work (budget line PJ101244) that is focused on bush regeneration and weed control within the upper reaches of Avondale Creek at Sheldon Forest. Awaiting pile burns to take place when weather conditions are appropriate.
100314	Browns Field And Surrounds	10,000	7,200	3,876	0	-3,324	6,124	4,360		65%	30/06/2009	Fourth year of a seven year bush regeneration contract. Focus has shifted to maintenance phase weeding and regeneration .
100315	Browns Forest (Bgh)	10,000	7,200	6,042	0	-1,158	3,958	1,947		65%	30/06/2009	Fourth year of a seven year bush regeneration contract coordinating work with other adjacent land owners including National Parks and Sydney Water.
100316	St Ives Showground (Duffy's Forest)	10,000	7,200	5,775	0	-1,425	4,225	3,316		65%	30/06/2009	Fourth year of seven year contract for bush regeneration. Focus on maintaining areas already regenerated. Invoices received and currently being processed
100317	Aluba Oval And Surrounds	5,000	3,600	3,115	0	-485	1,885	1,430		65%	30/06/2009	Fourth year of seven year bush regeneration contract funded by the Environmental Levy. Invoices received and currently being processed



PROJECT PERFORMANCE REPORT to March, 2009	Dept: Strategy
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TOTALS >> 23,587,500 14,149,788 6,070,992 211,590 -8,078,796 17,516,508 587,554 0

Project	Description	Annual Budget	YTD Budget	YTD ACTUALS		Variance	Annual Budget Remaining	Commit 'ments	Revised Budget (Annual)	Percent Complete	Completion Date	Project Status
				Expended	Grants/ Contribs Received							
100318	The Glade	5,000	3,600	0	0	-3,600	5,000	2,888		65%	30/06/2009	Fourth of seven year bush regeneration contract. Contractor targeting ground cover weeds. Site being prepared for an ecological burn in 2009. This project complements Coupes Creek bush regeneration and weed control project PJ100325. Invoices received and currently being processed
100319	Maddison (BGH)	10,000	7,200	3,834	0	-3,366	6,166	31,467		65%	30/06/2009	New contractor engaged as fourth of seven year bush regeneration contract. Spraying and planting has been incorporated into the program.
100320	Acron Oval	5,000	3,600	1,890	0	-1,710	3,110	2,060		65%	30/06/2009	Fourth year of seven year bush regeneration contract concentrating on stabilising the edge effect on Duffy's Forest vegetation.
100321	Turiban Reserve (Bgh)	5,000	3,600	4,562	0	962	439	0		40%	30/06/2009	Fourth of seven year bush regeneration contract. Awaiting hazard reduction burn in the North/East corner of reserve when conditions are appropriate to stimulate regeneration.
100322	Wildlife Promotion And Management	10,000	7,200	3,200	0	-4,000	6,800	0		10%	30/06/2009	Purchase of cat and possum cages for use by regulatory staff. Remaining budget to investigate the rope bridges across Lady Game Drive which were installed 2006. Cameras have been installed to monitor fauna activity. This line also covers costs for native plants purchase by schools who were unsuccessful in the environmental levy small grant scheme PJ 100339.
100323	Feral Animal / Noxious Weed Control	15,000	11,700	0	0	-11,700	15,000	0		10%	30/06/2009	Operations staff will access these funds to implement the rabbit control program. Recently finalised by the regional representatives -Urban feral animal action group (UFAG). This is an ongoing project contracts have been issued awaiting appropriate time to commence.
100324	Creek Maintenance	10,000	7,200	7,437	0	237	2,563	954		65%	30/06/2009	Contractors engaged for weed control on Rocky Creek at Harry Seidler Reserve Killara complementing works from bushcare and roads infrastructure program.
100325	Coups Creek (The Glade)	9,000	7,200	5,712	0	-1,488	3,288	2,495		65%	30/06/2009	This project has funded the stabilisation of riparian vegetation of the upper reaches of Coupes Creek. Contractors undertaking bush regeneration. Compliments works undertaken in PJ 100318

PROJECT PERFORMANCE REPORT to March, 2009	Dept: Strategy						

TOTALS >> 23,587,500 14,149,788 6,070,992 211,590 -8,078,796 17,516,508 587,554 0

Project	Description	Annual Budget	YTD Budget	YTD ACTUALS		Variance	Annual Budget Remaining	Commit 'ments	Revised Budget (Annual)	Percent Complete	Completion Date	Project Status
				Expended	Grants/ Contribs Received							
100326	Stoney Creek (Richmond Park)	15,000	11,700	5,082	0	-6,618	9,918	7,191		65%	30/06/2009	Pre fire weeding completed by contractor in collaboration with the bushland operational staff. Awaiting suitable time for scheduled hazard reduction burn. Post fire weeding will commence pending programmed fire.
100327	Middle Harbour	20,000	15,300	9,424	0	-5,876	10,576	4,997		65%	30/06/2009	Slade Avenue water sensitive urban design constntruction completed. This line will also focus on saving the canopy of Blue Gum High Forest vegetation in Orana Street through weed removal
100328	Cowan Creek	20,000	15,300	18,471	0	3,171	1,529	0		10%	30/06/2009	Currently in design phase of storm water remediation device at Maddison Reserve Pymble.Planting to alleviate erosion issues is currently being planned.
100329	Lane Cove	20,000	15,300	2,822	0	-12,478	17,178	10,329		30%	30/06/2009	Funding used for pre fire weeding of lower reaches of Sheldon Forest, Contractors engaged and on track.
100330	Blackbutt Creek	8,000	6,300	3,068	0	-3,232	4,932	0		60%	30/06/2009	Quarterly maintenance of gross pollution control devices.Awaiting final invoice for repairs to enviro pods. This is also supported by storm water charge.
100331	Du Faur Street Wetland	2,000	1,800	1,065	0	-735	935	0		100%	30/06/2009	Maintenance of Minamurra Avenue and Du Faur Place.Contracts complete
100332	General Sites	20,000	15,300	2,953	0	-12,347	17,047	6,384		65%	30/06/2009	This line will compliment projects completed requiring maintenance work.Maintenance of Minamurra vegetation. Canoon Road WSUD work to complement operations capital works project
100333	Bushcare Site Improvements	50,000	37,800	13,800	0	-24,000	36,200	5,802		65%	30/06/2009	Currently working on 25 sites to provide supplementary regeneration and individual site support in and adjacent to bushcare sites. This is an ongoing program with contract works to be undertaken over a number of years to maximise longterm benefits.
100334	Bushcare	8,000	6,300	6,975	0	675	1,025	0		60%	30/06/2009	Ongoing and has funded additional site visits by qualified bushcare trainers to complement current program. Purchase and installation of additional Bushcare site signs. Compliments PJ 100333
100335	Urban Landcare	8,000	6,300	5,304	0	-996	2,696	0		50%	30/06/2009	This project is complimented by the "Greenstyle/PJ 100665 (An education program across three council ares regarding native plant species on private property). This project is funded by NSW Sustainability Trust.

PROJECT PERFORMANCE REPORT to March, 2009	Dept: Strategy
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TOTALS >> 23,587,500 14,149,788 6,070,992 211,590 -8,078,796 17,516,508 587,554 0

Project	Description	Annual Budget	YTD Budget	YTD ACTUALS		Variance	Annual Budget Remaining	Commit 'ments	Revised Budget (Annual)	PROJECT PERFORMANCE	
				Expended	Grants/ Contribs Received					Percent Complete	Completion Date
100336	Community Firewise	8,000	6,300	5,165	0	-1,135	2,835	0		95%	30/06/2009
100338	Parkcare	16,000	11,700	4,241	0	-7,459	11,759	0		65%	30/06/2009
100339	Small Grant Projects	80,000	60,300	59,801	0	-499	20,199	13,276		85%	30/06/2009
100340	Promotions And Initiatives	20,000	15,300	14,561	0	-739	5,439	0		65%	30/06/2009
100342	Golden Jubilee Fire Trail	87,000	55,100	87,093	60,000	31,993	-93	14,150		80%	01/12/2008
100346	Seven Little Australians	8,000	6,300	3,861	0	-2,439	4,139	2,314		65%	30/06/2009
100348	Dumping/Encroachment	100,000	74,700	138,822	0	64,122	-38,822	13,183		70%	30/06/2009
100349	Encroachment (Now PJ.100348)	0	0	0	0	0	0	0		100%	30/06/2009

Purchase of 9000 fire wise kits. Rural Fire Service has developed a educational interface firewise DVD. Currently investigating appropriate display model.Compliments fire education line PJ 101234

Project involved supporting the growing number of volunteers for Parkcare and Streetcare. 25 registered groups to date. .

Successful recipients were presented with funds for round seven.Round eight closes 29th May 2009 with recommendation and report to council scheduled for July 2009.

This line used to Produce and design of WSUD brochures, purchase STEP walking track maps and develop design and fabricate WSUD display.

Contractors engaged to complete the fire trail complimented by \$60 000 grant from National Fire Mitigation Fund.Funding will purchase gates, concrete surfacing and directional signs.

Weed control contract on schedule and in its third year. Work to be undertaken in conjunction with Operations. Project complimented by funding from Sydney Harbour Foreshores. "Accessing Sydney Harbour Foreshores" programPJ 100566.

Funding used for Community Environment Officers which includes development and implement a dumping program at the urban bushland interface; mapping of threatened plant communities; Walks and Talks program; and Interface education. This line has been amalgamated with PJ 100349.The over spent line will be proportionally accrued to other levy projects.

Funding used for the implementation of the Community Environmental Officers program. Costs to be shared between PJ100348 and PJ100349.

PROJECT PERFORMANCE REPORT to March, 2009	Dept: Strategy
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TOTALS >> 23,587,500 14,149,788 6,070,992 211,590 -8,078,796 17,516,508 587,554 0

Project	Description	Annual Budget	YTD Budget	YTD ACTUALS		Variance	Annual Budget Remaining	Commit 'ments	Revised Budget (Annual)	PROJECT PERFORMANCE		
				Expended	Grants/ Contribs Received					Percent Complete	Completion Date	Project Status
100350	Noxious Weed Control	50,000	37,800	2,844	0	-34,956	47,156	1,067		60%	30/06/2009	Contracts awarded and work under way for bush regeneration adjacent to Lady Game Drive which is a joint project with Lane Cove National Park. Contracts also awarded for maintenance of newly created walking tracks behind Browns Field and Hammond Reserve
100351	Biodiversity (Macroinvertebrate, Flora, F	20,000	15,300	13,840	0	-1,460	6,160	0		95%	30/06/2009	Contractors engaged to continue with summer and autumn bird survey at selected bushcare sites. Continuation of mapping of threatened plants with ground work completed. Photographs have been received and currently uploaded to the GIS system
100353	Community Survey	20,000	15,300	0	0	-15,300	20,000	0		5%	30/06/2009	Developing project plan for various surveys to complement PJ 100354 and Sydney Water's survey results for Water for Life Program.
100354	Social Research	20,000	15,300	842	0	-14,458	19,158	0		60%	30/06/2009	Funding used for social research and consultation as part of the sustainability survey.
100355	Program Evaluation	20,000	15,300	0	0	-15,300	20,000	0		5%	30/06/2009	Contractor engaged to assist in the development of an audit form to assist in education of Environmentmetal Levy projects. Developing a fire education program in collaboration with the fire risk management committee.
100357	Weed Inspectorial (Weed Condition)	25,000	18,900	153	0	-18,747	24,847	0		45%	30/06/2009	This line is complimenting the threatened plant community mapping program PJ 101235 as resolved by Council.
100358	Quarterly Newsletters	40,000	29,700	1,978	0	-27,722	38,022	0		10%	30/06/2009	Funding used for reports and web site update, Your Council Your Rates pamphlet, Ku-ring-gai News and other promotions. \$2500 on advertising of small grant programs through news and radio. Staff salaries will be apportioned from this line.
100359	General Promotion	20,000	15,300	19,584	55	4,284	416	0		95%	30/06/2009	Purchase of string bags promoting no plastic bags. Biodiversity brochures to compliment fauna friends Bio Box. Production of walking track brochures
100405	Swain Garden	0	0	0	0	0	0	0				Funds to be reallocated to Lindfield Soldiers Memorial Oval Stormwater harvesting project PJ100310.

PROJECT PERFORMANCE REPORT to March, 2009										Dept: Strategy									
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TOTALS >> 23,587,500 14,149,788 6,070,992 211,590 -8,078,796 17,516,508 587,554 0

Project	Description	Annual Budget	YTD Budget	YTD ACTUALS		Variance	Annual Budget Remaining	Commit 'ments	Revised Budget (Annual)	PROJECT PERFORMANCE		
				Expended	Grants/ Contribs Received					Percent Complete	Completion Date	Project Status
100415	Enviro Trust Glade	0	0	101	9,150	101	-101	0		85%	01/06/2008	Construction of creek restoration completed. Contractor engaged to remediate the vegetation on site. Grant project nearing completion and compliments PJ 100318. Seating and transect surveys to be completed this financial year
100504	Catchment Management	245,400	163,200	29,475	0	-133,725	215,925	69,257		50%	30/06/2009	This line compliments Lofberg catchment storm water harvesting project as well as catchment work around Comenarra Playing field storm water harvesting in Avondale Creek sub catchment- installation of storm water pit devices completed. Solar filter is to be purchased and installed at Barra Brui Oval stormwater harvesting.
100590	Comenarra Oval	341,900	233,000	269,888	0	36,888	72,012	29,862		98%	01/06/2008	Storm water bioretention treatment component completed. Awaiting final invoice.
100617	WSUD Stormwater Qty & Quality	80,000	60,300	17,076	0	-43,224	62,924	1,364		65%	30/06/2009	Construction of stormwater remediation work at the entrance of the Darri Track off Bedford Avenue St Ives, works completed awaiting to vegetate on tree planting day 26th July. The budget will also fund the Kissing Point Road stormwater outlet construction work to compliment the work achieved by the special needs team over 2009.
100620	Water & Catchments Swain Creek	32,000	21,600	18,079	0	-3,521	13,921	6,074		65%	01/06/2008	Weed control in bushland surrounding Swain Gardens. Contract in it's second year and on target.
100622	Administration Environ Levy	0	0	131,683	0	131,683	-131,683	0		65%	30/06/2009	Salaries for Environmental Levy Project Leader and Environmental Engineer. These are to be apportioned across all levy funded capital projects at the end of the financial year.
100716	Sec 94 Plan - Admin	84,600	68,500	113,103	0	44,603	-28,503	0			On-going	Staff Member appointed 17-9-07 & on-going.
100782	Open Space Acquisition	0	0	2,180	56,211	2,180	-2,180	0		100%	30/06/2008	Acquisitions completed. Rental income being received.
100787	Cliff Oval	116,800	76,200	0	0	-76,200	116,800	0		10%	30/06/2009	The design has now been received from Henry & Hymas, and reviewed by council staff calling for quotes by end of April. Residents notified. Strategy calling for quotes. Expect construction to begin in May 2009.
100814	Employment Land Study	0	0	-10,000	0	-10,000	10,000	0		10%	30/06/2008	Jointly funded project with Hornsby Council and DoP. Report considered and adopted by Council for exhibition- completed. Planning Reform funded

PROJECT PERFORMANCE REPORT to March, 2009	Dept: Strategy
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TOTALS >> 23,587,500 14,149,788 6,070,992 211,590 -8,078,796 17,516,508 587,554 0

Project	Description	Annual Budget	YTD Budget	YTD ACTUALS		Variance	Annual Budget Remaining	Commit 'ments	PROJECT PERFORMANCE		
				Expended	Grants/ Contribs Received				Revised Budget (Annual)	Percent Complete	Completion Date
100816	Traffic & Transport Study	90,000	66,500	53,214	0	-13,286	36,786	0			01/11/2008
100817	Community Facilities Planning S94 Nexus	0	0	25,727	0	25,727	-25,727	0			30/06/2009
100821	Urban Design Studies	95,000	88,900	81,754	0	-7,146	13,246	0		10%	30/06/2008
100822	Simmersion	30,000	22,500	17,293	0	-5,207	12,707	0		100%	31/12/2008
100824	Economic Feasibility Studies	65,000	45,300	42,125	0	-3,175	22,875	0		50%	30/06/2009
100825	Reclassification Project	12,500	11,800	10,273	0	-1,527	2,227	0			30/06/2008
100826	Development Public Domain Stage 1	111,300	83,700	36,983	0	-46,717	74,317	0		7%	31/03/2009
100827	Heritage Items and UCA Review	67,500	50,475	45,299	0	-5,176	22,201	0			31/10/2008
100828	Heritage Assistance Fund	18,000	13,569	3,591	0	-9,978	14,409	0		5%	31/10/2008
100863	Energy Performance Contract	295,000	0	180,002	0	180,002	114,998	0		10%	01/06/2008
100865	Rosedale Road St Ives	0	0	-1,613	0	-1,613	1,613	0			21/12/2007
100872	Threatened Species Demonstration Sites Project	4,900	4,900	6,878	3,000	1,978	-1,978	0		80%	01/06/2008
100873	Proclaim Contributions Add On	22,600	22,600	6,400	0	-16,200	16,200	0			31/12/2008

Town centre traffic studies as stage 1 for exhibition purposes. Stage 2 Revisions early 2009

New budget required for 2008-2009 as per Work Programme. The figures here relate to the 2007/2008 budget and should be deleted.

Shortfall offset by Council resolution OMC 2 September 2008- regarding additional funding for planning projects

Project work for 3 d modelling due mid November 2008 for exhibition of DLEPTown centres

Projected shortfall offset by Council resolution OMC 2 September 2008- regarding additional funding for planning projects

Report completed carry forwards as per Council resolution OMC 2 September 2008

Consultants selected and undertaking work over spending offset 100% by Section 94 funds

Stage 1 Report Town centres further work in 2009 funding as per Council resolution OMC 2 September 2008

Applications approved by Council- awaiting finalisation of works prior to payment. Funding carry forwards as per Council resolution OMC 2 September 2008

All works undertaken at ten Council sites. A training exercise with Council maintenance staff and a walk-around showcase for senior management and elected Council to be held during the next six weeks.

Acquisition completed 21/12/2007.

Commonwealth funding \$350,000 received January 2008, additional community pledges to be received

This external fund received from DECC for residential education, weed control, minor erosion and track restoration at Browns Forest.

Carry Forward- Main project commenced with software development and implementation due December 08.

**PROJECT PERFORMANCE  
REPORT to March, 2009**

**Dept: Strategy**

TOTALS >> 23,587,500 14,149,788 6,070,992 211,590 -8,078,796 17,516,508 587,554 0

Project	Description	Annual Budget	YTD Budget	YTD ACTUALS		Variance	Annual Budget Remaining	Commit 'ments	PROJECT PERFORMANCE		
				YTD Expended	Grants/ Contribs Received				Revised Budget (Annual)	Percent Complete	Completion Date
100888	Riparian Improvement Stormwater Treatment	134,900	90,000	36,878	0	-53,122	98,022	72,702		35%	30/06/2009
100892	Lofberg Quarry Creek Water Quality Imprv	11,400	11,400	0	0	-11,400	11,400	0			30/06/2009
100893	Cliff Sports Sustainable Water Mgt	41,800	41,800	0	0	-41,800	41,800	0		5%	30/06/2009
101181	Communication - Reputation Survey	30,500	22,500	0	0	-22,500	30,500	0			
101182	Vegetation Mapping	0	-6,100	0	0	6,100	0	0			
101183	Community Consultation	40,000	26,100	87,495	0	61,395	-47,495	0			
101184	Consultants - Background Report	50,000	30,300	60,130	0	29,830	-10,130	0			
101185	Legal Drafting	20,000	12,300	5,658	0	-6,643	14,343	0			
101186	Catchment Analysis	107,600	81,000	7,820	0	-73,180	99,780	1,818			
101222	Marian Street Theatre Feasibility Study	410,000	59,000	14,391	0	-44,609	395,609	227			
101223	Open Space Acquisition	13,582,500	6,791,300	15,082	0	-6,776,218	13,567,418	0			

Initial catchment WSUD works commenced and soon to be completed with Bicentennial park catchment. Stormwater harvesting designs finalised and purchase of materials underway. Tender for stormwater treatment and harvesting for Lofberg Oval due to close 14 April 2009 with construction due to begin this financial year. Community promotion has commenced with the production of some information flyers and promotion at the Australia Day concert in January. This external grant will fund catchment based WSUD features to improve environmental condition and complement the stormwater harvesting system at Lofberg Oval.

Trash rack construction in planning stage . This will compliment PJ 101245 Lofberg Oval stormwater harvesting project and relates to Lofberg project

Relates to PJ 100787 design completed and quotation being sought .Expect to finalise project this financial yearcalled and expect contractor to be engaged mid January 2009.

Project deferred in the 2008/2009 financial year following feedback from Councillors about excessive consultation with the community.

Mapping funding as as per Council resolution OMC 2 September 2008

Funding as per Council resolution OMC 2 September 2008

Stage 1 of report is completed. Stage 2 will be review of submssion by consultant in Jan/Feb 2009

DLEP reviewed for exhibition. Final legal drafting in Jan/Feb 2009

Quotes received for monitoring devices in stormwater harvesting schemes the contract is to be appointed in April.

DA lodged balance of funds for upgrade works

Acquisitions will not proceed until proposed RE1 zonings are finalised through draft Town Centres LEP

<b>PROJECT PERFORMANCE REPORT to March, 2009</b>	<b>Dept: Strategy</b>
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TOTALS >> 23,587,500 14,149,788 6,070,992 211,590 -8,078,796 17,516,508 587,554 0

Project	Description	Annual Budget	YTD Budget	YTD ACTUALS		Variance	Annual Budget Remaining	Commit 'ments	PROJECT PERFORMANCE		
				Expended	Grants/ Contribs Received				Revised Budget (Annual)	Percent Complete	Completion Date
101224	LOT 1 Water Street	495,000	495,000	403,237	231	-91,763	91,763	3,050		50%	
101225	23 Duff Street, Turramurra	820,000	820,000	815,338	20,357	-4,662	4,662	0			ongoing
101226	31 Bridge Street Pymble - Acquisition	2,300,000	2,300,000	2,326,088	0	26,088	-26,088	0		100%	5/12/2008
101227	31 Bridge Street - Renovations	500,000	200,000	8,238	0	-191,762	491,762	155,394		25%	
101230	Biodiversity Maintenance	41,000	30,600	17,508	2,586	-13,093	23,493	0		65%	30/06/2009
101231	Advertising	5,000	3,600	1,374	0	-2,226	3,626	0		50%	30/06/2009
101232	Signs	21,000	16,200	1,802	0	-14,398	19,198	7,352		65%	30/06/2009
101233	Kokoda & Kooloona	15,000	11,700	0	0	-11,700	15,000	0		100%	30/06/2009
101234	Fire Education	4,000	2,700	0	0	-2,700	4,000	0			30/06/2009
101235	Aerial/satelite canopy mapping	331,000	225,600	204,356	0	-21,244	126,644	34,325		65%	30/06/2009
101236	Monitoring	14,000	10,800	8,688	0	-2,112	5,312	0		65%	30/06/2009
101237	Maintenance	7,000	3,900	0	0	-3,900	7,000	0		35%	30/06/2009

Currently developing landscape plan funds required to complete embellishment works.

Acquisition completed in September 2008. Rental income being obtained until adjoining properties are purchased

Acquisition completed 5/12/08. No further expenditure required.

Work is continuing on the building upgrade to obtain occupation certificate. Refurbishment of the building to allow for the relocation of Chambers staff in approximately June 2009

Additional funding to supplement bush regeneration and replacement plants for Mona Street .

Remediation of 102 Rosedale Road, including rubbish removal.\$2586 contributed by Nature Conservation Council for 102 Rosedale Road

This project line will compliment an assortment of projects through advertising and promotion.

This line funds additional support to Australian Native Plant Society for interpretive signs at the Wild flower garden. Fire wise bags and walks and talks brochures

Bush regeneration trial in asset protection zone,currently reviewing the effectiveness of this trial. Invoices are to be paid and work will cease at this site.

Planning stages for fire education Compliments PJ 100336.

\$ 60,000 for mapping threatened plant communities. Additional \$236 000 from bus shelter funds. Mapping in progress and on schedule. This funding follows a resolution of Council in 2008.Aison refer to PJ 101182

This number will fund water testing of three water sensitive urban design projects.

Currently under review are the bush regeneration sites with a long term contract.Funds shall be allocated to bring the sites up to condition



PROJECT PERFORMANCE REPORT to March, 2009										Dept: Strategy									
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TOTALS >> 23,587,500 14,149,788 6,070,992 211,590 -8,078,796 17,516,508 587,554 0

Project	Description	Annual Budget	YTD Budget	YTD ACTUALS		Variance	Annual Budget Remaining	Commit 'ments	PROJECT PERFORMANCE		
				Expended	Grants/ Contribs Received				Revised Budget (Annual)	Percent Complete	Completion Date
101238	Paddy Pallin	35,400	24,300	0	0	-24,300	35,400	0		25%	30/06/2009
101239	Little Blue Gum Creek to GNW	20,000	15,300	0	0	-15,300	20,000	24,387		35%	30/06/2009
101240	Sheldon Forest Walking Track	92,500	53,600	75,358	0	21,758	17,142	5,400		85%	30/06/2009
101241	Interface Education	17,000	12,600	4,030	0	-8,570	12,970	6,861		65%	30/06/2009
101242	Gordon Town Centre	117,000	88,200	0	0	-88,200	117,000	0			30/06/2009
101243	EEC Riparian Vegetation Management	55,000	41,500	25,448	0	-16,052	29,552	19,732		65%	30/06/2009
101244	Avondale Creek	20,000	15,300	15,028	0	-272	4,972	1,336		65%	30/06/2009
101245	Loftberg Oval	440,400	283,300	0	0	-283,300	440,400	0		5%	30/06/2010
101254	Open Space Planning	4,000	3,000	0	0	-3,000	4,000	0			
101255	Dual Occupancy review	10,000	6,400	1,818	0	-4,582	8,182	0			
101256	KMC Principal LEP	0	-10,100	9,254	0	19,354	-9,254	0			30/06/2009
101257	Heritage Planning	0	-4,700	2,400	0	7,100	-2,400	0			
101258	Architectural Master Plans	140,000	115,700	97,921	0	-17,779	42,079	0			

Walking track up-grade through Paddy Pallin Reserve. Complimenting road upgrade on the dip of Highfield Road Lindfield ( which is currently deferred ) Compliments PJ 101239 additionally supported by section 94 funds. Contractors to be engaged by mid April

Project to fund walking track from Little Blue Gum Creek to the Great North Walk in Lane Cove National park. Compliments recent grant to construct accessible path. Contractors enaged to commence work late March expect to finish by June

Contractor currently engaged and on target. The project is complimented by S94 funds, stage two nearing completion when signage will be installed using funds from PJ 101232.

This line will cover the costs of walks and talks fees, bush neighbours days and rubbish removal

Design for new park under preparation. Survey completed Expect funds to be carried over to next financial year

Funds used to engage bush regeneration contractors at Bannockburn, Mona Street and Karuah Road bushland sites. Contractors engaged and on track.

Contractors engaged and on target for riparian bush regeneration work in the top section of Avondale Creek

Contract documentation complete - all tender documents to be returned by 14th April 2009

2009 funding as per Council resolution OMC 2 September 2008

2009 funding as per Council resolution OMC 2 September 2008

2009 funding as per Council resolution OMC 2 September 2008

Stage 1 Report Town centres further work in 2009 funding as per Council resolution OMC 2 September 2008. Urban design staff costs to be journaled to this account in the 4th quarter.

PROJECT PERFORMANCE REPORT to March, 2009										Dept: Strategy									
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TOTALS >>										23,587,500	14,149,788	6,070,992	211,590	-8,078,796	17,516,508	587,554	0
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Project	Description	Annual Budget	YTD Budget	YTD ACTUALS		Variance	Annual Budget Remaining	Commit 'ments	PROJECT PERFORMANCE			
				YTD Expended	Grants/ Contribs Received				Revised Budget (Annual)	Percent Complete	Completion Date	Project Status
101263	Turrumurra Railway Pedestrian Overbridge	154,000	0	0	0	0	154,000	0		75%	30/06/2009	funding to be expended June 09
101267	From waste water to valuable water - St Ives Vegetation Tip	488,600	279,200	0	0	-279,200	488,600	0				
101268	A partnership for sharing alternate water supply - Roseville	112,900	64,400	9,472	0	-54,928	103,428	18,825		12%	06/02/2009	Water sharing transfer trench & associated infrastructure now installed & complete. Awaiting design of water storage tank & internal associated infrastructure.
101269	Water for Life Council Partnership	0	0	7,638	10,000	7,638	-7,638	0		95%	30/03/2009	This external grant is providing funding for Council to promote its water savings initiatives. Advertising has been completed and information flyers and free shower timers have been handed out at Warringah Fair, Council's immunisation clinic and at the Australia Day concert. A survey to determine the success of the advertising has been conducted and the final report had been prepared.
101270	Strategic Asset Management Project Plan	87,800	65,844	32,597	0	-33,247	55,203	0		40%	30/06/2009	Audit & improvement plan completed. Next stage includes training and developing draft Strategy

**PROJECT PERFORMANCE REPORT to March, 2009**

**Dept: Operations**

**TOTALS >> 16,680,500 12,590,945 7,788,050 1,860,317 -4,802,895 8,892,450 905,116 860,098**

Project	Description	Annual Budget	YTD Budget	YTD ACTUALS		Variance	Annual Budget Remaining	Commit 'ments	Revised Budget (Annual)	PROJECT PERFORMANCE		
				Expended	Grants/ Contribs Received					Percent Complete	Completion Date	Project Status
100171	Maxwell St - Traffic Program	10,000	6,600	0	0	-6,600	10,000	0			6/04/2009	Not possible as residents want to retain parking and widening kerb will include expensive relocation of Telstra. Project has been deferred at second quarter review.
100220	Traffic Facilities	0	0	115	0	115	-115	0				
100302	Cherry St Turramurra	0	0	523	0	523	-523	0	50,000	100%	18/04/2008	Works completed. Increased cost due to clearance of utilities and protection of property wall.
100388	Energy Australia Transformer KU	0	0	0	0	0	0	0		100%	30/06/2006	Funded by Energy Australia
100395	Bus Shelter Advertising	0	0	24,084	0	24,084	-24,084	0		100%		Pay for relocations and changes from some advertising shelters to non advertising shelters as per Council's resolutions.
100540	Spencer Road Killara	0	0	0	0	0	0	0		100%	10/11/2006	Works completed
100566	Seven Little Australians Park & Walking	107,900	49,900	59,899	0	9,999	48,001	7,820	85,234	40%	30/06/2009	First stage works almost completed - only signs outstanding. Second stage gatehouse stonemason works ordered (stage 1) - programmed for construction from April 09. Stone in Nursery to be re-used for this project
100567	Echo Point & Moores Creek Walking Track	67,400	67,400	27,676	6,933	-39,724	39,724	0	137,572	87%	31/03/2009	handrail completed. Interp signage for final approval to AHO. Furniture set out. RFS HR burn programmed for the track area now programmed for winter
100596	West Pymble Shopping Centre at Kendall	0	0	177	0	177	-177	0		5%		Design commenced and project to be deferred due to funding constraints.
100662	Gordon Golf Course - Sewer Mining Plan	2,053,100	1,539,900	120,811	540,475	-1,419,089	1,932,289	0	17,900			Henry & Hymas have commenced work of checking the sewer flow and quality - this work needs to be carried out prior to finalisation of design and cost.
100700	Depot Relocation	700,000	516,500	269,239	0	-247,261	430,761	24,350				The new architects are working on the re-design of the depot starting with the flora and fauna study to determine what existing vegetation needs to be protected. Work is continuing on the upgrade to 31 Bridge Street to achieve occupation.
100705	Operational Fleet	650,000	486,900	86,700	35,992	-400,200	563,300	389,072				All of the operational plant replacement requirements have been processed and staff are now awaiting delivery of severla items of plant.

PROJECT PERFORMANCE REPORT to March, 2009	Dept: Operations
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TOTALS >> 16,680,500 12,590,945 7,788,050 1,860,317 -4,802,895 8,892,450 905,116 860,098

Project	Description	Annual Budget	YTD Budget	YTD ACTUALS		Variance	Annual Budget Remaining	Commit 'ments	PROJECT PERFORMANCE		
				Expended	Grants/ Contribs Received				Revised Budget (Annual)	Percent Complete	Completion Date
100706	Passenger Fleet	526,300	395,100	996,250	562,073	601,150	-469,950	168,547			The majority of vehicles scheduled for replacement this financial year have been delivered. Only a small number remain outstanding.
100714	Tree Planting	189,200	142,200	88,658	0	-53,542	100,542	0			Project on track. Site assessment currently being undertaken.
100717	Swimming Pool Stage 5 Refurbishment	427,400	427,400	372,170	0	-55,230	55,230	0		95%	07/01/08
100725	Pavement Management Repairs	50,000	39,200	56,953	0	17,753	-6,953	0		100%	21/01/2009
100735	Ayres Rd St Ives	0	0	78,340	126,000	78,340	-78,340	11,955		60%	
100737	Burgoyne St Gordon	0	0	400	0	400	-400	0		100%	24/10/2008
100762	Pavement Condition Survey	100,000	77,700	43,618	0	-34,082	56,382	0		52%	
100763	Pavement Management Repairs	50,000	39,200	89,101	0	49,901	-39,101	0		100%	17/11/2008
100771	Young St Warrawee	0	0	26,241	0	26,241	-26,241	0		100%	20/01/2009
100774	Boamarang St Turramurra	325,700	162,900	8,230	305,466	-154,670	317,470	53,639		5%	
100775	Powell St Killara	0	0	2,976	0	2,976	-2,976	0		100%	03/03/2008
100777	Eastern Arterial Rd	0	0	98,790	0	98,790	-98,790	0		100%	04/08/2008
100779	Alice St Turramurra Drainage	0	0	92	0	92	-92	0		100%	05/12/2007
100784	Memorial Seats Donations	0	0	3,019	4,224	3,019	-3,019	909	1,290	50%	30/06/2009

PROJECT PERFORMANCE REPORT to March, 2009	Dept: Operations									
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100785	Two Creeks Wellington Upgrade	140,600	45,300	55,785	4,545	10,485	84,816	636		35%	30/06/2009
100789	Provincial Rd Lindfield	33,000	23,100	0	0	-23,100	33,000	0	100,000	25%	
100790	Alma St/Graham Ave Pymble	70,000	49,000	2,013	0	-46,987	67,987	0	102,000	35%	
100797	Fern St Pymble	0	0	969	0	969	-969	0			
100799	Bobbin Head Road Cycleway Extension	0	0	1,704	0	1,704	-1,704	0	140,000	100%	25/06/2008
100801	Highfield Road Footpath	3,000	21,400	1,377	0	-20,023	1,623	0	53,100	5%	
100802	The Comenarra Pwy Footpath	60,000	38,100	58,848	0	20,748	1,152	0	42,500	100%	13/10/2008
100813	West Lindfield Shopping Centre	0	0	591	0	591	-591	0	74,000	100%	
100835	Sir David Martin Reserve Park	1,128,300	842,500	171,747	0	-670,753	956,553	3,275		8%	
100845	Dukes Green Park	0	0	32,479	0	32,479	-32,479	0		95%	30/09/2008
100846	Lindfield Soldiers Memorial Oval No 2 SpFld	168,700	118,800	93,661	0	-25,139	75,039	72,584		85%	
100848	Edenborough Oval Sportsfield	0	0	730	0	730	-730	0		10%	
100850	St Ives Showground Playground	119,300	97,100	101,954	0	4,854	17,346	0		95%	10/10/2008
100851	Dukes Green Playground	54,600	38,500	53,557	0	15,057	943	0		95%	30/11/2008
100853	Hicks Ave Reserve Playground	15,100	15,100	15,000	0	-100	100	0		95%	10/10/2008
100855	Bobbin Head Road Traffic	11,400	8,550	15,736	7,542	7,186	-4,336	0		100%	1/08/2008
100856	Bannockburn Road/Selwyn St Traffic	0	0	16,335	0	16,335	-16,335	0		100%	
100874	Noxious Weeds 2008/2009	0	0	0	9,000	0	0	0		100%	6/30/2008
100875	Noxious Weeds Gorse & Brooms	0	0	0	1,000	0	0	0		100%	6/30/2008

SSHAP Grant site. Stage 1 Wellington works almost completed. Interpretive signage to be ordered Includes Stage 2 funds \$50K for alternate route track - site meeting with Bushland Supervisor to finalise scope still outstanding. Economies of scale to implement with Little Blue Gum Creek walk as same parameters and design solutions. Investigations on going.

Design alternatives of pipe jacking and blasting investigated and rejected, final design complete, materials purchased, contractor appointed  
Finalising drafting of design pit details  
Works completed.

Works completed  
Bridge required, deferred until funding available  
Works completed

Works completed  
Contracts submissions received under evaluation  
Now complete

Still awaiting installation date of toilet block, expected mid May. Awaiting soil report to be completed. Calling of quotes for further electrical upgrade to the site for amenities block and groundsman shed.  
Project cancelled

Practical Completion was reached on 10/10/08. The 12 months Defects Liability Period has commenced.

Now completed.  
Playground installed.

Work complete July 08  
Work complete

DPI Grant funded project works completed.

DPI Grant funded project works completed.

**PROJECT PERFORMANCE REPORT to March, 2009**

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100877	Noxious Weeds Aquatics	0	0	993	3,000	993	-993	0		100%	6/30/2008	DPI Grant funded project works completed.
100878	State Weeds - Ludwigia Repens	0	0	0	18,000	0	0	0		100%	6/30/2008	DPI Grant funded project works completed.
100884	Warrimoo Ave St Ives Chase	0	0	7,701	0	7,701	-7,701	0		100%	01/09/2008	07_08 rehab program, street has been reconstructed & asphalt surface has been completed. Minor drainage & shoulder work completed.
100885	Roseville Park Playground Replacement	100,000	100,000	146,619	0	46,619	-46,619	0		95%	30/11/2008	Practical Completion was reached on 19/12/08. The 12 months Defects Liability Period has commenced.
100886	Sydney CMA	0	0	0	0	0	0	0		100%	30/06/2008	This project is completed it funded stormwater education program with Gordon West School students and community at Kiparra and Dunoos Streets bushcare site. Budget spent by contractor "Living schools"
100887	Wahroonga Traffic & Parking Study	23,400	23,400	19,435	0	-3,965	3,965	0	56,502	85%	30/09/2008	The draft Arup Wahroonga Traffic & Parking Study report has been exhibited as resolved by Council on 26/8/2008. Results of the exhibition will be reported with other town centre reports, in early 2009, as resolved.
100891	Waugoola Lane	0	0	13,528	0	13,528	-13,528	0		100%	12/02/2009	Work complete
100895	Woniara Avenue Road Reinstatement	0	0	15,818	0	15,818	-15,818	0		100%	12/02/2009	Completed
100899	Moore Street - pedestrian refuge at Addison Avenue	3,400	2,547	3,146	2,219	599	254	0		100%	20/07/2008	Work complete
100900	Addison Av pedestrian crossing access ramps	18,600	13,950	13,671	8,335	-279	4,929	0		100%	20/07/2008	Work complete July 08
101000	Albion Avenue	42,700	32,900	52,763	0	19,863	-10,063	0		100%	24/10/2008	Levy program, heavy patch & AC overlay. Work completed.
101001	Annabelle Place	74,800	58,100	25,472	0	-32,628	49,328	0		100%	11/03/2009	Levy program, not suitable for stabilisation. 100mm AC, 60mm AC20 & 40mm AC14. Public utility services located & lowered where required, core hole testing complete, concrete work complete. Asphalt completed.
101002	Arundall Street	88,000	68,600	34,894	0	-33,706	53,106	0		100%	25/03/2009	Levy program, stabilisation, public utility services located & lowered where required, core hole testing complete, stabilisation complete. Concrete work complete. Asphalt complete
101003	Bell Street	27,300	21,000	16,757	0	-4,243	10,543	0		100%	24/10/2008	Levy program, heavy patch & AC overlay. Work completed.

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101004	Billbong Avenue	87,400	67,900	71,190	0	3,290	16,210	23,612		60%		Levy program, stabilisation completed, concrete K&G to be reconstructed & sub-soil treatment required. Programmed for March 18/09. Concrete work to start 14/4/09.
101005	Broula Road	36,000	28,000	24,560	0	-3,440	11,440	0		100%	18/03/2009	Levy program, not suitable for stabilisation. 100mm AC, 60mm AC20 & 40mm AC14. Public utility services located & lowered where required, core hole testing complete. Asphalt complete.
101006	Buckingham Road	47,500	37,100	36,794	0	-306	10,706	0		100%	21/10/2008	Levy program, heavy patch & AC overlay. Completed.
101007	Collins Road	178,200	138,600	140,883	0	2,283	37,317	3,475		100%	09/12/2008	Levy program, stabilisation completed, asphalt overlay completed, line marking completed
101008	Diana Avenue	54,800	42,700	46,089	0	3,389	8,711	0		100%	06/02/2009	Levy program, not suitable for stabilisation, 80mm AC, 50mm AC20 & 30mm AC10. Public utility services located & lowered where required, core hole testing complete. Asphalt complete
101009	Flinders Avenue	23,100	18,200	26,094	0	7,894	-2,994	0		100%	23/10/2008	Levy program, heavy patch & AC overlay. Completed.
101010	Gilroy Road	10,000	7,700	12,740	0	5,040	-2,740	0		100%	04/12/2008	Levy program, 50mm overlay completed, shoulders turfed
101011	Henry Street	152,400	118,300	173,107	0	54,807	-20,707	200		100%	28/01/2009	Levy program, not suitable for stabilisation, 100mm AC, public utility services located, asphalt & conc K&G completed. Turf layed & line marking complete.
101012	Hopkins Place	53,500	41,300	121,513	0	80,213	-68,013	0		100%	09/02/2009	Levy program, stabilisation completed, primer seal done. Minor sub soil treatment done. Minor concrete work complete. Overlay complete.
101013	Kiamala Crescent	112,400	87,500	121,866	0	34,366	-9,466	1,555		100%	19/02/2009	Levy program, 100mm AC, 60mm AC20 completed, Concrete work complete. 40mm overlay complete
101014	Lindfield Library	25,000	19,600	25,143	0	5,543	-143	0		100%	30/03/2009	Levy program, asphalt overlay completed, line marking complete
101015	Lucia Avenue	68,100	53,200	16,490	0	-36,710	51,610	0		25%		Levy program, stabilisation, public utility services located & lowered where required, core hole testing complete, stabilisation to start April 09
101016	Lynwood Avenue	84,100	65,100	8,180	0	-56,920	75,920	0		25%		Levy program, stabilisation, public utility services located & lowered where required, core hole testing complete, stabilisation to start April 09

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101017	Myall Avenue	116,000	90,300	88,835	0	-1,465	27,165	3,359		50%		Levy program, not suitable for stabilisation, 50% of roadway mill 200mm, (150mm recy DGB & 50mm AC14 overlay) other 50% mill & fill 50mm AC14 public utility services located & lowered where required, core hole testing complete, asphalt to be done 20 April (night work)
101018	Newrak Crescent	82,600	64,400	17,824	0	-46,576	64,776	0		25%		Levy program, stabilisation, public utility services located & lowered where required, core hole testing complete, stabilisation to start April 09
101019	Reely Street	65,700	51,100	43,258	0	-7,842	22,442	0		100%	21/10/2008	Levy program, heavy patch & AC overlay. Completed
101020	Robinson Street	148,000	114,800	104,197	0	-10,603	43,803	0		100%	10/12/2008	Levy program, stabilisation completed, asphalt overlay completed, line marking programmed
101021	Tallong Place	84,500	65,800	42,073	0	-23,727	42,427	0		25%		Levy program, stabilisation, public utility services located & lowered where required, core hole testing complete, stabilisation to start April 09
101022	Ulm Avenue	50,200	39,200	1,214	0	-37,986	48,986	0		10%		Levy program, 40mm overlay, shoulder work & WSUD treatment required. Design required for construction of cul de sac for turning of garbage trucks.
101023	Valley Lane	25,400	19,600	42,179	0	22,579	-16,779	750		100%	02/02/2009	Levy program, stabilisation not suitable, reconstruction of sub base +40mm AC14 overlay. Public utility services located, core hole testing complete. Base & overlay complete.
101024	Wahroonga Avenue	61,800	48,300	33,713	0	-14,587	28,087	0		100%	24/10/2008	Levy program, heavy patch & AC overlay. Completed
101025	Wyuna Road	117,600	91,700	27,092	0	-64,608	90,508	0		100%	10/03/2009	Levy program, unsuitable for stabilisation, 100mm AC. public utility services located & lowered where required, core hole testing complete. Asphalt complete.
101030	Abingdon Road	81,600	63,700	5,822	0	-57,878	75,778	0		25%		Rehab program, stabilisation not required, Mill & fill 50mm AC 14. Public utility services located, core hole testing complete.
101031	Andrew Avenue	106,800	83,300	13,626	0	-69,674	93,174	0		95%		Rehab program, not suitable for stabilisation. Heavy patch 110mm AC + 50mm mill & fill. Public utility services located & lowered where required, core hole testing complete. Asphalt complete. Line marking programmed.
101032	Beaumont Road	85,700	66,500	6,297	0	-60,203	79,403	0		100%	17/03/2009	Rehab program, Not suitable for stabilisation. 100mm AC, 60mm AC20 & 40mm AC14. Public utility services located & lowered where required, core hole testing complete. Asphalt completed



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101033	Bedford Avenue	149,300	116,200	103,120	0	-13,080	46,180	0		100%	05/03/2009	Rehab program, 100mm AC, 60mm AC20, 40mm AC14 overlay, public utility services located & lowered where required, core hole testing completed. AC completed, line marking completed
101034	Bent Street	102,000	79,100	33,217	0	-45,883	68,783	0		100%	05/01/2009	Rehab program, mill & fill 50mm AC14, overlay completed, line marking completed
101035	Bourke Street	93,800	72,800	22,253	0	-50,547	71,547	0		100%	18/03/2009	Rehab program, not suitable for stabilisation, 100mm AC deeplift, 60mm AC20 & 40mm AC14. Public utility services located & lowered where required, core hole testing complete. Asphalt completed.
101036	Bradfield Road	65,900	51,100	34,379	0	-16,721	31,521	0		100%	05/01/2009	Rehab program, 100mm deeplift & new K&G. line marking complete
101037	Chapala Close	46,600	36,400	4,559	0	-31,841	42,041	0		100%	12/03/2009	Rehab program, not suitable for stabilisation, 100mm AC deeplift, 60mm AC20 & 40mm AC14. Public utility services located & lowered where required, core hole testing complete. Asphalt completed.
101038	Coonabarra Road	80,600	63,000	41,425	0	-21,575	39,175	0		100%	19/03/2009	Rehab program, not suitable for stabilisation, 100mm AC deeplift, 60mm AC20 & 40mm AC14. Public utility services located & lowered where required, core hole testing complete. Asphalt completed.
101039	Edmund Street	87,600	67,900	40,597	0	-27,303	47,003	0		100%	10/03/2009	Rehab program, not suitable for stabilisation, 100mm AC deeplift. Public utility services located & lowered where required, core hole testing complete. Asphalt completed.
101040	Gerald Avenue	52,200	40,600	49,670	0	9,070	2,530	0		100%	08/01/2009	Rehab program, not suitable for stabilisation, 100mm AC deeplift. Public utility services located & lowered where required, core hole testing complete. AC completed
101041	Glida Avenue	110,000	85,400	70,887	0	-14,513	39,113	0		50%		Levy program, stabilisation not suitable, reconstruction of sub base +40mm AC14 overlay. Public utility services located, core hole testing complete. Base & overlay complete. No 3 to P_Hwy mill & fill 80mm will be done when RTA occupancy is received. Night work 19/4/09
101042	Gowrie Close	49,600	38,500	56,174	0	17,674	-6,574	0		100%	10/12/2008	Rehab program, stabilisation completed, asphalt overlay completed

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101043	Lawson Parade	140,000	109,200	150,477	0	41,277	-10,477	0		100%	06/01/2009
101044	Lennox Street	100,600	78,400	29,094	0	-49,306	71,506	1,487		25%	
101045	Links Avenue	62,500	48,300	97,755	0	49,455	-35,255	0		100%	12/01/2009
101046	Malga Avenue	109,900	85,400	8,250	0	-77,150	101,650	843		15%	
101047	Owen Street	101,300	79,100	64,975	0	-14,125	36,325	0		100%	12/03/2009
101048	Pibrac Avenue	85,100	66,500	86,589	0	20,089	-1,489	0		100%	02/02/2009
101049	Redleaf Avenue	235,000	182,700	266,380	0	83,680	-31,380	0		100%	23/10/2008
101050	Rosebery Road	151,600	117,600	91,630	0	-25,970	59,970	0		100%	05/03/2009
101051	Victoria Street	103,000	79,800	82,916	0	3,116	20,084	0		100%	16/01/2009
101052	Wattle Street	79,800	62,300	7,364	0	-54,936	72,436	0		20%	

Rehab program, not suitable for stabilisation, 100mm AC deeplift. Public utility services located & lowered where required, core hole testing complete. AC completed
Rehab program, stabilisation, public utility services located & lowered where required, core hole testing complete, stabilisation to start April 09
Rehab program, 100mm AC, 60mm AC20, 40mm AC14 overlay, public utility services located & lowered where required, core hole testing completed. Concrete work completed. AC completed
Rehab program, stabilisation, public utility services located & lowered where required, core hole testing completed. Stabilisation to start 30 March
Rehab program, not suitable for stabilisation, 100mm AC deeplift. Public utility services located & lowered where required, core hole testing complete. Deep lift complete. No 17 to Archbold Rd will be done after RTA occupancy is received. Asphalt completed
Rehab program, 100mm AC, 60mm AC20, 40mm AC14 overlay, public utility services located & lowered where required, core hole testing completed. Concrete work completed. AC completed
Rehab program, full depth asphalt. Work completed.
Rehab program, not suitable for stabilisation, 100mm AC deeplift. Public utility services located & lowered where required, core hole testing complete. AC completed.
Rehab program, stabilisation, public utility services located & lowered where required, core hole testing complete. AC completed
Rehab program, stabilisation, public utility services located, core hole testing complete. Design required for embankment under footpath. Deferred to 2009 2010 budget

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101053	Yarrabung Road	165,000	128,100	41,534	0	-86,566	123,466	0		25%	
101057	Rosedale Road	415,000	322,700	292,574	38,114	-30,126	122,426	0		100%	18/07/2008
101058	Cherry Street	50,400	39,200	61,213	50,400	22,013	-10,813	0		100%	27/10/2008
101062	Bobbin Head Road	209,800	163,100	325,314	125,000	162,214	-115,514	0		100%	15/08/2008
101063	Junction Road	290,200	225,400	0	0	-225,400	290,200	0		5%	
101070	Koola Park Upgrade	51,300	51,300	10,450	0	-40,850	40,850	0		30%	30/06/2009
101071	Golden Jubilee Sports Field (Back Oval)	25,600	21,500	0	0	-21,500	25,600	0			30/06/2009
101072	Roseville Chase Oval (Heritage site)	75,100	75,100	5,002	0	-70,098	70,098	4,182		20%	30/06/2009
101073	Bert Oldfield Oval / Killara Park	131,000	109,800	107,344	0	-2,456	23,656	0		70%	30/04/2009
101074	Lofberg Oval Stormwater harvesting	270,000	216,000	20,509	0	-195,491	249,491	0		5%	30/06/2010
101076	Lofberg Oval Floodlighting Update	60,200	60,200	3,163	0	-57,037	57,037	0		5%	30/06/2009
101080	Pleasant Ave - Playground	62,000	62,000	35,340	0	-26,660	26,660	10,318		20%	30/06/2009
101081	Turrumurra Memorial Park	179,000	89,300	7,060	0	-82,240	171,940	0		5%	30/06/2009
101082	Melaleuca Drive Park	25,000	25,000	11,066	0	-13,934	13,934	0		95%	10/10/2008

Rehab program, stabilisation, public utility services located & lowered where required, core hole testing complete, design required (poor sight vision at Catherine St.) Different options being considered will possibly be deferred to 2009\_2010 budget

R2R program, 150mm deep lift asphalt. Work completed

R2R program, egg drains, new K&G + 40mm asphalt overlay. Work completed.

RTA program, full depth asphalt. Work completed

RTA program, full depth asphalt & new K&G. Civil works to start May 09 & asphalt work programmed for July 2009. Waiting on design for enviro gardens. Due to start May 09.

Topographic survey completed in January 09. Consultants appointed in March 09 to do geotech study and soil testing. Floodlight designs received ready for community consultation next quarter. More stakeholder consultation next quarter, followed by detailed design.

Grant application for geotech study unsuccessful. Geotech investigation to be done next quarter.

Quotations being requested for fencing work.

Awaiting confirmation of revised date for drainage works.

Contract documents complete - all tenders to be returned by 14th April 2009

On-hold

Contractor selected. Construction to commence in early May 09.

Survey completed. Concept plans for documentation underway. DP&C \$10,000 grant and DVA \$4000 grant - waiting on paperwork

Fence installed.

**PROJECT PERFORMANCE REPORT to March, 2009**

**Dept: Operations**

**TOTALS >> 16,680,500 12,590,945 7,788,050 1,860,317 -4,802,895 8,892,450 905,116 860,098**

Project	Description	Annual Budget	YTD Budget	YTD ACTUALS		Variance	Annual Budget Remaining	Commit 'ments	PROJECT PERFORMANCE		
				Expended	Grants/ Contribs Received				Revised Budget (Annual)	Percent Complete	Completion Date
101083	Eldinhope Green Playground	52,000	52,000	2,114	0	-49,886	49,886	0		95%	30/06/2009
101084	Memorial Avenue Reserve	72,000	36,000	6,040	0	-29,960	65,960	0		40%	30/06/2009
101085	Two Turner Reserve, Lindfield	135,500	77,300	3,412	0	-73,888	132,088	0		15%	30/06/2009
101089	Canoon Road Netball Courts	33,500	33,500	30,281	0	-3,219	3,219	0		95%	30/06/2009
101090	Roseville Park Tennis Courts	95,000	95,000	5,497	0	-89,503	89,503	55,500		80%	30/06/2009
101091	Allan Small Park Tennis Courts	43,000	43,000	38,276	0	-3,724	3,724	0		95%	30/06/2009
101092	Kendall Street Tennis Courts	35,000	35,000	37,110	0	2,110	-2,110	0		95%	30/06/2009
101093	The Glade Tennis/Basketball courts	28,000	28,000	22,160	0	-5,840	5,840	0		95%	30/06/2009
101094	Lofberg Oval Netball Courts	36,500	36,500	12,470	0	-24,030	24,030	0		100%	30/06/2009
101098	Swain Gardens Landscape Master Plan Stage 1	45,000	45,000	1,775	0	-43,225	43,225	0		35%	30/06/2009
101099	St Ives Village Green Skate & Bike Park	20,000	20,000	0	0	-20,000	20,000	0		15%	30/06/2009
101100	Turrumurra Memorial Park Karuah Park Masterplan	51,000	38,700	17,618	0	-21,082	33,382	15,800		5%	30/06/2009
101101	Lindfield Soldiers Memorial Pk - 1927 LSMP War Memorial Gate	50,000	50,000	47,376	0	-2,624	2,624	570		98%	30/10/2008
101102	St Ives Showground	83,000	41,500	3,392	0	-38,108	79,608	0		10%	30/06/2009

Playground installed.

Construction Plan on CAD completed and final notification completed. Discussed plans with Director. Handed over to W Brown to manage construction.

Section 94 funding. Concept plan on CAD underway.

Construction of drainage including sediment basin, hotmix area and pergola adjacent to amenities block complete.

Works have commenced scheduled to be completed by the end of April

Tennis Court resurfacing on Courts 3&4 is complete. Shelter shed complete.

Resurfacing complete.

Resurfacing work completed.

Works completed

Pergola drawings to be finalised with Project Officer C Roberts for construction quotes. Amended Centenary and Haynes plaques given to Mark Hancock to install on site. Stone Pavers available in Nursery.

Consultants appointed to do skate and bike park design and Village Green Masterplan.

(See 101081 above)

Minor Planting to be completed around internal roadworks DP&C \$10000 grant received - awaiting paperwork.

Late Completion date to tie in with "Victory in the Pacific Day" on 15 August for opening ceremony. Liaison required with HAC deferred until committees re-appointed by Council. Quote requested for conservation works from Dept of Commerce Heritage and Building Services under preparation and site visit from Conservation Concrete expert completed. Contact made with original builders for liaison meeting between old and new.

**PROJECT PERFORMANCE REPORT to March, 2009**

**Dept: Operations**

**TOTALS >> 16,680,500 12,590,945 7,788,050 1,860,317 -4,802,895 8,892,450 905,116 860,098**

Project	Description	Annual Budget	YTD Budget	YTD ACTUALS		Variance	Annual Budget Remaining	Commit 'ments	Revised Budget (Annual)	PROJECT PERFORMANCE		
				Expended	Grants/ Contribs Received					Percent Complete	Completion Date	Project Status
101103	Bicentennial Park dog off leash area	50,000	44,800	1,972	0	-42,828	48,028	0		5%	30/06/2010	Contract documents complete - all tenders to be returned by 14th April 2009
101104	Memorial Avenue Reserve	45,000	45,000	1,749	0	-43,251	43,251	0		20%	30/06/2009	See comment for 101084. Same project
101105	Turrumulla Memorial park	0	0	0	0	0	0	0				With 101100 above.
101107	Loyal Henry Park	20,000	20,000	20,159	0	159	-159	0		95%	30/09/2008	Fence installed.
101108	St Ives Showground fencing for dog training	42,000	36,800	44,838	12,000	8,038	-2,838	0		99%	25/08/2008	Project complete.
101109	Golden Jubilee Sportsfield (Front Oval)	181,500	181,500	89,142	0	-92,358	92,358	0		95%	13/10/2008	Fence installed.
101112	Roseville Park carpark	100,000	66,800	39,364	0	-27,436	60,636	0		95%	27/03/2009	Landscape works completed, carpark work complete, subject to a few minor repairs.
101117	Indoor Aquatic Facility	204,000	82,100	3,911	0	-78,189	200,089	0		15%	30/06/2009	Consultants commenced in February 2009. Community consultation held 21 March 2009. Close to 50% schematic design.
101123	Eucalyptus Street	7,000	22,800	9,745	0	-13,055	-2,745	0				Work to be deferred
101124	The Comenarra Parkway	69,400	52,200	8,282	0	-43,918	61,118	0				Work in progress
101125	Junction Road	20,000	32,400	15,617	0	-16,783	4,383	0				Defer
101126	Rosedale Road	27,000	20,700	3,038	0	-17,662	23,962	0				Work in progress
101127	Junction Road	24,000	16,500	25,291	0	8,791	-1,291	0		95%		Covers delivered, will complete by installing covers
101128	Junction Road	14,000	9,900	12,969	0	3,069	1,031	4,185		100%	30/01/2009	Work complete Jan 09
101129	Bobbin Head Road	73,000	53,700	12,322	0	-41,378	60,678	0		5%		Contractor engaged
101130	Mowerra Road	37,100	27,900	2,157	0	-25,743	34,943	0		20%		Tree removal complete, concrete work commence soon
101131	Stanley Street	0	2,700	0	0	-2,700	0	0		100%		Work already done.
101132	Lady Game Drive Shared Path	230,000	114,900	10,575	0	-104,325	219,425	0		5%		Geotech report received, Structural design quotes being prepared
101141	Lofberg Road	0	5,400	10,859	0	5,459	-10,859	0		5%		Survey & investigation under way
101142	Werona Avenue	53,000	31,800	9,683	0	-22,117	43,317	0		5%		Design in progress
101143	Eastern Road	52,900	31,800	0	0	-31,800	52,900	0		5%		Survey & investigation reveal major telecoms alteration required, postpone recommended
101144	Grosvenor St & Junction St Road Wahroonga	20,000	10,200	0	0	-10,200	20,000	0		10%		Design complete, arranging construction following road reconstruction
101145	Victoria Street Roseville	15,000	7,500	0	0	-7,500	15,000	0		10%		Design complete arranging construction commencing
101146	Koola Ave - Ped fencing	26,000	12,900	0	0	-12,900	26,000	0		1%		
101150	Martin Lane and Lord Street	7,000	4,200	0	0	-4,200	7,000	0		100%	5/12/2008	Complete
101151	Lynwood Avenue	25,000	15,000	15,752	0	752	9,248	1		10%		Design in progress
101152	Knowlman Avenue	7,000	4,200	0	0	-4,200	7,000	0				Not yet due

PROJECT PERFORMANCE REPORT to March, 2009	Dept: Operations
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TOTALS >> 16,680,500 12,590,945 7,788,050 1,860,317 -4,802,895 8,892,450 905,116 860,098

Project	Description	Annual Budget	YTD Budget	YTD ACTUALS		Variance	Annual Budget Remaining	Commit 'ments	PROJECT PERFORMANCE		
				Expended	Grants/ Contribs Received				Revised Budget (Annual)	Percent Complete	Completion Date
101153	Wattle Street	143,000	85,800	41,448	0	-44,352	101,552	0		30%	Survey and design carried out
101155	Middle Harbour Road	58,000	34,800	10,421	0	-24,379	47,579	0		10%	Design complete, arranging construction
101156	Minor Drainage Upgrades	30,000	22,500	5,026	0	-17,474	24,974	0			Not yet due
101157	Ormonde Road	7,000	4,200	2,827	0	-1,373	4,173	0		100%	Complete
101158	Killeaton St	7,000	4,200	0	0	-4,200	7,000	0			Investigating alternative treatments
101159	Depression from Warrane Road	7,000	4,200	132	0	-4,068	6,868	0			Investigating alternative treatments
101160	Across Pymble Avenue	7,000	4,200	0	0	-4,200	7,000	0			Not yet due
101161	Mcintosh and Arthur Street	7,000	4,200	4,216	0	16	2,784	0		100%	Complete
101162	Glencroft Road sag	7,000	4,200	0	0	-4,200	7,000	0			Not yet due
101164	1A Brentwood Avenue	190,000	114,000	32,725	0	-81,275	157,275	0		20%	Drainage work in association with roadworks
101165	Environmental Drainage System Management	80,000	60,300	6,439	0	-53,861	73,561	0		10%	Contract documentation currently being prepared
101171	Warrimoo Ave Shops near Dalton Road	0	-10,300	0	0	10,300	0	0			Project to be deferred until 2009/10
101172	St Johns Ave Gordon	0	-8,900	0	0	8,900	0	0			Project to be deferred until 2009/10
101173	Babbage Road shops and Rowe Street Car Park	0	-7,500	0	0	7,500	0	0			Project to be deferred until 2009/10
101174	Koola Avenue Shopping Centre	0	-10,300	0	0	10,300	0	0			Project to be deferred until 2009/10
101175	Princess St Pymble	0	-10,800	0	0	10,800	0	0			Project to be deferred until 2009/10
101176	Removal of graffiti in Business Centres	74,000	51,998	50,636	0	-1,362	23,364	18,500			Initial clean up completed and monthly clean-ups in progress.
101220	Council Chambers Building Works	190,000	138,400	50,614	0	-87,786	139,386	24,069			Work currently underway for the refurbishment of level 3 for the Human Resources section.
101221	SES Relocation	200,000	200,000	17,789	0	-182,211	182,211	0			Geotechnical Consultant engaged. Seismic survey in Stage 1 of 2 was completed on 17 December as scheduled, involving 5 seismic lines being conducted.
101247	Walleroo Close, Killara	3,500	3,500	8,459	0	4,959	-4,959	0		100%	Completed
101248	2A Munderah Street Wahroonga	800	800	1,769	0	969	-969	0		50%	Development nearly complete
101249	Cardigan Ave Roseville	5,300	5,300	14,597	0	9,297	-9,297	3,925		60%	Main patch in Cardigan OK, Majority of earthworks complete, Golf Club will organise road patching, May be some work on Oval Carpark, resealed by Golf Club contractor. Extent of works yet to be finalised, part by Golf Club soft area of carpark to be repaired once extents more obvious
101250	Bruce Ave / Greengate Lane Killara	0	0	34,600	0	34,600	-34,600	0		10%	1 Coat primer Seal after potholes repaired

PROJECT PERFORMANCE REPORT to March, 2009	Dept: Operations
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TOTALS >> 16,680,500 12,590,945 7,788,050 1,860,317 -4,802,895 8,892,450 905,116 860,098

Project	Description	Annual Budget	YTD Budget	YTD ACTUALS		Variance	Annual Budget Remaining	Commit 'ments	Revised Budget (Annual)	PROJECT PERFORMANCE		
				Expended	Grants/ Contribs Received					Percent Complete	Completion Date	Project Status
101265	St Ives Village Green Skate & Bike Park	100,000	57,200	0	0	-57,200	100,000	0		15%	30/06/2009	Consultants appointed to do skate and bike park design and Village Green Masterplan.
101266	Turramurra Memorial Park and Karuah Park fitness circuit	21,000	12,000	0	0	-12,000	21,000	0		20%	30/06/2009	Draft design completed. Circuit to be installed by June 2009.

PROJECT PERFORMANCE REPORT to March, 2009										Dept: Civic									
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TOTALS >>										522,700	522,700	522,700	44,931	14,655	-477,769	477,769	406,500	0
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Project	Description	Annual Budget	YTD Budget	YTD ACTUALS		Variance	Annual Budget Remaining	Commit 'ments	Revised Budget (Annual)	PROJECT PERFORMANCE		
				Expended	Grants/ Contribs Received					Percent Complete	Completion Date	Project Status
100890	Election 2008	522,700	522,700	44,931	14,655	-477,769	477,769	406,500				Advertising costs announcing the September 2008 Council election. Awaiting final invoice from electoral commission. Funded by the Election Reserve.



PROJECT PERFORMANCE REPORT to March, 2009										Dept: Corporate			
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TOTALS >>										432,500	200,947	175,415	44,000	-25,532	257,085	19,726	0
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Project	Description	Annual Budget	YTD Budget	YTD ACTUALS		Variance	Annual Budget Remaining	Commit 'ments	Revised Budget (Annual)	PROJECT PERFORMANCE		
				Expended	Grants/ Contribs Received					Percent Complete	Completion Date	Project Status
100511	HR Payroll Performance Planning	16,500	12,375	0	0	-12,375	16,500	0				Implementation of HR modules deferred pending further assessment of their functionality and reliability. Funds may need to be carried over to 2009/10.
100649	OH&S Procedures	60,500	48,100	29,326	44,000	-18,774	31,174	8,061				Project funds expended on (i) consultant's Gap Analysis and report (ii) hearing tests for outdoor staff and (iii) short term coverage for a Return to Work contractor. There was a lull in expenditure when OHS Coordinator's position was vacant for three months. Two defibrillators have now been ordered and a third is likely to be purchased after a trial period. A hazardous chemicals database and register software system is currently being assessed. An OHS system and online OHS induction and training are being planned. Unspent funds will be carried over to 2009/10.
100783	Trim Upgrade	33,300	24,975	64,664	0	39,689	-31,364	0				The upgrade was completed and the new system went live on 16 March without any major issues. Additional funds are required for the project due to Council's Records Team Leader being on extended leave as this has required additional use of contractors to ensure the success of the implementation. Therefore it is recommended that the budget allocation be increased to \$73K.
100862	Booking System	10,000	7,497	4,442	0	-3,055	5,558	0				Project continuing with additional development required in order to introduce this system across all types of bookings. Investigations are also being conducted to assess whether a replacement system is more viable.
101196	Furniture and other assets	10,300	6,300	0	0	-6,300	10,300	0				Purchases of furniture will occur as needed. Some office relocations will require new furniture and some purchases have been made on April 2009.
101203	IT Equipment	135,300	101,700	76,984	0	-24,716	58,316	11,665				Purchase of servers replacements has commenced. It is anticipated that the full year budget will be spent.
101210	GIS Replacement	166,600	0	0	0	0	166,600	0				Tenders being assessed. Initial reviews indicate that more funds are required for the implementation than previously budgeted. Therefore it is recommended that the budget allocation be increased to \$216K.





# Restricted Assets Report Actual as at 31 March 2009

## Restricted Assets Report Forecast to 30 June 2009 as at 31 March 2009

2008/2009	ACTUAL to March					BUDGET (AS REVISED)			
	Balance at 1/7/08	Income	Expenditure	Transfers Between Reserves	Balance	Interest Allocation	Balance at March 2008/2009	Income	Balance at 30/6/09
<b>INTERNALLY RESTRICTED RESERVES</b>									
Catchment Management	150,000	0	0	0	150,000	0	150,000	0	0
Contribution To Works	317,170	60,224	0	0	377,394	0	377,394	0	256,670
Drainage	29,450	0	0	-29,450	0	0	0	0	0
Infrastructure & Facilities	5,759,078	3,150,345	5,881,522	3,214,180	6,242,081	153,258	6,395,339	4,247,223	3,535,881
Footpath	279,705	0	0	-279,705	0	0	0	0	0
Golf Course Levy	1,316,170	175,056	0	35,000	1,526,226	0	1,526,226	208,000	336,070
Golf Course Upgrade	35,000	0	0	-35,000	0	0	0	0	0
Infrastructure Restoration	683,193	0	0	-683,193	0	0	0	0	0
Kindergarten	0	0	0	0	0	0	0	0	0
Library	0	0	0	0	0	0	0	0	0
Loan Reduction - WODCB	1,114,960	0	0	-1,114,960	0	0	0	0	0
Natural Environment Reserve	1,919	0	0	0	1,919	0	1,919	0	1,919
Parking Fund	93,271	0	60,676	0	32,595	0	32,595	0	93,271
Parking Fund - Lindfield	18,614	0	18,614	0	0	0	0	0	18,614
Parking Fund - Roseville	36,436	0	36,436	0	0	0	0	0	36,436
Parking Fund - Ryde Road	286,285	0	286,285	0	0	0	0	0	286,285
Parking Fund - Wahroonga	161,487	0	161,487	0	0	0	0	0	161,487
Parks	25,000	0	25,000	0	0	0	0	0	25,000
Plant Replacement	58,779	281,278	250,708	0	89,348	0	89,348	350,021	408,800
Playground	50,642	0	50,000	0	642	0	642	0	50,000
Public Reserve Management Fund	0	0	0	19,301	19,301	0	19,301	0	19,301
Revenue Fund Carry Forward works	372,400	0	127,192	-26,355	218,853	0	218,853	0	13,645
Revolving Energy Fund	20,519	0	0	0	20,519	0	20,519	0	20,519
Sportsfield Improvement	239,841	0	0	-239,841	0	0	0	0	0
Street Furniture	504,812	0	0	-504,812	0	0	0	0	0
Swimming Pool Reserve	82,245	0	108,600	0	0	0	0	0	0
Tennis Court	252,000	0	0	26,355	252,000	0	252,000	0	252,000
Tree Planting	0	0	0	0	0	0	0	0	0
Bonds & Deposits	650,000	571,215	900,000	0	321,215	0	321,215	615,000	365,000
Contingency	213,476	6,429	0	0	219,905	0	219,905	8,000	221,476
Election	452,700	56,252	30,276	0	478,676	0	478,676	70,000	522,700
Employee Leave Entitlements	1,509,200	177,379	0	0	1,686,579	0	1,686,579	220,730	1,729,930
Insurance	163,826	0	0	0	163,826	0	163,826	0	163,826
St Ives Showground (Remediation)	19,301	0	0	-19,301	0	0	0	0	0
Superannuation Reserve	1,000,000	0	0	0	1,000,000	0	1,000,000	0	1,000,000
<b>SUB-TOTAL INTERNAL</b>	<b>15,897,479</b>	<b>4,478,177</b>	<b>7,936,796</b>	<b>362,219</b>	<b>12,801,079</b>	<b>153,258</b>	<b>12,954,337</b>	<b>5,718,974</b>	<b>7,916,879</b>
								<b>188,000</b>	<b>14,249,793</b>

### Summary of Budget Transfers by Department.

Department	Additional Expense	Additional Revenue
	\$	\$
<b>COMMUNITY</b>		
- operational	123,500	292,500
- capital projects	0	0
<b>Sub Total</b>	<b>123,500</b>	<b>292,500</b>
<b>STRATEGY</b>		
- operational	(20,000)	0
- capital projects	(12,914,300)	(12,883,800)
<b>Sub Total</b>	<b>(12,934,300)</b>	<b>(12,883,800)</b>
<b>OPERATIONS</b>		
- operational	53,600	187,500
- capital projects	14,400	14,400
<b>Sub Total</b>	<b>68,000</b>	<b>201,900</b>
<b>CIVIC</b>		
- operational	0	0
- capital projects	0	0
<b>Sub Total</b>	<b>0</b>	<b>0</b>
<b>CORPORATE</b>		
- operational	(397,400)	(931,000)
- capital projects	190,000	0
<b>Sub Total</b>	<b>(207,400)</b>	<b>(931,000)</b>
<b>DEVELOPMENT &amp; REGULATION</b>		
- operational	(22,700)	(400,700)
- capital projects	0	0
<b>Sub Total</b>	<b>(22,700)</b>	<b>(400,700)</b>
<b>WASTE MANAGEMENT</b>		
- operational	130,000	255,400
- capital projects	0	0
<b>Sub Total</b>	<b>130,000</b>	<b>255,400</b>
<b>Total Council Budget Adjustments</b>	<b>(12,842,900)</b>	<b>(13,465,700)</b>
<b>NET EXPENDITURE</b>	<b>622,800</b>	



# CAPITAL WORKS

	Project Number	Revised Budget	Revised Budget After Adjts.	EXPENDITURE Budget Adjustment: Inc/(Dec)	INCOME Budget Adjustment: Inc/(Dec)	Justification
PJ	10087212600000	\$4,900	\$7,900	\$3,000		Increase expenditure for the threatened species demonstration site project to reflect grant funding received.
PJ	10087223500000	\$4,900	\$7,900		\$3,000	Increase grant income for the threatened species demonstration site project to reflect grant funding received.
PJ	10123912600000	\$20,000	\$85,000	\$65,000		Increase expenditure for little blue gum creek walking track to reflect grant funding received.
PJ	10123923500000	\$20,000	\$85,000		\$65,000	Increase grant income for little blue gum creek walking track to reflect grant funding received.
PJ	10126911000000	\$0	\$10,000	\$10,000		Increase expenditure budget to reflect grant received from Department of Water & Energy for the Water for Life Council Partnership Funding agreement
PJ	10126923500000	\$0	\$10,000		\$10,000	Increase income budget to reflect grant received from Department of Water & Energy for the Water for Life Council Partnership Funding agreement
PJ	10035812600000	\$40,000	\$25,600	(\$14,400)		Transfer of expenditure to fund the purchase of a vehicle for environmental projects
PJ	10035846330000	\$40,000	\$25,600		(\$14,400)	Transfer of income to fund the purchase of a vehicle funded by the environmental levy
PJ	10031012600000	\$132,000	\$182,000	\$50,000		Increase expenditure for Lindfield Soldiers oval project to reflect grant funding received.
PJ	10031023500000	\$0	\$50,000		\$50,000	Increase income for Lindfield Soldiers oval project to reflect grant funding received.
PJ	10123012600000	\$41,000	\$43,600	\$2,600		Increase expenditure to reflect grant funding received from Nature Conservation Council for 102 Rosedale.
PJ	10123023500000	\$0	\$2,600		\$2,600	Increase income to reflect grant funding received from Nature Conservation Council for 102 Rosedale.
PJ	10118112600000	\$30,500	\$0	(\$30,500)		Reputation survey project not proceeding this financial year.
PJ	10122312600000	\$13,582,500	\$582,500	(\$13,000,000)		Reduction in expenditure budget due to open space acquisitions will not proceed until proposed RE1 zonings are finalised through draft Town Centres LEP
PJ	10122347020000	\$6,258,300	\$0		(\$6,258,300)	Reduction in income budget due to open space acquisitions will not proceed until proposed RE1 zonings are finalised through draft Town Centres LEP
PJ	10122347030000	\$2,044,200	\$0		(\$2,044,200)	Reduction in income budget due to open space acquisitions will not proceed until proposed RE1 zonings are finalised through draft Town Centres LEP
PJ	10122347050000	\$3,350,000	\$0		(\$3,350,000)	Reduction in income budget due to open space acquisitions will not proceed until proposed RE1 zonings are finalised through draft Town Centres LEP

## CAPITAL WORKS

	Project Number	Revised Budget	Revised Budget After Adjs.	EXPENDITURE Budget Adjustment: Inc/(Dec)	INCOME Budget Adjustment: Inc/(Dec)	Justification
PJ	10122347060000	\$1,900,000	\$582,500		(\$1,317,500)	Reduction in income budget due to open space acquisitions will not proceed until proposed RE1 zonings are finalised through draft Town Centres LEP
PJ	10122347070000	\$30,000	\$0		(\$30,000)	Reduction in income budget due to open space acquisitions will not proceed until proposed RE1 zonings are finalised through draft Town Centres LEP
PJ	10070612600000	\$526,300	\$540,700	\$14,400		Transfer of expenditure to fund the purchase of a vehicle for environmental projects
PJ	10070646330000	\$0	\$14,400		\$14,400	Transfer of income to fund the purchase of a vehicle funded by the environmental levy
PJ	10105712600000	\$415,000	\$303,600	(\$111,400)		Transfer expenditure budget for R2R from Rosedale Rd to Ayres Rd
PJ	10105723500000	\$415,000	\$303,600		(\$111,400)	Transfer grant income budget for R2R from Rosedale Rd to Ayres Rd
PJ	10073512600000	\$0	\$111,400	\$111,400		Transfer expenditure budget for R2R from Rosedale Rd to Ayres Rd
PJ	10073523500000	\$0	\$111,400		\$111,400	Transfer grant income budget for R2R from Rosedale Rd to Ayres Rd
PJ	10105712600000	\$303,600	\$293,000	(\$10,600)		Transfer expenditure budget for R2R from Rosedale Rd to Cherry Street
PJ	10105723500000	\$303,600	\$293,000		(\$10,600)	Transfer grant income budget for R2R from Rosedale Rd to Cherry Street
PJ	10105812600000	\$50,400	\$61,000	\$10,600		Transfer expenditure budget for R2R from Rosedale Rd to Cherry Street
PJ	10105823500000	\$50,400	\$61,000		\$10,600	Transfer grant income budget for R2R from Rosedale Rd to Cherry Street
PJ	10106312600000	\$290,200	\$175,000	(\$115,200)		Transfer expenditure budget from Junction Rd to Bobbin Head Rd
PJ	10106323500000	\$145,100	\$87,500		(\$57,600)	Transfer grant income budget from Junction Rd to Bobbin Head Rd
PJ	10106212600000	\$209,800	\$325,000	\$115,200		Transfer expenditure budget from Junction Rd to Bobbin Head Rd
PJ	10106223500000	\$104,900	\$162,500		\$57,600	Transfer grant income budget from Junction Rd to Bobbin Head Rd
PJ	10120512600000	\$0	\$50,000	\$50,000		Purchase and implementation of new Business Paper System.

## CAPITAL WORKS

	Project Number	Revised Budget	Revised Budget After Adjs.	EXPENDITURE Budget Adjustment: Inc/(Dec)	INCOME Budget Adjustment: Inc/(Dec)	Justification
PJ	10121012600000	\$166,600	\$216,600	\$50,000		Initial tender reviews indicate higher costs for the GIS replacement project.
PJ	10071012600000	\$0	\$50,000	\$50,000		Works and Assets system project implementation reinstated.
PJ	10078312600000	\$33,300	\$73,300	\$40,000		Additional funds required for the project due to project manager on extended leave.
Total Adjustment Requested				(\$12,709,900)	(\$12,869,400)	
NET ADJUSTMENT TO DEPARTMENTS BUDGET					(\$159,500)	





# Restricted Assets Report Actual as at 31 March 2009

## Restricted Assets Report Forecast to 30 June 2009 as at 31 March 2009

2008/2009		ACTUAL to March					BUDGET (AS REVISED)				
Reserve	Balance at 1/7/08	Income	Expenditure	Transfers Between Reserves	Balance	Interest Allocation	Balance at March 2008/2009	Income	Interest	Expended	Balance at 30/6/09
EXTERNALLY RESTRICTED RESERVES											
Pre 1993 and 1993 Plans											
Community Facilities	43,310	0	0	0	43,310	1,106	44,416	0			43,310
Children's Services	17,914	0	0	0	17,914	458	18,372	0			17,914
Central Library	3,992	0	0	0	3,992	102	4,094	0			3,992
Child Care facilities	188,678	0	0	0	188,678	4,819	193,497	0			188,678
Open Space	0	0	0	0	0	0	0	0			0
KWFG Master Plan	2,509	0	2,509	0	0		0	2,509			0
St Ives Showground	1,222	0	1,222	0	0		0	1,222			0
Walking Track Embellishment	7,451	0	7,451	0	0		0	7,451			0
Bicentennial Park Amenities	2,850	0	2,850	0	0		0	2,850			0
Car Parking	1,152,313	0	0	0	1,152,313	29,431	1,181,744	0			1,152,313
Car Parking	1,071,030	0	0	0	1,071,030	27,355	1,098,385	0			1,071,030
Underground Electricity	1,649	0	0	0	1,649	42	1,691	0			1,649
2000/2003 PLAN											
Child Care Centre Acquisition	470,119	0	0	0	470,119	12,007	482,126	0			470,119
Acron Rd Child Ctr Upgrade	6,183	0	0	0	6,183	158	6,341	0			6,183
Purchase Library Bookstock	127	0	0	0	127	3	130	0			127
Public Art - Council	918	0	0	0	918	23	941	0			918
Open Space Gordon	0	0	0	0	0	0	0	0			0
Open Space Killara	382,439	0	0	0	382,439	9,768	392,207	0			382,439
Open Space Lindfield	3,344,745	0	15,082	0	3,329,663	85,234	3,414,897	0			3,344,745
Open Space Pymble	533,673	0	0	0	533,673	13,630	547,303	0			533,673
Open Space Roseville	86,292	0	0	0	86,292	2,204	88,496	0			86,292
Open Space St Ives	1,822,954	0	0	0	1,822,954	46,559	1,869,513	582,500			1,240,454
Open Space Turramurra	1,012,076	0	794,981	0	217,095	15,697	232,792	820,000			192,076
Open Space Wahroonga	1,403,822	0	0	0	1,403,822	35,854	1,439,676	0			1,403,822
Park Upgrade - Koola Park	274,326	0	10,450	0	263,876	6,873	270,749	51,300			223,026
N Turra Sportsfield Development	1,713,166	0	4,240	0	1,708,926	43,701	1,752,627	46,700			1,666,466
New Residents Kit	78	0	0	0	78	2	80	0			78
New Residents Survey	19,080	0	0	0	19,080	487	19,567	0			19,080
Study & Interim Plan	0	0	0	0	0	0	0	0			0
Section 94 Officer	0	0	0	0	0	0	0	0			0
SEPP 5 PLAN											
Open Space Lindfield	199,707	0	0	0	199,707	5,101	204,808	0			199,707
Open Space Pymble	222,047	0	0	0	222,047	5,671	227,718	0			222,047
Open Space St Ives	27,588	0	0	0	27,588	705	28,293	0			27,588





# Restricted Assets Report Actual as at 31 March 2009

## Restricted Assets Report Forecast to 30 June 2009 as at 31 March 2009

2008/2009		ACTUAL to March					BUDGET (AS REVISED)					
	Reserve	Balance at 1/7/08	Income	Expenditure	Transfers Between Reserves	Balance	Interest Allocation	Balance at March 2008/2009	Income	Interest	Expended	Balance at 30/6/09
2004-2009 PLAN												
	Child Care facilities	3,037,237	453,031	0		3,490,268	83,358	3,573,626			0	3,037,237
	Purchase Library Bookstock	93,540	42,276	90,000		45,816	1,780	47,596			90,000	3,540
	Public Art	46,577	12,770	0		59,347	1,353	60,700			0	46,577
	Youth Facilities	124,777	20,735	0		145,512	3,452	148,963			0	124,777
	Seniors centres / Facilities	85,218	14,363	0		99,581	2,360	101,941			0	85,218
	Information Services	56,145	9,292	0		65,437	1,553	66,990			0	56,145
	Multipurpose Community Centre	966,282	165,626	0		1,131,908	26,794	1,158,703			0	966,282
	Art centre upgrade	172,134	25,413	0		197,547	4,721	202,268			0	172,134
	Park Acq/Embellishment - Roseville	489,136	284,854	0		773,990	16,130	790,120			0	489,136
	Park Acq/Embellishment - Lindfield	2,422,381	28,617	0		2,450,998	62,234	2,513,232			84,400	2,337,981
	Park Acq/Embellishment - Killara	5,951,888	1,491,367	0		7,443,255	171,059	7,614,314			0	5,951,888
	Park Acq/Embellishment - Gordon	-4,423,798	0	0		-4,423,798	-112,986	-4,536,784			0	-4,423,798
	Park Acq/Embellishment - St Ives	5,692,823	186,764	0		5,879,587	147,782	6,027,369			0	5,692,823
	Park Acq/Embellishment - Pymble	1,750,051	85,207	0		1,835,258	45,785	1,881,043			0	1,750,051
	Park Acq/Emb-Turra/Warrawee	1,885,077	1,189,444	0		3,074,521	63,335	3,137,856			0	1,885,077
	Park Acq/Embellish - Wahroonga	5,168,638	148,048	403,006		4,913,680	128,754	5,042,433			495,000	4,673,638
	Park Acquisition / Planning	455,406	67,989	0		523,395	12,500	535,894			0	455,406
	Northern Area Embellishment Works	1,449,048	211,806	87,500		1,573,354	38,597	1,611,951			87,500	1,361,548
	Southern Area Embellishment Works	635,205	112,599	3,412		744,393	17,618	762,011			149,900	485,305
	LGA Wide Embellishment Works	1,699,742	283,656	0		1,983,398	47,035	2,030,432			225,000	1,474,742
	Sportsground/Park Upgrade	3,267,918	561,353	290,892		3,538,379	86,918	3,625,297			977,400	2,290,518
	N Turra Sportsfield Development	2,056,078	394,950	0		2,451,028	57,557	2,508,585			0	2,056,078
	West Pymble Pool	72,909	24,129	35,611		61,427	1,716	63,142			231,700	-158,791
	Traffic Management & Safety	39,576	4,551	0		44,127	1,069	45,196			0	39,576
	Pedestrian Works	68,025	11,363	0		79,388	1,882	81,270			0	68,025
	Cycleways	30,255	5,054	0		35,309	837	36,146			0	30,255
	Public Domain Improvements	366,799	58,028	36,983		387,845	9,637	397,482			111,300	255,499
	Traffic Studies	170,864	25,550	0		196,414	4,690	201,104			0	170,864
	Study & Interim Plan	0	14,497	0		14,497	185	14,683			0	0
	Section 94 Officer	193,973	62,897	91,000		165,870	4,595	170,465			107,200	86,773
	TOWN CENTRES PLAN											
	Access & Transport Facilities	0	0	0	-362,219	-362,219	-4,626	-366,845	9,000,000	1,827,800	154,000	-516,219
	SUB-TOTAL s94	48,036,162	5,996,229	1,877,188	-362,219	51,792,983	1,274,663	53,067,646	9,000,000	1,827,800	4,227,932	54,273,811
	OTHER RESERVES											
	Environmental Levy	233,505	1,959,346	1,280,009		912,842		912,842	1,967,175		2,121,900	78,780
	Infrastructure Levy	0	1,915,978	1,231,315		684,663		684,663	1,923,651		1,924,400	-749
	Unexpended Grants	923,034	2,044,082	219,386		2,747,730		2,747,730	0		886,300	36,734
	Domestic Waste	2,475,361	8,706,315	8,493,919		2,687,756		2,687,756	0		461,100	2,014,261
	SUB-TOTAL OTHER EXTERNAL	3,631,900	14,625,720	11,224,629	0	7,032,991	0	7,032,991	3,890,826	0	5,393,700	2,129,026
	TOTAL RESERVES	67,565,541	25,100,126	21,038,614	0	71,627,054	1,427,920	73,054,974	18,609,800	2,015,800	23,871,425	64,319,716



# Department Report: Community

Financial Year: 2008/09

Review: Q3-09(MAR)

Kuring-gai Council

RESULTS BY RESPONSIBILITY CENTRE	Month: March		Year To Date to March			Budget Change [%]			3.1%
	Actual	Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget	30th June Forecast	
Community Development	121,620	106,138	834,047	953,617	119,571	11,410	1,289,900		
Community & Recreation Property Unit	-82,562	-191,854	-1,268,285	-1,326,786	-58,501	6,718	-1,678,600		
Communications	21,282	28,826	229,522	244,434	14,912	0	338,800		
Cultural Services	63,891	106,331	588,352	557,704	-30,648	4,266	851,600		
Customer Services	98,057	79,951	706,571	719,659	13,088	1,003	960,300		
Library Services	412,901	310,676	2,384,151	2,460,759	76,608	6,577	3,399,000		
Mgmt Sup Community	24,968	29,948	224,573	239,532	14,959	757	328,400		

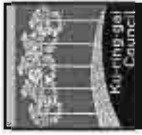
NET EXPENDITURE / (REVENUE)	660,158	470,016	3,698,930	3,848,919	149,989	30,732	5,489,400		
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## NET OPERATING RESULT BY RESOURCE GROUPS

User Fees	359,684	448,970	4,843,616	4,832,130	-11,486	21	6,163,600	6,416,600	253,000
Other Revenue	19,565	8,293	144,171	122,962	-21,209	0	152,600	175,600	23,000
Grants	-52,503	26,942	523,798	547,078	23,280	0	719,000	735,500	16,500
TOTAL REVENUE	326,746	484,205	5,511,584	5,502,170	(9,414)	21	7,035,200	7,327,700	292,500
Employee Costs	710,048	632,509	5,236,077	5,254,181	18,104	0	7,096,700	7,090,200	-6,500
Materials & Contracts	51,835	63,050	602,825	660,525	57,700	19,389	909,600	929,600	20,000
Operating Expense	81,434	114,142	2,151,645	2,131,603	-20,042	11,322	2,771,400	2,881,400	110,000
Statutory Levies	0	0	92	0	-92	0	0	0	0
Capital Costs	0	0	317	0	-317	0	0	0	0
TOTAL OPERATING EXPENSE	843,316	809,701	7,990,956	8,046,309	55,353	30,711	10,777,700	10,901,200	123,500

Surplus/ (Deficit) - Direct Control	[516,571]	[325,496]	[2,479,372]	[2,544,139]	[64,767]	[30,689]	[3,742,500]	[3,573,500]	169,000
Depreciation	93,751	104,600	816,570	941,400	124,830	0	1,263,400	1,263,400	0
Internal Services	49,836	39,920	402,988	363,380	-39,608	0	483,500	483,500	0
Surplus/(Deficit) -Indirect Control	[143,587]	[144,520]	[1,219,559]	[1,304,780]	[85,221]	0	[1,746,900]	[1,746,900]	0

NET SURPLUS/ (DEFICIT)	[660,158]	[470,016]	[3,698,930]	[3,848,919]	[149,989]	[30,689]	[5,489,400]	[5,320,400]	169,000
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## Responsibility Centre Report: Community Development

Review: Q3-09[MAR]

Budget Change [%] 1.2%

Financial Year: 2008/09

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RESULTS BY COST CENTRE	Month: March		Year To Date to March			OPERATING BUDGET PERFORMANCE		
	Actual	Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget	30th June Forecast
1200 - Aged Services	4,517	17,664	12,935	63,756	50,821	1,364	130,400	
1201 - Children Services Development	8,765	17,849	151,502	180,641	29,139	3,636	277,900	
1202 - Family Day Care	31,014	26,048	150,161	159,107	8,946	0	197,500	
1203 - Service Planning and Development	15,013	12,983	236,407	238,347	1,940	0	305,600	
1204 - Thomas Carlyle Children's Centre	23,363	-4,900	725	18,200	17,475	5,309	-23,100	
1205 - Youth Services	20,224	20,091	154,724	157,519	2,795	181	217,900	
1206 - Immunisation	804	1,458	-4,828	1,722	6,550	0	5,700	
2406 - Community Volunteer Programs	17,920	14,925	132,419	134,325	1,906	120	178,000	
NET EXPENDITURE / (REVENUE)	121,620	106,138	834,047	953,617	119,570	10,610	1,289,900	

### NET OPERATING RESULT BY RESOURCE GROUPS

User Fees	87,903	97,908	1,335,688	1,355,172	19,484	0	1,877,000	1,880,000	3,000	Income from Youth Events more than anticipated compared to the budget.
Other Revenue	559	1,417	18,507	12,753	-5,754	0	17,000	17,000	0	
Grants	13,461	26,942	283,867	318,578	34,711	0	490,500	493,500	3,000	Additional grant received for Immunisation Clinics
TOTAL REVENUE	101,923	126,267	1,638,063	1,686,503	48,440	0	2,384,500	2,390,500	6,000	
Employee Costs	157,851	137,283	1,124,025	1,144,447	20,422	0	1,552,500	1,542,500	-10,000	Savings from Vacant position in Aged Services.
Materials & Contracts	9,700	20,979	148,444	212,311	63,867	5,389	304,300	304,300	0	
Operating Expense	21,284	37,209	894,085	949,356	55,271	5,221	1,370,200	1,370,200	0	Under expenditure in this area mainly due to reduction in child care benefit claims made by parents.
Capital Costs	0	0	0	0	0	0	0	0	0	
TOTAL OPERATING EXPENSE	188,835	195,471	2,166,553	2,306,114	139,561	10,610	3,227,000	3,217,000	(10,000)	
Surplus/ (Deficit) - Direct Control	(86,911)	(69,204)	(528,490)	(619,611)	(91,121)	(10,610)	(842,500)	(826,500)	16,000	Depreciation less than anticipated for March quarter.
Depreciation	17,176	21,500	151,816	193,500	41,684	0	260,600	260,600	0	Increased maintenance costs for Childrens Services
Internal Services	17,533	15,434	153,740	140,506	-13,234	0	186,800	186,800	0	
Surplus/(Deficit) -Indirect Control	(34,709)	(36,934)	(305,556)	(334,006)	(28,450)	0	(447,400)	(447,400)	0	
NET SURPLUS/ (DEFICIT)	(121,620)	(106,138)	(834,046)	(953,617)	(119,571)	(10,610)	(1,289,900)	(1,273,900)	16,000	



## Responsibility Centre Report: Community &amp; Recreation Property Unit

Budget Change [%]	-7.7%
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[illegible]



# Responsibility Centre Report: Communications

Review: Q3-09[MAR]

Budget Change [%] 0.0%

Financial Year: 2008/09

RESULTS BY COST CENTRE	Month: March		Year To Date to March		OPERATING BUDGET PERFORMANCE		
	Actual	Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget
1400 - Communications	21,282	28,826	229,522	244,434	14,912	0	338,800

NET EXPENDITURE / (REVENUE)	21,282	28,826	229,522	244,434	14,912	0	338,800
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## NET OPERATING RESULT BY RESOURCE GROUPS

Employee Costs	20,041	24,450	178,124	187,150	9,026	0	260,400	0
Materials & Contracts	134	676	18,577	23,984	5,407	0	34,000	0
Operating Expense	977	3,358	30,613	30,222	-391	0	40,300	0
TOTAL OPERATING EXPENSE	21,152	28,484	227,314	241,356	14,042	0	334,700	0
Surplus/ (Deficit) - Direct Control	(21,152)	(28,484)	(227,314)	(241,356)	(14,042)	0	(334,700)	0
Internal Services	130	342	2,209	3,078	869	0	4,100	0
Surplus/(Deficit) -Indirect Control	(130)	(342)	(2,209)	(3,078)	(869)	0	(4,100)	0
NET SURPLUS/ (DEFICIT)	(21,282)	(28,826)	(229,522)	(244,434)	(14,912)	0	(338,800)	0



## Responsibility Centre Report: Cultural Services

Review: Q3-09[MAR]

Budget Change [%] 0.0%

Financial Year: 2008/09

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RESULTS BY COST CENTRE		Month: March		Year To Date to March		OPERATING BUDGET PERFORMANCE		
		Actual	Budget	Actual	Budget	Variance	Comit'nts	Full Year Budget
1300 - Art Centre		39,932	38,829	98,876	83,861	-15,015	36	152,200
1301 - Community Programs		-20,463	11,250	30,748	46,050	15,302	0	105,500
1302 - Arts & Cultural Development		20,707	16,167	155,939	145,503	-10,436	0	192,800
1303 - Community Functions		-3,161	11,992	74,260	89,653	15,393	0	130,700
2407 - Wildflower Gardens		26,877	28,093	228,530	192,637	-35,893	1,911	270,400
NET EXPENDITURE / [REVENUE]		63,891	106,331	588,352	557,704	[30,648]	1,947	851,600

### NET OPERATING RESULT BY RESOURCE GROUPS

User Fees	62,692	29,492	581,519	525,128	-56,391	21	604,800	604,800	0	Income from Art Centre and School Holiday Program more than anticipated for the quarter.
Other Revenue	15,022	4,591	55,855	59,644	3,789	0	78,200	78,200	0	Income expected to meet budget in final quarter.
Grants	874	0	42,337	28,500	-13,837	0	28,500	42,000	13,500	Additional Grant for School Holiday program requested in this review.
TOTAL REVENUE	78,588	34,083	679,711	613,272	[66,439]	21	711,500	725,000	13,500	
Employee Costs	110,812	106,192	843,416	809,728	-33,688	0	1,074,700	1,088,200	13,500	Increase in Casual wages due to Holiday program offset by additional grant income.
Materials & Contracts	13,485	19,309	229,317	216,781	-12,536	177	295,400	295,400	0	Transport and event costs in excess of quarter budget.
Operating Expense	5,764	7,459	69,129	76,481	7,352	1,749	101,800	101,800	0	
Capital Costs	0	0	290	0	-290	0	0	0	0	
TOTAL OPERATING EXPENSE	130,061	132,960	1,142,153	1,102,990	[39,163]	1,926	1,471,900	1,485,400	13,500	
Surplus/ [Deficit] - Direct Control	[51,473]	[98,877]	[462,442]	[489,718]	[27,276]	[1,905]	[760,400]	[760,400]	0	Depreciation more than anticipated for Cultural Events.
Depreciation	5,249	2,510	46,397	22,590	-23,807	0	30,700	30,700	0	Building maintenance more than anticipated for the quarter.
Internal Services	7,169	4,944	79,513	45,396	-34,117	0	60,500	60,500	0	
Surplus/[Deficit] -Indirect Control	[12,418]	[7,454]	[125,909]	[67,986]	57,923	0	[91,200]	[91,200]	0	
NET SURPLUS/ [DEFICIT]	[63,891]	[106,331]	[588,352]	[557,704]	30,648	[1,905]	[851,600]	[851,600]	0	



# Responsibility Centre Report: Customer Services

Review: Q3-09[MAR]

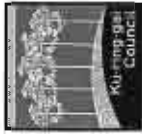
Budget Change [%] 1.0%

Financial Year: 2008/09

Council		Month: March		Year To Date to March			OPERATING BUDGET PERFORMANCE				
RESULTS BY COST CENTRE		Actual	Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget	30th June Forecast	Variance	Council Meeting Comments - Variance Explanation & Proposed Recovery Action
1450 - Customer Services		98,057	79,951	706,571	719,659	13,088	7	960,300			
NET EXPENDITURE / (REVENUE)		98,057	79,951	706,571	719,659	13,088	7	960,300			
NET OPERATING RESULT BY RESOURCE GROUPS											
User Fees											
Other Revenue											
TOTAL REVENUE											
Employee Costs											
Materials & Contracts											
Operating Expense											
TOTAL OPERATING EXPENSE											
Surplus/ (Deficit) - Direct Control											
Depreciation											
Internal Services											
Surplus/(Deficit) -Indirect Control											
NET SURPLUS/ (DEFICIT)											
Reduction in salary costs due to staff vacancies.											

Reduction in salary costs due to staff vacancies.





## Responsibility Centre Report: Library Services

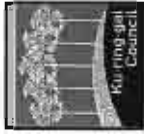
Review: Q3-09(MAR)

Budget Change [%] 0.0%

Financial Year: 2008/09

RESULTS BY COST CENTRE		Month: March		Year To Date to March			OPERATING BUDGET PERFORMANCE				
		Actual	Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget	30th June Forecast	Variance	Council Meeting Comments - Variance Explanation & Proposed Recovery Action
1350 - Management Support - Library Se	143,224	55,625	355,442	302,225	-53,217	504	469,700				
1351 - Gordon Library	102,718	103,325	741,750	823,725	81,975	444	1,136,900				
1352 - Information Services	26,993	29,366	221,379	241,794	20,415	1,108	327,500				
1353 - Lindfield Library	15,849	14,885	117,712	125,340	7,628	1,939	171,900				
1354 - Special Library Services	12,119	9,950	89,893	89,550	-343	0	119,800				
1355 - St. Ives Library	32,977	30,386	278,841	273,474	-5,367	0	365,900				
1356 - Technical Services	35,818	30,325	256,919	273,325	16,406	2,582	365,300				
1357 - Turrumurra Library	35,373	31,083	271,155	279,747	8,592	0	373,100				
1358 - Young Adult and Childrens Service	7,830	5,731	51,061	51,579	518	0	68,900				
NET EXPENDITURE / (REVENUE)				412,901	310,676	2,384,151	2,460,759	76,608	6,577	3,399,000	
NET OPERATING RESULT BY RESOURCE GROUPS											
User Fees	7,701	5,301	45,322	47,709	2,387	0	63,600	63,600	0		
Other Revenue	201	334	1,962	3,006	1,044	0	4,000	4,000	0		
Grants	-66,838	0	197,593	200,000	2,407	0	200,000	200,000	0		
TOTAL REVENUE	[58,936]	5,635	244,877	250,715	5,838	0	267,600	267,600	0		
Employee Costs	252,251	219,184	1,857,801	1,851,756	-6,045	0	2,512,200	2,512,200	0		Variance in materials and contractors due to the timing of payments for cleaner contractors.
Materials & Contracts	12,737	14,585	101,318	138,040	36,722	5,931	183,900	183,900	0		Expected to meet budget by year end
Operating Expense	32,286	27,490	203,102	224,610	21,508	646	304,200	304,200	0		Variance in operating expense due to the timing of invoicing of strata levy payments. Will meet budget at year end.
Capital Costs	0	0	26	0	-26	0	0	0	0		
TOTAL OPERATING EXPENSE	297,274	261,259	2,162,246	2,214,406	52,160	6,577	3,000,300	3,000,300	0		
Surplus/ (Deficit) - Direct Control	[356,210]	[255,624]	[1,917,370]	[1,963,691]	[46,321]	[6,577]	[2,732,700]	[2,732,700]	0		Less than anticipated depreciation on library buildings
Depreciation	44,423	48,610	380,576	437,490	56,914	0	587,300	587,300	0		More than expected maintenance on Library buildings
Internal Services	12,268	6,442	86,205	59,578	-26,627	0	79,000	79,000	0		
Surplus/(Deficit) -Indirect Control	[56,691]	[55,052]	[466,781]	[497,068]	[30,287]	0	[666,300]	[666,300]	0		
NET SURPLUS/ (DEFICIT)	[412,901]	[310,676]	[2,384,151]	[2,460,759]	[76,608]	[6,577]	[3,399,000]	[3,399,000]	0		





# Responsibility Centre Report: Mgmt Sup Community

Review: Q3-09(MAR)

Budget Change [%] 4.0%

Financial Year: 2008/09

Month: March		Year To Date to March				OPERATING BUDGET PERFORMANCE			
Actual	Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget	30th June Forecast	Variance	Council Meeting Comments - Variance Explanation & Proposed Recovery Action
24,968	29,948	224,573	239,532	14,959	636	328,400			
NET EXPENDITURE / (REVENUE)									
24,968	29,948	224,573	239,532	14,959	636	328,400			
NET OPERATING RESULT BY RESOURCE GROUPS									
Other Revenue	1,323	0	35,799	30,000	-5,799	0	30,000	8,000	Increase in revenue from Filming Permits.
TOTAL REVENUE	1,323	0	35,799	30,000	15,799	0	30,000	8,000	
Employee Costs	26,703	24,700	214,967	222,300	7,333	0	295,400	295,400	
Materials & Contracts	1,769	1,250	14,529	11,250	-3,279	362	15,000	15,000	
Operating Expense	-4,066	2,158	13,776	19,422	5,646	274	25,900	20,900	Reduction in Donations to Community Organisations for this quarter.
Statutory Levies	0	0	92	0	-92	0	0	0	
TOTAL OPERATING EXPENSE	24,405	28,108	243,363	252,972	9,609	636	336,300	331,300	(5,000)
Surplus/ (Deficit) - Direct Control	(23,083)	(28,108)	(207,564)	(222,972)	(15,408)	(636)	(306,300)	(293,300)	13,000
Depreciation	135	90	1,195	810	-385	0	1,100	1,100	0
Internal Services	1,750	1,750	15,815	15,750	-65	0	21,000	21,000	0
Surplus/(Deficit) -Indirect Control	(1,885)	(1,840)	(17,010)	(16,560)	450	0	(22,100)	(22,100)	0
NET SURPLUS/ (DEFICIT)	(24,968)	(29,948)	(224,573)	(239,532)	(14,959)	(636)	(328,400)	(315,400)	13,000



Department Report: Strategy

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Review: Q3-09[MAR]

Financial Year: 2008/09

Budget Change [%] 0.8%

Month: March		Year To Date to March		
Actual	Budget	Actual	Budget	Variance

RESULTS BY RESPONSIBILITY CENTRE		Year To Date to March			Full Year Budget	30th June Forecast	Variance
Actual	Budget	Actual	Budget	Variance	Comit'mts		
Mgmt Sup Strategy	59,817	40,058	369,609	360,522	340	479,600	
Corporate Planning & Sustainability	98,037	80,433	695,810	723,897	200	965,400	
Strategic Asset Management	-2,606	61,234	5,326	267,306	744	175,100	
Urban Planning	95,425	81,766	704,381	668,894	0	979,300	

NET EXPENDITURE / (REVENUE)	250,672	263,491	1,775,126	2,020,619	245,493	1,284	2,599,400
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NET OPERATING RESULT BY RESOURCE GROUPS

User Fees	67,185	27,183	784,527	628,647	-155,880	0	986,600	986,600	0
Other Revenue	5,000	400	35,692	32,400	-3,292	0	33,000	33,000	0
Grants	0	0	10,000	0	-10,000	0	0	0	0
TOTAL REVENUE	72,185	27,583	830,218	661,047	(169,171)	0	1,019,600	1,019,600	0
Employee Costs	236,314	200,667	1,720,298	1,739,003	18,705	0	2,402,300	2,382,300	-20,000
Materials & Contracts	17,157	9,957	87,435	89,613	2,178	540	119,500	119,500	0
Operating Expense	14,739	22,317	269,811	329,853	60,042	744	396,800	396,800	0
TOTAL OPERATING EXPENSE	268,211	232,941	2,077,545	2,158,469	80,924	1,284	2,918,600	2,898,600	(20,000)

Surplus/ (Deficit) - Direct Control	(196,026)	(205,358)	(1,247,327)	(1,497,422)	(250,095)	(1,284)	(1,899,000)	(1,879,000)	20,000
Depreciation	29,072	33,150	257,006	298,350	41,344	0	400,600	400,600	0
Internal Services	25,575	24,983	270,794	224,847	-45,947	0	299,800	299,800	0
Surplus/(Deficit) -Indirect Control	(54,646)	(58,133)	(527,799)	(523,197)	4,602	0	(700,400)	(700,400)	0

NET SURPLUS/ (DEFICIT)	(250,672)	(263,491)	(1,775,126)	(2,020,619)	(245,493)	(1,284)	(2,599,400)	(2,579,400)	20,000
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## Responsibility Centre Report: Mgmt Sup Strategy

Review: Q3-09(MAR)

Budget Change [%] 0.0%

Financial Year: 2008/09

Month: March		Year To Date to March			OPERATING BUDGET PERFORMANCE			
		Actual	Budget	Variance	Comit'mts	Full Year Budget	30th June Forecast	Variance
RESULTS BY COST CENTRE								
2350 - Management Support - Strategy		38,656	28,141	216,425	253,269	36,844	337,300	
2750 - Open Space Planning		21,161	11,917	153,184	107,253	-45,931	142,300	

NET EXPENDITURE / (REVENUE)	59,817	40,058	369,609	360,522	[9,087]	340	479,600	
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### NET OPERATING RESULT BY RESOURCE GROUPS

User Fees	18	0	18	0	-18	0	0	0	0
TOTAL REVENUE	18	0	18	0	(18)	0	0	0	0
Employee Costs	47,553	31,084	304,981	279,756	-25,225	0	371,800	371,800	0
Materials & Contracts	8,378	2,791	22,073	25,119	3,046	340	33,500	33,500	0
Operating Expense	895	2,216	12,991	19,944	6,953	0	26,600	26,600	0
TOTAL OPERATING EXPENSE	56,826	36,091	340,045	324,819	(15,226)	340	431,900	431,900	0
Surplus/ (Deficit) - Direct Control	[56,808]	[36,091]	[340,027]	[324,819]	15,208	[340]	[431,900]	[431,900]	0
Depreciation	92	50	814	450	-364	0	700	700	0
Internal Services	2,917	3,917	28,768	35,253	6,485	0	47,000	47,000	0
Surplus/(Deficit) -Indirect Control	[3,009]	[3,967]	[29,582]	[35,703]	[6,121]	0	[47,700]	[47,700]	0
NET SURPLUS/ (DEFICIT)	[59,817]	[40,058]	[369,609]	[360,522]	9,087	[340]	[479,600]	[479,600]	0

Salary savings within management support cost centre due to a position being temporarily vacant for a short period.



# Responsibility Centre Report: Corporate Planning & Sustainability

Review: Q3-09(MAR)

Budget Change [%] 2.1%

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Financial Year: 2008/09

Year To Date to March

Month: March

## OPERATING BUDGET PERFORMANCE

RESULTS BY COST CENTRE	Actual	Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget	30th June Forecast	Variance	Council Meeting Comments - Variance Explanation & Proposed Recovery Action
2355 - Environmental Levy	-209	2,266	9,650	20,394	10,744	<input checked="" type="checkbox"/>	0	27,200		
2400 - Corporate Planning	48,537	34,592	315,252	311,328	-3,924	<input checked="" type="checkbox"/>	0	416,300		
2408 - Environmental Management	49,708	43,575	370,908	392,175	21,267	<input checked="" type="checkbox"/>	200	521,900		

NET EXPENDITURE / (REVENUE)	98,037	80,433	695,810	723,897	28,087	<input checked="" type="checkbox"/>	200	965,400		
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## NET OPERATING RESULT BY RESOURCE GROUPS

Grants	0	0	10,000	0	-10,000	<input checked="" type="checkbox"/>	0	0	0	0	
TOTAL REVENUE	0	0	10,000	0	(10,000)	<input checked="" type="checkbox"/>	0	0	0	0	
Employee Costs	82,316	70,542	577,196	634,878	57,682	<input checked="" type="checkbox"/>	0	845,700	825,700	-20,000	
Materials & Contracts	7,517	1,599	42,513	14,391	-28,122	<input checked="" type="checkbox"/>	200	19,200	19,200	0	
Operating Expense	1,112	2,109	19,218	18,981	-237	<input type="checkbox"/>	0	25,300	25,300	0	
TOTAL OPERATING EXPENSE	90,944	74,250	638,928	668,250	29,322	<input checked="" type="checkbox"/>	200	890,200	870,200	(20,000)	Salary savings due to a position being vacant for a short period. A budget reduction of 20k has been proposed for this review.
Surplus/(Deficit) - Direct Control	(90,944)	(74,250)	(628,928)	(668,250)	(39,322)	<input checked="" type="checkbox"/>	(200)	(890,200)	(870,200)	20,000	B2 Feasibility Study, NTRA geotech analysis, Office furniture.
Depreciation	1,693	200	15,006	1,800	-13,206	<input checked="" type="checkbox"/>	0	3,400	3,400	0	
Internal Services	5,409	5,983	51,875	53,847	1,972	<input checked="" type="checkbox"/>	0	71,800	71,800	0	Corporate Expense.
Surplus/(Deficit) -Indirect Control	(7,093)	(6,183)	(66,881)	(55,647)	11,234	<input checked="" type="checkbox"/>	0	(75,200)	(75,200)	0	
NET SURPLUS/ (DEFICIT)	(98,037)	(80,433)	(695,810)	(723,897)	(28,087)	<input checked="" type="checkbox"/>	(200)	(965,400)	(945,400)	20,000	



# Responsibility Centre Report: Strategic Asset Management

Review: Q3-09[MAR]

Budget Change [%] 0.0%

Financial Year: 2008/09

Month: March

Year To Date to March

RESULTS BY COST CENTRE	Month: March		Year To Date to March		Comit'mts	Full Year Budget	30th June Forecast	Variance	Council Meeting Comments - Variance Explanation & Proposed Recovery Action
	Actual	Budget	Actual	Budget					
2251 - Strategic Asset Management	-2,606	61,234	5,326	267,306	744	175,100			

NET EXPENDITURE / (REVENUE)	(2,606)	61,234	5,326	267,306	744	175,100			
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## NET OPERATING RESULT BY RESOURCE GROUPS

User Fees	67,167	27,183	784,509	628,647		0	986,600	986,600	0	Incorrect phasing of income. Phasing to be rectified to reflect actuals.
Other Revenue	5,000	400	35,692	32,400		0	33,000	33,000	0	
TOTAL REVENUE	72,167	27,583	820,200	661,047		0	1,019,600	1,019,600	0	
Employee Costs	18,054	27,808	220,902	250,272		0	331,900	331,900	0	savings in salaries used for temporary staff CMP for Chambers to be commissioned April 2009.
Materials & Contracts	1,263	3,734	10,996	33,606		0	44,800	44,800	0	
Operating Expense	11,911	15,567	226,343	269,103		744	315,800	315,800	0	savings in energy contract for Council Chambers and valuation expenses currently costed in projects
TOTAL OPERATING EXPENSE	31,227	47,109	458,240	552,981		744	692,500	692,500	0	
Surplus/(Deficit) - Direct Control	40,939	(19,526)	361,961	108,066		(744)	327,100	327,100	0	Corporate Cost. Building trades services costs associated with Council Chambers
Depreciation	27,287	32,900	241,186	296,100		0	396,500	396,500	0	
Internal Services	11,047	8,808	126,101	79,272		0	105,700	105,700	0	
Surplus/(Deficit) -Indirect Control	(38,334)	(41,708)	(367,286)	(375,372)		0	(502,200)	(502,200)	0	
NET SURPLUS/(DEFICIT)	2,606	(61,234)	(5,326)	(267,306)		(744)	(175,100)	(175,100)	0	



## Responsibility Centre Report: Urban Planning

Review: Q3-09[MAR]

Budget Change [%] 0.0%

Financial Year: 2008/09

Council		Month: March		Year To Date to March			OPERATING BUDGET PERFORMANCE				
		Actual	Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget	30th June Forecast	Variance	Council Meeting Comments - Variance Explanation & Proposed Recovery Action
RESULTS BY COST CENTRE											
2851 - Urban Planning		95,425	81,766	704,381	668,894	-35,487	0	979,300			
NET EXPENDITURE / (REVENUE)		95,425	81,766	704,381	668,894	[35,487]	0	979,300			
NET OPERATING RESULT BY RESOURCE GROUPS											

Includes Senior Urban Designer's wages which are ordinarily covered in the projects budget. To be journalled to PJ101258 at the 4th quarter.  
Architectural students to be journalled to part PJ 1008822 and PJ 100821 at the 4th quarter.  
Additional Heritage analysis and postage costs to be borne in 4th quarter with finalisation of Town Centres LEP



Department Report: Operations

Financial Year: 2008/09

Review: Q3-09[MAR]

RESULTS BY RESPONSIBILITY CENTRE	Month: March		Year To Date to March			Budget Change (%)		
	Actual		Budget			30th June Forecast		
	Variance		Variance			Variance		
Bush & Nat Resources	88,503	92,242	710,128	830,182	120,054	10,087	1,104,600	
Depot Support Service	37,119	35,758	302,186	321,822	19,636	48	148,300	
Fleet Operations	-62,977	-87,570	-335,655	-390,430	-54,775	5,250	-604,500	
Maint & Construction	486,791	506,018	4,276,241	4,586,862	310,621	71,409	6,093,600	
Mgmt Sup Operations	22,083	183,328	1,345,998	1,649,952	303,954	91	2,056,800	
Plant Nursery	-28,699	6,647	51,850	59,823	7,973	1,124	78,700	
Parks	196,839	228,883	2,128,374	2,019,847	-108,527	11,817	2,711,600	
Sport & Recreation	276,687	259,714	2,287,087	2,337,426	50,339	8,266	3,116,900	
Street Sweep & Litter	125,992	119,176	1,133,025	1,072,584	-60,441	2,346	1,426,900	
Trade Services	138,005	150,669	1,148,362	1,356,021	207,659	7,329	1,805,300	
Traffic & Projects	27,542	60,444	510,979	494,996	-15,983	230	664,200	
Trees	101,481	114,740	899,944	1,032,660	132,716	182	1,374,900	

NET EXPENDITURE / (REVENUE)	1,409,366	1,670,049	14,458,519	15,371,745	913,226	118,180	19,977,300	
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NET OPERATING RESULT BY RESOURCE GROUPS

User Fees	170,283	181,358	1,898,078	1,652,322	-245,756	0	2,474,100	2,632,100	158,000
Other Revenue	3,430	2,083	41,152	18,747	-22,405	0	25,000	25,000	0
Grants	146,750	25,400	328,236	270,500	-57,736	0	636,500	666,000	29,500
TOTAL REVENUE	320,463	208,841	2,267,466	1,941,569	(325,897)	0	3,135,600	3,323,100	187,500
Employee Costs	840,469	854,117	6,988,848	7,753,053	764,205	560	10,336,700	9,782,800	-553,900
Materials & Contracts	456,211	452,466	4,839,324	4,219,494	-619,830	108,528	5,700,600	6,298,200	597,600
Operating Expense	83,381	215,842	1,705,505	2,132,582	427,077	9,092	2,780,100	2,790,000	9,900
Capital Costs	0	0	18,250	0	-18,250	0	0	0	0
TOTAL OPERATING EXPENSE	1,380,060	1,522,425	13,551,927	14,105,129	553,202	118,180	18,817,400	18,871,000	53,600

Surplus/ (Deficit) - Direct Control	(1,059,597)	(1,313,584)	(11,284,461)	(12,163,560)	(879,099)	(118,180)	(15,681,800)	(15,547,900)	133,900
Profit on Asset Sales	0	0	1,875	0	-1,875	0	0	0	0
Depreciation	490,024	485,480	4,401,681	4,369,320	-32,361	0	5,843,700	5,843,700	0
Internal Services	-140,254	-129,015	-1,229,498	-1,161,135	68,363	0	-1,548,200	-1,548,200	0
Surplus/(Deficit) -Indirect Control	(349,769)	(356,465)	(3,174,058)	(3,208,185)	(34,127)	0	(4,295,500)	(4,295,500)	0

NET SURPLUS/ (DEFICIT)	(1,409,597)								
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## Responsibility Centre Report: Bush & Nat Resources

Review: Q3-09[MAR]

Budget Change [%] 9.2%

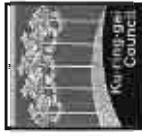
Financial Year: 2008/09

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Month: March		Year To Date to March			OPERATING BUDGET PERFORMANCE				
Actual	Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget	30th June Forecast	Variance	Council Meeting Comments - Variance Explanation & Proposed Recovery Action
88,503	92,242	710,128	830,182	120,054	<input checked="" type="checkbox"/>	1,104,600	10,087	1,104,600	
2404 - Bushland Maintenance									
NET EXPENDITURE / (REVENUE)									
88,503	92,242	710,128	830,182	120,054	<input checked="" type="checkbox"/>	1,104,600	10,087	1,104,600	
NET OPERATING RESULT BY RESOURCE GROUPS									
User Fees	0	0	199	0	<input type="checkbox"/>	-199	<input type="checkbox"/>	0	0
Other Revenue	182	0	364	0	<input type="checkbox"/>	-364	<input type="checkbox"/>	0	0
TOTAL REVENUE	182	0	563	0	<input type="checkbox"/>	[563]	<input type="checkbox"/>	0	0
Employee Costs	62,200	62,092	471,879	558,828	<input checked="" type="checkbox"/>	86,949	<input checked="" type="checkbox"/>	129	743,200
Materials & Contracts	10,741	14,117	91,362	127,053	<input checked="" type="checkbox"/>	35,691	<input checked="" type="checkbox"/>	9,957	169,000
Operating Expense	1,071	2,100	9,991	18,904	<input checked="" type="checkbox"/>	8,913	<input checked="" type="checkbox"/>	1	25,200
Capital Costs	0	0	8,250	0	<input checked="" type="checkbox"/>	-8,250	<input checked="" type="checkbox"/>	0	0
TOTAL OPERATING EXPENSE	74,011	78,309	581,483	704,785	<input checked="" type="checkbox"/>	123,302	<input checked="" type="checkbox"/>	10,087	937,400
Lower costs due to vacancies									
Contractors engaged and awaiting invoices									

Lower costs due to vacancies  
Contractors engaged and awaiting invoices





# Responsibility Centre Report: Depot Support Service

Review: Q3-09[MAR]

Budget Change [%] 0.0%

Financial Year: 2008/09

Council		Month: March		Year To Date to March				OPERATING BUDGET PERFORMANCE			
RESULTS BY COST CENTRE		Actual	Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget	30th June Forecast	Variance	Council Meeting Comments - Variance Explanation & Proposed Recovery Action
3100 - Management Support - Depot Ser		37,119	35,758	302,186	321,822	19,636	48	148,300			
NET EXPENDITURE / (REVENUE)		37,119	35,758	302,186	321,822	19,636	48	148,300			
NET OPERATING RESULT BY RESOURCE GROUPS											
User Fees		0	0	0	0	0	0	280,000	280,000	0	Appears to be a mis-costing of wages
Other Revenue		1,150	0	9,140	0	-9,140	0	0	0	0	
TOTAL REVENUE		1,150	0	9,140	0	[9,140]	0	280,000	280,000	0	
Employee Costs		28,702	26,642	218,542	239,778	21,236	0	318,900	318,900	0	
Materials & Contracts		166	791	2,073	7,119	5,046	48	9,500	9,500	0	
Operating Expense		2,539	4,275	34,599	38,475	3,876	0	51,300	51,300	0	
TOTAL OPERATING EXPENSE		31,407	31,708	255,214	285,372	30,158	48	379,700	379,700	0	
Surplus/(Deficit) - Direct Control		[30,257]	[31,708]	[246,073]	[285,372]	[39,299]	[48]	[99,700]	[99,700]	0	
Internal Services		6,863	4,050	56,113	36,450	-19,663	0	48,600	48,600	0	
Surplus/(Deficit) -Indirect Control		[6,863]	[4,050]	[56,113]	[36,450]	19,663	0	[48,600]	[48,600]	0	
NET SURPLUS/(DEFICIT)		[37,119]	[35,758]	[302,186]	[321,822]	[19,636]	[48]	[148,300]	[148,300]	0	

Appears to be a mis-costing of wages



## Responsibility Centre Report: Fleet Operations

Review: Q3-09[MAR]

Budget Change [%] 14.6%

Financial Year: 2008/09

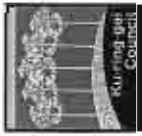
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RESULTS BY COST CENTRE	Month: March		Year To Date to March			Comit'ms	Full Year Budget	30th June Forecast	Variance	OPERATING BUDGET PERFORMANCE	
	Actual	Budget	Actual	Budget	Variance					Council Meeting Comments - Variance Explanation & Proposed Recovery Action	
3250 - Management Support - Fleet Oper	18,509	12,201	127,918	109,809	-18,109	0	145,100				
3251 - Operational Fleet	-53,554	-62,742	-338,008	-332,978	5,030	0	-538,100				
3252 - Passenger Fleet	-63,898	-70,498	-419,337	-468,482	-49,145	0	-612,700				
3253 - Small Plant & Equipment	4,649	4,401	40,792	39,609	-1,183	102	53,300				
3254 - Workshop	31,317	29,068	252,980	261,612	8,632	395	347,900				

NET EXPENDITURE / [REVENUE]	{62,977}	{87,570}	{335,655}	{390,430}	{54,775}	498	{604,500}				
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### NET OPERATING RESULT BY RESOURCE GROUPS

User Fees	21,183	28,333	229,055	254,997	25,942	0	340,000	340,000	0	Lower user fees from lease back payment due to vacancies
Other Revenue	1,853	2,000	18,978	18,000	-978	0	24,000	24,000	0	
TOTAL REVENUE	23,036	30,333	248,033	272,997	24,964	0	364,000	364,000	0	
Employee Costs	45,044	35,825	402,384	388,425	-13,959	192	559,100	559,100	0	Need to check allocation of wages.
Materials & Contracts	76,264	54,805	735,534	634,945	-100,589	305	782,800	870,800	88,000	Additional costs required for increased repairs and servicing of operational and passenger fleet due to older plant and increased fuel costs.
Operating Expense	4,296	20,400	291,015	373,600	82,585	0	434,800	434,800	0	
TOTAL OPERATING EXPENSE	125,604	111,030	1,428,932	1,396,970	(31,962)	498	1,776,700	1,864,700	88,000	
Surplus/ (Deficit) - Direct Control	{102,568}	{80,697}	{1,180,899}	{1,123,973}	56,926	{498}	{1,412,700}	{1,500,700}	{88,000}	
Profit on Asset Sales	0	0	1,875	0	-1,875	0	0	0	0	
Depreciation	120,830	118,200	1,057,939	1,063,800	5,861	0	1,420,400	1,420,400	0	
Internal Services	-286,376	-286,467	-2,576,367	-2,578,203	-1,836	0	-3,437,600	-3,437,600	0	
Surplus/(Deficit) -Indirect Control	165,546	168,267	1,516,554	1,514,403	(2,151)	0	2,017,200	2,017,200	0	
NET SURPLUS/ (DEFICIT)	62,977	87,570	335,655	390,430	54,775	{498}	604,500	516,500	{88,000}	



## Responsibility Centre Report: Maint & Construction

Review: Q3-09(MAR)

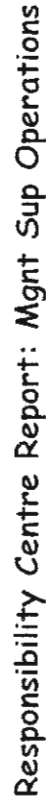
Budget Change [%] 0.6%

Financial Year: 2008/09

RESULTS BY COST CENTRE	Month: March		Year To Date to March			OPERATING BUDGET PERFORMANCE		
	Actual	Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget	30th June Forecast
3150 - Mgt Support - Maintenance & Construction	28,653	21,459	244,992	193,131	-51,861	0	256,400	
3151 - Access Crossings	-12,265	-5,651	18,977	-50,859	-69,836	21,425	-71,300	
3152 - Drainage Maintenance & Repair	96,362	97,000	792,134	873,000	80,866	4,606	1,162,200	
3153 - Footpath Maintenance	81,946	64,360	558,394	579,240	20,846	888	771,800	
3154 - Kerb & Gutter Maintenance	15,627	24,683	153,942	222,147	68,205	0	295,200	
3155 - Patching	13,352	11,099	115,417	99,891	-15,526	0	132,100	
3156 - Restorations	-29,061	-57,683	-668,580	-519,147	149,433	27,852	-694,000	
3157 - Road Maintenance	253,709	298,117	2,703,162	2,715,753	12,591	1,205	3,609,400	
3158 - Road Maintenance - Road Shoulders	20,033	34,942	206,268	314,478	108,210	681	417,900	
3159 - Car Parks	18,434	17,692	151,535	159,228	7,693	0	213,900	
NET EXPENDITURE / (REVENUE)	486,791	506,018	4,276,241	4,586,862	310,621	56,657	6,093,600	

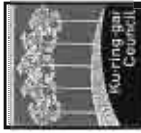
### NET OPERATING RESULT BY RESOURCE GROUPS

User Fees	57,288	132,125	1,405,126	1,189,125	-216,001	0	1,585,500	1,695,500	110,000	Increased user fees due to extra requirements for restoration of utility openings.
Grants	68,750	22,900	206,250	206,100	-150	0	275,000	275,000	0	
TOTAL REVENUE	126,038	155,025	1,611,376	1,395,225	(216,151)	0	1,860,500	1,970,500	110,000	
Employee Costs	156,896	166,474	1,133,935	1,498,266	364,331	0	1,983,300	1,781,300	-202,000	Lower costs due to vacancies and work being carried out by contractors
Materials & Contracts	85,162	136,909	1,519,477	1,264,881	-254,596	54,475	1,675,500	1,953,500	278,000	Increased costs due to increased activities for restorations and work being carried out by contractors.
Operating Expense	7,273	5,085	26,270	45,765	19,496	2,182	61,000	61,000	0	
TOTAL OPERATING EXPENSE	249,331	308,468	2,679,681	2,808,912	129,231	56,657	3,719,800	3,795,800	76,000	
Surplus/ (Deficit) - Direct Control	(123,293)	(153,443)	(1,068,306)	(1,413,687)	(345,381)	(56,657)	(1,859,300)	(1,825,300)	34,000	
Depreciation	327,980	323,900	2,899,159	2,915,100	15,941	0	3,890,200	3,890,200	0	
Internal Services	35,518	28,675	308,776	258,075	-50,701	0	344,100	344,100	0	
Surplus/(Deficit) -Indirect Control	(363,498)	(352,575)	(3,207,936)	(3,173,175)	34,761	0	(4,234,300)	(4,234,300)	0	
NET SURPLUS/ (DEFICIT)	(486,791)	(506,018)	(4,276,241)	(4,586,862)	(310,621)	(56,657)	(6,093,600)	(6,059,600)	34,000	



Review: Q3-09[MAR]  
Budget Change [%] 1.8%

## NET OPERATING RESULT BY RESOURCE GROUPS



# Responsibility Centre Report: Plant Nursery

Review: Q3-09[MAR]

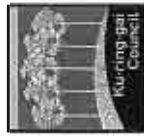
Budget Change [%] 6.4%

Financial Year: 2008/09

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Month: March		Year To Date to March			OPERATING BUDGET PERFORMANCE				
Actual	Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget	30th June Forecast	Variance	Council Meeting Comments - Variance Explanation & Proposed Recovery Action
-28,699	6,647	51,850	59,823	7,973	943	78,700			
RESULTS BY COST CENTRE									
2500 - Plant Nursery									
NET EXPENDITURE / (REVENUE)									
NET OPERATING RESULT BY RESOURCE GROUPS									
User Fees	47,186	9,166	97,363	82,494	-14,869	0	110,000	115,000	5,000
TOTAL REVENUE	47,186	9,166	97,363	82,494	[14,869]	0	110,000	115,000	5,000
Employee Costs	15,913	12,433	116,651	111,897	-4,754	0	148,100	148,100	0
Materials & Contracts	535	3,259	28,508	29,331	823	943	39,100	39,100	0
Operating Expense	3,719	1,542	15,266	13,878	-1,388	0	18,500	18,500	0
TOTAL OPERATING EXPENSE	20,167	17,234	160,425	155,106	[5,319]	943	205,700	205,700	0
Increase in retail sales.									
Surplus/ (Deficit) - Direct Control	27,018	[8,068]	[63,062]	[72,612]	[9,550]	[943]	[95,700]	[90,700]	5,000
Depreciation	799	670	7,065	6,030	-1,035	0	8,100	8,100	0
Internal Services	-2,479	-2,091	-18,277	-18,819	-542	0	-25,100	-25,100	0
Surplus/(Deficit) -Indirect Control	1,680	1,421	11,212	12,789	1,577	0	17,000	17,000	0
NET SURPLUS/ (DEFICIT)	28,699	[6,647]	[51,850]	[59,823]	[7,973]	[943]	[78,700]	[73,700]	5,000

Increase in retail sales.



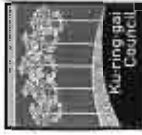
# Responsibility Centre Report: Parks

Review: Q3-09(MAR)

Budget Change [%] 0.1%

Financial Year: 2008/09


Council		Month: March		Year To Date to March			OPERATING BUDGET PERFORMANCE				
RESULTS BY COST CENTRE		Actual	Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget	30th June Forecast	Variance	Council Meeting Comments - Variance Explanation & Proposed Recovery Action
2450 - Management Support Open Space		27,508	22,883	214,621	205,947	-8,674	974	272,600			
2451 - Business Centre Landscapes		0	0	0	0	0	0	0			
2452 - Playground Maintenance		3,704	4,274	68,588	58,766	-9,822	0	71,600			
2457 - Parks Maintenance		174,190	157,523	1,442,531	1,357,307	-85,224	4,110	1,839,400			
2550 - Open Space Asset Management		-30,569	17,901	187,539	161,109	-26,430	0	213,500			
2558 - St Ives Showground		22,006	26,302	215,095	236,718	21,623	6,718	314,500			
NET EXPENDITURE / (REVENUE)		196,839	228,883	2,128,374	2,019,847	(108,527)	11,801	2,711,600			
NET OPERATING RESULT BY RESOURCE GROUPS											
User Fees		0	0	2,000	0	-2,000	0	0	0	0	0
TOTAL REVENUE		0	0	2,000	0	(2,000)	0	0	0	0	0
Employee Costs		103,145	133,584	1,149,729	1,202,256	52,527	0	1,595,300	1,527,700	-67,600	
Materials & Contracts		47,678	53,158	479,481	438,322	-41,159	11,527	606,800	670,800	64,000	
Operating Expense		6,320	6,100	54,663	54,900	237	274	73,200	73,200	0	
TOTAL OPERATING EXPENSE		157,143	192,842	1,683,874	1,695,478	11,604	11,801	2,275,300	2,271,700	(3,600)	
Surplus/ (Deficit) - Direct Control		(157,143)	(192,842)	(1,681,874)	(1,695,478)	(13,604)	(11,801)	(2,275,300)	(2,271,700)	3,600	
Depreciation		12,329	10,500	190,792	94,500	-96,292	0	129,800	129,800	0	
Internal Services		27,366	25,541	255,708	229,869	-25,839	0	306,500	306,500	0	
Surplus/(Deficit) -Indirect Control		(39,696)	(36,041)	(446,500)	(324,369)	122,131	0	(436,300)	(436,300)	0	
NET SURPLUS/ (DEFICIT)		(196,839)	(228,883)	(2,128,374)	(2,019,847)	108,527	(11,801)	(2,711,600)	(2,708,000)	3,600	



# Responsibility Centre Report: Sport & Recreation

Review: Q3-09(MAR)  
Budget Change [%] -1.5%

Financial Year: 2008/09

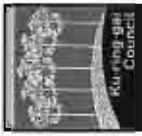


RESULTS BY COST CENTRE	Month: March		Year To Date to March		Comit'mts	Full Year Budget	OPERATING BUDGET PERFORMANCE		
	Actual	Budget	Actual	Budget			Variance	30th June Forecast	Variance
2551 - Gordon Golf Course - Expenditure	57,736	45,533	453,247	409,797	2,030	544,700			
2552 - North Turramurra Golf Course - B	42,574	46,217	451,727	415,953	2,179	553,500			
2553 - West Pymble Pool	1,840	7,496	30,097	67,464	0	90,800			
2555 - Tennis Courts - Expenditure	10,948	11,134	105,196	100,206	0	134,500			
2557 - Sportsfield Maintenance	163,590	149,334	1,246,819	1,344,006	3,877	1,793,400			

NET EXPENDITURE / (REVENUE)	276,687	259,714	2,287,087	2,337,426	50,339	8,086	3,116,900		
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## NET OPERATING RESULT BY RESOURCE GROUPS

User Fees	0	0	524	0	-524	0	0	0	0	0
TOTAL REVENUE	0	0	524	0	(524)	0	0	0	0	0
Employee Costs	130,455	115,983	961,840	1,043,847	82,007	77	1,386,600	1,341,900	-44,700	Lower than anticipated costs due to vacancies
Materials & Contracts	72,640	64,834	609,106	583,506	-25,600	8,010	778,000	858,600	80,600	Higher costs due to vacancy staff
Operating Expense	12,926	15,467	139,186	139,203	17	0	185,600	195,500	9,900	
TOTAL OPERATING EXPENSE	216,021	196,284	1,710,132	1,766,556	56,424	8,086	2,350,200	2,396,000	45,800	
Surplus/ (Deficit) - Direct Control	(216,021)	(196,284)	(1,709,608)	(1,766,556)	(56,948)	(8,086)	(2,350,200)	(2,396,000)	(45,800)	
Depreciation	17,984	23,230	157,335	209,070	51,735	0	284,300	284,300	0	
Internal Services	42,682	40,200	420,143	361,800	-58,343	0	482,400	482,400	0	
Surplus/(Deficit) -Indirect Control	(60,666)	(63,430)	(577,479)	(570,870)	6,609	0	(766,700)	(766,700)	0	
NET SURPLUS/ (DEFICIT)	(276,687)	(259,714)	(2,287,087)	(2,337,426)	(50,339)	(8,086)	(3,116,900)	(3,162,700)	(45,800)	



# Responsibility Centre Report: Street Sweep &Litter

Review: Q3-09[MAR]

Budget Change [%] -1.8%

Financial Year: 2008/09

Month: March		Year To Date to March			OPERATING BUDGET PERFORMANCE		
Actual		Budget	Actual	Budget	Variance	30th June Forecast	Variance
RESULTS BY COST CENTRE							
3300 - Litter Control & Clearing		24,670	28,358	254,338	255,222	884	340,000
3301 - Routine Pit Clearance		21,263	15,142	143,354	136,278	-7,076	181,400
3302 - Street Sweeping		74,071	66,251	631,457	596,259	-35,198	794,100
3303 - Unformed Shoulder Clearing		5,988	9,425	103,876	84,825	-19,051	111,400
NET EXPENDITURE / (REVENUE)		125,992	119,176	1,133,025	1,072,584	(60,441)	1,426,900
NET OPERATING RESULT BY RESOURCE GROUPS							
Employee Costs		50,056	54,809	451,346	493,281	41,935	654,300
Materials & Contracts		43,197	30,649	377,786	275,841	-101,945	368,000
Operating Expense		97	1,075	10,117	9,675	-442	12,900
TOTAL OPERATING EXPENSE		93,350	86,533	839,250	778,797	(60,453)	1,060,300
Surplus/ (Deficit) - Direct Control		(93,350)	(86,533)	(839,250)	(778,797)	60,453	(1,060,300)
Internal Services		32,642	32,643	293,775	293,787	12	391,700
Surplus/(Deficit) -Indirect Control		(32,642)	(32,643)	(293,775)	(293,787)	(12)	(391,700)
NET SURPLUS/ (DEFICIT)		(125,992)	(119,176)	(1,133,025)	(1,072,584)	60,441	(1,452,000)

Lower costs due to vacancies  
Higher costs due to agency staff and waste disposal costs





# Responsibility Centre Report: Trade Services

Review: Q3-09[MAR]

Budget Change [%] -0.6%

☒

Financial Year: 2008/09

Month: March				Year To Date to March				OPERATING BUDGET PERFORMANCE			
Actual		Budget		Actual		Budget		Variance		30th June Forecast	
RESULTS BY COST CENTRE											
2025 - Security Services		9,120	10,682	82,613	96,138	13,525	<input checked="" type="checkbox"/>	6,635	128,200		
2250 - Cleaning Services		20,229	21,442	161,782	192,978	31,196	<input checked="" type="checkbox"/>	162	254,700		
3200 - Management Support - Trade Ser		18,963	18,494	174,222	166,446	-7,776	<input checked="" type="checkbox"/>	0	220,500		
3201 - Building Management		89,693	100,051	729,743	900,459	170,716	<input checked="" type="checkbox"/>	266	1,201,900		
NET EXPENDITURE / (REVENUE)		138,005	150,669	1,148,362	1,356,021	207,659	<input checked="" type="checkbox"/>	7,063	1,805,300		
NET OPERATING RESULT BY RESOURCE GROUPS											
User Fees	0	167		0	1,503	1,503	<input checked="" type="checkbox"/>	0	2,000	2,000	0
Other Revenue	0	83		-3,200	747	3,947	<input checked="" type="checkbox"/>	0	1,000	1,000	0
TOTAL REVENUE	0	250		(3,200)	2,250	5,450	<input checked="" type="checkbox"/>	0	3,000	3,000	0
Employee Costs	101,497	88,300		748,295	794,700	46,405	<input checked="" type="checkbox"/>	162	1,056,500	1,021,900	-34,600
Materials & Contracts	63,015	63,660		642,991	572,940	-70,051	<input checked="" type="checkbox"/>	266	763,500	809,500	46,000
Operating Expense	10,477	11,716		89,580	105,444	15,864	<input checked="" type="checkbox"/>	6,635	140,600	140,600	0
TOTAL OPERATING EXPENSE	174,988	163,676		1,480,866	1,473,084	(7,782)	<input checked="" type="checkbox"/>	7,063	1,960,600	1,972,000	11,400
Surplus/ (Deficit) - Direct Control	(174,988)	(163,426)		(1,484,066)	(1,470,834)	13,232	<input checked="" type="checkbox"/>	(7,063)	(1,957,600)	(1,969,000)	(11,400)
Depreciation	7,926	6,710		70,144	60,390	-9,754	<input checked="" type="checkbox"/>	0	81,300	81,300	0
Internal Services	-44,909	-19,467		-405,848	-175,203	230,645	<input checked="" type="checkbox"/>	0	-233,600	-233,600	0
Surplus/(Deficit) -Indirect Control	36,983	12,757		335,704	114,813	(220,891)	<input checked="" type="checkbox"/>	0	152,300	152,300	0
NET SURPLUS/ (DEFICIT)	(138,005)	(150,669)		(1,148,362)	(1,356,021)	(207,659)	<input checked="" type="checkbox"/>	(7,063)	(1,805,300)	(1,816,700)	(11,400)



# Responsibility Centre Report: Traffic & Projects

Review: Q3-09[MAR]

Budget Change [%] 8.8%

Financial Year: 2008/09

☐

		Month: March		Year To Date to March		Comit'mts	Full Year Budget	30th June Forecast	Variance	OPERATING BUDGET PERFORMANCE	
RESULTS BY COST CENTRE	Actual	Budget	Actual	Budget	Variance					Council Meeting Comments - Variance Explanation & Proposed Recovery Action	
2950 - Investigation & Design	-438	17,625	260,749	158,625	-102,124	12	210,000				
2951 - Road Safety	8,512	6,777	23,942	31,993	8,051	0	42,300				
2952 - Traffic Management	19,468	33,125	226,926	291,025	64,099	0	394,900				
2953 - Road Safety Programs	0	2,917	-638	13,353	13,991	0	17,000				
NET EXPENDITURE / (REVENUE)	27,542	60,444	510,979	494,996	(15,983)	12	664,200				
NET OPERATING RESULT BY RESOURCE GROUPS											
User Fees	35,792	2,134	97,136	39,306	-57,830	0	43,400	99,600	56,200	Increased revenue from work zones and TMPs	
Other Revenue	245	0	15,159	0	-15,159	0	0	0	0	Increased revenue from work zones and TMPs	
Grants	0	2,500	43,985	64,400	20,415	0	87,000	87,000	0	Additional RTA grant for road safety	
TOTAL REVENUE	36,037	4,634	156,280	103,706	(52,574)	0	130,400	186,600	56,200		
Employee Costs	50,886	51,442	527,695	462,978	-64,717	0	615,800	613,500	-2,300	Lower employee costs due to vacancies	
Materials & Contracts	4,141	3,676	39,066	46,084	7,018	12	59,100	59,100	0		
Operating Expense	1,112	2,584	23,459	23,256	-203	0	31,000	31,000	0		
Capital Costs	0	0	10,000	0	-10,000	0	0	0	0		
TOTAL OPERATING EXPENSE	56,139	57,702	600,220	532,318	(67,902)	12	705,900	703,600	(2,300)		
Surplus/ (Deficit) - Direct Control	(20,102)	(53,068)	(443,940)	(428,612)	15,328	(12)	(575,500)	(517,000)	58,500		
Depreciation	165	100	1,462	900	-562	0	1,400	1,400	0		
Internal Services	7,275	7,276	65,577	65,484	-93	0	87,300	87,300	0		
Surplus/(Deficit) -Indirect Control	(7,440)	(7,376)	(67,039)	(66,384)	655	0	(88,700)	(88,700)	0		
NET SURPLUS/ (DEFICIT)	(27,542)	(60,444)	(510,979)	(494,996)	15,983	(12)	(664,200)	(605,700)	58,500		



## Responsibility Centre Report: Trees

Review: Q3-09[MAR]

Budget Change [%] 4.7%

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Financial Year: 2008/09

Month: March		Year To Date to March			OPERATING BUDGET PERFORMANCE		
		Actual	Budget	Variance	Comit'mts	Full Year Budget	30th June Forecast
RESULTS BY COST CENTRE							
2601 - Tree Preservation Order		4,466	8,608	2,879	0	101,800	
2652 - Tree Maintenance		97,015	106,132	129,837	87	1,273,100	
NET EXPENDITURE / (REVENUE)		101,481	114,740	132,716	87	1,374,900	
NET OPERATING RESULT BY RESOURCE GROUPS							
User Fees	8,834	9,433	66,675	84,897	0	113,200	100,000
Other Revenue	0	0	109	0	0	0	0
TOTAL REVENUE	8,834	9,433	66,784	84,897	0	113,200	100,000
Employee Costs	70,145	83,733	624,253	753,597	0	1,002,800	932,800
Materials & Contracts	23,172	22,999	188,674	206,991	87	276,000	268,000
Operating Expense	381	491	3,575	4,419	0	5,900	5,900
TOTAL OPERATING EXPENSE	93,698	107,223	816,503	965,007	87	1,284,700	1,206,700
Surplus/ (Deficit) - Direct Control	(84,865)	(97,790)	(749,718)	(880,110)	(87)	(1,171,500)	(1,106,700)
Internal Services	16,617	16,950	150,226	152,550	0	203,400	203,400
Surplus/(Deficit) -Indirect Control	(16,617)	(16,950)	(150,226)	(152,550)	0	(203,400)	(203,400)
NET SURPLUS/ (DEFICIT)	(101,481)	(114,740)	(899,944)	(1,032,660)	(87)	(1,374,900)	(1,310,100)
							64,800


Lower fees due to less TPO applications

Lower costs due to vacancies

Lower costs due to use of contractors.



Department Report: Civic



		Financial Year: 2008/09		Review: Q3-09(MAR)		Budget Change [%]		0.0%		
		Month: March		Year To Date to March						
RESULTS BY RESPONSIBILITY CENTRE		Actual	Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget	30th June Forecast	Variance
Councillor Support		30,230	49,034	544,114	441,706	-102,408	520	587,700		
Executive Support		87,159	84,013	734,462	756,917	22,455	373	1,008,100		
NET EXPENDITURE / [REVENUE]		117,389	133,047	1,278,577	1,198,623	(79,954)	893	1,595,800		
NET OPERATING RESULT BY RESOURCE GROUPS										
Other Revenue		0	0	2	0	-2	0	0	0	0
TOTAL REVENUE		0	0	2	0	(2)	0	0	0	0
Employee Costs		81,948	78,200	683,566	703,800	20,234	0	936,800	936,800	0
Materials & Contracts		11,736	13,110	195,673	122,990	-72,683	579	162,300	162,300	0
Operating Expense		9,319	29,117	273,345	258,253	-15,092	314	345,200	345,200	0
TOTAL OPERATING EXPENSE		103,003	120,427	1,152,585	1,085,043	(67,542)	893	1,444,300	1,444,300	0
Surplus/ [Deficit] - Direct Control		[103,003]	[120,427]	[1,152,583]	[1,085,043]	67,540	[893]	[1,444,300]	[1,444,300]	0
Depreciation		67	70	588	630	42	0	900	900	0
Internal Services		14,320	12,550	125,406	112,950	-12,456	0	150,600	150,600	0
Surplus/[Deficit] -Indirect Control		[14,386]	[12,620]	[125,994]	[113,580]	12,414	0	[151,500]	[151,500]	0
NET SURPLUS/ [DEFICIT]		[117,389]	[133,047]	[1,278,577]	[1,198,623]	79,954	[893]	[1,595,800]	[1,595,800]	0



# Responsibility Centre Report: Councillor Support

Review: Q3-09(MAR)

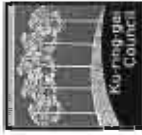
Budget Change [%] 0.0%

RESULTS BY COST CENTRE	Month: March		Year To Date to March		Comit'mts	Full Year Budget	OPERATING BUDGET PERFORMANCE		
	Actual	Budget	Actual	Budget			30th June Forecast	Variance	Council Meeting Comments - Variance Explanation & Proposed Recovery Action
1000 - Councillor Support	30,230	49,034	544,114	441,706	206	587,700			
<b>NET EXPENDITURE / (REVENUE)</b>	<b>30,230</b>	<b>49,034</b>	<b>544,114</b>	<b>441,706</b>	<b>206</b>	<b>587,700</b>			

## NET OPERATING RESULT BY RESOURCE GROUPS

Other Revenue	0	0	2	0	-2	0	0	0	0	0
<b>TOTAL REVENUE</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>(2)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Employee Costs	13,567	12,000	99,322	108,000	8,678		143,300	143,300		
Materials & Contracts	-599	2,267	127,259	25,403	-101,856		32,200	32,200		
Operating Expense	8,024	25,567	233,285	225,503	-7,782		301,800	301,800		
<b>TOTAL OPERATING EXPENSE</b>	<b>20,993</b>	<b>39,834</b>	<b>459,866</b>	<b>358,906</b>	<b>(100,960)</b>	<b>206</b>	<b>477,300</b>	<b>477,300</b>	<b>0</b>	<b>0</b>
Surplus/ (Deficit) - Direct Control	[20,993]	[39,834]	[459,864]	[358,906]	100,958	[206]	[477,300]	[477,300]		
Internal Services	9,238	9,200	84,250	82,800	-1,450	0	110,400	110,400		
Surplus/(Deficit) -Indirect Control	[9,238]	[9,200]	[84,250]	[82,800]	1,450	0	[110,400]	[110,400]		
<b>NET SURPLUS/ (DEFICIT)</b>	<b>[30,230]</b>	<b>[49,034]</b>	<b>[544,114]</b>	<b>[441,706]</b>	<b>102,408</b>	<b>[206]</b>	<b>[587,700]</b>	<b>[587,700]</b>	<b>0</b>	<b>0</b>

Overrun due to legal costs incurred for Code of Conduct matter which is on-going. Budget not revised pending outcome of the matter.



## Responsibility Centre Report: Executive Support

Review: Q3-09(MAR)

Budget Change [%] 0.0%

Financial Year: 2008/09

Month: March		Year To Date to March			OPERATING BUDGET PERFORMANCE					
Actual		Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget	30th June Forecast	Variance	Council Meeting Comments - Variance Explanation & Proposed Recovery Action
RESULTS BY COST CENTRE										
1050 - Executive Support		52,461	59,997	528,790	539,973	11,183	0	718,900		
1055 - Ombudsman Service		28,961	15,683	134,391	141,947	7,556	262	189,200		
1060 - Ku-ring-gai Council Planning Panel		5,738	8,333	71,282	74,997	3,715	0	100,000		
NET EXPENDITURE / (REVENUE)		87,159	84,013	734,462	756,917	22,455	262	1,008,100		
NET OPERATING RESULT BY RESOURCE GROUPS										
Employee Costs		68,381	66,200	584,245	595,800	11,555	0	793,500	793,500	0
Materials & Contracts		12,335	10,843	68,414	97,587	29,173	262	130,100	130,100	0
Operating Expense		1,295	3,550	40,060	32,750	-7,310	0	43,400	43,400	0
TOTAL OPERATING EXPENSE		82,010	80,593	692,719	726,137	33,418	262	967,000	967,000	0
Surplus/ (Deficit) - Direct Control		(82,010)	(80,593)	(692,719)	(726,137)	(33,418)	(262)	(967,000)	(967,000)	0
Depreciation		67	70	588	630	42	0	900	900	0
Internal Services		5,082	3,350	41,156	30,150	-11,006	0	40,200	40,200	0
Surplus/(Deficit) -Indirect Control		(5,149)	(3,420)	(41,744)	(30,780)	10,964	0	(41,100)	(41,100)	0
NET SURPLUS/ (DEFICIT)		(87,159)	(84,013)	(734,462)	(756,917)	(22,455)	(262)	(1,008,100)	(1,008,100)	0



# Department Report: Corporate

Financial Year: 2008/09

Review: Q3-09(MAR)

RESULTS BY RESPONSIBILITY CENTRE	Month: March		Year To Date to March			Budget Change [%]	
	Actual		Budget			30th June Forecast	
	Actual	Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget
Council Services	26,017	25,800	198,325	232,200	33,875	375	308,100
Corporate Accounts	-1,294,936	108,000	-53,070,083	-52,507,200	562,883	0	-60,402,500
Financial Management	93,525	85,183	908,421	911,447	3,026	0	1,161,500
Human Resource Management	85,279	112,201	880,555	998,009	117,454	24,582	1,349,400
Information Tech	155,978	169,650	1,494,515	1,526,850	32,335	16,309	2,036,400
Insurance & Risk	7,784	14,575	673,091	731,375	58,284	0	777,200
Land Information	-732	3,358	9,506	30,222	20,716	0	41,500
Mgmt Sup Fin & Bus	28,317	23,341	204,326	210,069	5,743	0	278,800
Print Room	-4,441	2,383	-30,694	21,447	52,141	90,045	28,500
Records	94,560	59,424	527,952	534,816	6,864	6,778	712,200
Supply	40,938	37,200	322,093	320,600	-1,492	63	434,200

NET EXPENDITURE / [REVENUE]	[767,711]	641,115	[47,881,992]	[46,990,165]	891,827	138,152	[53,274,700]
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## NET OPERATING RESULT BY RESOURCE GROUPS

Rates	0	8,800	40,868,640	40,849,400	-19,240	0	40,876,100	40,876,100	0
Environmental Levy	0	1,000	2,108,508	2,109,100	592	0	2,112,000	2,112,000	0
Infrastructure Levy	0	1,100	2,061,885	2,062,900	1,015	0	2,066,400	2,066,400	0
Pension Rebates	-6,323	0	-957,606	-953,000	4,606	0	-953,000	-953,000	0
Annual Charges (DWM)	-50	0	907,324	906,700	-624	0	907,000	907,000	0
User Fees	39,111	26,984	261,279	238,156	-23,123	0	408,000	423,000	15,000
Interest	281,771	416,017	1,883,548	2,302,353	418,805	0	3,551,000	2,605,000	-946,000
Other Revenue	13,599	11,992	223,141	231,628	8,487	0	272,600	272,600	0
Grants	0	0	2,488,494	2,488,500	6	0	3,210,600	3,210,600	0
TOTAL REVENUE	328,107	465,893	49,845,214	50,235,737	390,523	0	52,450,700	51,519,700	[931,000]
Employee Costs	276,410	334,742	2,772,271	3,096,078	323,807	23,673	4,282,000	4,045,500	-236,500
Materials & Contracts	130,218	105,424	988,060	992,116	4,056	103,064	1,315,200	1,383,200	68,000
Operating Expense	94,462	149,926	2,048,869	2,130,234	81,365	11,415	2,631,100	2,501,100	-130,000
Statutory Levies	479,973	528,900	2,290,839	2,389,800	98,961	0	2,389,800	2,290,900	-98,900
Interest Expense	43,925	47,300	451,226	461,200	9,974	0	603,200	603,200	0
Capital Costs	0	0	429	0	-429	0	0	0	0
TOTAL OPERATING EXPENSE	1,024,988	1,166,292	8,551,694	9,069,428	517,734	138,152	11,221,300	10,823,900	[397,400]

Surplus/(Deficit) - Direct Control	[696,880]	[700,399]	41,293,519	41,166,309	[127,210]	[138,152]	41,229,400	40,695,800	[533,600]
s94 Contributions	-1,403,655	0	-5,996,494	-5,290,300	706,194	0	-5,290,300	-9,000,000	-3,709,700
Profit on Asset Sales	-690	0	-25,791	0	25,791	0	-6,045,600	0	6,045,600
Depreciation	8,515	6,890	72,025	62,010	-10,015	0	84,400	84,400	0
Internal Services	-68,761	-66,174	-638,212	-595,566	42,646	0	-793,800	-793,800	0
Surplus/(Deficit) - Indirect Control	1,464,591	59,284	6,588,472	5,823,856	[764,616]	0	12,045,300	9,709,400	[2,335,900]

NET SURPLUS/ (DEFICIT)	767,711	[641,115]	47,881,992	46,990,165	[891,827]	[138,152]	53,274,700	50,405,200	[2,869,500]
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# Responsibility Centre Report: Council Services

Review: Q3-09[MAR]

Budget Change [%] 9.7%

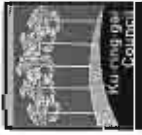
RESULTS BY COST CENTRE	Month: March		Year To Date to March			OPERATING BUDGET PERFORMANCE				
	Actual	Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget	30th June Forecast	Variance	Council Meeting Comments - Variance Explanation & Proposed Recovery Action
	26,017	25,800	198,325	232,200	33,875	300	308,100			
2101 - Governance										
NET EXPENDITURE / (REVENUE)	26,017	25,800	198,325	232,200	33,875	300	308,100			

## NET OPERATING RESULT BY RESOURCE GROUPS

User Fees	163	67	1,692	603	-1,089	0	800	0
TOTAL REVENUE	163	67	1,692	603	(1,089)	0	800	0
Employee Costs	20,602	22,700	141,514	204,300	62,786	0	270,900	205,900
Materials & Contracts	3,293	800	36,333	7,200	-29,133	300	9,600	44,600
Operating Expense	300	842	8,793	7,578	-1,215	0	10,100	10,100
TOTAL OPERATING EXPENSE	24,195	24,342	186,640	219,078	32,438	300	290,600	260,600
Surplus/ (Deficit) - Direct Control	[24,032]	[24,275]	[184,948]	[218,475]	[33,527]	[300]	[289,800]	[259,800]
Internal Services	1,985	1,525	13,377	13,725	348	0	18,300	18,300
Surplus/(Deficit) - Indirect Control	[1,985]	[1,525]	[13,377]	[13,725]	[348]	0	[18,300]	[18,300]
NET SURPLUS/ (DEFICIT)	[26,017]	[25,800]	[198,325]	[232,200]	[33,875]	[300]	[308,100]	[278,100]

Budget reduced by \$65k due to vacant position.  
Consultants costs offset by savings in Employee Costs, budget increased by \$35k.





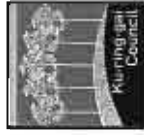
## Responsibility Centre Report: Corporate Accounts

Review: Q3-09(MAR)

Budget Change [%] 5.2%

Financial Year: 2008/09

RESULTS BY COST CENTRE		Month: March		Year To Date to March			OPERATING BUDGET PERFORMANCE				
		Actual	Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget	30th June Forecast	Variance	Council Meeting Comments - Variance Explanation & Proposed Recovery Action
2050 - Corporate Accounts		-371,254	-159,000	-48,784,101	-48,240,700	543,401	0	-55,350,000			
2075 - Statutory Levies		479,973	528,900	2,290,839	2,389,800	98,961	0	2,389,800			
9000 - Section 94		-230	-261,900	-580,592	-1,366,000	-785,408	0	-2,152,000			
9001 - 2004-09 Sec 94 Plan		-1,403,425	0	-5,996,229	-5,290,300	705,929	0	-5,290,300			
NET EXPENDITURE / (REVENUE)		(1,294,936)	108,000	(53,070,083)	(52,507,200)	562,883	0	(60,402,500)			
NET OPERATING RESULT BY RESOURCE GROUPS											
Rates			8,800	40,868,640	40,849,400	-19,240	0	40,876,100	40,876,100	0	Additional rate income compared to March YTD budget, rates income is expected to re-align to year end budget.
Environmental Levy		0	1,000	2,108,508	2,109,100	592	0	2,112,000	2,112,000	0	
Infrastructure Levy		0	1,100	2,061,885	2,062,900	1,015	0	2,066,400	2,066,400	0	
Pension Rebates		-6,323	0	-957,606	-953,000	4,606	0	-953,000	-953,000	0	
Annual Charges (DWM)		-50	0	907,324	906,700	-624	0	907,000	907,000	0	
User Fees		0	0	-27,811	-28,000	-189	0	57,000	57,000	0	Net decrease in interest on investments. A reduction of 946k has been requested to be adjusted in this review.
Interest		281,771	416,017	1,883,548	2,302,353	418,805	0	3,551,000	2,605,000	-946,000	Less than anticipated income received from mastercard and visa card surcharge.
Other Revenue		11,206	10,967	73,141	92,203	19,062	0	130,000	130,000	0	
Grants		0	0	2,488,494	2,488,500	6	0	3,210,600	3,210,600	0	
TOTAL REVENUE		286,605	437,884	49,406,123	49,830,156	424,033	0	51,957,100	51,011,100	(946,000)	
Employee Costs		-89,127	0	-89,127	0	89,127	0	171,300	128,800	-42,500	Variance is due to incorrect costings to the super account, this has been corrected by a journal in April. A budget reduction of \$42k is requested in this review.
Materials & Contracts		0	7,500	43,014	50,700	7,686	0	80,000	80,000	0	Less than anticipated expenditure from mastercard and visa card payments.
Operating Expense		27,559	28,501	259,150	308,409	49,259	0	442,000	442,000	0	
Statutory Levies		479,973	528,900	2,290,839	2,389,800	98,961	0	2,389,800	2,290,900	-98,900	A budget reduction of \$98k required due to budget overestimated for the fire levy in the beginning of the financial year.
Interest Expense		43,925	47,300	451,226	461,200	9,974	0	603,200	603,200	0	
TOTAL OPERATING EXPENSE		462,330	612,201	2,955,103	3,210,109	255,006	0	3,686,300	3,544,900	(141,400)	
Surplus/(Deficit) - Direct Control		(175,726)	(174,317)	46,451,020	46,620,047	169,027	0	48,270,800	47,466,200	(804,600)	
s94 Contributions		-1,403,655	0	-5,996,494	-5,290,300	706,194	0	-5,290,300	-9,000,000	-3,709,700	Additional Sec 94 Funds expected to be received in April 09
Profit on Asset Sales		-690	0	-25,791	0	25,791	0	-6,045,600	0	6,045,600	Adjustment made for depot site (Carlotta Avel as proceeds anticipated to be received in December 09.
Internal Services		-66,317	-66,317	-596,778	-596,853	-75	0	-795,800	-795,800	0	
Surplus/(Deficit) -Indirect Control		1,470,661	66,317	6,619,062	5,887,153	(731,909)	0	12,131,700	9,795,800	(2,335,900)	
NET SURPLUS/(DEFICIT)		1,294,936	(108,000)	53,070,083	52,507,200	(562,883)	0	60,402,500	57,262,000	(3,140,500)	



## Responsibility Centre Report: Financial Management

Review: Q3-09[MAR]

Budget Change [%] -1.7%

Financial Year: 2008/09

Council		Month: March		Year To Date to March				OPERATING BUDGET PERFORMANCE			
RESULTS BY COST CENTRE		Actual	Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget	30th June Forecast	Variance	Council Meeting Comments - Variance Explanation & Proposed Recovery Action
2150 - Financial Management		65,642	56,766	552,576	530,994	-21,582	0	700,300			
2151 - Rates & Debtors		27,883	28,417	355,845	380,453	24,608	0	461,200			
NET EXPENDITURE / (REVENUE)		93,525	85,183	908,421	911,447	3,026	0	1,161,500			
NET OPERATING RESULT BY RESOURCE GROUPS											
User Fees		10,620	10,200	84,540	85,100	560	0	120,000	120,000	0	Underrun due to staff vacancies. Offset by consultant cost. Overrun due to the use of consultants - partly offset by the underrun in employee costs. An additional 20k is required from this review.
Other Revenue		-327	1,000	59,020	67,000	7,980	0	70,000	70,000	0	
TOTAL REVENUE		10,293	11,200	143,560	152,100	8,540	0	190,000	190,000	0	
Employee Costs		85,028	73,983	639,574	685,947	46,373	0	907,100	907,100	0	
Materials & Contracts		12,392	8,034	166,566	130,306	-36,260	0	154,000	174,000	20,000	
Operating Expense		2,423	10,299	207,563	210,691	3,128	0	241,600	241,600	0	
TOTAL OPERATING EXPENSE		99,844	92,316	1,013,702	1,026,944	13,242	0	1,302,700	1,322,700	20,000	
Surplus/ (Deficit) - Direct Control		(89,551)	(81,116)	(870,142)	(874,844)	(4,702)	0	(1,112,700)	(1,132,700)	(20,000)	
Internal Services		3,974	4,067	38,279	36,603	-1,676	0	48,800	48,800	0	
Surplus/(Deficit) -Indirect Control		(3,974)	(4,067)	(38,279)	(36,603)	1,676	0	(48,800)	(48,800)	0	
NET SURPLUS/ (DEFICIT)		(93,525)	(85,183)	(908,421)	(911,447)	(3,026)	0	(1,161,500)	(1,181,500)	(20,000)	



## Responsibility Centre Report: Human Resource Management

Review: Q3-09[MAR]

Budget Change [%] 4.3%

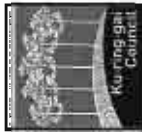
Financial Year: 2008/09

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Month: March		Year To Date to March				OPERATING BUDGET PERFORMANCE		
		Actual	Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget
RESULTS BY COST CENTRE								
1100 - Occupational, Health and Safety	6,200	16,684	81,619	133,456	51,837	<input checked="" type="checkbox"/>	900	184,200
1101 - Payroll Processing	15,853	13,324	120,421	129,916	9,495	<input checked="" type="checkbox"/>	0	169,000
1102 - Staff Training and Development	10,869	25,268	185,273	212,312	27,039	<input checked="" type="checkbox"/>	23,673	288,200
1103 - Workforce Management	52,357	56,925	493,242	522,325	29,083	<input checked="" type="checkbox"/>	10	708,000
NET EXPENDITURE / (REVENUE)	85,279	112,201	880,555	998,009	117,454	<input checked="" type="checkbox"/>	24,582	1,349,400
NET OPERATING RESULT BY RESOURCE GROUPS								
User Fees	0	0	37,764	30,000	-7,764	<input checked="" type="checkbox"/>	0	30,000
Other Revenue	2,610	0	30,463	26,000	-4,463	<input checked="" type="checkbox"/>	0	26,100
TOTAL REVENUE	2,610	0	68,227	56,000	(12,227)	<input checked="" type="checkbox"/>	0	56,100
Employee Costs	63,096	73,092	649,453	735,328	85,875	<input checked="" type="checkbox"/>	23,673	969,600
Materials & Contracts	8,094	8,350	100,944	77,250	-23,694	<input checked="" type="checkbox"/>	910	102,400
Operating Expense	14,249	27,350	173,578	210,750	37,172	<input checked="" type="checkbox"/>	0	292,600
TOTAL OPERATING EXPENSE	85,439	108,792	923,975	1,023,328	99,353	<input checked="" type="checkbox"/>	24,582	1,364,600
Surplus/ (Deficit) - Direct Control	(82,829)	(108,792)	(855,747)	(967,328)	(111,581)	<input checked="" type="checkbox"/>	(24,582)	(1,308,500)
Internal Services	2,450	3,409	24,808	30,681	5,873	<input checked="" type="checkbox"/>	0	40,900
Surplus/(Deficit) - Indirect Control	(2,450)	(3,409)	(24,808)	(30,681)	(5,873)	<input checked="" type="checkbox"/>	0	(40,900)
NET SURPLUS/ (DEFICIT)	(85,279)	(112,201)	(880,555)	(998,009)	(117,454)	<input checked="" type="checkbox"/>	(24,582)	(1,349,400)
								58,200

Underruns in employee costs due to staff vacancies and under expenditure on corporate training. This is partially offset by the use of agency staff used to fill vacant positions throughout the year.

Underruns in advertising due to reduced staff turnover and savings made on the size and types of advertisements placed.



# Responsibility Centre Report: Information Tech

Review: Q3-09[MAR]  
Budget Change [%] 7.9%

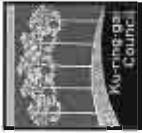
Month: March		Year To Date to March		OPERATING BUDGET PERFORMANCE		
		Actual	Budget	Variance	Comit'mts	Full Year Budget
RESULTS BY COST CENTRE						
2325 - IT Support		155,978	169,650	32,335	19,079	2,036,400

NET EXPENDITURE / (REVENUE)	155,978	169,650	1,494,515	1,526,850	32,335	19,079	2,036,400
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## NET OPERATING RESULT BY RESOURCE GROUPS

Other Revenue	0	0	2,400	0	-2,400		0	0	0	0
TOTAL REVENUE	0	0	2,400	0	(2,400)		0	0	0	0
Employee Costs	52,095	37,100	338,393	333,900	-4,493		0	444,600	444,600	0
Materials & Contracts	65,277	63,557	468,161	572,013	103,852		7,065	763,000	653,000	-110,000
Operating Expense	28,024	60,001	599,651	540,009	-59,642		12,014	719,900	669,900	-50,000
TOTAL OPERATING EXPENSE	145,396	160,658	1,406,205	1,445,922	39,717		19,079	1,927,500	1,767,500	(160,000)
Surplus/ (Deficit) - Direct Control	(145,396)	(160,658)	(1,403,805)	(1,445,922)	(42,117)		(19,079)	(1,927,500)	(1,767,500)	160,000
Depreciation	7,990	6,400	67,385	57,600	-9,785		0	77,800	77,800	0
Internal Services.	2,592	2,592	23,325	23,328	3		0	31,100	31,100	0
Surplus/(Deficit) -Indirect Control	(10,582)	(8,992)	(90,710)	(80,928)	9,782		0	(108,900)	(108,900)	0
NET SURPLUS/ (DEFICIT)	(155,978)	(169,650)	(1,494,515)	(1,526,850)	(32,335)		(19,079)	(2,036,400)	(1,876,400)	160,000

Savings due to lease consolidation and lease equipment replacements reducing maintenance budgets. These savings are required to fund IT projects.  
Savings due to overbudgeting of Software licence fees. Savings identified are required to fund IT projects.



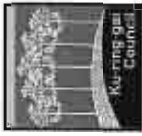
# Responsibility Centre Report: Insurance & Risk

Review: Q3-09(MAR)  
Budget Change [%] 7.1%

Month: March		Year To Date to March		OPERATING BUDGET PERFORMANCE		
		Actual	Budget	Variance	30th June Forecast	Council Meeting Comments - Variance Explanation & Proposed Recovery Action
RESULTS BY COST CENTRE						
2080 - Insurance and Risk		7,784	14,575	673,091	731,375	58,284
NET EXPENDITURE / (REVENUE)		7,784	14,575	673,091	731,375	58,284

## NET OPERATING RESULT BY RESOURCE GROUPS

User Fees	0	0	0	0	0	0	0	0	0
Other Revenue	0	0	52,409	46,200	-6,209	0	46,200	46,200	0
TOTAL REVENUE	0	0	52,409	46,200	(6,209)	0	46,200	46,200	0
Employee Costs	7,409	5,700	51,796	51,300	-496	0	67,200	67,200	0
Materials & Contracts	0	1,100	2,136	9,900	7,764	0	13,200	8,200	-5,000
Operating Expense	375	7,775	671,568	716,375	44,807	0	743,000	693,000	-50,000
Surplus/(Deficit) - Indirect Control	0	0	0	0	0	0	0	0	0
NET SURPLUS/ (DEFICIT)	(7,784)	(14,575)	(673,091)	(731,375)	(58,284)	0	(777,200)	(722,200)	55,000



## Responsibility Centre Report: Land Information

Review: Q3-09(MAR)

Budget Change [%] 36.1%

Financial Year: 2008/09

Month: March		Year To Date to March				OPERATING BUDGET PERFORMANCE				
Actual		Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget	30th June Forecast	Variance	Council Meeting Comments - Variance Explanation & Proposed Recovery Action
RESULTS BY COST CENTRE										
2800 - Land Information		-732	3,358	9,506	30,222	20,716	0	41,500		
NET EXPENDITURE / (REVENUE)		(732)	3,358	9,506	30,222	20,716	0	41,500		
NET OPERATING RESULT BY RESOURCE GROUPS										
User Fees	28,328	16,717	165,094	150,453	-14,641	0	200,200	215,200	15,000	Increased \$149 Certificate income budget by \$15K due to an increase in requests for certificates during the quarter.
Other Revenue	0	25	35	225	190	0	300	300	0	
TOTAL REVENUE	28,328	16,742	165,129	150,678	(14,451)	0	200,500	215,500	15,000	
Employee Costs	25,135	18,100	156,770	162,900	6,130	0	217,400	217,400	0	
Materials & Contracts	635	167	1,230	1,503	273	0	2,000	2,000	0	
Operating Expense	300	300	2,700	2,700	0	0	3,600	3,600	0	
TOTAL OPERATING EXPENSE	26,070	18,567	160,700	167,103	6,403	0	223,000	223,000	0	
Surplus/ (Deficit) - Direct Control	2,258	(1,825)	4,429	(16,425)	(20,854)	0	(22,500)	(7,500)	15,000	
Depreciation	243	200	2,147	1,800	-347	0	3,000	3,000	0	
Internal Services	1,283	1,333	11,788	11,997	209	0	16,000	16,000	0	
Surplus/(Deficit) -Indirect Control	(1,526)	(1,533)	(13,935)	(13,797)	138	0	(19,000)	(19,000)	0	
NET SURPLUS/(DEFICIT)	732	(3,358)	(9,506)	(30,222)	(20,716)	0	(41,500)	(26,500)	15,000	



# Responsibility Centre Report: Mgnt Sup Fin & Bus

Review: Q3-09(MAR)

Budget Change [%] 0.0%

Financial Year: 2008/09

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RESULTS BY COST CENTRE	Month: March		Year To Date to March			OPERATING BUDGET PERFORMANCE			
	Actual	Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget	30th June Forecast	Variance
1900 - Management Support - Finance &	28,317	23,341	204,326	210,069	5,743	0	278,800		

NET EXPENDITURE / (REVENUE)	28,317	23,341	204,326	210,069	5,743	0	278,800		
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## NET OPERATING RESULT BY RESOURCE GROUPS

Employee Costs	26,010	19,500	178,870	175,500	-3,370	0	232,700	232,700	0
Materials & Contracts	197	1,083	5,070	9,747	4,677	0	13,000	13,000	0
Operating Expense	444	883	4,669	7,947	3,278	0	10,600	10,600	0
TOTAL OPERATING EXPENSE	26,651	21,466	188,608	193,194	4,586	0	256,300	256,300	0
Surplus/ (Deficit) - Direct Control	(26,651)	(21,466)	(188,608)	(193,194)	(4,586)	0	(256,300)	(256,300)	0
Internal Services	1,667	1,875	15,718	16,875	1,157	0	22,500	22,500	0
Surplus/(Deficit) -Indirect Control	(1,667)	(1,875)	(15,718)	(16,875)	(1,157)	0	(22,500)	(22,500)	0
NET SURPLUS/ (DEFICIT)	(28,317)	(23,341)	(204,326)	(210,069)	(5,743)	0	(278,800)	(278,800)	0



## Responsibility Centre Report: Print Room

Review: Q3-09[MAR]

Budget Change [%] 0.0%

Financial Year: 2008/09

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RESULTS BY COST CENTRE	Month: March		Year To Date to March				OPERATING BUDGET PERFORMANCE		
	Actual	Budget	Actual	Budget	Variance	Comit' mts	Full Year Budget	30th June Forecast	Variance
2200 - Print Room	-4,441	2,383	-30,694	21,447	52,141	90,045	28,500		

NET EXPENDITURE / (REVENUE)	(4,441)	2,383	(30,694)	21,447	52,141	90,045	28,500
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### NET OPERATING RESULT BY RESOURCE GROUPS

Other Revenue	109	0	5,673	0	-5,673		0	0	0
TOTAL REVENUE	109	0	5,673	0	(5,673)		0	0	0
Employee Costs	12,530	9,600	85,730	86,400	670	0	114,800	114,800	0
Materials & Contracts	11,042	8,908	79,900	80,172	272	90,045	106,900	106,900	0
Operating Expense	75	75	675	675	0	0	900	900	0
TOTAL OPERATING EXPENSE	23,646	18,583	166,305	167,247	942	90,045	222,600	222,600	0
Surplus/ (Deficit) - Direct Control	(23,537)	(18,583)	(160,632)	(167,247)	(6,615)	(90,045)	(222,600)	(222,600)	0
Depreciation	194	200	1,716	1,800	84	0	2,400	2,400	0
Internal Services	-28,172	-16,400	-193,042	-147,600	45,442	0	-196,500	-196,500	0
Surplus/(Deficit) -Indirect Control	27,978	16,200	191,326	145,800	(45,526)	0	194,100	194,100	0
NET SURPLUS/ (DEFICIT)	4,441	(2,383)	30,694	(21,447)	(52,141)	(90,045)	(28,500)	(28,500)	0

More income than anticipated





## Responsibility Centre Report: Records

Review: Q3-09[MAR]  
Budget Change [%] -3.8%

		Financial Year: 2008/09		Year To Date to March		Budget Change [%] -3.8%			
		Month: March							
RESULTS BY COST CENTRE		Actual	Budget	Actual	Budget	Variance	30th June Forecast	Variance	Council Meeting Comments - Variance Explanation & Proposed Recovery Action
1550 - Records Management		94,560	59,424	527,952	534,816	6,864	712,200	6,778	

NET EXPENDITURE / (REVENUE)	94,560	59,424	527,952	534,816	6,864	6,778	712,200
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### NET OPERATING RESULT BY RESOURCE GROUPS

Employee Costs	36,912	41,900	339,385	377,100	37,715	0	501,800	437,000	-64,800	Employee costs budget decreased by \$65K due to staff being on extended leave and a vacancy.  Agency staff and consultants budget increased by \$92K. This is required as a result of senior records staff being on extended leave, especially during the major upgrade of Council's EDRMS.
Materials & Contracts	28,019	5,000	73,890	45,000	-28,890	4,607	60,000	152,000	92,000	
Operating Expense	19,331	12,267	103,260	110,403	7,143	2,171	147,200	147,200	0	
Capital Costs	0	0	429	0	-429	0	0	0	0	
TOTAL OPERATING EXPENSE	84,261	59,167	516,964	532,503	15,539	6,778	709,000	736,200	27,200	
Surplus/ (Deficit) - Direct Control	(84,261)	(59,167)	(516,964)	(532,503)	(15,539)	(6,778)	(709,000)	(736,200)	(27,200)	
Depreciation	88	90	777	810	33	0	1,200	1,200	0	
Internal Services	10,211	167	10,211	1,503	-8,708	0	2,000	2,000	0	
Surplus/(Deficit) - Indirect Control	(10,299)	(257)	(10,988)	(2,313)	8,675	0	(3,200)	(3,200)	0	
NET SURPLUS/ (DEFICIT)	(94,560)	(59,424)	(527,952)	(534,816)	(6,864)	(6,778)	(712,200)	(739,400)	(27,200)	



## Responsibility Centre Report: Supply

Review: Q3-09[MAR]

Budget Change [%] 0.0%

Financial Year: 2008/09

RESULTS BY COST CENTRE	Month: March		Year To Date to March				OPERATING BUDGET PERFORMANCE		
	Actual	Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget	30th June Forecast	Variance
2300 - Accounts Payable	13,891	12,366	103,989	97,094	-6,895	53	137,300		
2301 - Purchasing / Supply	27,047	24,834	218,103	223,506	5,403	0	296,908		


NET EXPENDITURE / (REVENUE)	40,938	37,200	322,093	320,600	[1,493]	53	434,200		
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### NET OPERATING RESULT BY RESOURCE GROUPS

Other Revenue	0	0	0	0	0	0	0	0	0
TOTAL REVENUE	0	0	0	0	0	0	0	0	0
Employee Costs	36,720	33,067	279,913	283,403	3,490	0	384,600	384,600	0
Materials & Contracts	1,269	925	10,816	8,325	-2,491	53	11,100	11,100	0
Operating Expense	1,383	1,633	17,263	14,697	-2,566	0	19,600	19,600	0
TOTAL OPERATING EXPENSE	39,371	35,625	307,992	306,425	[1,567]	53	415,300	415,300	0
Surplus/ (Deficit) - Direct Control	(39,371)	(35,625)	(307,992)	(306,425)	1,567	(53)	(415,300)	(415,300)	0
Internal Services	1,567	1,575	14,100	14,175	75	0	18,900	18,900	0
Surplus/(Deficit) -Indirect Control	(1,567)	(1,575)	(14,100)	(14,175)	[75]	0	(18,900)	(18,900)	0
NET SURPLUS/ (DEFICIT)	(40,938)	(37,200)	(322,093)	(320,600)	1,493	(53)	(434,200)	(434,200)	0



Department Report: Development & Regulation



Financial Year: 2008/09				Review: Q3-09[MAR]			
Month: March		Year To Date to March				Budget Change [%]	
						-12.5%	



# Responsibility Centre Report: Building Unit

Review: Q3-09[MAR]

Budget Change [%] 74.5%

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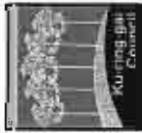
Financial Year: 2008/09

RESULTS BY COST CENTRE	Month: March		Year To Date to March				OPERATING BUDGET PERFORMANCE		
	Actual	Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget	30th June Forecast	Variance
1651 - Building Unit	-10,068	-4,724	29,980	-26,116	-56,096	0	-72,800		
1650 - Building Certificates & Finals	-164	0	0	0	0	0	0		

NET EXPENDITURE / (REVENUE)	(10,231)	[4,724]	29,980	[26,116]	[56,096]	0	[72,800]		
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## NET OPERATING RESULT BY RESOURCE GROUPS

User Fees	29,825	42,400	296,356	320,100	23,744	0	480,500	428,300	-52,200	Variance is due to decreased demand for certifying services.
Other Revenue	140	400	3,682	5,500	1,818	0	6,000	4,000	-2,000	Variance is due to decreased demand for inspection services.
TOTAL REVENUE	29,965	42,800	300,038	325,600	25,562	0	486,500	432,300	[54,200]	
Employee Costs	14,460	31,700	237,889	242,100	4,211	0	337,200	337,200	0	
Materials & Contracts	0	1,667	48,396	15,003	-33,393	0	20,000	20,000	0	variance due to increased agency fees to cover staff vacancy.
Operating Expense	757	192	3,083	1,728	-1,355	0	2,300	2,300	0	
TOTAL OPERATING EXPENSE	15,217	33,559	289,368	258,831	[30,537]	0	359,500	359,500	0	
Surplus/ (Deficit) - Direct Control	14,748	9,241	10,670	66,769	56,099	0	127,000	72,800	[54,200]	
Internal Services	4,517	4,517	40,650	40,653	3	0	54,200	54,200	0	
Surplus/(Deficit) -Indirect Control	[4,517]	[4,517]	[40,650]	[40,653]	[3]	0	[54,200]	[54,200]	0	
NET SURPLUS/ (DEFICIT)	10,231	4,724	[29,980]	26,116	56,096	0	72,800	18,600	[54,200]	



# Responsibility Centre Report: Compliance & Health Services

Review: Q3-09[MAR]

Budget Change [%] -6.6%

Financial Year: 2008/09

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RESULTS BY COST CENTRE	Month: March		Year To Date to March			OPERATING BUDGET PERFORMANCE		
	Actual	Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget	30th June Forecast
1700 - Development Compliance	31,398	30,578	155,919	98,202	-57,717	<input checked="" type="checkbox"/>	180,600	
1702 - Public Health Services	37,454	34,250	322,186	288,050	-34,136	<input checked="" type="checkbox"/>	389,900	

NET EXPENDITURE / (REVENUE) 68,851 64,828 478,105 386,252 (91,853) ☒ 51 570,500

## NET OPERATING RESULT BY RESOURCE GROUPS

User Fees	2,561	8,333	70,136	102,997	32,861	<input checked="" type="checkbox"/>	0	128,000	102,300	-25,700	Decreased income for regulatory inspection due to reconfiguration in line with NSW Food Authority guidelines Increase in revenue via fines for unauthorised development works
Other Revenue	12,000	-2,716	167,351	171,056	3,705	<input checked="" type="checkbox"/>	0	172,000	207,000	35,000	
TOTAL REVENUE	14,561	5,617	237,487	274,053	36,566	<input checked="" type="checkbox"/>	0	300,000	309,300	9,300	
Employee Costs	54,023	48,200	430,992	443,200	12,208	<input checked="" type="checkbox"/>	0	587,200	587,200	0	Savings due to temporary staff reduction Increased legal expenditure in respect of unauthorised development prosecutions
Materials & Contracts	18,539	11,200	172,152	116,300	-55,852	<input checked="" type="checkbox"/>	51	149,500	196,500	47,000	
Operating Expense	751	950	21,559	9,950	-11,609	<input checked="" type="checkbox"/>	0	12,600	12,600	0	Variance due to unpaid debts by service recipients
TOTAL OPERATING EXPENSE	73,313	60,350	624,703	569,450	(55,253)	<input checked="" type="checkbox"/>	51	749,300	796,300	47,000	
Surplus/ (Deficit) - Direct Control	(58,752)	(54,733)	(387,216)	(295,397)	91,819	<input checked="" type="checkbox"/>	(51)	(449,300)	(487,000)	(37,700)	
Depreciation	24	20	214	180	-34	<input type="checkbox"/>	0	300	300	0	
Internal Services	10,075	10,075	90,675	90,675	0	<input type="checkbox"/>	0	120,900	120,900	0	
Surplus/(Deficit) - Indirect Control	(10,099)	(10,095)	(90,889)	(90,855)	34	<input type="checkbox"/>	0	(121,200)	(121,200)	0	
NET SURPLUS/ (DEFICIT)	(68,851)	(64,828)	(478,105)	(386,252)	91,853	<input checked="" type="checkbox"/>	(51)	(570,500)	(608,200)	(37,700)	



## Responsibility Centre Report: Administration

Review: Q3-09[MAR]

Budget Change [%] 4.5%

Financial Year: 2008/09

RESULTS BY COST CENTRE	Month: March		Year To Date to March			OPERATING BUDGET PERFORMANCE		
	Actual	Budget	Actual	Budget	Variance	Comit'ms	Full Year Budget	30th June Forecast
1600 - Mgt Support - Development & Reg	44,418	24,659	298,815	268,831	-29,984	0	343,000	
1601 - Administration	33,430	37,718	230,277	266,062	35,785	1,196	379,200	

NET EXPENDITURE / (REVENUE)	77,848	62,377	529,092	534,893	5,801	1,196	722,200	
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### NET OPERATING RESULT BY RESOURCE GROUPS

User Fees	12,932	13,783	109,527	120,547	11,020	0	162,000	147,000	-15,000	Variance due to decreased demand for certificates, a budget reduction of \$15k proposed in this review
Other Revenue	828	1,083	8,204	9,747	1,543	0	13,000	13,000	0	
TOTAL REVENUE	13,760	14,866	117,731	130,294	12,563	0	175,000	160,000	(15,000)	
Employee Costs	83,734	69,733	566,233	582,797	16,564	939	791,900	749,900	-42,000	Variance is due to staff vacancy savings, a budget reduction proposed in this review. A budget reduction of 4k proposed in regard to material supply for department. A budget reduction due to decreased demand for courier costs.
Materials & Contracts	3,133	2,209	32,930	35,681	2,751	257	42,700	38,100	-4,600	
Operating Expense	2,471	1,917	14,046	16,253	2,207	0	22,000	21,100	-900	
TOTAL OPERATING EXPENSE	89,337	73,859	613,208	634,731	21,523	1,196	856,600	809,100	(47,500)	
Surplus/ (Deficit) - Direct Control	(75,578)	(58,993)	(495,477)	(504,437)	(8,960)	(1,196)	(681,600)	(649,100)	32,500	
Internal Services	2,270	3,384	33,615	30,456	-3,159	0	40,600	40,600	0	
Surplus/(Deficit) -Indirect Control	(2,270)	(3,384)	(33,615)	(30,456)	3,159	0	(40,600)	(40,600)	0	
NET SURPLUS/ (DEFICIT)	(77,848)	(62,377)	(529,092)	(534,893)	(5,801)	(1,196)	(722,200)	(689,700)	32,500	



# Responsibility Centre Report: Development Assessment

Review: Q3-09[MAR]

Budget Change [%] -25.5%

Financial Year: 2008/09

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		Month: March		Year To Date to March			OPERATING BUDGET PERFORMANCE				
						Variance	Comit'mts	Full Year Budget	30th June Forecast	Variance	Council Meeting Comments - Variance Explanation & Proposed Recovery Action
RESULTS BY COST CENTRE	Actual	Budget	Actual	Budget							
1750 - Development Assessment	306,414	142,479	1,562,016	1,219,111	-342,905	<input checked="" type="checkbox"/>	0	1,623,700			
NET EXPENDITURE / (REVENUE)	306,414	142,479	1,562,016	1,219,111	[342,905]	<input checked="" type="checkbox"/>	0	1,623,700			

## NET OPERATING RESULT BY RESOURCE GROUPS

User Fees	87,892	162,433	1,115,648	1,436,497	320,849	<input checked="" type="checkbox"/>	0	1,935,000	1,530,000	-405,000	Variance due to reduced DA and general economic activity
Other Revenue	0	9,100	25,500	32,800	7,300	<input checked="" type="checkbox"/>	0	60,000	60,000	0	
TOTAL REVENUE	87,892	171,533	1,141,148	1,469,297	328,149	<input checked="" type="checkbox"/>	0	1,995,000	1,590,000	(405,000)	
Employee Costs	227,044	178,900	1,550,102	1,547,700	-2,402	<input checked="" type="checkbox"/>	0	2,084,200	2,084,200	0	Variance due to increased demand for specialist consultants, new position created for Landscape Ecologist A budget reduction proposed in this review due to decrease demand in supplies.
Materials & Contracts	139,679	102,133	856,928	843,997	-12,931	<input checked="" type="checkbox"/>	0	1,150,000	1,160,000	10,000	
Operating Expense	2,174	7,567	67,453	68,003	550	<input type="checkbox"/>	0	79,500	77,900	-1,600	
TOTAL OPERATING EXPENSE	368,897	288,600	2,474,483	2,459,700	(14,783)	<input checked="" type="checkbox"/>	0	3,313,700	3,322,100	8,400	
Surplus/ (Deficit) - Direct Control	(281,005)	(117,067)	(1,333,335)	(990,403)	342,932	<input checked="" type="checkbox"/>	0	(1,318,700)	(1,732,100)	(413,400)	
Depreciation	18	20	155	180	25	<input type="checkbox"/>	0	300	300	0	
Internal Services	25,392	25,392	228,525	228,528	3	<input type="checkbox"/>	0	304,700	304,700	0	
Surplus/(Deficit) - Indirect Control	(25,409)	(25,412)	(228,680)	(228,708)	(28)	<input type="checkbox"/>	0	(305,000)	(305,000)	0	
NET SURPLUS/ (DEFICIT)	(306,414)	(142,479)	(1,562,016)	(1,219,111)	342,905	<input checked="" type="checkbox"/>	0	(1,623,700)	(2,037,100)	(413,400)	



# Responsibility Centre Report: Landscape Assessment

Review: Q3-09[MAR]  
Budget Change [%] -0.9%

Financial Year: 2008/09

Month: March		Year To Date to March			OPERATING BUDGET PERFORMANCE				
Actual	Budget	Actual	Budget	Variance	Commit mts	Full Year Budget	30th June Forecast	Variance	Council Meeting Comments - Variance Explanation & Proposed Recovery Action
RESULTS BY COST CENTRE									
2600 - Landscape Assessment									
43,980	32,025	307,746	303,625	-4,121	0	400,200			
NET EXPENDITURE / (REVENUE)									
43,980	32,025	307,746	303,625	[4,121]	0	400,200			

## NET OPERATING RESULT BY RESOURCE GROUPS

Other Revenue	0	417	1,200	3,753	2,553	0	5,000	1,200	-3,800	A budget reduction proposed due to transfer of regulatory fines from this cost centre.
TOTAL REVENUE	0	417	1,200	3,753	2,553	0	5,000	1,200	(3,800)	
Employee Costs	41,257	29,700	284,191	282,700	-1,491	0	372,300	372,300	0	
Materials & Contracts	0	0	319	0	-319	0	0	0	0	
Operating Expense	406	425	3,586	3,825	239	0	5,100	5,100	0	
TOTAL OPERATING EXPENSE	41,663	30,125	288,096	286,525	(1,571)	0	377,400	377,400	0	
Surplus/ (Deficit) - Direct Control	(41,663)	(29,708)	(286,896)	(282,772)	4,124	0	(372,400)	(376,200)	(3,800)	
Internal Services	2,317	2,317	20,850	20,853	3	0	27,800	27,800	0	
Surplus/(Deficit) -Indirect Control	(2,317)	(2,317)	(20,850)	(20,853)	(3)	0	(27,800)	(27,800)	0	
NET SURPLUS/ (DEFICIT)	(43,980)	(32,025)	(307,746)	(303,625)	4,121	0	(400,200)	(404,000)	(3,800)	





# Responsibility Centre Report: Regulation

Review: Q3-09(MAR)

Budget Change [%] 549.5%

Financial Year: 2008/09

Month: March				Year To Date to March				OPERATING BUDGET PERFORMANCE			
Actual		Budget		Actual		Budget		30th June Forecast		Variance	
RESULTS BY COST CENTRE										Council Meeting Comments - Variance Explanation & Proposed Recovery Action	
1800 - Animal Control	-9,604	7,784	-4,106	37,756	41,862	332	60,600				
1801 - Parking & Traffic	-14,239	-35,216	-360,416	-354,244	6,172	0	-459,800				
1802 - Area Rangers	38,928	36,000	313,762	310,100	-3,662	455	418,600				
<b>NET EXPENDITURE / (REVENUE)</b>	<b>15,084</b>	<b>8,568</b>	<b>[50,760]</b>	<b>[6,388]</b>	<b>44,372</b>	<b>786</b>	<b>19,400</b>				
<b>NET OPERATING RESULT BY RESOURCE GROUPS</b>											
User Fees	10,096	11,900	89,336	103,300	13,964	0	138,000	124,000	-14,000		
Other Revenue	82,994	61,733	650,376	593,197	-57,179	0	779,000	869,000	90,000		
<b>TOTAL REVENUE</b>	<b>93,090</b>	<b>73,633</b>	<b>739,712</b>	<b>696,497</b>	<b>(43,215)</b>	<b>0</b>	<b>917,000</b>	<b>993,000</b>	<b>76,000</b>		Variance due to decreased demand for ancillary services related to development slowdown, eg. hoardings, skip permits, crane permits etc
Employee Costs	91,370	58,875	470,853	480,675	9,822	0	656,800	626,200	-30,600		Increase in number of fines issued due to focussed activity
Materials & Contracts	198	5,117	38,733	45,353	6,620	0	60,900	60,900	0		A budget reduction proposed due to savings realised from staff vacancy.
Operating Expense	9,606	11,167	116,365	100,703	-15,662	786	134,200	134,200	0		Increase in commissions paid to fine processing bureau as a result of increased fine activity
<b>TOTAL OPERATING EXPENSE</b>	<b>101,174</b>	<b>75,159</b>	<b>625,952</b>	<b>626,731</b>	<b>779</b>	<b>786</b>	<b>851,900</b>	<b>821,300</b>	<b>(30,600)</b>		
<b>Surplus/ (Deficit) - Direct Control</b>	<b>(8,084)</b>	<b>(1,526)</b>	<b>113,760</b>	<b>69,766</b>	<b>(43,994)</b>	<b>(786)</b>	<b>65,100</b>	<b>171,700</b>	<b>106,600</b>		
Internal Services	7,000	7,042	63,000	63,378	378	0	84,500	84,500	0		
<b>Surplus/(Deficit) -Indirect Control</b>	<b>(7,000)</b>	<b>(7,042)</b>	<b>[63,000]</b>	<b>[63,378]</b>	<b>(378)</b>	<b>0</b>	<b>[84,500]</b>	<b>[84,500]</b>	<b>0</b>		
<b>NET SURPLUS/ (DEFICIT)</b>	<b>(15,084)</b>	<b>(8,568)</b>	<b>50,760</b>	<b>6,388</b>	<b>[44,372]</b>	<b>(786)</b>	<b>[19,400]</b>	<b>87,200</b>	<b>106,600</b>		



# Responsibility Centre Report: Development Engineers

Review: Q3-09[MAR]

Budget Change (%) 3.4%

Financial Year: 2008/09

Month: March

Year To Date to March

OPERATING BUDGET PERFORMANCE

RESULTS BY COST CENTRE	Actual		Budget		Actual		Budget		Variance		Comit'mts	Full Year Budget	30th June Forecast	Variance	Council Meeting Comments - Variance Explanation & Proposed Recovery Action
1850 - Development Assessment Engine	33,707		24,616		239,518		221,544		-17,974		0	295,500			
1851 - Infrastructure Restoration	-69,780		-44,200		-388,185		-397,800		-9,615		0	-530,000			

NET EXPENDITURE / (REVENUE)	(36,073)	(19,584)	(148,667)	(176,256)	(27,589)	0	(234,500)
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## NET OPERATING RESULT BY RESOURCE GROUPS

User Fees	75,268	48,767	424,540	438,903	14,363	0	585,000	577,000	-8,000	
TOTAL REVENUE	75,268	48,767	424,540	438,903	14,363	0	585,000	577,000	(8,000)	Reduced income from legal document charges as a result of downturn in building activity
Employee Costs	36,494	26,400	250,538	237,600	-12,938	0	317,300	317,300	0	Variance as a result of accrued annual leave, staff members encouraged to utilise accrued leave
Materials & Contracts	0	0	317	0	-317	0	0	0	0	
Operating Expense	243	325	2,687	2,925	238	0	3,700	3,700	0	
TOTAL OPERATING EXPENSE	36,737	26,725	253,542	240,525	(13,017)	0	321,000	321,000	0	
Surplus/ (Deficit) - Direct Control	38,531	22,042	170,998	198,378	27,380	0	264,000	256,000	(8,000)	
Internal Services	2,458	2,458	22,332	22,122	-210	0	29,500	29,500	0	
Surplus/(Deficit) -Indirect Control	(2,458)	(2,458)	(22,332)	(22,122)	210	0	(29,500)	(29,500)	0	
NET SURPLUS/ (DEFICIT)	36,073	19,584	148,667	176,256	27,589	0	234,500	226,500	(8,000)	



# Department Report: Waste Management

Financial Year: 2008/09

Review: Q3-09[MAR]

Month: March		Year To Date to March			Budget Change [%]	
Actual	Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget
<b>RESULTS BY RESPONSIBILITY CENTRE</b>						
Domestic Waste	848,856	862,334	-2,340,193	364,699	277,913	608,900
Trade Waste	103,311	-10,275	-416,702	-131,773	0	-580,000
<b>NET EXPENDITURE / (REVENUE)</b>	<b>952,167</b>	<b>852,059</b>	<b>[2,756,895]</b>	<b>232,926</b>	<b>277,913</b>	<b>28,900</b>

## NET OPERATING RESULT BY RESOURCE GROUPS

Pension Rebates	-1,063	0	-187,240	-199,600	-12,360	0	-199,600	-199,600	0
Annual Charges (DWM)	45,965	0	10,623,846	10,282,300	-341,546	0	10,282,300	10,282,300	0
User Fees	-732	99,167	866,453	892,503	26,050	0	1,190,000	1,190,000	0
Interest	0	0	7,351	0	-7,351	0	0	0	0
Other Revenue	60,942	51,667	736,264	465,003	-271,261	0	620,000	875,400	255,400
Grants	0	0	101,243	109,800	8,557	0	109,800	109,800	0
<b>TOTAL REVENUE</b>	<b>105,112</b>	<b>150,834</b>	<b>12,147,917</b>	<b>11,550,006</b>	<b>(597,911)</b>	<b>0</b>	<b>12,002,500</b>	<b>12,257,900</b>	<b>255,400</b>
Employee Costs	36,439	28,000	245,942	252,000	6,058	0	332,200	332,200	0
Materials & Contracts	951,736	910,434	8,562,683	8,193,906	-368,777	271,651	10,925,200	11,055,200	130,000
Operating Expense	3,395	2,101	18,570	18,909	339	6,262	25,200	25,200	0
<b>TOTAL OPERATING EXPENSE</b>	<b>991,570</b>	<b>940,535</b>	<b>8,827,196</b>	<b>8,464,815</b>	<b>(362,381)</b>	<b>277,913</b>	<b>11,282,600</b>	<b>11,412,600</b>	<b>130,000</b>

Surplus/ (Deficit) - Direct Control	[886,458]	[789,701]	3,320,721	3,085,191	[235,530]	[277,913]	719,900	845,300	125,400
Depreciation	605	200	3,143	1,800	-1,343	0	2,900	2,900	0
Internal Services	65,104	62,158	560,683	559,422	-1,261	0	745,900	745,900	0
Surplus/(Deficit) -Indirect Control	[65,709]	[62,358]	[563,826]	[561,222]	2,604	0	[748,800]	[748,800]	0
<b>NET SURPLUS/ (DEFICIT)</b>	<b>[952,167]</b>	<b>[852,059]</b>	<b>2,756,895</b>	<b>2,523,969</b>	<b>[232,926]</b>	<b>[277,913]</b>	<b>[28,900]</b>	<b>96,500</b>	<b>125,400</b>



# Responsibility Centre Report: Domestic Waste

Review: Q3-09(MAR)

Budget Change [%] 23.9%

Financial Year: 2008/09

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Month: March		Year To Date to March				OPERATING BUDGET PERFORMANCE				
Actual		Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget	30th June Forecast	Variance	Council Meeting Comments - Variance Explanation & Proposed Recovery Action
RESULTS BY COST CENTRE										
3350 - Domestic Waste	388,539	407,727	-6,564,163	-6,066,957	497,206	267,667	-4,843,900			
3351 - Green Waste Service	294,875	275,482	2,741,328	2,479,338	-261,990	0	3,304,600			
3352 - Recycling Service	165,442	179,125	1,482,642	1,612,125	129,483	50	2,148,200			
NET EXPENDITURE / (REVENUE)		848,856	862,334	[2,340,193]	[1,975,494]	364,699	267,717	608,900		
NET OPERATING RESULT BY RESOURCE GROUPS										
Pension Rebates	-1,063	0	-187,240	-199,600	-12,360	0	-199,600	-199,600	0	Awaiting adjustments
Annual Charges (DWM)	45,896	0	10,176,495	9,826,300	-350,195	0	9,826,300	9,826,300	0	Awaiting adjustments
Interest	0	0	7,351	0	-7,351	0	0	0	0	
Other Revenue	60,942	51,667	736,264	465,003	-271,261	0	620,000	875,400	255,400	Didn't budget for the revenue from DECC
Grants	0	0	101,243	109,800	8,557	0	109,800	109,800	0	
TOTAL REVENUE	105,775	51,667	10,834,113	10,201,503	[632,610]	0	10,356,500	10,611,900	255,400	
Employee Costs	31,168	24,000	211,924	216,000	4,076	0	284,900	284,900	0	
Materials & Contracts	848,850	819,017	7,641,196	7,371,153	-270,043	261,455	9,828,200	9,938,200	110,000	Awaiting payment of invoices
Operating Expense	2,304	2,026	14,351	18,234	3,883	6,262	24,300	24,300	0	
TOTAL OPERATING EXPENSE	882,322	845,043	7,867,471	7,605,387	[262,084]	267,717	10,137,400	10,247,400	110,000	
Surplus/ (Deficit) - Direct Control										
Depreciation	605	200	3,143	1,800	-1,343	0	2,900	2,900	0	
Internal Services	71,704	68,758	623,305	618,822	-4,483	0	825,100	825,100	0	
Surplus/(Deficit) -Indirect Control										
	[72,309]	[68,958]	[626,448]	[620,622]	5,826	0	[828,000]	[828,000]	0	
NET SURPLUS/( DEFICIT)		[848,856]	[862,334]	2,340,193	1,975,494	[364,699]	[267,717]	[608,900]	[463,500]	145,400



# Responsibility Centre Report: Trade Waste

Review: Q3-09(MAR)  
Budget Change (%) 3.4%

Financial Year: 2008/09

☑☑

	Month: March		Year To Date to March			OPERATING BUDGET PERFORMANCE				
	Actual	Budget	Actual	Budget	Variance	Comit'mts	Full Year Budget	30th June Forecast	Variance	Council Meeting Comments - Variance Explanation & Proposed Recovery Action
RESULTS BY COST CENTRE										
3400 - Trade Waste	103,311	-10,275	-416,702	-548,475	-131,773	0	-580,000			

NET EXPENDITURE / (REVENUE)	103,311	(10,275)	(416,702)	(548,475)	(131,773)	☑	0	(580,000)	
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## NET OPERATING RESULT BY RESOURCE GROUPS

Annual Charges (DWM)	69	0	447,351	456,000	8,649	☑	0	456,000	456,000	0	No changes proposed as awaiting further payment of invoices
User Fees	-732	99,167	866,453	892,503	26,050	☑	0	1,190,000	1,190,000	0	
TOTAL REVENUE	(663)	99,167	1,313,804	1,348,503	34,699	☑	0	1,646,000	1,646,000	0	
Employee Costs	5,271	4,000	34,018	36,000	1,982	☑	0	47,300	47,300	0	
Materials & Contracts	102,887	91,417	921,487	822,753	-98,734	☑	0	1,097,000	1,117,000	20,000	Higher disposal costs and contractor CPI payments but expected to be within budget.
Operating Expense	1,091	75	4,219	675	-3,544	☑	0	900	900	0	
TOTAL OPERATING EXPENSE	109,248	95,492	959,725	859,428	(100,297)	☑	0	1,145,200	1,165,200	20,000	
Surplus/ (Deficit) - Direct Control	(109,911)	3,675	354,080	489,075	134,995	☑	(0)	500,800	480,800	(20,000)	
Internal Services	-6,600	-6,600	-62,622	-59,400	3,222	☑	0	-79,200	-79,200	0	
Surplus/(Deficit) -Indirect Control	6,600	6,600	62,622	59,400	(3,222)	☑	0	79,200	79,200	0	
NET SURPLUS/ (DEFICIT)	(103,311)	10,275	416,702	548,475	131,773	☑	(0)	580,000	560,000	(20,000)	

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## 3RD QUARTER MANAGEMENT PLAN - UPDATE

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### EXECUTIVE SUMMARY

**PURPOSE OF REPORT:**

To report to Council on progress made toward achieving Key Performance Indicators as contained in Council's 2008-2012 Management Plan.

**BACKGROUND:**

Section 407 of the Local Government Act requires Council to report, within two months after the end of each quarter, the extent to which the performance targets set in Council's current Management Plan have been achieved during that quarter.

**COMMENTS:**

A progress report for all actions and key performance indicators contained in the 2008-2012 Management Plan is attached.

**RECOMMENDATION:**

That the 3rd quarter Management Plan review 2008-2012 be received and noted and due to Councillor feedback and the current financial situation of Council, a decision to remove the Reputation Survey project will impact on three (3) KPIs. The recommendation is to remove the affected KPIs from the Management Plan.

## PURPOSE OF REPORT

To report to Council on progress made toward achieving Key Performance Indicators as contained in Council's 2008-2012 Management Plan.

## BACKGROUND

Section 407 of the Local Government Act requires Council to report, within two months after the end of each quarter, the extent to which the performance targets set in Council's current Management Plan, have been achieved during that quarter.

The 2008-2012 Management Plan was adopted by Council on 24 June 2008.

The Management Plan contains six (6) principal activities, namely:

- Civic Leadership and Corporate Services,
- Built Environment,
- Natural Environment,
- Integrated Planning,
- Financial Sustainability, and
- Community Development.

Each of the principal activities contain a series of issues being a five year and one year objective plan, key performance indicators (KPI's) and major projects which provide detail on how Council plans to achieve the desired outcomes with measured performance.

## COMMENTS

The requirements set out in Council's Management Plan provide the foundation for measuring the performance of the organisation at any point in time.

To ensure that the reporting of performance is both accurate and meaningful, that targets have been developed for all the KPI's which provide an outcome based approach to measuring performance. The attached report identifies the function areas and their KPI's, expected yearly target, the achieved amount to date, and a general update on which activities for each area have been conducted.

This format provides a comprehensive insight on Council's performance at each quarter across all major function areas.

Due to financial constraints, a number of projects have been postponed this financial year as recommended in the 3<sup>rd</sup> quarter budget review. This includes the proposed community reputation survey scheduled for completion in the 4<sup>th</sup> quarter. This survey would have measures the satisfaction across a number of service areas as specifically required for three (3) KPI's. It is recommended that these be deferred until the 2009/10 financial year.

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The following comments are provided for each principle activity completed during the period ending 31 March 2009. A full list of performance is included in **Attachment 1**.

**Civic Leadership and Corporate Services**

Ku-ring-gai E-news

Three editions of Ku-ring-gai E-news were sent to 1,500 subscribers and to all staff. A mayoral message section has been introduced this year. Regular positive feedback has been received from readers and the subscription database continues to grow.

Sustainability Planning

Council is in the final stages of developing a 20 year Strategic Plan for the community of Ku-ring-gai. All ideas from the action planning sessions have been incorporated into this document. The plan forms a roadmap to assist in providing more efficient and sustainable services with projects internally and to the wider community for the next 20 years. Councillors, managers and other staff have been consulted in the analysis of actions in order to determine key priorities and the responsibilities to formulate the 20 year objectives and targets. The draft Community Strategic Plan is expected to be finalised by April 2009.

Workforce Planning

The general introduction, executive summary and the overviews for each department are currently being completed in preparation for a presentation, by the Workforce Planning Steering Committee, to the General Manager and Directors.

The Committee is on target to complete the first Ku-ring-gai Council Workforce Plan by 30 June 2009.

GIS Tender

The tender document for a replacement Geographical Information System (GIS) was completed during the quarter. Advertisements calling for suppliers with suitable experience and capability for the provision, implementation, integration and on-going support of a GIS solution were placed. Tenders closed on 24 March and submissions are currently being evaluated.

**Built Environment**

Work is progressing well on the Capital Work's programs. The majority of programmed work expected to be completed by June 2009. A summary of the progress of the Capital Work's program is covered in the report on the third quarter budget review.

Some works outstanding still requiring action, include:

- The new cycleway at Lady Game Drive. Geotechnical information has been obtained and quotations have been received for the structural design of the cycleway given the difficult topography of the site. This project is expected to take several years and the RTA funding is expected to be provided for the project as it is a strategic bicycle route.



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- Boomerang Street has commenced with removal of trees and excavation of the old kerb and gutter.
- Tenders have been called for the upgrade of Lofberg and Auluba Ovals. Works are expected to commence in June 2009.

All maintenance program work is progressing as planned. The completion of the programs is within the targets set in the Management Plan.

Development Assessment

The median processing time of 48 days for DAs is well within the 60 days KPI. It is an achievement considering the extended notification period over the Christmas break.

DCP 56 – Notification requires extended notification over the Christmas break for any DAs lodged within this period. Assessment officers were unable to determine these applications until 13 February. This resulted in 65 days as determination time for a significant number of applications and resulted in 55% of DAs being assessed within 50 days instead of 70% as per the KPI.

Land and Environment Court costs, as at the end of March, were \$771,945. This is below the year-to-date budget of \$814,000.

160 DAs are being processed which is significantly below the KPI threshold.

The median processing time for Express DAs in this quarter is below the 30 day KPI requirement.

Regulation and Compliance

Processing of construction certificates was delayed due to internal administrative functions. These included internal referrals and record processing. Internal processes have now been reviewed with an express administrative referral service established.

Strategic Asset Management and Services

An improvement plan, associated with Council's Asset Management planning and practice, has been completed. Marian Street Theatre has received Federal funding to assist with fire safety, Building Code of Australia guidelines and disability access upgrade.

**Natural Environment**

Bushland

Six (6) Walks and Talks programs were organised to provide the local community with information on the surrounding environment. The days proved to be successful, with good levels of attendance at each event.

Bush Neighbour's Day was organised on 7 April 2009. Letters and surveys were organised and distributed to 150 residential properties around Cowan Creek Reserve. The returned information will be used to focus the day towards the needs of the community.

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Vegetation Mapping

Some 72% of private lands have been mapped within predicted Blue Gum High Forest (BGHF), Sydney Turpentine Ironbark Forest (STIF) & Duffys Forest (DF) areas.

Environmental Levy

Round seven (7) of the small grants scheme allocated a total of \$33,102 to ten (10) worthy recipients who will provide environmental projects across Ku-ring-gai.

Water Conservation

Two (2) grants were awarded:

- \$160,000 for Roseville Chase Oval water harvesting; and
- \$480,000 for St Ives former landfill leachate reuse.

Waste Management

Diversion rates are being maintained at current standards. Communication has been sent out to all residents informing of the bin lid change for the paper recycling bins. The change over process commenced on 20 April 2009 and is expected to be completed by mid June 2009.

**Integrated Planning**

Town Centre Local Environmental Plan (LEP)

All submissions have been reviewed. The final report to Ku-ring-gai Planning Panel (KPP) is nearing completion. The date for the presentation of the report to the KPP is the KPP meeting of Wednesday 27 May 2009.

Town Centre Development Control Plan (DCP)

Prepared sections 1 and 4-17 and appendices are available as final drafts.

Presentation to Councillors to discuss good/bad architecture.

Councillors have been issued with a draft DCP excluding parts 2 and 3. No comments have been received to date.

Councillor briefing was held on April, 21 2009 and a bus tour is scheduled for May, 5 2009.

Parts 2 and 3 are 70% complete pending finalisation of LEP.

Schedule to issue draft to Development Assessments late April.

Proposed draft report of DCP is expected to be presented following the finalisation of the LEP by the Ku-ring-gai Planning Panel. Briefings in relation to the DCP will be held in June.

BMX Facility

Consultants appointed. Initial youth consultation held with 33 registered attendees which provided valuable feedback.

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20 April 2009

## Financial Sustainability

Available Working Capital as at 30 June 2008 was \$159,000 and was forecasted to increase to \$699,000 as at 30 June 2009 as part of the December quarterly budget review. The March quarter has seen Council's budget significantly affected by the current global economic crisis, however, various budget revisions and movements have resulted in the forecasted working capital balance of \$699,000 being maintained. Council's targeted working capital balance, in accordance with the adopted Long Term Financial Plan, is \$3.9 million. This is planned to be achieved by 2012/13. Recurrent or revenue funded project expenditure reduction strategies or income generation strategies are continually being investigated as part of the quarterly budget review processes to ensure working capital increases.

### Investments

Council's year to date returns on investments to the end of December was 4.65% compared to the benchmark of the UBS Bank Bill Index of 6.25%. Council's total investment portfolio at the end of March 2009 was \$73.6 million.

Although not achieving benchmark, Council's investment performance for the first three quarters of the year is considered reasonable considering the global economic crisis currently being experienced. In anticipation of global financial markets experiencing further extraordinary levels of volatility with credit markets and credit rated funds performing poorly, the strategy has been to move from managed funds to investing in high quality interest bearing senior debt bank notes. This has helped minimise the volatility of returns and will reduce the risk of capital loss.

However, it should be noted that the world economy is still experiencing instability and lower than anticipated interest rates have significantly impacted on Council's interest revenue. The budget review for the March quarter includes a recommendation to decrease the budget for investment income from \$3.5 million to \$2.6 million.

## Community Development

### Seniors Week 2009

Many interesting and innovative events were offered to seniors during the month of March. Some 90% of events were fully booked. Over 300 seniors participated in the program. A number of community groups supported the Seniors Week and offered activities for the local community at their own venues.

### Family Day Care (FDC) Service

Chinese New Year was celebrated during the quarter.

Play sessions have been operating at full capacity, with an average attendance of 40 at each Session.

Staff have been conducting home inspections. FDC Service is preparing for Accreditation.

Self study is due to be submitted to NCAC on 5 May 2009.

Item 3

FY00019  
20 April 2009

Youth Services

Youth Services coordinated four (4) School Holiday Outings:

- Monday 12 January - Skate tour to four (4) different parks on the Central Coast
- Monday 19 January - Zone 3 Laser in Five Dock
- Friday 23 January - Manly Water Works and the surrounding area
- Tuesday 27 January - Monster Skate Park

Community Programs

**School Holiday Program:**

Bookings for the April 2009 program opened on March 9. Bookings have been constant. At the close of March, all Kids Klubs excursions are fully booked with waiting lists. With still 10 days to the close of bookings, enrolment numbers are up by 5% on the same program last year.

Highlights planned for the April Program include trips to:

- Sydney Opera House
- Sydney Aquarium
- Yarramundi YMCA
- horse riding
- rock climbing

There are interesting centre days planned which include discos, dance workshops, games and sports days.

Library Branches

The Ezone facility continues to be heavily utilised compared to prior to the launch in July 2007. Although current activity has levelled following the first 12 months, the usage continues to grow with increases averaging 24% across all branches compared with the corresponding quarter last year. The average rate of utilisation of all terminals across the Library is 61%. Gordon branch is showing the highest usage rate.

Housebound and Libraribus

The Libraribus continues in popularity, with new members registering regular interest. The Library continues to provide 3 separate Libraribus pickups each day, three days a week. There is availability to expand the service should demand increase. It currently serves 155 customers, with a further 20 customers on the waiting list. The housebound assists members of the community who are unable to leave home. It functions during week days and serves a similar number of residents.

## Item 3

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20 April 2009

## Resolutions and Questions Without Notice

The number of outstanding Resolutions of Council and Questions Without Notice are as follows:

**COUNCIL RESOLUTIONS/ QWN**  
**Status as at 15 April 2009**

	<b>Resolutions</b>	<b>Resolutions</b>	<b>QWN</b>	<b>QWN</b>
	<i><b>Outstanding</b></i>	<i><b>Pending</b></i>	<i><b>Outstanding</b></i>	<i><b>Pending</b></i>
<b>Civic</b>	1	1	2	-
<b>Community</b>	3	-	1	-
<b>Corporate</b>	1	-	-	-
<b>Development &amp; Reg</b>	1	-	2	-
<b>Operations</b>	6	-	-	-
<b>Strategy</b>	17	-	1	-

**CONSULTATION**

No applicable.

**FINANCIAL CONSIDERATIONS**

The requirements outlined in the Management Plan 2008-2012 are funded in Council's budget.

**CONSULTATION WITH OTHER COUNCIL DEPARTMENTS**

All departments have provided the status and comments on the progress of Key Performance Indicators in the attached report.

**SUMMARY**

Comments on the status of the 3rd quarter report of the Management Plan have been included in the attached document. This includes comments on the status on key performance indicators for each function area.

Item 3

**FY00019**  
**20 April 2009**

## **RECOMMENDATION**

- A. That the report on the progress of the Key Performance Indicators contained in the 2008-2012 Management Plan for the 3rd quarter of the Plan be received and noted.
- B. That the Key Performance Indicators related to community satisfaction be deferred to the 2009/10 financial year.

Jeremy Pendergast  
**Corporate Planner**

Andrew Watson  
**Director Strategy & Environment**

Michael Miocic  
**Acting General Manager**

**Attachments: Principal Activity progress report for the quarter ended 31 March 2009 - 2009/055294**

Code	Name	Budget	Proposed Variance	Revised Budget	Actual	Commitments	Responsible Officer
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1 Civic Leadership and Corporate Services

This organisation is committed to the principles of sustainable development and management. This activity includes all aspects of governance, corporate planning and information management, human resources and both internal and external communication and marketing.

11 Governance and Corporate Performance

This program provides a process for appropriate decision-making, organisational planning and monitoring of the implementation and effectiveness of those plans and accountability of the people involved.

111 Communication and Marketing	GRWD01
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This function includes external communication through the media, Council publications and other outlets and promotes Council's image and the Ku-ring-gai Council area profile through promotional and marketing strategies.

Code	KPI	Target	Units	Achieved	Notes
a	Level of satisfaction with Council's communications	70	%	0	

Comments: Advertising

The corporate advertisement featured in the North Shore Times every Friday from the end of January, in line with Council meeting cycles. Recruitment and DA advertisements were placed as required. Various display ads were placed local newspapers and magazines.

Website statistics

Visits: 111,668

Unique Visitors: 60,325

Page views: 399,665

Average page views per visit: 3.58

Average time on site: 2 minutes 38 seconds

The most popular pages were:

1. [www.kmc.nsw.gov.au/www/html/71-home-page.asp](http://www.kmc.nsw.gov.au/www/html/71-home-page.asp)
2. [www.kmc.nsw.gov.au/www/html/156-jobs.asp](http://www.kmc.nsw.gov.au/www/html/156-jobs.asp)
3. [www.kmc.nsw.gov.au/www/html/64-library.asp](http://www.kmc.nsw.gov.au/www/html/64-library.asp)
4. [www.kmc.nsw.gov.au/www/html/244-search-catalogue.asp](http://www.kmc.nsw.gov.au/www/html/244-search-catalogue.asp)
5. [www.kmc.nsw.gov.au/www/html/277-policies--planning-documents.asp](http://www.kmc.nsw.gov.au/www/html/277-policies--planning-documents.asp)
6. [www.kmc.nsw.gov.au/www/html/215-contact-us.asp](http://www.kmc.nsw.gov.au/www/html/215-contact-us.asp)
7. [www.kmc.nsw.gov.au/www/html/275-development-applications.asp](http://www.kmc.nsw.gov.au/www/html/275-development-applications.asp)
8. [www.kmc.nsw.gov.au/www/html/2308-da-tracking.asp](http://www.kmc.nsw.gov.au/www/html/2308-da-tracking.asp)
9. [www.kmc.nsw.gov.au/www/html/271-waste--recycling.asp](http://www.kmc.nsw.gov.au/www/html/271-waste--recycling.asp)
10. [www.kmc.nsw.gov.au/www/html/551-west-pymble-pool.asp](http://www.kmc.nsw.gov.au/www/html/551-west-pymble-pool.asp)

Ku-ring-gai Update:

The January edition of the Ku-ring-gai Update was distributed via the rates notice, website, shopping centres, libraries, retirement villages and Council chambers. An audio version was produced and sent to local residents who subscribed to the Vision Australia database. Large print and text only versions were also produced to comply with the Disability Action Plan.

Ku-ring-gai E-news:

Three editions of Ku-ring-gai E-news were sent to 1,500 subscribers and to all staff. A mayoral message section to the news has been introduced this year. Regular positive feedback is received from readers and the subscription database continues to grow.

Sponsorship:

Council was a major sponsor for the Ku-ring-gai Garden Festival which was held at the St Ives Showground in March. The stall was a great success with over \$500 worth of plants sold and many enquiries from the public. Staff provided information and guided walks around the bushland near the showground and a mock creek line.

Lunchtime seminars:

Two lunchtime seminars were held for staff to encourage networking between departments and offer learning opportunities. The February seminar was a Laughter Therapy session and the March seminar was on achieving your "Natural High". Both sessions were very well received by staff.

Graphic Design:

Many brochures, posters and other marketing materials were produced during the quarter. Publications included the school holiday programs, a new food newsletter and fact sheets, parenting seminar flier, art centre brochure, Australia Day fliers and the Active Ku-ring-gai brochure.

Highlights:

Council has moved to a new printing company which uses a waterless carbon neutral printing process for printing most of our publications. We also now include the Good Environmental Choice logo on our publications.

112 Governance

SAOF01

This function area is responsible for Council's statutory governance obligations, providing support for Council meetings and assisting the public to access documents. This includes preparation of business papers, minutes, printing, governance policy and codes and compliance with legislation such as FOI, the LGA and Privacy.

Code	KPI	Target Units	Achieved	Notes
a	Department of Local Government Promoting Better Practice review action plan implemented.	90 %	0	
b	FOI requests processed within set timeframe.	100 %	100	
c	Requests to access publicly available information under Section 12 of the LGA 1993 are actioned within 10 working days.	80 %	90	
d	Statutory governance requests are completed within legislative timeframe.	100 %	100	

Comments: March Comments:

Council Business

- Three Ordinary meetings of Council were held and one General Committee meeting (commenced 24 March 2009) was held during January - March.

Ku-ring-gai Planning Panel:

- One meeting of the Ku-ring-gai Planning Panel was held during January - March.

Print Room:

- Business Papers and associated documents were produced for the five meetings of Council and the Planning Panel.  
- 79 print jobs were completed.

Access to Council Documents:

- Four Freedom of Information applications were received.  
- There were 278 requests for access to documents under Section 12 of the Local Government Act.

113 Office of the Internal Ombudsman

INOM01

Code	KPI	Target Units	Achieved	Notes
a	Complaints referred to the ombudsman investigated and assessed within set timeframe.	100 %	100	

Comments: All complaints/allegations referred, completed or under current investigation within timelines.



This function involves the development of corporate planning tools and documents, providing reports that outline progress against the Council's Management Plan and Operational Plan and prepares the Annual Report.

Code	KPI	Target Units	Achieved	Notes
a	100% of reports are prepared and submitted within statutory timeframe.	100 %	100	

Comments: Consultation:

St Ives Skate and BMX Park consultation came to fruition in this quarter, with regular website updates. West Pymble Pool consultation also included website updates. The Water for Life campaign evaluation was undertaken and results will be placed on Council's website in the near future. Planning has been undertaken regarding the B2 consultation and Council's Reference Committees. St Ives Showground Forum was held and considered successful. Community facilities consultation was wrapped up with results available to Council staff for the preparation of various plans. Started preparation for Bushfire Risk Management Plan Public Participation Strategy.

Consultation planning and programming across Council:

Program document complete and available on Council's website. Also communicated to KMC Management and Councillors. Document due to be reviewed prior to first quarter 2009 and revise where needed as well as drop off projects already completed.

Social planning discussion document:

Changes to the DLG reporting framework have meant that it is unlikely Council will go ahead with another Social Plan in the way that previous versions of this document have been drafted. Council remains unsure if the stand alone plan will be a requirement under the new framework.

Staff have agreed the best course of action will be to contact the DLG and formally request an extension of the current plan to 2010. Ongoing evaluation of the current plan is occurring and results are available. The Community Strategic plan will lead the new direction for social planning and KMC will request an item be added to the next regional meeting of Community Development Managers, with a view to discuss possible options and other Council's experience in more detail.

Management Plan:

Third quarter review of management plan completed and subject of this report.

A draft Management Plan for 2009/12 has been prepared in consultation with staff and was presented to Councillors for review as part of workshop in February. The draft report will be referred to Council for consideration to exhibit to the public in April.

Sustainability Planning:

Council is in the final stages of developing a 20 year Strategic Plan for the community of Ku-ring-gai. All ideas from the action planning sessions have been incorporated into this document. The plan forms a roadmap to assist in providing more efficient and sustainable services and projects internally and to the wider community for the next 20 years. Managers, Councillors and other staff have been consulted in the analysis of actions in order to determine key priorities and responsibilities to formulate the 20 year objectives and targets. The Draft Community Strategic Plan is expected to be finalised by April 2009.

Across the organisation, the Sustainability Reporting Team has re-convened for 2009 and is working to produce on the ground results for a number of internal initiatives. This has recently focused on creating and supporting behavioural change through the introduction of an internal sustainability award.

On the February 24 2009, Council resolved to re-establish the Sustainability Reference Committee. Community nominations began in March and members will be recruited in April. Committee members will review the Strategic Plan as one of their first tasks. Their role will be to make recommendations to the Council.

## 12 Knowledge Management

The Knowledge Management program ensures the information flowing within, into and out of Council is reliable, accurate and appropriate for the needs of all parties.

### 121 Information Management

ACCO01

This function area is responsible for Council's records management practices. This includes system development, document registration and scanning, storage, retrieval, archiving and processing record information.

Code	KPI	Performance in Period	Target Units	Achieved Notes
1			100 %	100

Comments: Mail – Outgoing

January to March:

Small letters = 37,486

Large letters = 1,962

Others = 10006

(Parcels & International)

Registered Correspondence

Documents captured in TRIM – Councils Electronic Document Management System (EDMS).

January to March = 38,084

Documents Deleted:

January to March = 175

File resubmits:

January to March = 494

Government Records Repository – GRR (Offsite Storage)

Archived – GRR:

January to March = Nil

Retrieved – GRR:

January to March = Nil

Support requests for this quarter were up by 254 compared to last quarter, with 211 currently open and outstanding. Support staff have been concentrating on getting this down before the next hardware refresh.

TRIM Upgrade

The new version of TRIM was successfully implemented on the 16th of March with no major issues to report. Some further integration work has been identified and is being addressed before this project can be signed off.

### 122 Information Technology

MGIS01

This function area develops and maintains Council's information technology and telecommunications systems to provide efficient and effective support and quality services to the organisation.

Code	KPI	Performance in Period	Target Units	Achieved Notes
a	IT agreed project milestones completed.		100 %	100
b	Availability of IT systems.		98 %	99
c	Service requests completed in set timeframe.		90 %	90

Comments: Systems and User Support

Support requests for this quarter were up by 254 compared to last quarter, with 211 currently open and outstanding. Support staff have been concentrating on getting this down before the next hardware refresh.

TRIM Upgrade

The new version of TRIM was successfully implemented on the 16th of March with no major issues to report. Some further integration work has been identified and is being addressed before this project can be signed off.

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The new version of TRIM was successfully implemented on the 16th of March with no major issues to report. Some further integration work has been identified and is being addressed before this project can be signed off.

### 123 Land Information

MGLI01

This function area is responsible for Council's Geographical Information System, property and land information and the provision of S149 planning certificates.

Code	KPI	Performance in Period	Target Units	Achieved Notes
a	Land information project milestones completed within set timeframe.		100 %	100
b	149s issued within set timeframes.		95 %	100
c	Availability of GIS system.		98 %	98

Comments: Geographical Information Systems

All cadastre and zoning layers have been updated as a result of 31 new subdivisions registered.

Property Information & Land Titles:

In this quarter 28 Torrens Title and 3 Strata Title Subdivisions were registered at the Department of Lands. This resulted in the creation of 28 additional properties and 114 Residential Units. All records updated accordingly.

S149 Planning Certificates

A total of 833 Planning Certificates were issued this quarter with a resulting income of \$57,800.00.

### 13 Staff Management

The staff management program provides a process for appropriate decision-making, organisational planning and monitoring of the implementation and effectiveness of those plans and accountability of the people involved.

#### 131 Human Resources

Stemming from its Strategic Plan, Human Resources provides a service on all matters relating to the management, retention and performance assessment of Council's staff. This includes HR policy development, industrial relations, recruitment coordination, induction, OH&S, training coordination, payroll and child protection.

MGHR01

Code	KPI	Target Units	Achieved	Notes
a	5% reduction of lost time injury rate from previous year.	-5 %	-38	
b	Staff turnover less than 20%.	0 %	1	
c	90% of training and development programs for direct reports implemented.	90 %	100	

##### Comments: Lost Time Injury Rate

From these figures the lost time injury rate is reducing significantly. The premium has remained high because (i) of the Insurer's over estimation of projected salary increases in 2009 and (ii) because of the Insurer's decrease in their estimate of the discount - a reduction from 15% to 5%.

##### Turnover:

Staff turnover is very low because January was a holiday period and jobs are currently scarce in the market.

##### Training and Development:

Legislative requirements are met. In the coming financial year, more emphasis needs to be placed on developmental strategies.

### 14 Customer Service

Council's customer service program provides prompt and courteous responses to the needs of customers, suppliers and stakeholders, as well as internal support services for all Council administrative functions.

#### 141 Customer Service

The functions associated with the planning, monitoring and evaluation of services provided to customers by Council.

Code	KPI	Target Units	Achieved	Notes
a	Customer requests (CRS) processed within service standard.	80 %	93	
b	Customer requests (CRS) actioned within service standard.	75 %	99	

CUSM01

Comments: The following information represents a statistical breakdown of the major activities undertaken by Customer Service in the quarter of January to March 2009 with comparative statistics for the same period 2008.

##### Customer Service – Counter

	Jan '09	Jan '08	Feb '09	Feb '08	March '09	March '08
No. of Rec/Its	1991	2314	3233	4291	2960	3165
No. of Cert/s lodged	367	555	460	581	776	629
No. of DA's & Associated Appl/s lodged	117	185	167	287	214	263
No. of TPOs lodged	131	137	102	165	142	142

##### Customer Request System - Requests Lodged

	Jan. '09	Jan. '08	Feb. '09	Feb. '08	March '09	March '08
Total lodged	3220	3509	2996	3850	3172	2970
Total Actioned	2915	3145	2734	3368	2952	2289

##### Customer Service - Call Centre

	Jan. '09	Jan. '08	Feb. '09	Feb. '08	March '09	March '08
Total no. of calls	10,767	10,625	10,571	13,115	11,775	12,017
Clean Up Queue	2827	3591	2124	2680	2,087	1977
Reception Queue	2091	N/A	2293	4366	3,238	3610
Cust. Serv. Queue	5849	7,034	6154	6069	6,450	6430

##### Emails

	Jan. '09	Jan. '08	Feb. '09	Feb. '08	March '09	March '08
Total received & actioned	652	387	601	470	584	646
Thank you written responses	25	80	20	69	20	63

##### Faxes

	Jan. '09	Jan. '08	Feb. '09	Feb. '08	March '09	March '08
Total received and actioned	44	N/A	54	N/A	62	N/A

##### Customer Service News:

This quarter has seen a significant increase in the number of development applications and certificates lodged.

At the same time a similar trend was also reflected with the number of requests logged and the number of calls taken. However, there has been a 20% increase in the number of emailed customer enquiries in comparison to the same time last year.

## 2 Built Environment

This organisation is committed to the principles of sustainable development and management. This activity includes all activities that have significant impacts on the built environment.

## 20 Engineering Services Asset Maintenance and Management

The Infrastructure and Assets Program covers the forecasting, planning, design, construction and maintenance of infrastructure, buildings and major assets as related to the Council's capital works program.

### 201 Engineering Services Asset Maintenance and Management

Functions to develop and implement Building Maintenance Programs and Road Maintenance Programs that support the work of the Department.

Code	KPI	Target Units	Achieved	Notes
a	Building Maintenance Program completed.	85 %	80	
b	Improvement in the condition of Council's building assets.	10 %	0	This will be reported in the 4th quarter

Comments: All building, road and footpath maintenance works are on track for completion of 85% of the approved program. The final results will be reported in the 4th quarter report.

In the Building Maintenance Program, 80% (of 196) of Trades related works, and 70% of Contractor related works are completed. in YTD, 335 CRS requested have related to vandalism.

Civil works area: In last quarter

Footpath works undertaken: Asphalt ( 935 sqm) , concrete( 648sqm) ; overall 96% budget spent.

100m Kerb& gutter, and overall 69% Budget spent

2426 Potholes filled ; 1010 sqm Patching works ; 143 sqm road shoulder.

Fleet Management: Passenger Vehicles 85% replaced. Expected proceeds down due to market sales, resulting in about 3 vehicles being deferred to 2009/10. Operational plant on track. Large plant ordered - New Backhoe delivered, Street Sweeper currently being built.

## 21 Fleet Maintenance and Management

### 211 Fleet Maintenance and Management

Code	KPI	Target Units	Achieved	Notes
a	Reduction of fuel consumption by passenger fleet.	5 %	0	This will be reported in the 4th quarter
b	Reduction of fuel consumption by operational fleet.	5 %	0	This will be reported in the 4th quarter

Comments: There has been a reduction in fuel usage due to the purchase of small 4 cylinder petrol vehicles and 4 cylinder diesel vehicles.

## 22 Infrastructure Design and Construction

### 221 Infrastructure Design and Construction

This function area focuses on providing engineering designs and projects, capital works programmes and management of contracts and projects relating to Council infrastructure.

Code	KPI	Target Units	Achieved	Notes
a	Increase of recycle material in operational projects.	10 %	0	This will be reported in the 4th quarter
b	Capital works project milestones are completed as per program.	90 %	75	This will be reported in the 4th quarter
c	Infrastructure levy project milestones are completed as per program.	90 %	95	This will be reported in the 4th quarter
d	Environmental levy project milestones are completed as per program.	90 %	0	
e	Stormwater charge program implemented within set timeframe.	90 %	50	This will be reported in the 4th quarter

Comments: The road program is on track for completion by June 2009. The footpath program is progressing well but further investigation and design of the cycleway along Lady Game Drive is required due to the difficult topography of the area. All minor drainage works have been completed.

Lady Game Drive, shared path Deburgh to Ryde Road, geotechnical report received, now obtaining structural design.

Road rehabilitation and Infrastructure levy within targets, rain delays are not much more than expected.

Aima Street and Station Street drainage and traffic in final detail drafting stage.

Junction Road near freeway overbridge, footpath on both sides constructed.

Contractors and developers encouraged to use recycled materials, such as crushed concrete as pipe bedding. RAP used in resheeting roads. Cheaper to separate materials for disposal as concrete and other recyclable have lower tip costs than mixed waste to landfill.

AER decision on component charges for street lighting is for about -7%, rather than the large rise wanted by Energy Australia.

Boomerang Street has commenced.

Highlights Lady Game Drive, Road Occupancy granted during daylight hours.

Infrastructure Levy and Rehabilitation program should be finished in May.

Boomerang Street has commenced with removal of trees as agreed between independent arborist and residents.

## 23 Traffic and Transport

### 231 Traffic and Transport

This function provides professional assessment of traffic and transportation matters including forward planning of Council's road and pathway networks.

Code	KPI	Target Units	Achieved	Notes
a	Road safety program completed within set timeframe.	90 %	0	
b	Traffic facilities program completed within set timeframe.	90 %	0	
c	Compliance with transport accessibility standard.	25 %	0	

Comments: 36 of 50 counts for 2008/09 now completed.

RTA signs:

There have been 792 signs reported for maintenance over the past quarter. Target is that a sweep of Ku-ring-gai be completed and damaged or missing RTA/ regulatory signs be reported to RTA. On target to complete that sweep.

MGTT01

## 24 Development Control

The regulation and approval of building and development applications for specific properties, buildings, fences, signs etc covered by Planning, Building and Environmental legislation.

### 241 Development Control

This functional area includes Council regulation and approval of building and development applications for specific properties, buildings, fences, signs etc covered by Planning, Building and Environmental legislation.

Code	KPI	Target Units	Achieved	Notes
a	Median processing times for all applications is 60 days.	60 Days	48	
b	70% of applications have a processing time of 50 days.	70 %	55	
c	Land and Environment Court costs do not exceed budget.	814,000 \$	811,183	
d	Number of undetermined development applications less than 450.	450 DAS	160	
e	Median processing times for express assessment is 30 days.	30 Days	29	

Comments: The median processing time of 48 days for DAS is well within the 60 days KPI and is an achievement considering the extended notification period over the Christmas break.

Council's Notification DCP requires extended notification over the Christmas break for DAS lodged in this period. Assessment officers were unable to determine these applications until 13 February. This added up to 65 days in determination time for a significant number of applications and resulted in 55% of DAS being assessed within 50 days instead of 70% as per the KPI.

The Land and Environment Court costs to the end of March were \$811,183 which is below the year-to-date budget of \$814,000.

There are 160 DAS being processed which is significantly below the KPI threshold.

The median processing time for Express DAS in this quarter is below the 30 day KPI requirement.

MGDC01

25	Regulation and Enforcement				MRPS01
The regulation program includes all health, development control, parking and other enforcement services.					
251	Regulation and Compliance				
The function comprises of four main areas responsible for regulating the local area to ensure compliance with statutory controls and local policies. Tools used include education and encouragement, investigation and inspection of premises and formal Orders.					
	Code	KPI	Target Units	Achieved Notes	
	a	Construction certificates are processed within 14 days.	90 %	82	
	b	Residential flat buildings comply with fire safety standards.	80 %	81	
Comments: Processing of construction certificates were delayed due to internal administrative functions, including internal referrals and records processing. Internal processes have now been reviewed with an express administrative referral service now in place.					
The fire safety programme continues to evolve with many residential properties making good progress in complying with their fire Safety Orders as funds allow.					
Highlights					
Legal actions against premises at 3 Lightcliff Ave (unauthorised retaining wall), 21 Rothwell Ave (unauthorised works in flood zone) and 27 Mlowera Rd (unauthorised piping of watercourse) were all successful in the reporting quarter.					
26	Emergency Management				MGES01
Emergency management addresses the potential occurrence of major emergency situations, involving disaster and risk management, development and maintenance of the Local DISPLAN and Sub-plans relating to specific hazards or emergencies.					
261	Emergency Management				
Emergency management addresses the potential occurrence of major emergency situations, involving disaster and risk management, development and maintenance of the Local DISPLAN and Sub-plans relating to specific hazards or emergencies.					
Comments: Work is progressing well on the relocation of the SES headquarters. Arrangements are in hand for the demolition of the old building due to increased settlement of the site. Quotations have been called and a designer has been engaged to prepare the concept drawings for the new building. Council staff and the SES are working with the Rural Fire Service on the possibility of a new combined building for both combat agencies. A further meeting will be held in May 2009 to provide an update on the status of the design.					
27	Waste Management				MGWM01
271	Waste Management				
Function includes the provision of solid waste removal, destruction and waste reduction services by Council to ratepayers.					
	Code	KPI	Target Units	Achieved Notes	
	a	Diversion of waste from landfill.	60 %	61	
	b	Below 4% contamination by weight for dry recyclables and green waste.	4 %	0	
	c	Compliance with Landfill Environmental Management Plan.	95 %	100	
Comments: Domestic waste recovery rate is 61.13% quarter to date.					

28 Open Space Asset Maintenance and Management				
Functions to develop and implement Open Space Maintenance Programs that support the work of the Department.				
281 Open Space Services				
Comments: 3rd Quarter Playground Inspections completed. Asset refurbishment program continuing.				
282 Park Maintenance				
Code	KPI	Target Units	Achieved Notes	
a	Park maintenance programs complete.	80 %	61	
b	Improvement in the condition of Council's playgrounds.	10 %	10	
Comments: on track Highlights	Renovation of St Ives Showground main arena and Princess Anne equestrian centre.			
283 Sportsfield Maintenance				
Code	KPI	Target Units	Achieved Notes	
a	Sportsfield maintenance programs complete	80 %	57	
Comments: On track Highlights	Completion of season changeover with no interruption to allocated sports. Renovation of golf courses completed.			
284 Tree Maintenance				
Code	KPI	Target Units	Achieved Notes	
a	Reactive tree maintenance programs completed.	80 %	80	
b	Proactive tree maintenance program completed.	10 %	0	
Comments: Tree teams are currently operating on reduced staff numbers due to recent resignations and existing vacancies yet to be filled.				
Tree teams were operating on numbers reduced from 14 staff to 10 during his period. In addition to this, including annual leave, long service, sick and RDO days 48 days of staff time was lost.				
A total of 127 fallen trees or branches were received in the month of February with all actioned within established timeframes. This number is 34% of the requests received.				
Teams have been targeting overdue requests and larger works listed with Specialised Tree Works Team over this period. This has resulted in a lower number of February requests completed.				
Stump grinding is on schedule with all January stumps and a large number of overdue stumps from previous months completed. No stumps older than February remain outstanding.				
No proactive works were undertaken in February as all child care works were completed in January as required. No proactive tree inspections were undertaken.				
15 large stumps were referred to contractor for grinding.				
9 locations were issued to contractor for termite treatment.				
36 tree works jobs were forwarded to contractors for quotes. These quotes are due 13 March 2009.				
285 Bushland Maintenance				
Code	KPI	Target Units	Achieved Notes	
a	Bushland maintenance program complete.	80 %	70	
Comments: Most programs are travelling well, hazard reduction burns hampered by weather. Fire trail and walking tracks hampered by lack of resources due to staff vacancies.				
29a Strategic Asset Management				
29a1 Strategic Asset Management and Services				
This unit is responsible for Council's commercial property portfolio management, performance and reporting, including strategic planning, property rationalisation and property related programs and projects.				



### 3 Natural Environment

This organisation is committed to the principles of sustainable development and management. This activity includes all activities that have significant impacts on the natural environment.

#### 31 Environment

Environment includes all aspects including water, biodiversity, energy, atmosphere, waste and fire.

##### 311 Bushland

Code	KPI	Target Units	Achieved	Notes	SUSL01
a	Satisfaction with Council's Bushland Management Program.	70 %	0	This will be reported on in the 4th quarter	
b	Critically endangered and endangered ecological communities mapped against adopted method in Sydney Turpentine Ironbark Forest, Blue Gum High Forest and Duff's Forest communities.	100 %	72		
c	Ecologically sustainable lands mapping and training program completed.	90 %	70		
d	Bushfire complaints (via CRS) responded to.	100 %	0		
e	Number of hectares burnt as part of the annual Hornsby/Ku-ring-gai Hazard Reduction Program.	0 Number	0		

##### Comments: Bushland

- Investigation into encroachments/dumping and weed issues has continued throughout the quarter. Consultation with local residents and community groups on the issues has been implemented to improve education and prevention.
- 6 Walk and Talk days were organised to provide the local community with information on the surrounding environment. The days proved to be successful with good attendance at each event.
- A Bush Neighbours day for the 7 April 2009 was organised with letters and surveys sent to 150 residential properties around Cowan Creek Reserve. This information will help to focus the day towards the needs of the community.
- A stall was held at St Ives Showground to gather information that will be presented to the public such as programs Council Conduct.

##### Vegetation mapping

- 72% of private lands mapped within predicted BGHF, STIF & DF areas.
- Including Council managed lands which are approximately 65% of the tiles containing predicted BGHF, STIF & DF areas have been mapped.
- A number of unmapped Council managed lands are likely to be non Threatened Ecological Communities and as such should take less time to map.

##### Environmental Levy

- Round seven small grant recipients were happy to receive a total of \$33 102 which provides funding for environmental projects across Ku-ring-gai.
- Another three projects requiring bush regeneration commenced covering the protection of environmentally sensitive areas and maintenance of walking trails.
- St Ives Garden Show saw an opportunity for environmental projects to be highlighted over a weekend event with face to face discussions and displays of materials.
- Comenarra stormwater harvesting completed.
- Cliff Oval stormwater harvesting plans completed and reviewed.
- Grosvenor Street water sensitive urban design plans completed and reviewed.
- Conservation Agreement for Browns Forest and 102 Rosedale Road.



The application form to create a Conservation Agreement for these lands was submitted to DECC on 16 February 2009. We are awaiting the approval of the agreement from the DECC and the Minister administering the National Parks Act.

- The agreement, similar to the existing one for the Ku-ring-gai Flying Fox Colony, will formalise protection of this significant site containing part of the largest Blue Gum High Forest remnant in existence. It will also help make the management of the site consistent with that of the adjoining Dairymple-Hay Nature Reserve.
- 102 Rosedale road was the last remaining urban block adjoining the other reserves and purchased by Council with the help of resident groups and the Federal Government.
- Important Land and Environment Court Win for Riparian Protection.
- Between October 2008 and February 2009, 2 staff members from Strategy assisted our legal representative and staff from Development Control to contest a court case involving the piping of a water course. Strategy staff provided key evidence that assisted in the win for Council. The win was quite important as it defended our Riparian Policy and will affect future development and planning issues.
- The Riparian Policy helps protect our creeks, water quality and urban bushland from further loss and degradation. Riparian zones also provide green 'corridors' for human amenity and biodiversity.

Environmental Assessment of Auluba Playing Fields Development.

In accordance with state and federal legislation environmental assessment of the potential impacts of the major redevelopment and upgrade of the Auluba playing fields was recently completed. The Review of Environmental Factors (REF) study found that the proposed upgrade will not have significant negative impacts on the local environment and ecology. The proposed project has features that will actually reduce current negative impacts on the threatened ecological community on site (Duffy Forest) by reducing runoff and nutrients entering the bushland on site.

**Fire burns:**  
Once again, rainfall has made for a poor hazard reduction burn program. Of the 24 burns listed on the 2008/2009 hazard reduction burn program only 5 were completed and 1 partially (40%), leaving a total of 31.9 hectares burnt. This represents 32% of the program completed.

**Burn piles:**  
Pile burning is undertaken only when piles cannot be removed from site. They are created as a result of fire break maintenance and Customer Request System (CRS) requests. The number of piles burnt as a result of CRS's was 46 and from fire break maintenance was 98. The total number of piles burnt for 08/09 is 144.

**Burn sites prepared:**  
Twelve proposed burn sites were prepared of which six were used. Six are awaiting hazard reduction burns.

**Bushfire hazard complaints:**  
30 Bushfire Hazard Complaints (BHC) via CRS - 30 resolved.  
20 BHC via TRIM .  
TOTAL 50

**Works Completed:**  
1. (Trim Container - 2009/018315)- 2009 / 2010 Ku-ring-gai Council Fuel Management Program.

Code	KPI	Target Units	Achieved	Notes
a	Water Sensitive Urban Design Program completed.	90 %	70	
b	Stormwater Pollution Control Maintenance Program completed.	90 %	70	
c	Creek Remediation Program completed.	90 %	75	
d	Integrated Water Management Strategy Program completed.	90 %	65	
e	Reduction in Council's potable water consumption.	6 %	0	This will be reported on in the 4th quarter
f	Reduction in per capita potable water consumption.	6 %	0	This will be reported on in the 4th quarter
g	Increase in Council's non-potable water consumption.	5 %	0	This will be reported on in the 4th quarter

Comments: Creek remediation projects:

Sites inspected and suggestions provided to incorporate into levy works.

Bi-Centennial Park Project:

Project construction out to tender. Kooloona Crescent rain garden has been completed and testing for filter performance has begun.

Energy and Water Performance contract:

All works completed and operational. All relevant staff trained in maintenance.

Water re-use:

Strategy staff have completed four reports to be presented the 6th International Water Sensitive Urban Design Conference and Hydropolis #3 in Perth 2009. Two journal articles have also been prepared for submission.

Water conservation:

2 grants awarded:-

Roseville Chase Oval water harvesting - \$160,000.

St Ives former landfill leachate reuse - \$480,000.

Water Sensitive Urban Design (WSUD):

Three sites have been identified as highly suitable sites for implementing WSUD. A number of other sites have been flagged. However these require further investigation for potential interest.

North Turramurra Golf Course and Recreational Area Sewer Mining project:

Brief for geotechnical study on leachate and stability of landfill in preparation and to be sent for quotation in April. Grant application has been lodged with the Federal Government for \$3million to assist with the project, along with the proposal to submit an application to the NSW Minister for Local Government, for a rate variation following Council's decision on 24 February 2009.

Storm Water Harvesting program:

gauge.

Aulubba on hold pending outcome of B2 road corridor lands with Department of Planning.

Our next steps are to continue to liaise with the Department of Planning to assist with the project.

Sewer mining Gordon Golf Course:

Continuing to work with Guarantor regarding project following the appointment of an administrator to the appointed tenderer. Additional testing of sewer flows commenced to assist in in quotation of new technology and expect to have a firmer indication on progress of the project in May 09.

Comenarra completed less monitoring

Water Sensitive Urban Design:

A number of projects in progress or completed within the Bi-Centennial Park catchment that will also link to the capital upgrade of Lofberg Oval current in tender process.

Code	KPI	Target Units	Achieved	Notes
a	Reduction in Council's corporate greenhouse emissions.	4 %	0	This will be reported on in the 4th quarter
b	Increase in knowledge and understanding on climate change.	10 %	0	This will be reported on in the 4th quarter
c	Households participate in energy audits.	5 %	0	This will be reported on in the 4th quarter

Comments: Macquarie University Partnership

Progress has continued with the research collaboration with Macquarie University on the development of a comprehensive risk assessment to assist Council in adapting to Climate Change. A final report for this project will be presented in the 4th reporting quarter.

Energy and water performance contract:

All works completed and operational. All relevant staff trained in maintenance.

## 4 Integrated Planning

This organisation is committed to the principles of sustainable development and management. Integrated planning deals with providing sustainable planning for Council's assets, property, open space and heritage.

## 4.1 Urban Planning

Urban planning includes all strategic land use, statutory planning and urban design services and functions. It also seeks to consider broader sustainability issues covering environment, social, economic and areas of governance.

### 4.1.1 Urban Planning

This function involves the establishment of a medium to long term policy framework for the management of urban environments.

Code	KPI	Target Units	Achieved Notes
a	Urban planning project milestones are completed within set timeframe.	95 %	95
b	Urban design project milestones are completed within set timeframe.	95 %	95

Comments: Town Centre LEP

All submissions have been reviewed. Final report to Ku-ring-gai Planning Panel (KPP) is nearing completion. Date of the KPP meeting, at which the report is to be considered, is yet to be confirmed.

Public Domain Manual:

Presentation to Councillors and PCG on final materials and furnishings selection.

Consultants currently preparing draft technical manual - 50% review due 9th April.

Second consultants engaged to transfer all public domain strategies and concept plans from Town Centre DCP 2006 to new Public Domain Plan. 50% review due 9th April.

Currently aiming to report draft Plan to 26th May OMC with exhibition to follow.

Town Centre DCP:

Prepared sections 1 and 4-17 as final drafts as well as all Appendices.

Presentation to Councillors on good/bad architecture.

Councillors issued with draft DCP excluding parts 2 and 3. No comments received to date.

Councillor briefing planned for 21st April and bus tour for 5th May.

Parts 2 and 3 at about 70% pending finalisation of LEP.

Planning to issue draft to Development Assessments late April.

Aiming to report draft DCP to OMC 26May.

Consolidation Development Contributions Plan:

Despite other unplanned work such as the preparation of a 20 page submission with 12 attachments to the DoP defending our current contributions plans. This work is once again tracking fairly well.

However the target date for reporting for exhibition is still very tight.

### 4.1.2 Open Space Planning

Code	KPI	Target Units	Achieved Notes
a	Open space planning project milestones are completed within set timeframe.	80 %	80
b	Plan of Management program complete.	85 %	100

Comments: BMX facility  
Consultants appointed. Initial youth consultation held with 33 registered attendees providing valuable feedback.

Sports field flood lights:

Consultation held for Roseville Park tennis court floodlights. Decision made to install lights in the 4th quarter with reduced hours that lights can be used.

Hockey synthetic field:

Gordon North Sydney Hockey Club gave a presentation at the St Ives Showground and Precinct Ideas Forum. Also met with Department of Lands and neighbouring hockey associations to investigate partnership opportunities at vacant site at Terry Hills which is earmarked for hockey.

Koola Park:

Consultant engaged to manage geotechnical study, sports field design and develop masterplan for further consultation in the 4th quarter.

Landscape planner masterplans:

Detailed design for tender completed for Sir David Martin Reserve. Consultant engaged and background work completed for St Ives Village Green Masterplan.

NSROC sportsfield officers group:

Quarterly meeting and working group meetings held to discuss regional netball and hockey facilities.

Prioritisation ranking system updated and will be presented to Council in April.

St Ives Showground precinct options:

Ideas forum held in February.

West Pymble Pool:

Concept designs have been prepared for the purpose of obtaining comment on various aspects of the design layout and aesthetics.

Public meeting held in March with plans on display at site and on web. Architect progressing to refine concepts based on feedback.

## 5 Financial Sustainability

This organisation is committed to the principles of sustainable development and management. Financial sustainability deals with business activities, investment, tourism and matters to embrace a wide range of activities designed to maintain a strong diverse economy for future generations of residents.

### 51 Financial Management

Economic management focuses on the activities to ensure the long term financial sustainability of Council. This includes the continuation of long term financial modelling, investment strategy, diversifying income for Council, and ensuring expenditure is targeted.

#### 511 Financial Management

This area is responsible for the management of Council's statutory accounting functions such as preparing annual financial statements and investment reports for Council.

Code	KIP	Target Units	Achieved	Notes
a	Statutory financial reports prepared and submitted within legislative timeframes.	100 %	100	
b	Weighted average year to date return exceeds the UBSWA Bank Bill Index (%) benchmark return.	80 %	74	
c	Available working capital balance exceeds \$1million.	1 \$	1	

Comments: 100% of reports due to date have been completed. The monthly investment reports and the 1st quarterly budget review report were due in this period and have been completed within the statutory timeframe.

Mainly as a result of the continued volatility in global financial markets, Council's investment returns for the year were below benchmark. The YTD return for March was 4.65% against a benchmark rate of 6.25%

Available Working Capital as at 30 June 2008 was \$159,000 and as at 2nd Quarter review 31 December 2008, it is forecast to increase to \$699,600 as at 30 June 2009. Although Council has a target of \$1M level of working capital in the Management Plan, after taking into consideration debtors, stores plus a 5% buffer for unbudgeted costs Ku-ring-gai Council should have approximately \$3.9M working capital. Recurrent or revenue funded project expenditure cutting strategies or income generation strategies are continually being investigated as part of the Quarterly Budget Review processes to ensure working capital increases.

#### 512 Revenue Accounting

The function of managing, regulating, setting and collecting Council income through the valuation of rateable land and other charges as well as managing Council's revenue accounting functions.

Code	KPI	Target Units	Achieved	Notes
a	Rates, Charges and Fees collected.	% %	84	

Comments: Target not yet due. Target due June quarter. Achieved 84% collected in March quarter.

#### 513 Procurement and Risk Management

This function area is responsible for Council's procurement and risk management policies and procedures and ensuring compliance with them throughout the organisation.

Comments: To quantify savings from the use of SmartBuy is difficult as we use various contracts. However, across the board, SmartBuy contracts have an average of 2% savings. From LGP which is our main use contracts. I have extrapolated the following figures based on sales, rebates and projected percentage savings.

Advertising Media Contract - our total sales in round figures \$373,000 - our Rebate is \$1583. The % savings based on previous contracts is 3%.

IT Contract total sales - \$205,000. Our Rebate is \$768-00. Projected % savings based on previous contract is approx 2%.

Safety Workwear and Apparel - sales approximately \$6,000. Our Rebate approx \$20. % savings is 2%.

It should be noted that this last contract has only just commenced.

New contracts that have just commenced are Park and Street Furniture, Chemicals, HR temporary replacements, Trucks, Garbage Collection/Compaction and vehicle mounted Street Sweeping systems. Productivity, sales and savings will be available at the next quarterly review.

These are very positive figures for Council and indicate the advantage of an entity participating in these contracts.

## 6 Community Development

This organisation is committed to the principles of sustainable development and management. Community development covers all issues relating to community wellbeing, culture and lifestyle.

## 6.1 Community services

Community services are provided at facilities such as libraries and cultural centres and provide benefit to our residents with particular focus on special need groups such as aged and youth

### 6.1.1 Service Planning and Development

Understand and support a cohesive community where we appreciate and support the many cultures and heritage of Ku-ring-gai residents. Access to the services, programs and facilities that enable full participation in/and enjoyment of the social and economic.

Code	KPI	Target Units	Achieved Notes	MCDV01
a	2008/09 priority Community Plan recommendations completed.	95 %	85	

Comments:

- Implementation of priority recommendations have commenced in the children's services, youth services, aged, disability areas, culturally and linguistically diverse communities.
- Comprehensive Child Care Needs Study final stage of drafting and consultation program to commence with local children service providers.
- Children's Services Child Care Directory continuously updated and available on Council's website.
- Child Care Centre development applications assessed using Council's Child Care Centre Development Control Plan No. 57.
- Holiday programs held in libraries, vacation care and youth centres in January.
- Entertainment events held for young people included a band nights and skate events.
- Up-skilling Parents for the Modern World- Parent Forums held in cooperation with the Ku-ring-gai Youth Development Service.
- Gordon Student Resource Centre and St Ives Youth Centre fully operational.
- Resourced and supported the Hornsby/Ku-ring-gai Youth Workers Network and Youth Council.
- In cooperation with the Ku-ring-gai Police and Community Safety Committee conducted Parent Driver Teaching Training Program.
- Aged and Disability Services Directory continuously updated and available on Council's website.
- Conducted information seminar for older people on Breakthrough in Eye Research. This seminar received wide acclaim and was attended by over 50 people. The seminar presenters Professor Minas Coroneo and Graeme Banks OAM are considered international experts in this field.
- The Ku-ring-gai Shuttle Bus Service for older people, people with a disability and their carers in cooperation with the Hornsby/Ku-ring-gai Community Transport Service has continued operating between January and March. Due to increasing demand for this service it now operates on Thursday and Friday of each week.
- Resourced and supported a social isolation working party to address issues of loneliness and safety among older people in conjunction with community organisations, NSW Department of Aging and Disability and other Northern Sydney Councils.
- Resourced the Hornsby/ Ku-ring-gai Home and Community Care and Forum and Northern Sydney Disability Services Network.
- Completed the Seniors Week 2009 program of activities in cooperation with a number of community organisations and service providers.
- Council information provided in accessible formats including audio, large print, text only and electronic of Ku-ring-gai Update and Summary Annual Report.
- Coordinated and resourced the Hornsby/Ku-ring-gai Multicultural Network.
- Coordinated NSROC funding submission to provide settlement services for newly arrived migrants in northern Sydney. Submission lodged with Commonwealth Department of Immigration and Citizenship on behalf of NSROC. Currently awaiting a decision from Commonwealth Department of Immigration and Citizenship.
- Coordinated and supported the implementation of the Northern Sydney Aboriginal Social Plan in cooperation with 9 Northern Sydney Councils. Issues addressed included Aboriginal health, education, housing, cultural awareness and stolen generation

### 6.1.2 Aged Care and Disability Planning and Development

We appreciate and support the many different age groups and their access to the services, programs and facilities that enable full participation in/and enjoyment of the social and economic life.

Code	KPI	Target Units	Achieved Notes	CDO01
a	Actions from the Disability Discrimination Act Action Plan completed.	90 %	70	
b	Increase in participation in senior's program.	10 %	50	Participation in aged services programs increased by over 50%.
c	Satisfaction with seniors community education programs.	85 %	0	Satisfaction rating information currently being collated by Senior's Week Committee. Responses to date very positive.

Comments: SENIORS WEEK 2009:

Many interesting and innovative events were offered to seniors during the month of March. 90% of events were booked out with over 300 seniors participating in the program. A number of community groups participated in Seniors Week and offered activities for the local community at their own venues. Some of the events that seniors took part in include:  
A fully booked seminar on Eye Health Research covering the topic of vision impairment. A guest speaker from UNSW Dept of Ophthalmology and Sydney Children's Hospital presented the latest research and offered suggestions on maintaining good eye health.

Two seniors information expos were run - one at St Ives Shopping Village and the other at Turramurra Uniting Church. Both expos showcased a number of community service organisations in the LGA and provided free information to seniors. Seniors were able to talk to local service providers about what was available to them which would help them lead productive lives and stay independent in their own homes for as long as possible.

The Historical Society offered two activities which attracted over 50 seniors: one was a seminar on researching family history and the other, a more active event, was an Historic walk around Gordon. Morning tea followed with time for questions and answers about the local area.

The penultimate event was the Mayoral Awards at the Seniors Luncheon. This very popular event on the calendar attracted 84 attendees with 2 very worthy recipients receiving a plaque for service to the community. The 2 categories were:  
Outstanding Individual which was won by Mrs Clarice Bradbury from U3A, and

Develop and implement policy, programs and opportunities to support the development and participation of children and children services.

Code	KPI	Target Units	Achieved	Notes
a	Achieve utilisation of Family Day Care and Thomas Carlyle Children's Centre.	90 %	82	

Comments: TCCC

- In the month of January 20, school aged children left and spots were slowly filled by new families
- Utilisation levels were lower than anticipated in the 3rd quarter due to the number of children progressing to primary school in January. Utilisation levels have increased during February and March.

Accreditation:

- Accreditation is a process by which the NCAC will assess the quality of care provided by TCCC in relation to seven quality areas. TCCC are preparing for accreditation this year.
- TCCC self study report completed and sent to National Child Care Accreditation Council.
- Within the next four weeks staff and families will be completing surveys from NCAC about the quality of the service provided at TCCC
- Within the next 16 weeks a validator will be assigned to visit TCCC for a two day unplanned visit to check and observe centre practices.

The following special events were held between January and March at TCCC:

Harmony Day Celebration:

Preschool children spoke about and reflected upon the meaning of harmony and celebrated the diversity of cultures within the centre, amongst staff and families.

Peter Wood Magician Show:

This show brought to life a variety of magic tricks thrilling children, parents and staff at the Centre

Kindy Farm Visit:

Kindy farm came to visit the centre and was enjoyed by all. The children were shown how to pet, feed and care for the animals.

Parent Teacher Night:

The night provided opportunities for the teachers to share the centre and room philosophies/goals with families. The Centre Director shared the vision of the centre and upcoming developments and projects for the year. Families were provided with an opportunity to ask questions and seek important information about individual room philosophy.

Family Day Care (FDC) Service:

During the quarter the FDC Service celebrated Chinese new year.

Playsessions have been operating with full capacity working with an average attendance of 40 at each playgroup.

FDC staff have been conducting home inspections as the FDC Service is preparing for Accreditation. Self study is due to be submitted to NCAC on 5 May 2009.

The FDC Service has recruited 3 new carers which allows 15 families child care.

The FDC Service has become Sunsmart which ensures all carers /staff /children comply with sun protection policies.

Immunisation Clinics:

During the March quarter 148 attended clinics during the day and evening. Children ages attending the clinic ranged from 2 months to 4 years.

614 Youth Planning and Development

YHOW01

Develop and implement policy, programs and opportunities to support the development and participation of young people, the youth services and community groups.

Code	KPI	Target Units	Achieved Notes
a	Participants in Youth Services activities.	5,000 Number	4,702

Comments: January: Youth Services re-opened the doors of the youth centres in the 3rd week of January with extended hours.

Youth Services coordinated 4 School Holiday Outings.  
Monday 12- A skate tour to 4 different parks on the Central Coast.  
Monday 19- Zone 3 Laser in Five dock.  
Friday 23- Manly Water Works and the surrounding area.  
Tuesday 27- Monster Skate Park.

Jason Guest presented at the Annual Sikh Youth Leadership Camp about community contribution and harmony.

Youth Services in partnership with Ku-ring-gai Youth Development Service coordinated the first Parent Forum for the year. The topic covered was Generation-Y and was delivered by Michael McQueen (Social Researcher). 40 Parents attended the evening.

February:  
Ku-ring-gai Council Youth Services held a band and promoter BBQ to generate interest for future live music events. The direction of the FITZ as an all ages venue would also be discussed. Twelve young people attended and were involved in a lengthy discussion with Jordan Howe.

The week later Ku-ring-gai Council Youth Services in partnership with a few of these key young people ran a Hardcore Band Night that raised money for a organisation called Cure Our Kids. The band night was a huge success with around 350 young people attending and over \$1000 raised for the organisation.

Parent Forum: 40 parents attended and gave encouraging feedback. Michael McQueen spoke on upskilling parents to engage with Generation Y.

March:  
The Fitz Youth Centre was closed for the one out of four Fridays this month due to Union Picnic day. On two of the Fridays was held Fitz Full of Food. Home cooked meals for the local young people. The first evening was attended by 19 young people with spaghetti as mains and the second Friday stir fried chicken with hokien noodles was on the menu and 25 young people attended the sit down dinner. The final Friday of the month was the New multi purpose park consultation with over 30 young people being involved in the process. It was a huge success and is the start of some very exciting new developments.

615 Volunteer Planning and Development

SBSV01

To provide direction, training and management for community volunteers.

Code	KPI	Target Units	Achieved Notes
a	Volunteers enrolled in Councils' community volunteer programs (8% Increase).	1,200 Number	1,310

Comments: The community volunteer environmental programs have seen a steady increase in numbers throughout the financial year. Ten new bushcare groups and three new streetcare groups have started since July 08

The Wildthings program is continuing to be very popular with the community with over 100 native bee hives and a waiting list of over 100 people. Publicity from the North Shore Times has raised the profile of that particular program.

The Greenstyle program is proving increasingly popular with the residents of Ku-ring-gai. The program is able to promote such initiatives as the installation of a solar hot water system for only \$700 which saves \$300 electricity costs per year. This is possible due to the high calibre of contractors that are working with the program.



This section is provides opportunity local community to showcase local talent but also enrich the local cultural environment through year long entertainment program. This include Festival on the Green, Australia Day Celebrations, Concerts in the Park, Guringai Festival, Volunteers functions etc. Also provide advice and support for Arts based programs such as Public Art.

Code	KPI	Target	Units	Achieved	Notes
a	Funded 2008/09 Cultural Plan recommendations are completed within set timeframe.	80	%	90	
b	Enrolment at vacation care centres and school holiday programs.	80	%	100	
c	Capacity enrolment of Spring in to Action activities.	70	%	90	
d	Student enrolment in Ku-ring-gal Art Centre programs.	90	%	0	

Comments: Art Centre:  
During March the Art Centre held a watercolour exhibition featuring works from 7 watercolour classes held at the Centre. This excellent show highlights the high standard of teaching at the Art Centre. Classes remained stable and bookings continued throughout the term.  
Weekend workshops included Silver & Beaded Jewellery, Drawing & Painting for Beginner, Watercolour and Objective Drawing. All workshops were well attended with excellent feedback.  
Volunteer from PEP continued to attend the Art Centre to gain experience in the art administration.  
All invitation mail database transferred to email. This has reduced the amount of paper/postage costs/staff time considerably. The Art Centre mail lists are now all carried out electronically with the exception of literature sent to libraries/artshops/schools which will remain in hard copy format.

Exhibition on Red Wall by Art Centre artist Erika Beck curated by Art Centre has been very successful.

Community Programs:  
School Holiday Program: Bookings for the April 2009 program opened on March 9. Bookings have been constant and at the close of March all Kids Klubs excursions are fully booked (with waiting lists). With still 10 days to the close of bookings, enrolment numbers are already up by 5% on the same program this time last year.  
Highlights planned for the April Program include trips to the Sydney Opera House, Sydney Aquarium, Yarramundi YMCA, Horseriding and rockclimbing.  
There are also some great in centre days planned including discos, dance workshops, games and sports days.



This function of the libraries is to provide efficient and timely access to information and resources.

Code	KPI	Target	Units	Achieved	Notes
a	Acquisitions budget spent.	100	%	100	100% of acquisitions budget has been spent
b	Satisfaction with library services.	70	%	0	satisfaction survey is due next quarter
c	Increase in e-zone usage.	10	%	24	e-zone satisfaction level increased by 24.17%

#### Comments: Library Branches

The Ezzone facility continues to be heavily used compared to usage prior to its launch in July 2007. Although current activity has levelled following the first 12 months, the usage continues to grow with increases averaging 24% across all branches compared with the corresponding quarter last year. The average rate of utilisation of all terminals across the Library is 61% with Gordon branch showing the highest usage rate.

During this quarter, usage of Yoututor, the Library's online tutorial service for students from Year 4 to Year 12, was accessed by 282 students of whom 85% agreed that Yoututor was helpful and 84% would recommend it to a friend. These results are far in excess of those for the corresponding quarter in 2008. A total of 282 students benefitted from the facility during the first quarter in 2009 compared with 164 during the first quarter in 2008.

The Library Lover's Day, 14th February, was celebrated in all branches with strong support from the community. There were significant numbers of items on display at all branches during this quarter including several art exhibitions at Gordon as part of the Art in the Library initiative, Council Information and displays as well as photographic displays.

The next Customer Satisfaction Survey will be conducted in the 4th quarter and will be a less comprehensive survey than the initial survey with the longer survey being conducted every four years.

Book clubs continue to meet at each branch on a monthly basis with an average membership of 10-12.

#### Housebound and Libraribus:

The Libraribus has continued in popularity with new members continuing to register interest. The Library continues to provide 3 separate Libraribus pickups each day, three days a week, with some room to expand if demand increases. It currently serves 155 customers with a further 20 customers on the waiting list. The Housebound service provides library services to members of the community who are unable to leave home. It functions during week days and serves a similar number of residents.

The changes to the distribution process for Navigators to Macular Degeneration Foundation members, who are also library members, is gaining popularity and the process is being trialled to gauge its success. Recently Library staff addressed sight disabled residents at Lindfield to further explain the benefits of the Navigators and the process involved.

#### Youth and Children:

The Summer Reading Club continued in January inspiring young readers with the sports theme to "Get in the Game". A total of 150 registered with 45 of those attending the Party to receive their book reward.

Two other events were held in the summer holidays. At Turramurra we entertained 28 children and their parents with an evening of dressing up stories, dance and rhyme. In Gordon's Secret Garden we put 50 children through their paces trying to solve the Roald Dahl clues. Part of the fun was the sausage sizzle provided by the Turramurra Rovers.

Storytime began the New Year in February and numbers attending have been good even though the children are still quite young. The Premier's Reading Challenge also began in February continuing to place stress on the resources as listed in the challenge. Several new reading lists, "Vampires and Beyond" for YA and "Easter Resources" for children were also added to the repertoire.

#### Information Services:

Another busy quarter for Information Services saw Community Information requests increase to 25,715 for this quarter compared to 21,269 for the corresponding quarter in 2008. This represents an increase of 21% during the past year and an overall increase of 133% during this quarter over the past five years.

Negotiations have commenced to gain a higher profile for the Electronic Databases on Kasey, for easier access by all staff.

Ku-ring-gai Library continues to attract requests to borrow our items from other libraries. During this quarter, 566 requests were received from other libraries representing an increase of 27% compared with the corresponding quarter in 2008. By comparison, Ku-ring-gai Library sent 281 requests to other libraries during this quarter. Clearly this indicated the strength of our collection and the manner in which it has been selected.

Library Technical Services provides the ordering, updating, end processing for the library service.

#### Monthly Statistics January to March 2008-09:

Loans	2008	2009	% Change
Gordon	83,854	87,008	3.76
Turramurra	60,595	60,269	-0.55
St Ives	46,015	45,876	-0.30
Lindfield	20,446	22,276	8.95
Web	11,263	12,632	12.15
Depot	0	0	0.00
Archives	12	65	41.67
Administration	1,838	1,434	-21.98

62	Community programs				MLCD01
Community programs are those activities undertaken to enhance the cultural, recreational health and well being of our residents. Community events provide a periodic focus throughout the year with regular activities held at our community centres, wildflower.					
621	Community Functions				
The community functions aims to deliver as range of cultural events and activities that celebrate local pride and identity. These events encourage social interaction and promote community celebration.					
623	Environmental Education				MLCD01
This function involves the delivery of environmentally based education programs for residents and program users to better understand and implement sustainable practices within their own living environments. The program is targeted at all age groups and delivers understanding how to sustain local fauna create and maintain sustainable gardens.					
Comments: Wildflower Garden A variety of environmental education activities continue to be successfully run at the Bushland Education Centre Wildflower Garden.					
The Bush Kids school holiday program which consist of (18 activities) provided informative community sessions.					
These sessions were based on native animals, invertebrate diversity and environmentally sustainable behaviours.					
Two activities Bush Scientist and Garden Art aim to inform and highlight the relationship between science, the natural environment and culture. A total of 533 participants took part in the Bush Kids summer program.					
64	Sport and Recreation Facilities				MCRP01
641	Sport and Recreational Facilities Management				
The primary purpose of Recreational Services are to provide support and promote a range of recreation resources and opportunities in order to improve health and well-being of the community.					
	Code	KPI	Target Units	Achieved Notes	
	a	Capacity participation in Active Ku-ring-gai program.	90 %	90	Continuing interest in Fitbox, all programs running at or near capacity
	b	Recreational facilities seasonal allocation completed.	100 %	100	Winter Sports and Permanent Hall Hire completed
Comments: Winter Season allocations and preseason management completed in new booking system. Significant reduction in conflicts using the booking system also improved data for usage reports.					
Hall & Meeting Room permanent Hiring is increasing with shortage in popular times. Some smaller groups have moved to assist larger hirers.					
Active Ku-ring-gai participant numbers are consistent with growth in Fitbox and Social tennis. A new Gym without walls session is in planning for next term.					
Highlights	All permanent hirers have been given the option of advertising on Councils website thus giving local residence the opportunity to find out 'What's On' in all our halls so they can participate in different community and other activities				

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## PROTECTED DISCLOSURES ACT - INTERNAL REPORTING POLICY

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### EXECUTIVE SUMMARY

**PURPOSE OF REPORT:**

To review the Internal Reporting Policy for Protected Disclosures.

**BACKGROUND:**

The Protected Disclosures Act is aimed at encouraging and protecting whistleblowers in the public sector.

**COMMENTS:**

Council adopted a revised Internal Reporting Policy for protected disclosures on 17 July 2007. The policy is due for review.

**RECOMMENDATION:**

That the Internal Reporting Policy - Protected Disclosures, be adopted.

## PURPOSE OF REPORT

To review the Internal Reporting Policy for protected disclosures.

## BACKGROUND

The Protected Disclosures Act is aimed at encouraging and protecting whistleblowers in the public sector.

The Act applies to Councillors and Council staff.

The purpose of the Act is to ensure that anyone who makes a disclosure under the legislation receives protection from reprisals and that the matters raised in a disclosure are properly investigated.

The Act aims to encourage and facilitate the disclosure, in the public interest, of corrupt conduct, maladministration and serious and substantial waste in the public sector.

Disclosures are voluntary.

To be protected, a disclosure must be made to any of the following:

- a disclosure officer as set out in the Council's Internal Reporting Policy
- the Independent Commission Against Corruption in respect of corruption
- the NSW Ombudsman in respect of maladministration
- the Director-General of the Department of Local Government in respect of serious and substantial waste of public money.

A disclosure may also be made to a journalist or a member of parliament in certain circumstances where the disclosure has already been made and it has not been dealt with in an appropriate or timely manner.

A disclosure is not protected if it:

- was made frivolously or vexatiously
- was made primarily to avoid dismissal or disciplinary action
- it contains intentionally false or misleading statements
- it questions the merit of government policy.

It is an offence for anyone to take detrimental action against a person who has made a protected disclosure.

## COMMENTS

Council is required to have an Internal Reporting Policy for protected disclosures. The current policy was adopted on 17 July 2007. The policy was due for review one year later. This review was delayed because there was no particular need to make any changes to the policy at that time.

Item 4

**S04255**  
**4 May 2009**

It is proposed to now give the policy a three year review period in keeping with similar policies. In addition, it is proposed to make a change to the list of disclosure officers.

Currently a disclosure may be made to the Mayor, the General Manager, the Disclosure Coordinator and certain staff who are nominated in the Policy as disclosure officers. It is proposed to include the Directors as officers who can accept a protected disclosure. As well, it is proposed that the General Manager appoint other nominated disclosure officers on an annual basis. These officers would be a representative cross section of staff from a variety of workplaces across the organisation so as to more readily facilitate the making of a protected disclosure by staff. It is envisaged that the number of staff who could accept a protected disclosure would increase from nine to about twenty or more.

Apart from changing the review period from one to three years, the variations outlined above are the only changes to the policy adopted in July 2007. A copy of the revised Policy is **attached**.

## **CONSULTATION**

No consultation is required or has been undertaken. The revised policy is based on the most current model policy issued by the NSW Ombudsman.

## **FINANCIAL CONSIDERATIONS**

There are no specific financial considerations associated with the adoption of the revised policy. Staff education and training in respect of the policy is incorporated into normal training programs.

## **CONSULTATION WITH OTHER COUNCIL DEPARTMENTS**

None.

## **SUMMARY**

Council adopted an Internal Reporting Policy for protected disclosures on 17 July 2007. The policy has been reviewed and now provides for additional disclosure officers. The Policy should now be given a three year review period in line with similar policies.

## **RECOMMENDATION**

That the revised Internal Reporting Policy – Protected Disclosures be adopted.

John Clark  
**Director Corporate**

Michael Miocic  
**Acting General Manager**

**Attachments:**      **Internal Reporting Policy - Protected Disclosures draft May 2009 - 2009/012888**



# Internal Reporting Policy

***PROTECTED DISCLOSURES***

*(Date)*

# Internal Reporting Policy

## Protected Disclosures Act 1994

# C O N T E N T S

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<b>History of approved versions</b>					
<b>Version</b>	<b>Effective date</b>	<b>Summary of changes</b>			
1.0	15 April 1997	Original			
2.0	18 July 2007	Ombudsman's model policy 5 <sup>th</sup> edition			
3.0		Revision of nominated disclosure officers			



## **INTERNAL REPORTING POLICY**

### **PROTECTED DISCLOSURES ACT 1994**

#### **1. Support for persons who make disclosures**

Ku-ring-gai Council does not tolerate corrupt conduct, maladministration or serious and substantial waste of public money.

Ku-ring-gai Council is committed to the aims and objectives of the *Protected Disclosures Act*. It recognises the value and importance of contributions of staff to enhance administrative and management practices and strongly supports disclosures being made by staff or Councillors which disclose corrupt conduct, maladministration, or serious and substantial waste of public money.

Ku-ring-gai Council will take all reasonable steps to provide protection to staff who make such disclosures from any detrimental action in reprisal for the making of the disclosure.

#### **2. Purpose of the policy**

This Policy establishes an internal reporting system for the reporting of disclosures of corrupt conduct, maladministration or serious and substantial waste of public money by Ku-ring-gai Council or its staff. The system enables such internal disclosures to be made to the Disclosure Coordinator or a Nominated Disclosure Officer, or the Mayor, as an alternative to the General Manager.

This Policy is designed to complement normal communication channels between supervisors and staff. Staff are encouraged to continue to raise appropriate matters at any time with their supervisors, but as an alternative have the option of making a protected disclosure in accordance with this Policy.

#### **3. Object of the Act**

The *Protected Disclosures Act 1994* commenced operation on 1 March 1995. The purpose of the Act is to ensure that staff who wish to make disclosures under the legislation receive protection from reprisals, and that the matters raised in the disclosures are properly investigated.

The Act aims to encourage and facilitate the disclosure - in the public interest - of corrupt conduct, maladministration and serious and substantial waste in the public sector.

This is achieved by:

- enhancing and augmenting established procedures for making disclosures concerning such matters,
- protecting people from reprisals that might otherwise be inflicted on them because of these disclosures, and
- providing for those disclosures to be properly investigated and dealt with.

#### **4. Definitions**

Three key concepts in the internal reporting system are "corrupt conduct" (4.1), "maladministration"(4.2) and "serious and substantial waste of public money"(4.3).

##### **4.1 Corrupt conduct**

Corrupt conduct is defined in sections 8 and 9 of the *Independent Commission Against Corruption Act 1988* (ICAC Act). The definition used in the Act is intentionally quite broad - corrupt conduct is defined to include the dishonest or partial exercise of official functions by a public official. Conduct of a person who is not a public official, when it adversely affects the impartial or honest exercise of official functions by a public official, also comes within the definition.

Corrupt conduct can take many forms. Taking or offering bribes, public officials dishonestly using influence, blackmail, fraud, election bribery and illegal gambling are some examples.

##### **4.2 Maladministration**

Maladministration is defined in the *Protected Disclosures Act* as conduct that involves action or inaction of a serious nature that is:

- contrary to law, or
- unreasonable, unjust, oppressive or improperly discriminatory, or
- based wholly or partly on improper motives (section 11).

The conduct covered by these terms includes:

- contrary to law, eg
  - a decision or action contrary to law
  - a decision or action ultra vires (ie the decision-maker had no power to make the decision or to do the act)
  - a decision or action contrary to lawful and reasonable orders from people or agencies with authority to make or give such orders
  - a breach of natural justice or procedural fairness
  - improperly exercising a delegated power (eg. a decision or action not authorised by a delegation or acting under the direction of another)
  - unauthorized disclosure of confidential information
  - a decision or action induced or affected by fraud

- unreasonable, eg
  - a decision or action inconsistent with adopted guidelines or policies or with a decision or action which involves facts or circumstances not justified by any evidence, or so unreasonable that no reasonable person could so decide or act (eg irrational)
  - an arbitrary, partial, unfair or inequitable decision or action
  - a policy that is applied inflexibly and without regard to the merits of an individual case
  - a decision or action that does not take into account all relevant considerations or that takes into account irrelevant considerations
  - serious delays in making a decision or taking action
  - failing to give notice of rights
  - giving wrong, inaccurate or misleading advice leading to detriment
  - failing to apply the law
  - failing to rectify identified mistakes, errors, oversights or improprieties
  - a decision or action based on incorrect or misinterpreted information
  - failing to properly investigate
- unjust, eg
  - a decision or action not justified by any evidence or that is unreasonable
  - a partial, unfair, inequitable or unconscionable decision or action
- oppressive, eg
  - an unconscionable decision or action
  - where the means used are not reasonably proportional to the ends to be achieved
  - an abuse of power, intimidation or harassment
- improperly discriminatory, eg
  - the inconsistent application of a law, policy or practices when there is no reasonable, justifiable or appropriate reason to do so
  - applying a distinction not authorised by law, or failing to make a distinction which is authorised or required by law
- based wholly or partly on improper motives, eg
  - a decision or action for a purpose other than that for which a power was conferred (ie in order to achieve a particular outcome)
  - a conflict of interest
  - bad faith or dishonesty
  - seeking or accepting gifts or benefits in connection with performance of official duties
  - misusing public property, official services or facilities.

#### **4.3 Serious and substantial waste**

The term serious and substantial waste is not defined in the *Protected Disclosures Act*. The Auditor-General provides following working definition:

Serious and substantial waste refers to the uneconomical, inefficient or ineffective use of resources, authorised or unauthorised, which results in a loss/wastage of public funds/resources.

In addressing any complaint of serious and substantial waste, regard will be had to the nature and materiality of the waste.

The following delineation of the definition of serious and substantial waste may be of assistance to public officials and/or public authorities.

***Types:***

**Absolute** - Serious and substantial waste might be regarded in absolute terms where the waste is regarded as significant, for example \$200,000.

**Systemic** - The waste indicates a pattern which results from a system weakness within the public authority.

**Material** - The serious and substantial waste is/was material in terms of the public authority's expenditure or a particular item of expenditure or is/was material to such an extent so as to affect a public authority's capacity to perform its primary functions.

**Material By Nature Not Amount** - The serious and substantial waste may not be material in financial terms but may be significant by nature. That is it may be improper or inappropriate (alternatively, this type of waste may constitute "maladministration" as defined in the *Protected Disclosures Act*).

*Note: It is possible that in assessing the seriousness of waste or administrative conduct for the purposes of whether either is covered by the Act, differences in the size, budgets, responsibilities of agencies may be taken into account (what is serious for a small agency may not be so serious for a large agency).*

Waste can take many forms, for example:

- misappropriation or misuse of public property,
- the purchase of unnecessary or inadequate goods and services,
- too many staff being employed in a particular area, incurring costs which might otherwise have been avoided,
- staff being remunerated for skills that they do not have, but are required to have under the terms or conditions of their employment,
- programs not achieving their objectives and therefore the costs being clearly ineffective and inefficient.

Waste can result from such things as:

- the absence of appropriate safeguards to prevent the theft or misuse of public property,
- purchasing procedures and practices which fail to ensure that goods and services are necessary and adequate for their intended purpose, and
- purchasing practices where the lowest price is not obtained for comparable goods or services.

## **5. What disclosures are protected under the Act?**

### **5.1 What disclosures are protected?**

Disclosures are protected under the Act if they:

- are made:
  - in accordance with this Internal Reporting Policy; or
  - to the General Manager; or
  - to one of the investigating authorities nominated in the Act;
- AND**
- show or tend to show corrupt conduct, maladministration, or serious and substantial waste of public money by Ku-ring-gai Council or any of its staff
- AND**
- are made voluntarily.

The relevant investigating authorities nominated in the Act are:

- Ombudsman, for maladministration,
- Independent Commission Against Corruption (ICAC), for matters involving corrupt conduct,
- Director-General of the Department of Local Government (DLG), for matters involving serious and substantial waste of local government money (including all revenue, loans and other money, received or held by, for or on account of, a council or county council).

See clause 8 for more information on alternative avenues for disclosures.

### **5.2 What disclosures are not protected?**

A disclosure is not protected under the Act if it is made by a public official in the exercise of a duty imposed by or under an Act.

Protection is also not available for disclosures which:

- are made frivolously or vexatiously,
- primarily question the merits of government policy (including any formal policy adopted by resolution of the governing body of a council, ie the elected Councillors), or
- are made solely or substantially with the motive of avoiding dismissal or other disciplinary action.

It is an offence to wilfully make a false or misleading statement when making a disclosure.

## **6. Reporting under the internal reporting system**

The people or positions to whom internal disclosures can be made in accordance with the Act and this policy are:

the Mayor - (if the disclosure concerns or involves the General Manager or a Councillor)  
the General Manager  
any Director  
the Disclosure Coordinator  
any nominated disclosure officer.

Nominated disclosure officers shall be members of staff appointed annually by the General Manager. In appointing these officers the General Manager shall seek to appoint a representative cross section of staff from across the whole organisation so as to facilitate the making of a protected disclosure by any staff member. A list of all disclosure officers shall be widely publicised throughout all council workplaces and on the staff intranet.

Where a person contemplating making a disclosure is concerned about publicly approaching the Disclosure Coordinator or a Nominated Disclosure Officer (or General Manager), they can request a meeting in a discreet location away from the workplace.

### *Note:*

- *Council staff who wish to make a protected disclosure which involves a Councillor may do so to the Mayor, the General Manager, or an investigating authority (ie the Ombudsman, ICAC or Director General of the DLG).*
- *A Councillor who wishes to make a protected disclosure which involves another Councillor may do so to the Mayor, the General Manager, or an investigating authority (ie the Ombudsman, ICAC or Director General of the DLG).*
- *If the Mayor wishes to make a protected disclosure they may do so to the General Manager or an investigating authority (ie the Ombudsman, ICAC or Director General of the DLG).*

## **7. Roles and responsibilities**

This Internal Reporting Policy places responsibilities upon staff at all levels within Ku-ring-gai Council.

### **7.1 Staff**

Staff are encouraged to report known or suspected incidences of corrupt conduct, maladministration or serious and substantial waste in accordance with this Policy.

All staff of Ku-ring-gai Council have an important role to play in supporting those who have made legitimate disclosures. They must abstain from any activity that is or could be perceived to be victimisation or harassment of a person who has made a disclosure. Further, they should protect and maintain the confidentiality of any person they know or suspect to have made disclosures.

## **7.2 Nominated Disclosure Officers**

Nominated Disclosure Officers are responsible for receiving, forwarding and/or acting upon disclosures made in accordance with the Policy.

Nominated Disclosure Officers will:

- clearly explain to the person making a disclosure what will happen in relation to the information received,
- when requested by a person wishing to make a disclosure, make arrangements to ensure that disclosures can be made privately and discreetly (if necessary away from the workplace),
- put in writing and date any disclosures received orally (and have the person making the disclosure sign the document),
- deal with disclosures impartially,
- forward disclosures to the Disclosure Coordinator or the General Manager for assessment,
- take all necessary and reasonable steps to ensure that the identity of the person who has made a disclosure, and any person who is the subject of a disclosure, are kept confidential (where this is practical and reasonable), and
- support any person who has made a disclosure and protect them from victimisation, harassment or any other form of reprisal.

## **7.3 Disclosure Coordinator**

The Disclosure Coordinator has a pivotal position in the internal reporting system and acts as a clearing house for disclosures.

The Disclosure Coordinator will:

- provide an alternative internal reporting channel to Nominated Disclosure Officers and to the General Manager;
- impartially assess each disclosure to determine:
  - whether the disclosure appears to be a protected disclosure within the meaning of the Act,
  - whether the disclosure covers another agency and should therefore be referred to the principal officer of that agency,
  - the appropriate action to be taken in relation to a disclosure that concerns Ku-ring-gai Council, for example -
    - no action/decline,
    - the appropriate person to take responsibility for dealing with the disclosure,
    - preliminary or informal investigation,

- formal investigation,
- prosecution or disciplinary action,
- referral to an investigating authority for investigation or other appropriate action, or
- referral to the NSW Police (if a criminal matter) or the ICAC (if the matter concerns corrupt conduct),
- consult with the General Manager about all disclosures received, other than where a disclosure concerns the General Manager,
- be responsible for either carrying out or coordinating any internal investigation arising out of a disclosure, subject to any relevant directions of the General Manager, report to the General Manager on the findings of any investigation and recommended remedial action,
- take all necessary and reasonable steps to ensure that the identity of the person who has made a disclosure (where this is practical and reasonable), and any person who is the subject of a disclosure, are kept confidential,
- support any person who has made a disclosure and protect them from victimisation, harassment or any other form of reprisal,
- report actual or suspected corrupt conduct to the General Manager in a timely manner to enable them to comply with the ICAC Act.

#### **7.4 General Manager**

Disclosures may be made directly to the General Manager, rather than by way of the Internal Reporting System established under this Policy.

In such circumstances, the General Manager will:

- impartially assess each disclosure to determine:
  - whether the disclosure appears to be a protected disclosure within the meaning of the Act,
  - whether the disclosure concerns another agency and should therefore be referred to the principal officer of that agency,
  - the appropriate action to be taken in relation to the disclosure that concerns Ku-ring-gai Council, for example:
    - no action/decline,
    - the appropriate person to take responsibility for dealing with the disclosure,
    - preliminary or informal investigation,
    - formal investigation,
    - prosecution or disciplinary action,
    - referral to an investigating authority for investigation or other appropriate action, or
    - referral to the NSW Police (if a criminal matter) or the ICAC (if the matter concerns corrupt conduct),
    - receive reports from the Disclosure Coordinator on the findings of any investigation and any recommendations for remedial action, and determine what action should be taken,



- take all necessary and reasonable steps to ensure that the identity of the person who has made a disclosure, and any person who is the subject of a disclosure, are kept confidential (where this is practical and reasonable),
- have primary responsibility for protecting any person who has made a disclosure, or provided information to any internal or external investigation of a disclosure, from victimisation, harassment or any other form of reprisal,
- be responsible for implementing organisational reform identified as necessary following investigation of a disclosure, and
- report criminal offences to the NSW Police and actual or suspected corrupt conduct to ICAC (under s.11 of the ICAC Act).

## 7.5 The Mayor

The Mayor may receive internal disclosures from any member of staff of the Council or any Councillor concerning the General Manager or a Councillor.

The Mayor will:

- impartially assess each disclosure made to them about the General Manager or a Councillor to determine:
  - whether the disclosure appears to be a protected disclosure within the meaning of the Act,  
***Note:** In making this assessment the Mayor may seek guidance from the Disclosure Coordinator, General Manager (if appropriate) or an investigating authority (ie the Ombudsman, ICAC or the Director-General of the DLG).*
  - the appropriate course of action to be taken in relation to the disclosure (in consultation with the General Manager, if appropriate), for example:
    - no action/decline,
    - the appropriate person to take responsibility for dealing with the disclosure,
    - preliminary or informal investigation,
    - formal investigation,
    - prosecution or disciplinary action,
    - referral to an investigating authority for investigation or other appropriate action, or
    - referral to the NSW Police (if a criminal matter) or the ICAC (if the matter concerns corrupt conduct);
- refer disclosures to the General Manager for appropriate action if they concern the Council's administration, within the day to day responsibilities of the General Manager,
- take all necessary and reasonable steps to ensure that the identity of the person who has made the disclosure, and any person who is the subject of the disclosure, are kept confidential (where this practical and reasonable).

## **8. Alternative avenues for disclosures**

Alternative avenues available to staff for making a protected disclosure under the Act (other than by means of the internal reporting system established under this Policy for the purpose of the Act), are as follows:

- to the General Manager, or
- to one of the investigating authorities under the Act (eg. the Ombudsman, ICAC or Director General of the DLG), or
- to a journalist or a member of Parliament (where certain pre-conditions apply).

Disclosures made to a journalist or a Member of Parliament will only be protected **if certain conditions are met:**

- the person making the disclosure to a journalist or member of Parliament must have already made substantially the same disclosure through the internal reporting system, or to the General Manager or an investigating authority in accordance with the Act,
- the responsible officer must have reasonable grounds for believing that the disclosure is substantially true and **the disclosure must be substantially true**, and
- the investigating authority, Council staff or public official to whom the matter was originally referred has:
  - decided not to investigate the matter, or
  - decided to investigate the matter but not completed the investigation within six months of the original disclosure, or
  - investigated the matter but not recommended any action in respect of the matter, or
  - failed to notify the person making the disclosure, within six months of the disclosure, of whether the matter is to be investigated.

## **9. Rights of a person who is the subject of a disclosure**

The rights of any person who is the subject of a disclosure will also be protected.

In this regard:

- the confidentiality of the identity of any person who is the subject of a disclosure will be protected and maintained (where this is practical and reasonable),
- all disclosures will be assessed and acted on impartially, fairly and reasonably,
- responsible officers who receive a disclosure in accordance with this Policy are obliged to:

- protect and maintain the confidentiality of the identity of any person who is the subject of a disclosure (where this is practical and reasonable),
  - assess the disclosure impartially, and
  - act fairly to any person who is the subject of a disclosure,
- all disclosures will be investigated as discreetly as possible, with a strong emphasis on maintaining the confidentiality of both the identity of the whistleblower and any person who is the subject of a disclosure (where this is practical and reasonable),
- where investigations or other enquiries do not substantiate a disclosure, the fact the investigation/enquiry has been carried out, where practical, the results of the investigation/enquiry, and the identity of any person who is the subject of a disclosure will be kept confidential, unless they request otherwise,
- a person who is the subject of a disclosure (whether a protected disclosure under the Act or otherwise) which is investigated by or on behalf of a council, has the right to be:
  - informed as to the substance of the allegations,
  - informed as to the substance of any adverse comment that may be included in a report/memorandum/letter or the like arising out of any such investigation, and
  - given a reasonable opportunity to put their case (either orally or in writing) to the people carrying out the investigation for or on behalf of the Council, before any decision/determination/report/memorandum/letter or the like is made,
- where the allegations in a disclosure have been investigated by or on behalf of a council, and the person the subject of any allegations is aware of the substance of the allegations, the substance of any adverse comment, or the fact of the investigation, they should be formally advised as to the outcome of the investigation, regardless of the outcome, and
- where the allegations contained in a disclosure are clearly wrong or unsubstantiated, the person who is the subject of a disclosure is entitled to the support of the Council and its senior management (the nature of the support – ie what is reasonable and appropriate - would depend on the circumstances of the case, eg it could include a public statement of support or a letter setting out the Council's views that the allegations were either clearly wrong or unsubstantiated).

## **10. Protection available under the Act**

### **10.1 Protection against reprisals**

The Act provides protection by imposing penalties on a person who takes detrimental action against another person substantially in reprisal for a protected disclosure.

Penalties can be imposed by means of fines and imprisonment.

Detrimental action means action causing, comprising or involving any of the following:

- injury, damage or loss,
- intimidation or harassment,
- discrimination, disadvantage or adverse treatment in relation to employment,
- dismissal from, or prejudice in, employment, or disciplinary proceeding.

In any such proceedings the whistleblower only needs to show that they made a protected disclosure and suffered detrimental action. It then lies on the defendant to prove that the detrimental action shown to have been taken against the whistleblower was not substantially in reprisal for the person making the protected disclosure.

Any member of staff or Councillor who believes that detrimental action is being taken against them substantially in reprisal for the making of an internal disclosure in accordance with this Policy should immediately bring the allegations to the attention of the General Manager or the Mayor.

If a member of staff or Councillor who made an internal disclosure feels that such reprisals are not being effectively dealt with, they should contact the Ombudsman, the ICAC, or the Director-General of the DLG.

If an external disclosure was made to an investigating authority, the authority will either deal with the allegation or provide advice and guidance to the person concerned.

## **10.2 Protection against actions**

The Act provides that a person is not subject to any liability for making a protected disclosure and no action, claim or demand may be taken or made of or against the person for making the disclosure. This provision has effect despite any duty of secrecy or confidentiality or any other restriction on disclosure by a public official.

A person who has made a protected disclosure has a defence of absolute privilege in proceedings for defamation.

A person who has made a protected disclosure is taken not to have committed any offence against an Act which imposes a duty to maintain confidentiality with respect to any information disclosed.

## **10.3 Confidentiality**

The Act requires investigating authorities, councils and council officers to whom protected disclosures are made or referred, not to disclose information that

might identify or tend to identify the person who makes a disclosure.

The exceptions to the confidential requirement are where:

- the person consents in writing to the disclosure of that information, or
- it is essential, having regard to the principles of natural justice, that the identifying information be disclosed to the person who is the subject of the disclosure, or
- the investigating authority, council or council officer is of the opinion that disclosure of the identifying information is necessary to investigate the matter effectively or disclosure is otherwise in the public interest.

Decisions about natural justice, effective investigation and public interest will be made by the General Manager or the Mayor, depending on the circumstances. In all cases the person who made the disclosure will be consulted before such a decision is made.

*Note: If guidance is needed in relation to the requirements of natural justice, effective investigation and public interest, this may be sought from the Ombudsman or another investigating authority.*

#### **10.4 Freedom of Information exemption**

Under the Freedom of Information Act 1989, a document is exempt from release if it contains matter the disclosure of which would disclose matters relating to a protected disclosure within the meaning of the Act.

### **11. Notification of action taken or proposed**

A person who makes a protected disclosure must be notified, within six months of the disclosure being made, of the action taken or proposed to be taken in respect of the disclosure.

If a disclosure is made in accordance with this Policy, the Disclosure Coordinator is responsible for the six month notification to the person who made the disclosure, unless this responsibility has been retained by or allocated to another staff member by the General Manager.

However, if a disclosure is made to the Mayor under this Policy, the Mayor is responsible for the six month notification to the person who made the disclosure, unless they direct the General Manager, Disclosure Coordinator or another nominated officer to assume this responsibility.

The notification provided to the person who made the disclosure should contain sufficient information to demonstrate that adequate and appropriate action was taken, or is proposed to be taken, in respect of the disclosure. **This should**

**include a statement of the reasons for the decisions made or action taken in response to the disclosure.**

The notification should include sufficient information to enable the person who made the disclosure to make an assessment as to whether the circumstances listed in section 19(3)(a)-(c) of the Act (relating to disclosures to members of Parliament and journalists) apply, ie whether:

- a decision was made not to investigate the matter, or
- a decision was made to investigate the matter, but the investigation was not completed within six months of the original decision being made; or
- a decision was made to investigate the matter, but the investigation has not been completed within six months of the original decision being made; or
- the matter was investigated but no recommendation was made for the taking of any action in respect of the matter.

One of the purposes of this is to give the whistleblower enough information to be able to properly assess whether it is appropriate or warranted to make a disclosure to an MP or journalist.

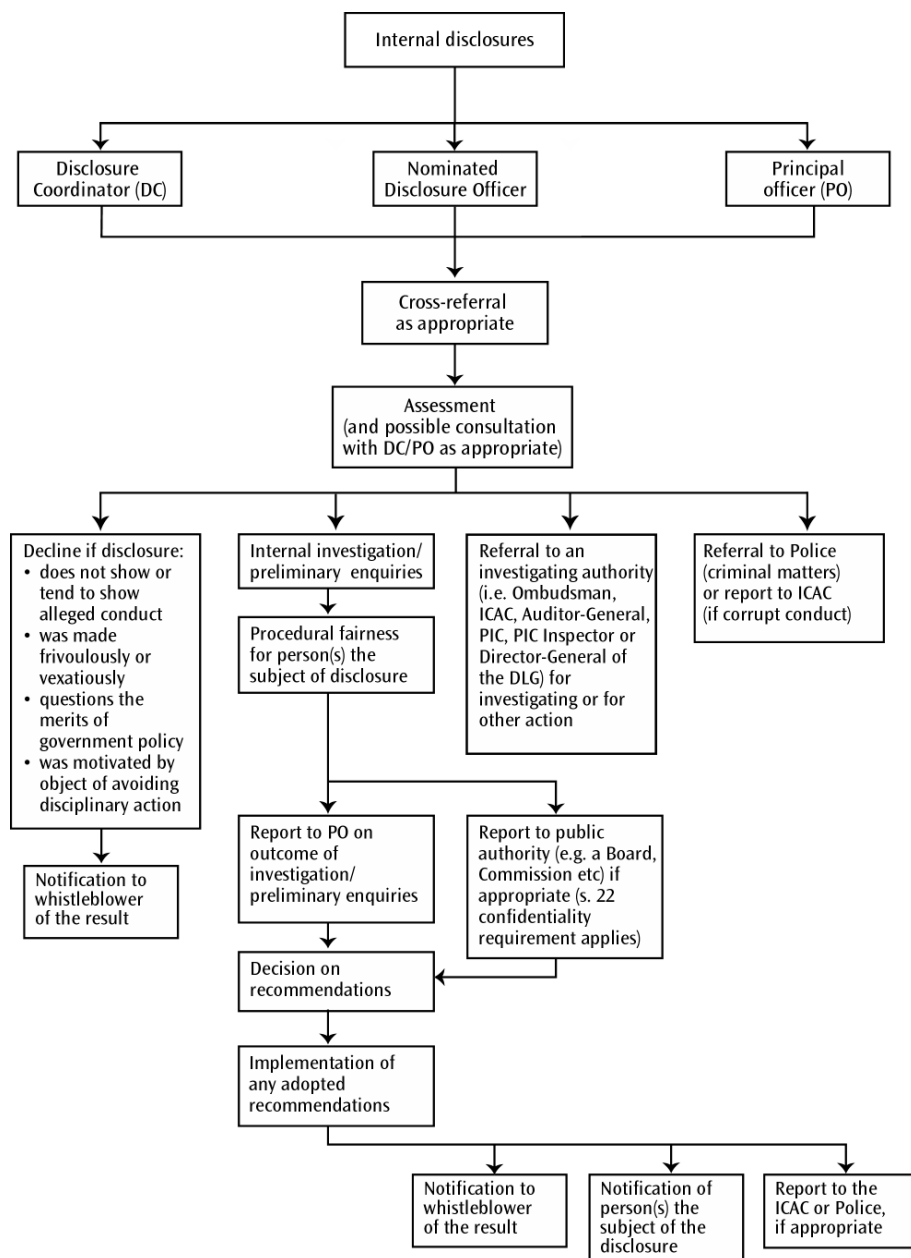
## **12. Review**

This Policy shall be reviewed every three years or as required to ensure that it meets the object of the legislation, and facilitates the making of disclosures under the Act.

### 13. Diagram of the internal reporting system

See Figure 1

**Figure 1 – Diagram of the internal reporting system**



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## **ANALYSIS OF LAND & ENVIRONMENT COURT COSTS, 3RD QUARTER, 2008 TO 2009**

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### **EXECUTIVE SUMMARY**

#### **PURPOSE OF REPORT:**

To report legal costs in relation to planning matters in the Land & Environment Court for the quarter ended March 2009.

#### **BACKGROUND:**

A person may commence proceedings in the Land & Environment Court in relation to a development application which has either been refused by Council or is deemed to have been refused. An appeal may also be commenced in relation to conditions of development consent and the issue of building certificates and orders.

#### **COMMENTS:**

For the three quarters ended 31 March 2009, Council's legal costs and associated expenses in relation to Land & Environment Court planning matters were \$771,945. This compares with the year to date budget of \$814,000 a positive variance of \$42,055.

#### **RECOMMENDATION:**

That the analysis of Land & Environment Court costs for the third quarter ended 31 March 2009 be received and noted.



## PURPOSE OF REPORT

To report legal costs in relation to planning matters in the Land & Environment Court for the quarter ended March 2009.

## BACKGROUND

A person may commence proceedings in the Land and Environment Court in relation to a development application which has either been refused by Council or is deemed to have been refused (a development application is deemed to have been refused if it has not been determined within a period of 40 days or such longer period that may be calculated in accordance with the Act). An appeal may also be commenced in relation to conditions of development consent and the issue of building certificates and orders. Council is a respondent to such proceedings.

Under Section 428 of the Local Government Act 1993, Council is required to report legal costs, and the outcome of each case in its Annual Report.

## COMMENTS

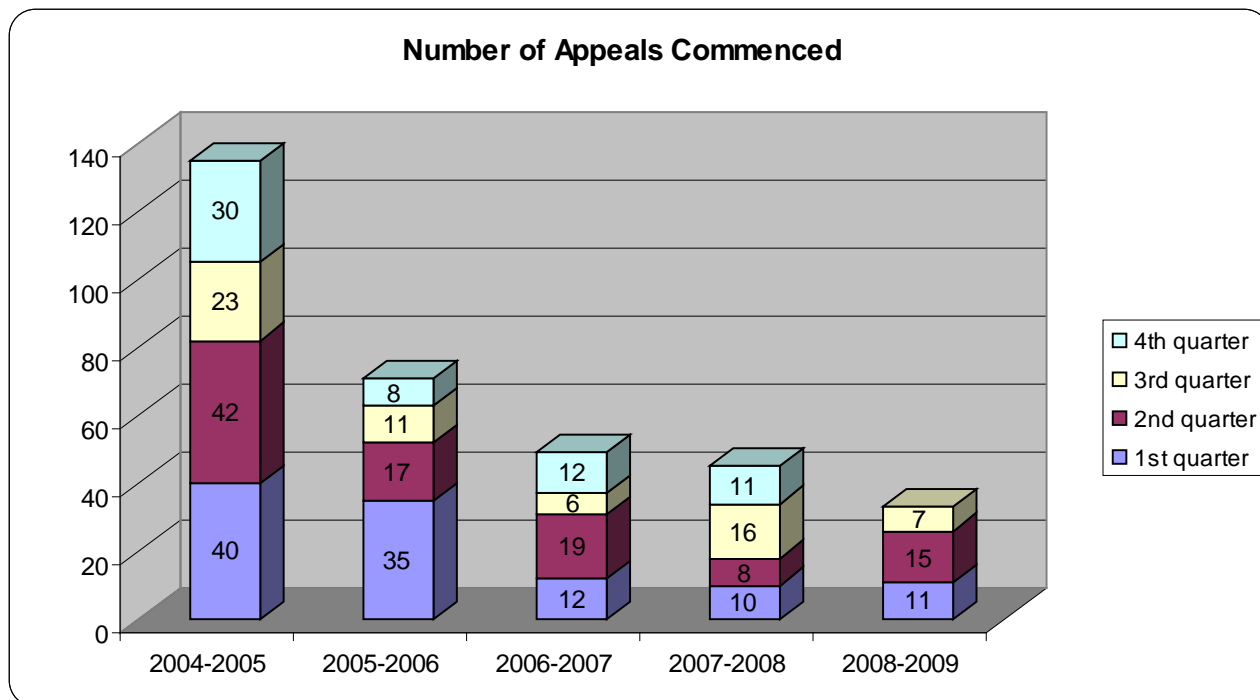
### APPEALS LODGED

In the nine months to March 2008, there were 34 new appeals lodged with the Land and Environment Court, of which 9 have incurred costs to Council during the reporting period. The number of appeals received in prior years is as follows:

Financial year	Number of appeals received (whole year)
2004/2005	135
2005/2006	71
2006/2007	49
2007/2008	45
2008/2009	34 (to 31 March 2009)

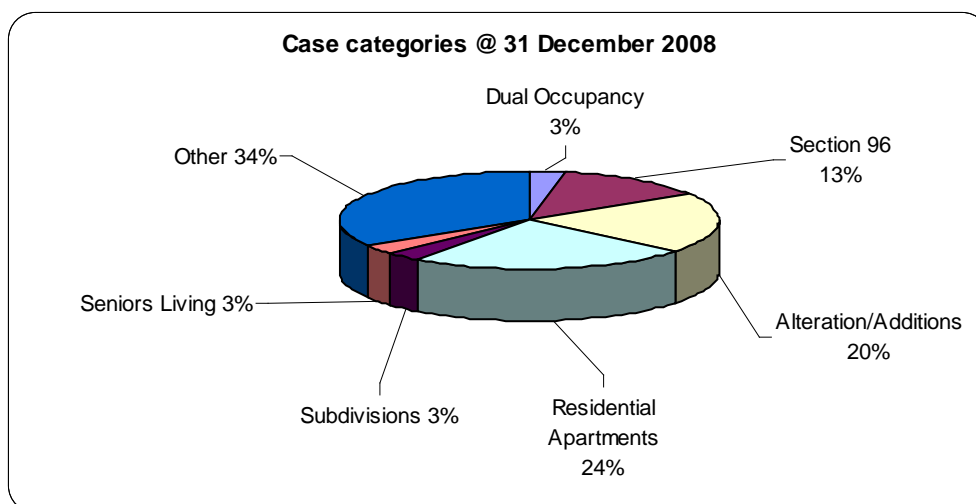
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Of the appeals received, 32 were in respect of an actual determination, one was in respect of deemed refusal, and one was against an order issued by Council. Accordingly, the proportion of deemed refusal appeals (3%) is very low. The percentage of deemed refusal appeals in 2007-2008 was 22%; and before that, 43% in 2006-2007 and 60% in 2005-2006. A falling proportion of deemed refusal appeals is consistent with an overall decrease in the time taken for determination of development applications.

Appeals commenced for year ended March 2009 are made up of the following development categories:



The larger categories are appeals in respect of Residential Apartments (24%) and Other, which includes single dwelling (34%).

## Item 5

S02466  
1 May 2009**COSTS**

For the three quarters ending March 2009, Council had a net expenditure of \$771,945 on legal costs and associated expenses in relation to Land & Environment Court matters. This compares to the March year to date budget of \$814,000 giving it a positive variation of \$42,055.

These costs are made up of legal costs, fees charged by any consultants retained as expert witnesses and other costs incurred as a result of Council's role in the proceedings. In addition to expenditure on appeals a further amount of \$39,380 was spent in the obtaining of expert legal advice regarding development assessment matters.

<b>Legal Costs and Associated Expenses 2003/2004 - 2008/2009</b>					
<i>Financial Year</i>	<i>Total Costs</i>	<i>1st quarter September</i>	<i>2nd quarter December</i>	<i>3rd quarter March</i>	<i>4th quarter June</i>
<b>2003/2004</b> (128 appeals lodged)	<b>\$2,205,000</b>	\$468,000	\$378,000	\$605,000	\$754,000
<b>2004/2005</b> (135 appeals lodged)	<b>\$1,867,000</b>	\$274,000	\$562,000	\$314,000	\$717,000
<b>2005/2006</b> (71 appeals lodged)	<b>\$1,239,900</b>	\$338,350	\$362,950	\$329,300	\$209,300
<b>2006/2007</b> (49 appeals lodged)	<b>\$1,195,900</b>	\$141,950	\$148,520	\$350,730	\$554,700
<b>2007/2008</b> (45 appeals lodged)	<b>\$1,136,648</b>	\$7,800	\$336,600	\$381,300	\$410,948
<b>2008/2009</b> (34 appeals lodged)	<b>\$771,945</b>	\$134,409	\$345,551	\$291,985	

Partly offsetting the expenditure of \$291,985, actual receipts of legal costs recovered by Council during this period amounted to \$20,000.

**SUMMARY BY WARD**

A summary of Land & Environment Court costs (excluding legal associated expenses) this year by Ward is shown in the following table:

<b>Land &amp; Environment Court Costs by Ward 2008/2009</b>		
Commenara	\$0	0.0%
Gordon	\$53,301	18.3%
Roseville	\$30,263	10.4%
St Ives	\$29,855	10.2%
Wahroonga	\$178,566	61.1%
<b>Total Costs</b>	<b>\$291,985</b>	<b>100%</b>

## OUTCOMES

At an early stage of each appeal, Council as respondent is required to file with the Court a Statement of Facts and Contentions outlining the grounds which Council asserts as warranting refusal of a development, or alternatively, that may be addressed by way of conditions of consent.

In cases where issues raised by Council are capable of resolution by the provision by the applicant of additional information or amendment of the proposal, it is the Court's expectation that this should occur. The Court's current practice of listing appeals for a preliminary mediation conference before a Commissioner of the Court pursuant to section 34 of the *Land & Environment Court Act*, strongly encourages this.

In this context, any of three outcomes can be regarded as favorable, namely:

1. If the appeal is in relation to a deemed refusal of an application which, upon assessment, is appropriate for approval: that the development is determined by Council, allowing the appeal to be discontinued by the applicant and avoiding as much as is practicable the incurring of unnecessary legal costs;
2. If the issues raised by Council are capable of resolution by the applicant providing further information, or amending the proposal: that this occurs, so that development consent should be granted, either by Council or the Court;
3. If the issues raised by Council are either not capable of resolution, or the applicant declines to take the steps that are necessary to resolve them: that the appeal is either discontinued by the applicant, or dismissed (refused) by the Court.

27 appeals were concluded in the period ended March 2009. In all appeals, a wholly or substantially favorable outcome was achieved. Thirteen proceedings were resolved by amendments agreed to by the applicant. Fourteen proceedings were subject to determination by the Court, with the proceedings dismissed in seven cases and upheld, subject to an amended proposal, in the other seven. One appeal was discontinued by the applicant.

In addition, the Council successfully opposed an appeal to the Court of Appeal, and a subsequent special leave application to the High Court (McGovern re 49 Telegraph Road Pymble).

## CONSULTATION

Not applicable.

## FINANCIAL CONSIDERATIONS

Land & Environment Court legal costs form part of Council's recurrent operating budget. The result after the third quarter is a positive variance of \$42,055.

## **CONSULTATION WITH OTHER COUNCIL DEPARTMENTS**

This report has been developed with input from Council's Corporate Lawyer, Director Corporate and Director Development & Regulation.

### **SUMMARY**

For the three quarters ended March 2009 Council expended \$771,945 on legal costs and associated expenses in relation to Land & Environment Court planning matters. This compares to the original annual budget of \$1,280,000, and the revised year-to-date budget for the end of March of \$814,000. As a result, the end of the third quarter represents a positive variation of \$42,055.

### **RECOMMENDATION**

That the analysis of Land & Environment Court costs for the third quarter ended March 2009 be received and noted.

Tony Ly  
**Accounting Officer**

Jamie Taylor  
**Corporate Lawyer**

John Clark  
**Director Corporate**

Michael Miocic  
**Acting General Manager**

**Attachments: Individual Case Summary March 2008 - 2009/065100**



No	Date Lodged	Appeal #	Appellant (Solicitor)	Property Address	DA No	Decision Appealed Against	Solicitor	Hearing Date	Decision Date	Commissioner	Result	2008/2009 Costs \$
1	June 17, 2005	40607 of 2005	David McGovern & Roslyn McGovern	49 Telegraph Road Pymble	DA1417/04	Class 4 Challenge to validity of consent. (M Allan is second Respondent)	Deacons	4, 5 & 6 September 2006	February 20, 2007	Pain J	Dismissed. subject to appeal in Court of Appeal heard on 30 June & 1 July 2008 and dismissed on 1 September 2008. Application to High Court for leave to appeal refused on 13 March 2009.	5,796
2	November 12, 2008	11130 of 2008	Rob Osborne (Maddocks)	385 Bobbin Head Rd Turramurra	DA0445/08	Appeal against condition imposed in approval of tennis court, pavilion and landscaping	Deacons			Hussey (for s34 conf)	Resolved at s34 conference 13 Feb 2009	7,563
3	December 11, 2006	11193 of 2006	Murlan Consulting Pty Ltd	35 Water Street & 64 Billyard Avenue Wahroonga	DA0855/06	Deemed refusal of adaptive reuse of heritage building and seniors living resort	Deacons	30 April, 12 & 28 May 2007	26 June 2007	Watts & Taylor	Dismissed. subject to S56A appeal heard by Pain J - dismissed on 29 October 2007. Application sought by applicant for leave to appeal to Court of Appeal.	52,442
4	December 15, 2008	11273/08	Ground Crew at Turramurra Pty Ltd	440 Bobbin Head Road North Turramurra	725/08	Refusal of seniors living development of 46 self contained dwellings	Wilshire Webb			Taylor (for s34 conf)		4,318
5	April 11, 2008	10352 of 2008	Lindy de Stoop	1574-1578 Pacific Hwy Wahroonga	DA0652/07	Refusal of SEPP (Seniors Living) development	HWL Ebsworth	16 March 2009 preliminary question of law decided in favour of Council by Sheahan J			Section 34 conference adjourned to 6 May 2009, applicant seeks to rely on amended plans.	4,110
6	September 10, 2007	10887 of 2007	Rafat George Wassef	21 Rothwell Road Turramurra	DA1717/01	Appeal against conditions imposed in determination of s96 application in relation to approval for dwelling	Deacons	03-Dec-07	5 December 2007	Tuor	Dismissed (excepting minor amendment)	12,287
7	February 29, 2008	10183 of 2008	Dazdon Pty Ltd	152 Killeaton Street Ives	DA1211/07	Refusal of Boundary adjustment, 3-lot subdivision and 3 detached dwellings	Deacons	May 26, 2008	May 27, 2008	Tuor	Dismissed	9,565
8	July 9, 2008	10667 of 2008	Dugald Mackenzie	220-222 Mona Vale Road Street Ives	DA0991/07	Refusal of demolition of existing dwellings and construction of 45 residential units	HWL Ebsworth				Resolved by consent (amended proposal) - 12 December 2008	3,052



Individual Case Summary March 2009.xls

No	Date Lodged	Appeal #	Appellant (Solicitor)	Property Address	DA No	Decision Appealed Against	Solicitor	Hearing Date	Decision Date	Commissioner	Result	2008/2009 Costs \$
9	July 25, 2008	10719 of 2008	Ian Black (Maddocks)	55 Mahratta Avenue Wahroonga	DA1003/07	Refusal of dwelling house	Wilshire Webb Staunton Beattie	9 & 10 October 2008	December 24, 2008	Tuor & Taylor	Amended proposal approved	22,378
10	August 9, 2008	10823 of 2008	Kalligem Pty Ltd (Pikes Lawyers)	1-9 Buckingham Road Killara (10823/08)	DA0681/08	Deemed refusal of residential flat building (40 units) and strata subdivision	Deacons			Bly	Resolved by consent at section 34 conference (amended plans) - 14 November 2008 - applicant to pay \$2,500 costs	989
11	September 1, 2008	10880 of 2008	Mark Allaby & Susan Allaby (Maddocks)	29 Allard Avenue Roseville	DA0578/08	Refusal of new dwelling	HWL Ebsworth	16 & 17 February 2009		Hussey	Resolved by consent	25,877
12	August 26, 2008	10858 of 2008	Mohebbati-Arani	696 Pacific Hwy Killara	DA0611/08	Refusal of construction of additional dwelling unit to existing block of units	HWL Ebsworth	February 23 and March 5, 2009	5 March 2009	Bly	Refused in greater part	4,879
13	August 15, 2008	10805 of 2008	Nelson Silva (Storey & Gough)	27 Mlowera Road North Turramurra (10805/08)	DA0415/08	Refusal of piping of existing open channel watercourse	Deacons	28 & 29 January 2009	6 March 2009	Taylor	Dismissed	18,281
14	October 16, 2008	41039 of 2008	Joseph Banek & Sally Anne Banek (Steven Klinger)	14 Alma & 20 Station St Pymble	DA0404/08	Challenge to validity of consent (alterations and additions to dwelling)	Deacons				Discontinued	11,441
15	October 9, 2008	11007 of 2008	Bijan Ahmadian (Atkinson Vinden)	21 Vale St Gordon	DA0766/07	Refusal of detached dual occupancy	DLA Phillips Fox	5 & 6 March 2009	31 March 2009	Tuor & Adam	Dismissed	16,986
16	September 11, 2008	10925 of 2008	Aushome Developments Pty Ltd (Maddocks)	667 Pacific Hwy & 2A Bruce Avenue Killara	DA1300/07	Refusal of residential flat building containing 32 units	DLA Phillips Fox			Tuor (for s34 conf)	Resolved in accordance with amended plans, 24 December 2008	15,420
17	October 12, 2007	11030 of 2007	Fraser's Greycliff Pty Ltd	25-29A Lorne Avenue Killara	DA0425/05	Refusal of s96 application to modify approval for LEP194 apartment building development	Wilshire Webb	Dec 14 2007 & Feb 28 2008	30 June 2008	Murrell	Dismissed	582
18	June 16, 2008	10578 of 2008	Alfred Attard	37 Burns Rd Wahroonga (10578/08)	DA0409/08	Deemed refusal to tennis court, swimming pool, additional garage, media room, attic conversion & studio split into gymnasium and music room	Deacons	2 December 2008 & 26 & 27 February 2009	10 March 2009	Moore & Taylor	Refusal in part; amended plans required. Final orders is not yet made.	47,628
19	Dec 9 2008	11241 of 2008	Warren Bird Pty Ltd (Barrier Perry)	22 Sydney Road East Lindfield Warren Bird Pty Ltd	DA0797/08	Refusal of new dwelling	DLA Phillips Fox			Tuor (for s34 conf)	Ongoing. Proposal amended	4,385
20	Dec 23, 2008	11312 of 2008	Ridong Kinwei Pty Ltd (Storey & Gough)	6-14 Dumaresq Street Gordon	DA0847/08	Refusal of residential flat building containing 60 units	DLA Phillips Fox			Brown (for s34 conf)	Ongoing. Plans have been amended.	8,379



No	Date Lodged	Appeal #	Appellant (Solicitor)	Property Address	DA No	Decision Appealed Against	Solicitor	Hearing Date	Decision Date	Commi- ssioner	Result	2008/2009 Costs \$
21	Jan 20, 2009	10029 of 2009	Julian Longstaff and Kimberly Longstaff (Maddocks)	18 Warrawee Ave Warrawee	DA0123/08	Refusal of additions and alterations	DLA Phillips Fox	20-Mar-09	27 March 2009	Bly	Upheld, subject to requiring changes to proposal including increased setback and modified design	5,033
22	Feb 2, 2009	40060 of 2009	Hogan & Lipman (Sydney Property Lawyers)	9-23 Bruce Ave Killara	DA0983/05	Class 4 challenge to validity of consent for residential flat building	DLA Phillips Fox					2,380
23	December 23, 2008	11310 of 2008	Moody & Doyle Pty Ltd (Susan Hill & Associates)	11 Yirgella Ave East Killara	DA0001/07	Section 96 to modify consent - location of retaining wall	Wilshire Webb			Tuor (for s34 conf)	Ongoing	3,686
24	Dec18, 2008	11283 of 2008	Jane Francis Hickling (Maddocks)	33A Bangalla Street Warrawee	DA0903/08	Refusal of in-ground swimming pool, tennis court and pavilion on heritage property	Wilshire Webb	17 April 2009	17 April 2009		Resolved by consent in accordance with amended plans	3,994
25	Feb 17, 2009	10100 of 2009	Vaughn Blackwood and Christine Blackwood (Robertson Saxton Primrose dunn)	106 Kissing Point Road Turramurra	DA1082/08	Refusal of change of use from dwelling house to place of worship	Wilshire Webb			Hussey (for s34 conf)	Ongoing	534
<b>Total Legal Costs</b>												<b>291,985</b>



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## 175 ROSEDALE ROAD, ST IVES - PROPOSED ASSIGNMENT OF LEASE

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### EXECUTIVE SUMMARY

**PURPOSE OF REPORT:**

For Council to consider a request from the Lessee of Council property at 175 Rosedale Road, St Ives, trading as Rosedale Cottage Restaurant to the assignment of the lease.

**BACKGROUND:**

Council entered into a 3 + 2 year lease with Marta Duncan & Gian-Franco Guerra in March 2007. The Lessee's have requested an assignment due to health reasons and are seeking Council consent.

**COMMENTS:**

It would appear from the information provided that the proposed assignee has the experience, administrative ability and funding to operate and manage the business.

**RECOMMENDATION:**

That Council approve the assignment of the lease over 175 Rosedale Road, St Ives from Marta Duncan & Gian-Franco Guerra to Sous le Soleil on the same terms and conditions as the existing lease.

## PURPOSE OF REPORT

For Council to consider a request from the Lessee of Council property at 175 Rosedale Road, St Ives, trading as Rosedale Cottage Restaurant to the assignment of the lease.

## BACKGROUND

Council entered into a 3 + 2 year lease with Marta Duncan & Gian-Franco Guerra in March 2007. The current 3 year lease has an additional 2 year option term effective 1 March 2010. The Lessee's have requested an assignment due to health reasons and are seeking Council consent to enable the sale of their business.

Clause 11 of the current lease provides for transfer and assignment of the lease. Clause 11 in part states the following;

*11.2 The lessee must not sub-let, grant a licence or concession in respect of, or part with possession of any part of the Premises, or transfer, assign, mortgage, charge or otherwise encumber the Lessee's interest under this lease without the written consent of the Lessor which consent may, subject to sub-clause 11.4 and 11.5, be withheld at the Lessor's absolute discretion.*

*11.4 The Lessor must provide its consent to a request for a transfer or assignment by the lessee of this leases unless'*

*11.4.1 the proposed transferee or assignee proposes to alter the Use of the Premises;*

*11.4.2 the proposed transferee or assignee has financial resources or skills that are inferior to those of the Lessee;*

*11.4.3 the proposed transferee or assignee refuses to provided security including but not limited to a security deposit, bank guarantee or, in the case of a company, personal guarantees, if reasonably required by the Lessor; OR*

*11.4.4 The Lessee has failed to comply with sub-clauses 11.5 or 11.6 (if applicable)*

## COMMENTS

In accordance with the terms of the lease Council staff sought to obtain certain information to determine the financial and administrative capacity of the proposed assignee to operate a restaurant and, in addition sought details of the proposed assignee's personal financial statement to ensure Council's rental income stream was protected.

The proposed assignee comprises of two Directors, who subject to Council approving the assignment of the lease intend to operate under a company structure known as *Sous le Soleil Pty*

Item 6

S072522  
1 May 2009

*Ltd.* Given that the proposed assignees will operate under a company structure, personal guarantees will be required from the Directors in addition to a Bank Guarantee.

Council would be aware, that the Directors of Sous le Soleil are the current tenants of Firs Estate Cottage at Roseville Park. Since the commencement of their lease on 1 September 2007, these tenants have always met with the terms and conditions of their lease, along with investing significant capital expenditure into Firs Estate Cottage. They have built strong relations with the community, and a successful business model which currently employs 15 staff.

The proposed assignees have supported their request for assignment of lease in the attached correspondence (**Attachment 1**) which also proposes the need to invest further capital to improve the cottage. This will ensure the premises reflect the level of distinction established by their business model at Firs Estate Cottage.

Should Council agree to the assignment of lease to Sous le Soleil as tenants they propose to continue to conduct the business as permitted by the current lease and development consent as a restaurant and gallery.

## CONSULTATION

Consultation was undertaken with Council's Solicitors regarding Council's obligations as landlord under the *Retail Leases Act 1994*. Council's solicitor will prepare the assignment documentation.

Council staff contacted the assignee's referees who have confirmed their financial standing and business capability.

## FINANCIAL CONSIDERATIONS

The proposed assignees have provided details of their personal and business financial information and referees. Based on the information provided, along with Council's existing business arrangement with the proposed assignees, they have demonstrated they possess the experience, administrative ability and funding to operate the restaurant and the capacity to take on the lease

In accordance with the *Local Government Act 1993* and the *Local Government (General) Regulation 2005*, in the opinion of the General Manager, the following information is of a kind as referred to in section 10A(2)(d) of the Act, and is to be dealt with in a part of the meeting closed to the public.

Section 10A(2)(d)(i) of the Act permits the meeting to be closed to the public in respect of commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it. (**Confidential - Attachment 2**).

The new lessee will be required to comply with the terms of current lease which requires the provision of a Bank Guarantee, along with personal guarantees of the Directors.

All costs associated with the assignment of the lease will be shared between the assignor and assignee.

## **CONSULTATION WITH OTHER COUNCIL DEPARTMENTS**

Not Applicable.

## **SUMMARY**

The lessee proposes to sell the business, due to health reasons. Based on the information provided by the proposed assignees and on their current performance as tenants of Council, they have clearly demonstrated that they have the experience, administrative ability and funding to operate the restaurant and the capacity to take on the lease.

## **RECOMMENDATION**

- A. That Council approve the assignment of the Lease over 175 Rosedale Road, St Ives from Marta Duncan and Gian-Franco Guerra to Sous le Soleil Pty Ltd on the same terms and conditions as the existing lease.
- B. That the Mayor and General Manager be authorised to execute all documents associated with the lease assignment.
- C. That Council authorise the affixing of the Common Seal of Council to lease assignment documents.

Deborah Silva  
**Manager Asset & Property Management**

Andrew Watson  
**Director Strategy & Environment**

**Attachments:**      **1. Correspondence from assignees - 2009/064611**  
                             **2. Financial Statement - Confidential**

Wednesday, March 05, 2014

Covering Letter regarding the transfer [assignment] of the lease for the property known as "The Old Headmaster's Cottage" 175 Rosedale Road St Ives NSW 2075.

Dear Deborah,

Firstly, thank you for the opportunity to seek approval to take over the existing lease of 175 Rosedale Road St Ives NSW 2075.

As you are aware our business plan makes provision for expansion and we have actively been looking for a second site since the beginning of this year. After due consideration we are confident that the St Ives property is in keeping with our business requirements and the timing for expansion.

Since we commenced trading in "Firs Estate Cottage" Roseville park we have enjoyed growth in the following key areas:

- Patronage beyond or original forecast
- Strong relationships with the community, local business & Council
- Media Coverage (TV, Magazines and Newspapers)
- Increased park use (mother's groups, picnickers, exercise groups) due to a combination of our presence and Park improvements (kids playground, parking facilities, footpaths, and general gardening)

We have learnt from our business at Roseville the following things;

- Capital works & maintenance for the property generally exceeded our original expectations. (largely as we grew and needed to modify the premises to accommodate more customers) Approximately \$50,000 has been spent above that noted in estimates given to council prior to opening. On such items as;
  - shed extension and repair to accommodate a cool room
  - awnings to provide shade and waterproof area
  - kitchen expansion for pastry preparation area
- The Ku-Ring-Gai shire is undersupplied with businesses such as ours. Evidenced by the geographic pool of clients that come to our Café/Shop. From Wahroonga to the Eastern suburbs and the Northern beaches. Customer feedback is very positive and requests for an evening site and other locations have been frequent and ongoing.

Regarding the site in St Ives:

- We feel that the property and surrounds are in a poor state of disrepair. We will undertake a schedule of works to upgrade the property to be consistent with Firs Cottage in Roseville Park. We want customers to enjoy the same level of fit out in both our locations.
- We understand that the Rosedale Rd site has had a patchy history with regard to public perception and feel that it's reputation may well still be a negative one, or neutral at very best. Our intention is to promote "Sous Le Soleil" Restaurant & Gallery at The Headmasters Cottage St Ives.

Yours sincerely,  
Andrew Noakesmith

*Sous le Soleil*

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## 2 ALDER DRIVE, ST IVES - CONNECTION TO COUNCIL DRAINAGE EASEMENT

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### EXECUTIVE SUMMARY

**PURPOSE OF REPORT:**

To consider a request by the owner of 2 Alder Drive, St Ives, to alter the terms of the Council drainage easement over downstream properties to permit discharge into a Council pipeline.

**BACKGROUND:**

On 16 July 2008 Council granted deferred commencement consent for a dual occupancy development (DA391/08) on the site of an existing tennis court, subject to conditions in Schedule A.

The applicant proposes to connect to the Council drainage system, which requires the terms of the easement over 21 Palm Street to be altered and an easement to be created over the Council pipe within 56 Kitchener Street.

**COMMENTS:**

The development site is currently a tennis court with on site detention, and with the connection of the dual occupancy development to the existing on site detention tank, there will be no increase in flows in the downstream system.

**RECOMMENDATION:**

That the proposal be approved subject to Conditions A. to C. noted in the recommendations.

## PURPOSE OF REPORT

To consider a request by the owner of 2 Alder Drive, St Ives, to alter the terms of the Council drainage easement over downstream properties to permit discharge into a Council pipeline.

## BACKGROUND

On 17 July 2008 Council granted deferred commencement consent for a dual occupancy development (DA391/08) at 2 Alder Drive, St Ives, subject to the following condition in Schedule A.

“The applicant shall submit documentary evidence that the property benefits from a drainage easement over the downstream properties (including, but not limited to, 10 Alder Drive and 56 Kitchener Street) as far as the public drainage system. This consent will not operate until the documentary evidence has been submitted to and approved by Council’s Development Engineer.”

## COMMENTS

The applicant has obtained letters of consent from the downstream property owners to permit conveyance of runoff through the stormwater system and to amend the terms of the easement on their titles. A location plan showing the Council’s drainage system and existing drainage easements is attached as **Attachment 1**.

The applicant has to create an interallotment drainage easement over the existing system through 4, 6, 8 and 10 Alder Drive. That system connects to Council’s pipeline within 21 Palm Street. The pipe then traverses eight properties until the public (street) drainage system in Kitchener Street. The easement over 21 Palm Street only benefits Palm Street, and there does not seem to be an easement over 56 Kitchener Street. The terms of the easement over the other properties are sufficiently wide to allow the conveyance of runoff from the subject property without amendment. The development site is currently a tennis court with on site detention, and with the connection of the dual occupancy development to the existing on site detention tank, there will be no increase in flows in the downstream system. Therefore no works are required on the Council system.

The owners of 21 Palm Street and 56 Kitchener Street have given their written consent to the applicant’s request.

## CONSULTATION

Consultation has been held with the applicant and his consulting planner, Mr Ian Glendinning.

## FINANCIAL CONSIDERATIONS

There is no community benefit in granting approval to alter the terms of the easement, therefore legal, survey and administrative costs should be borne by the applicant.

## CONSULTATION WITH OTHER COUNCIL DEPARTMENTS

Consultation has been carried out with Council's Drainage Engineer.

### SUMMARY

A deferred commencement consent was granted on 17 July 2008, for a dual occupancy development on the site of an existing tennis court at 2 Alder Drive, Lot 102 DP1033329.

For legal discharge of stormwater from the development, in accordance with Council's DCP 47, the easement over 21 Palm Street must be amended to allow the conveyance of runoff from surrounding lands, as well as Palm Street, and an easement must be created over 56 Kitchener Street.

### RECOMMENDATION

- A. That Council grants approval to alter the terms of the Council easement created by DP 227543 burdening 21 Palm Street (by extinguishment of the existing and creation of a new easement if necessary), and approval to the creation of an easement over the Council stormwater drainage pipe within 56 Kitchener Street. The terms of both new easements are to benefit both Council and the surrounding lands.
- B. That authority be given to affix the Common Seal of the Council to the appropriate instrument for the extinguishment, amendment, alteration or creation of the drainage easements as necessary.
- C. That all costs associated with the extinguishment, amendment, alteration or creation of the drainage easements be borne by the applicant.

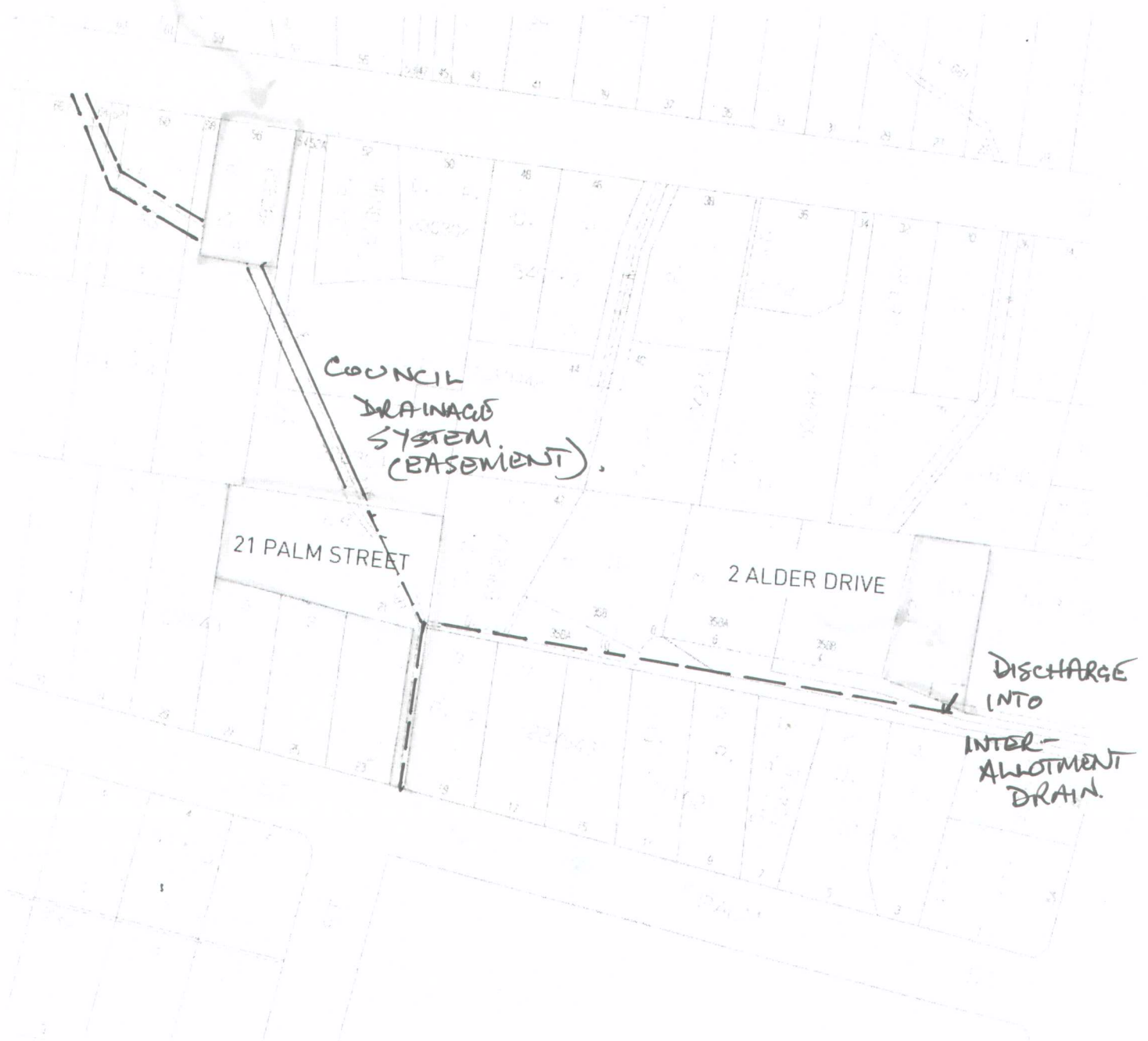
Kathy Hawken  
**Team Leader – Engineering Assessment Team**

Greg Piconi  
**Director Operations**

**Attachments:**      **Location Plan - 2009/065077**



56 KITCHENER STREET



ATTACHMENT 1 - LOCATION PLAN

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## NOTICE OF MOTION

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### PROPOSED MASTERPLAN OF THE GORDON COUNCIL CHAMBERS

#### Notice of Motion from Councillor Tony Hall dated 22 April 2009

I move:

1. "That in view of the downturn in the economy of this Country, the parlous position of local government infrastructure financing as a result, and the likely rejection of the Council's request to the Planning Minister's Contributions Review Panel for exemption from s.94 E, set out in the NSW Planning Minister's Order of 23 January 2009, that the former Council's grandiose scheme to Masterplan the Council Chambers' Precinct Gordon, under its Resolution of 29 April 2008 (minute no.129/08) be immediately reviewed in the light of the serious financial implications presented by Council staff to an informal Councillor confidential planning forum on 21 April 2009.
2. If this new financial plan is found to be too expensive, that the proposed Masterplan be abandoned forthwith, notwithstanding the Ku-ring-gai Planning Panel has accepted the same Masterplan concept already of council-owned lands, into its draft Ku-ring-gai Town Centre's Local Environment Plan, exhibited recently and awaiting its recommendation to submit to the Minister for Planning for adoption in May 2009.
3. The General Manager be authorised to seek a legal opinion into the veracity of the abovementioned actions by the Ku-ring-gai Planning Panel in the matter
4. The Minister for Planning and Ku-ring-gai Planning Panel be so advised."

### RECOMMENDATION

That the above Notice of Motion as printed be adopted.

Cr Tony Hall  
Councillor for St Ives Ward

**Attachments:** Background Information circulated under separate cover:  
Resolution of Council, Minute No 129 of 29 April 2008 - 926216

## **RESOLUTION OF ORDINARY MEETING OF COUNCIL**

**29 APRIL 2008**

129

### **Proposed Masterplan for the Gordon Civic and Community Facilities Precinct**

File: S05930

#### **Notice of Motion from Councillors A Ryan and M Lane dated 16 April 2008**

When considered with Council's existing land holdings at 818 Pacific Highway, 7 Dumaresq and 3 Radford Place, the recent purchase of 9, 15, 17 Dumaresq Street (known as proposed "Dumaresq Street Park") provides Council with a unique opportunity to reconsider the types of facilities and public spaces which can be provided as the heart of the new Gordon Town Centre.

We move:

- "A. That Council prepare a master plan and options report for the area of land defined by 818 Pacific Highway and 3 Radford Place (Council Chambers); and 9, 15 and 17 Dumaresq Street (known as proposed "Dumaresq Street Park"), Gordon which:
- (1) Analyses and reviews the current uses on the site, including Council Chambers, Council Administrative Offices and car parking in terms of current capacity and future Council requirements.
  - (2) Considers Council's long term needs for cultural facilities across the LGA in line with the Community and Cultural Facilities Review (confirm correct study name - currently under preparation).
  - (3) Develops options for -
    - a) Protection and adaptive re-use of the heritage building following preparation of a conservation management plan.
    - b) A new urban park (with a minimum size of 3465 square metres).
    - c) Car parking for public and staff to meet Council DCP standards.
    - d) Community and cultural facilities.
    - e) Council Administration Offices.
    - f) Other appropriate uses.
  - (4) Is supported by an economic feasibility analysis showing how the redevelopment is to be funded.

- B. That master plan and options report be funded from surpluses in the 2007-2008 Strategy special projects budget, if available.”

**Resolved:**

(Moved: Councillors Ryan/Lane)

That the above Notice of Motion as amended be adopted.

*For the Resolution:                      The Mayor, Councillor N Ebbeck, Councillors  
Cross, Hall, Lane, Ryan and Anderson*

*Against the Resolution:              Councillors Bennett and Malicki*

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## NOTICE OF MOTION

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### PROPOSED OPEN SPACE ACQUISITION - WAHROONGA

**Notice of Motion from Councillor J Anderson dated 4 May 2009.**

I move:

- "a. that the General Manager obtains an independent valuation from a registered valuer for 12 Woonona Avenue, Wahroonga.
- b. That the General Manager prepares a further report on funding sources that may be utilised to assist Council in acquisition of the property, including sources not yet explored, such as, but not limited to, Heritage Council grants
- c. That the General Manager shall consider and assess potential leasing opportunities during any period of time necessary to fully fund works to create a park/community garden on the site and throughout design, demolition and construction phases.
- d. That the General Manager seek comments from Council's Heritage Advisor to be included in the further report to Council."

### RECOMMENDATION

That the above Notice of Motion as printed be adopted.

Jennifer Anderson  
**Councillor for Roseville Ward**