

Ordinary Council Agenda Attachments



Following are the attachments to the reports listed for consideration at the Ordinary Council meeting on Monday **6 February 2012**

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| 1. Assembly of Councillors | 2 |
| 2. November 2011 Monthly Performance Report | 4 |
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| 4. Revised Instruments of Delegation and Instruments of Appointment and Authorisation | 23 |

Record of Assemblies of Councillors

Assembly details	Councillor Attendees	Officer attendees	Matters discussed	Conflict of Interest disclosures
Hawthorn Town Hall Arts Precinct Steering Committee 12 December 2011	Cr David Bloom Cr Philip Meggs	June Dugina (DSD) Steven White (MP&S) Rick Kwasek (CEP) Julian Summers (PJA) Don Cameron (PJM) Judy Spokes (MAC) Brett Davies (CFC)	1. Update on concepts, interior design and furniture	Nil
Boroondara Citizen and Young Citizen of the Year 15 December 2011	Cr Kreutz (Mayor) Cr David Bloom Cr Dick Menting	David Thompson (MG) Elisha Marriott (GPO)	1. Boroondara Citizen and Young Citizen of the Year	Nil
Statutory Planning Advisory Committee 19 December 2011	Cr Brad Miles Cr Coral Ross	Erin Dicketts (SPO) Felicity Barnewall (SP) Simon Mitchell (MSP)	1. 1 Marong Grove, Balwyn 2. 3 Hillside Parade, Glen Iris	Nil
Statutory Planning Advisory Committee 16 January 2012	Cr Kreutz (Mayor) Cr Brad Miles	Andrew Kerr (SP) Simon Mitchell (MSP)	1. 21 Regent St, Camberwell	Nil

See over for an index of officer titles

Record of Assemblies of Councillors

Index of officer titles

ADO	Access & Diversity Officer
BPO	Boroondara Volunteer Resource Centre Program Officer
CAC	Curator, Arts & Culture
CBA	Coordinator Building Assets
CC	Coordinator Communications
CCFS	Coordinator Cultural Facilities and Services
CCI	Coordinator Corporate Information
CCS	Coordinator Children's Services
CCSP	Coordinator Community Support
CCuS	Coordinator Customer Service
CDO	Community Development Officer
CE	Coordinator Engagement
CEO	Chief Executive Officer
CEP	Coordinator Engineering Projects
CEY	Coordinator Early Years
CFC	Cultural Facilities Coordinator
CFS	Coordinator Family Services
CLDO	Cultural Development Officer
CLF	Coordinator Leisure Facilities
CLS	Coordinator Leisure Services
CMCH	Cluster Coordinator Maternal & Child Health Services
COG	Coordinator Governance
CPP	Coordinator Purchasing and Procurement
CPSO	Community Planning Support Officer
CRPS	Coordinator Revenue & Property Services
CSA	Communications Senior Advisor
CSAO	Customer Service Administration Officer
CSD	Coordinator Strategy and Development
CSDAO	Community Safety Drug and Alcohol Officer
CsoP	Coordinator Social Planning
CSP	Coordinator Statutory Planning
CSS	Coordinator Sport Services
CTD	Coordinator Traffic & Drainage
CVS	Coordinator Volunteer Support & Development
CWM	Coordinator Waste Management
CWO	Coordinator Waste Operations
CYS	Coordinator Youth Services
DCD	Director Community Development
DCDA	Director City Development and Amenity
DCR	Director Corporate Resources (former)
DCS	Director Corporate Services
DEI	Director Environment and Infrastructure
DSD	Director Strategic Development
EC	Environment Coordinator
EFBA	Engagement & Facilitation Business Analyst
EHO	Environment Health Officer
EMCE	Executive Manager Communications & Engagement
FSP	Family Services Planner
GPO	Governance Projects Officer
HRA	Human Resources Advisor
ITPM	Information Technology Program Manager
LA	Landscape Architect
LFDO	Leisure Facilities Development Officer
LLO	Local Laws Officer
MAC	Manager Arts & Culture
MAO	Metro Access Officer
MBD	Manager Business Development
MBS	Manager Building Services (& Municipal Building Surveyor)
MCP	Manager Community Planning
ME&T	Manager Engineering & Traffic
MED	Manager Economic Development
MESL	Manager Environment & Sustainable Living
MfinS	Manager Financial Services
MFS	Manager Family Services
MG	Manager Governance

MHADS	Manager Health Ageing & Disability Services
MHR	Manager Human Resources
MIS	Manager Infrastructure Services
MIT	Manager Information Technology
ML&D	Manager Learning & Development
ML&S	Manager Leisure & Sport
MlegS	Manager Legal Services
MLL	Manager Local Laws
MLS	Manager Library Services & Volunteer Dept
MPCD	Manager People Culture and Development
MP&G	Manager Parks & Gardens
MP&S	Manager Projects & Strategy
MPPM	Major Projects Project Manager
MPR	Manager Public Relations
MSP	Manager Statutory Planning
MSTP	Manager Strategic Planning
OBA	Online Business Analyst
ODC	Organisation Development Coordinator
PAAM	Principal Advisor Asset Management
PALO	Paralegal Officer
PJA	Project Administrator
PJM	Project Manager
PJO	Project Officer
PP	Principal Planner
PSO	Planning Support Officer
RP	Recreation Planner
SAD	Service Administrator
SAPO	Senior Asset Protection Officer
SCADS	Senior Coordinator Ageing and Disability Services
SESO	Senior Environmental Sustainability Officer
SHRA	Social and Health Research Analyst
SLA	Senior Landscape Architect
SLLO	Senior Local Laws Officer
SMA	Senior Management Accountant
SO	Subdivision Officer
SoPL	Social Planning Officer
SP	Statutory Planner
SPA	Senior Project Architect
SPJO	Senior Project Officer
SPO	Senior Planning Officer
SPP	Senior Project Planner
SPPO	Senior Policy and Project Officer
SSCA	Senior Strategic Communications Adviser
SSP	Senior Strategic Planner
STP	Strategic Transport Planner
STPO	Statutory Planning Officer
STRP	Strategic Planner
TE	Transport Engineer
TLC	Team Leader Compliance
TLCSA	Team Leader Customer Service Administration
TLD	Team Leader Disabilities
TLEP	Team Leader Environmental Planning
TLHP	Team Leader Health Protection
TLID	Team Leader Infectious Diseases
TLL	Team Leader Local Laws
TLLD	Team Leader Landscape and Design
TLRM	Team Leader Risk Management
TLSP	Team Leader Strategic Planning
TLTM	Team Leader Transport Management
TLWP	Team Leader Works Permits
TSP	Technical Support Planner
TSTL	Technical Support Team Leader
UD	Urban Designer
WPC	Web and Print Coordinator
YOW	Youth Outreach Worker
YPDO	Youth Planning and Development Officer
aXXX	'a' designates acting

ATTACHMENTS



Ordinary Council Monday 6 February 2012

Agenda attachments to the report:

2. November 2011 Monthly Performance Report



November 2011 Monthly Performance Report



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1. Executive Overview

1.1 Introduction and overview

The Monthly Performance Report for November 2011 has been prepared in accordance with Australian Accounting Standards.

This monthly report is designed to identify major variations at an organisational level.

The annual budget referred to in this report reflects the September Amended Budget approved by Council on 26 September 2011.

The November 2011 forecast reflects the first results of two full year reviews of the annual financials to be undertaken during the year.

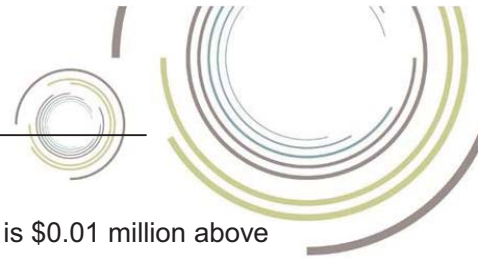
1.2 Key financial highlights and overview

Key financial summary	ANNUAL ORIGINAL BUDGET	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	VARIANCE	STATUS YTD VARIANCE	SEPTEMBER			STATUS FULL YEAR VARIANCE
	\$'000	(1) \$'000	(2) \$'000	(1) - (2) \$'000	(1) / (2) %		FORECAST (3) \$'000	AMENDED BUDGET (4) \$'000	FORECAST VARIANCE (3) - (4) \$'000	
Net operating surplus	14,707	85,778	82,829	2,949	4%	✓	13,339	13,333	6	✓
Recurrent income	167,496	145,275	144,147	1,128	1%	✓	167,213	166,620	593	✓
Recurrent expenditure	149,333	59,308	60,075	767	1%	✓	149,370	149,130	(240)	—
Capital works										
-Income	861	637	389	248	64%	✓	1,445	1,345	100	✓
-Expenditure	72,181	17,109	21,770	4,661	21%	—	65,878	67,367	1,489	✓
-Net	71,320	16,472	21,381	4,909	23%	✓	64,433	66,022	1,589	✓
Priority projects										
-Income	780	57	31	26	84%	✓	600	827	(227)	—
-Expenditure	3,484	768	1,663	895	54%	—	4,898	4,716	(182)	—
-Net	2,704	711	1,632	921	56%	✓	4,298	3,889	(409)	✓
Closing cash & investments	31,616	35,069	29,615	5,454	18%	—	36,529	35,033	1,496	—

The overall financial position at 30 November 2011 is satisfactory with a working capital ratio of 5.18 to 1 (adjusted working capital is 5.09 to 1 - excluding the Strategic Acquisition Fund and 0.5% cash contingency for emergency response works). For further information please reference the detailed report.

Status legend:

✓	On budget
—	Below budgeted revenue or over expenditure by <10% or project delays.
✗	Below budgeted revenue or over expenditure by >10% or significant project delays.



November forecast vs. September Amended Budget

The November 2011 forecast net operating surplus of \$13.34 million is \$0.01 million above the Annual September Annual Amended Budget of \$13.33 million.

Closing cash and investments are forecast to be \$36.53 million which is \$1.50 million above the September Annual Amended Budget of \$35.03 million.

Storm Event - 18 November 2011

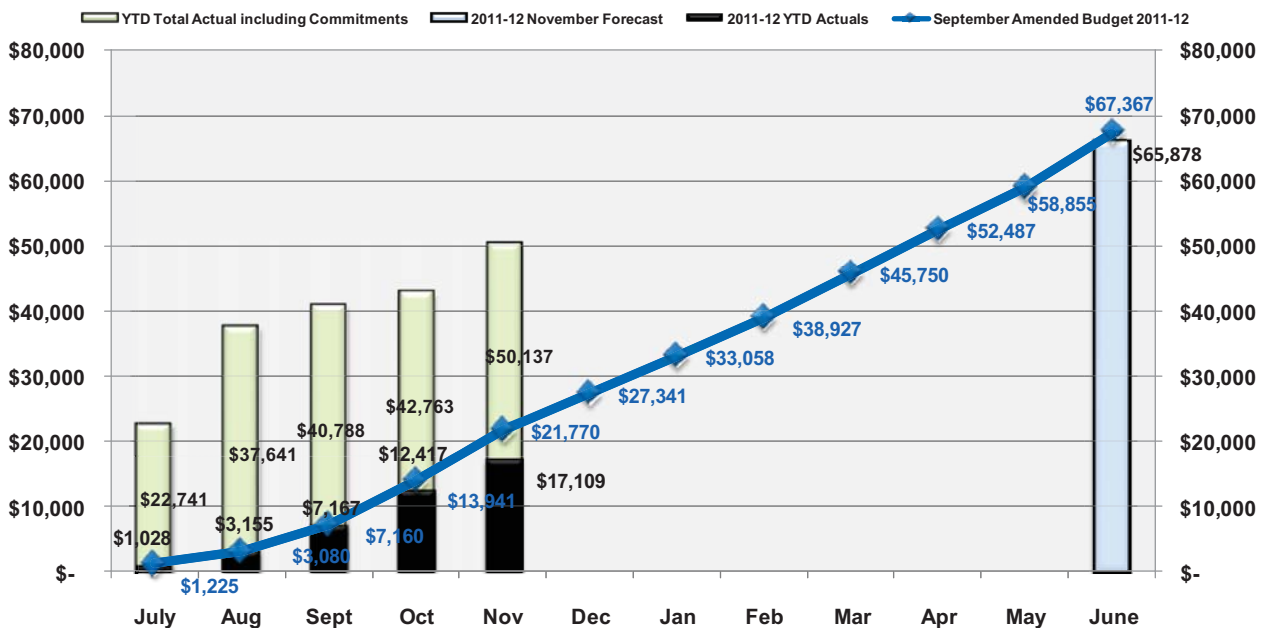
On Friday 18 November a severe thunderstorm and high winds struck the City bringing down trees and powerlines. The storm was centred on Glen Iris and Camberwell and continued up through Canterbury and Balwyn causing further damage. Council received 75 reports of damage to Council trees.

Year to date expenditure related to the remediation works is \$6K. The November forecast estimates costs to be around \$0.04 million.

As per Council's financial strategy principles, a cash contingency of 0.5% (or \$0.55 million) of general rate revenue has been provided for works in response to emergency situations such as the November 2011 storm event. The cash contingency will be reduced by \$0.04 million to \$0.51 million.

Capital Works

**Capital Works Projects 2011-12
Cumulative Budget Vs Actual Expenditure
All Projects - \$'000**



Council's year to date performance in gross Capital Works expenditure is \$17.11 million which is \$4.66 million below budget phasing primarily due to timing of expenditure on the following projects which are not expected to impact the project completion date:

- 72123/71944 - Camberwell Library and Office Project (\$2.26 million)
- 71932 - Gardiners Creek Trail (\$0.32 million)
- 71925 - Hawthorn Town Hall Arts Precinct Project (\$0.30 million)



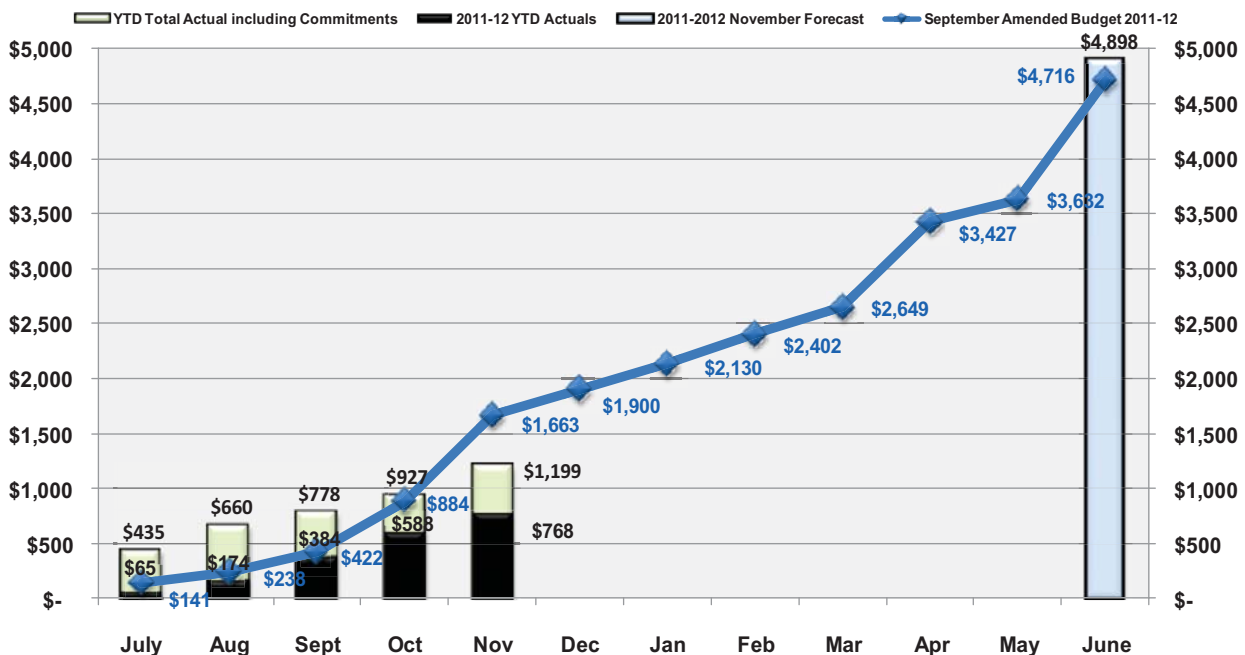
The November forecast projects proposed forward commitments to the 2012-13 financial year for the following projects:

- 71516 - Hays Paddock Main Pavilion Redevelopment (\$0.60 million)
- 71457 - Hawthorn Community Precinct (\$0.43 million)
- 72056 - Tuck Stand preservation Works (\$0.34 million)
- 72037 - Glenferrie Oval Water Management Plan Design (\$0.09 million)

Capital Works committed expenditure as at 30 November 2011 is \$33.03 million (year to date actual and commitments equates to \$50.14 million as presented in the above graph). A large part of this committed expenditure relates to the Camberwell Library and Office Project of \$9.27 million and the Hawthorn Community Precinct Project of \$8.20 million. This committed expenditure will fall due over the 2011-12 and 2012-13 financial years.

Priority Projects

**Priority Projects 2011-12
Cumulative Budget Vs Actual Expenditure
All Projects - \$'000**



Council's year to date performance in gross Priority Project expenditure is \$0.77 million which is \$0.89 million below budget phasing due to expenditure delays for the sustainable public lighting bulk change project \$0.40 million and across a number of other projects. A contract for the sustainable public lighting bulk change project (United Energy area) was awarded by Council on 12 December 2011.

Priority Projects committed expenditure as at 30 November 2011 is \$0.43 million (year to date actual and commitments equates to \$1.20 million as presented in the above graph).



2. Financial overview

2.1 Income Statement

The year to date net operating surplus of \$85.78 million is \$2.95 million above the year to date September Amended Budget surplus of \$82.83 million.

Year to date total recurrent and non recurrent income is \$1.40 million (\$1.13 million + \$0.27 million) above budget while year to date total recurrent and non recurrent expenditure is \$1.61 million (\$0.77 million + \$0.84 million) below budget.

The following table only includes explanations on major income and expenditure line variances over **\$75K** against the year to date budget.

Definitions
<p>Timing (T) – Year to date expenditure or income level is less/more than anticipated in the budget phasing. Anticipated this variance will correct by end of financial year without management action.</p>
<p>Permanent (P) = The dollars outlined as a permanent variance are anticipated to add/reduce the end of year result.</p>
<p>Forecast = Where a permanent variance has been determined, an expected full year forecast variance has been noted.</p>
<p>Phasing = When anticipated spread of expenditure/income across the financial year is expected to be spent/received.</p>

Year to date actual vs. budget variations including reference to the Income Statement

Income			
Income line	Expected variance (P)ermanent (T)iming	Explanation Year to date actual vs year to date budget variations	November 2011 Forecast permanent variance from Amended Budget
General rates \$185K (Ref 1)	P	Higher than budgeted income: <ul style="list-style-type: none"> \$161K - Supplementary valuations. 	\$163K
Waste charges \$422K (Ref 2)	T/P	Higher than budgeted income: <ul style="list-style-type: none"> \$422K - Waste income - Year to date actuals do not currently reflect budget assumptions. A review will be undertaken prior to the setting of the 2012-13 budget. 	\$250K



Income			
Income line	Expected variance (P)ermanent (T)iming	Explanation Year to date actual vs year to date budget variations	November 2011 Forecast permanent variance from Amended Budget
Grants - Operating \$117K (Ref 3)	T	<p>Higher than budgeted income:</p> <ul style="list-style-type: none"> \$150K - Personal Care change in funding allocation made. Minor favourable variances across a number of line items. <p>Lower than budgeted income</p> <ul style="list-style-type: none"> \$228K - Home Care change in funding allocation made. 	
Rental income \$111K (Ref 4)	T	<p>Higher than budgeted income:</p> <ul style="list-style-type: none"> Minor favourable variances across a number of line items. 	
Interest \$189K (Ref 5)	P	<p>Higher than budgeted income:</p> <ul style="list-style-type: none"> \$189K - Interest income ahead of planned budget phasing primarily due to higher cash holdings at the beginning of the year. 	\$181K

Expenditure			
Expense line	Expected variance (P)ermanent (T)iming	Explanation Year to date actual vs year to date budget variations	November 2011 Forecast permanent variance from Amended Budget
Employee benefits \$406K (Ref 6)	T	<p>Lower than budgeted expenditure:</p> <ul style="list-style-type: none"> \$1.38M - Salaries \$1.30M and superannuation \$81K primarily due to staff vacancies across the organisation. <p>Offset by higher than budgeted expenditure:</p> <ul style="list-style-type: none"> (\$350K) - Temporary staff filling staff vacancies across the organisation. (\$564K) - Overtime, casuals and relievers filling vacancies across the organisation. (\$114K) - Long service leave oncost. 	



2.2 Balance Sheet and Cash Flow Statement

Cash and investment holdings are \$35.07 million as at 30 November 2011 which has decreased by \$5.39 million from June 2011 in line with normal trends and expectations.

Total cash and investment holdings are \$5.45 million higher than year to date budget primarily due to:

- Lower than budgeted payments for property, plant and equipment of \$4.07 million.
- Lower than budgeted payments to suppliers (including priority projects) of \$0.67 million due to expenditure delays and timing of creditor payments.
- Lower than budgeted employee costs of \$0.65 million due to staff vacancies across the organisation, partially offset by temporary staff and casual staff.

Partially offset by lower than budgeted fees and charges and customer receipts of \$1.16 million.

The Balance Sheet as at 30 November 2011 indicates a satisfactory result, with total current assets of \$119.94 million and total current liabilities of \$23.15 million (working capital ratio of 5.18 to 1). The working capital ratio of 5.18 to 1 reflects the increase in current debtors resulting from the striking of the rates which will diminish over the course of the year as Council funds its operating programs and Capital Works. The rate debt will be repaid over the remainder of the financial year in accordance with the payment options chosen by ratepayers.

The adjusted working capital ratio (excluding the Strategic Acquisition Fund of \$1.65 million and 0.5% cash contingency for emergency response works) is 5.09 to 1.

2.3 Priority Projects

Council's year to date performance in gross Priority Project expenditure is \$0.77 million which is \$0.89 million below budget phasing due to expenditure delays for the sustainable public lighting bulk change project \$0.40 million and expenditure delays across a number of projects.

Priority Projects committed expenditure as at 30 November 2011 is \$0.43 million (year to date actual and commitments equates to \$1.20 million).

Refer to **page 4 Executive overview** for graphical representation of Priority Projects year to date budget, actual and committed expenditure.

2.4 Capital Works

Council's year to date performance in gross Capital Works expenditure is \$17.11 million which is \$4.66 million below budget phasing primarily due to expenditure delays in the following projects:

- **72123/71944 - Camberwell Library and Office Project (\$2.26 million)**
The construction contract for this project was awarded by Council in December 2010. In April 2011, Council formally issued Abigroup Contractors Pty Ltd with a notice to proceed with construction works. Construction has commenced at the site and is estimated to be completed in August 2012. Total committed expenditure at 30 November is \$14.27 million.



- **71932 - Gardiners Creek Trail (\$0.32 million)**
Construction works on the Solway Street bridge section of the Gardiners Creek Trail project is nearing completion. This bridge is scheduled to be reopened in late December with site works to be finalised in March 2012. Total committed expenditure at 30 November is \$0.32 million.
- **71925 - Hawthorn Town Hall Arts Precinct Project (\$0.30 million)**
Concept plans endorsed by Council December 2010. Detailed design completed. Construction is estimated to commence early 2012 and be completed by 2013. Total committed expenditure at 30 November is \$0.30 million.

November forecast projects proposed forward commitments to the 2012-13 financial year for the following projects:

- **71516 - Hays Paddock Main Pavilion Redevelopment (\$0.60 million)**
Project later than originally budgeted due to the timing of completion and adoption of the Hays Paddock Plan. Total 2011-12 project budget of \$1.62 million with proposed forward commitment to 2012-13 of \$0.60 million.
- **71457 - Hawthorn Community Precinct (\$0.43 million)**
Timing of expenditure - more detailed project expenditure timeline finalised after contract was awarded. Total 2011-12 project budget of \$7.27 million with proposed forward commitment to 2012-13 of \$0.43 million.
- **72056 - Tuck Stand preservation Works (\$0.34 million)**
Project delayed due to additional work required to finalise Kew Recreation Centre Redevelopment. Commencement of project delayed requiring the timing of expenditure to be carried forward. Total 2011-12 project budget of \$0.94 million with proposed forward commitment to 2012-13 of \$0.34 million.
- **72037 - Glenferrie Oval Water Management Plan Design (\$0.14 million)**
Project delayed due to community consultant and awaiting announcement regarding Department of Sustainability, Environment, Water, Population and Communities grant application. Total 2011-12 project budget of \$0.14 million with proposed forward commitment to 2012-13 of \$0.09 million.

Capital Works committed expenditure as at 30 November 2011 is \$33.03 million (year to date actual and commitments equates to \$50.14 million). A large part of this committed expenditure relates to the Camberwell Library and Office Project of \$9.27 million and the Hawthorn Community Precinct Project of \$8.20 million. This committed expenditure will fall due over the 2011-12 and 2012-13 financial years.

Refer to **page 3 Executive overview** for graphical representation of Capital Works year to date budget, actual and committed expenditure.



3. Financial statements

3.1 Income Statement

	ANNUAL ORIGINAL BUDGET	YTD ACTUAL (1)	YTD BUDGET (2)	YTD VARIANCE (1) - (2)	VARIANCE %	REF	FORECAST (3)	ANNUAL AMENDED BUDGET (4)	FORECAST VARIANCE (3) - (4)
	\$'000s	\$'000s	\$'000s	\$'000s	%		\$'000s	\$'000s	\$'000s
							Nov-11	Sep-11	
Recurrent income									
General rates	109,254	109,504	109,319	185	0%	1	109,502	109,319	183
Waste charges	16,640	17,062	16,640	422	3%	2	16,890	16,640	250
Special rates and charges	885	621	620	1	0%		886	885	1
Fees and charges	20,954	8,977	8,963	14	0%		20,928	20,926	2
Grants - Operating	13,159	6,077	5,960	117	2%	3	11,984	12,081	(97)
Developers open space contributions	1,200	538	520	18	3%		1,200	1,200	0
Other income	1,239	560	489	71	15%		1,477	1,404	73
Rental income	2,107	1,009	898	111	12%	4	2,107	2,107	0
Interest	2,058	927	738	189	26%	5	2,239	2,058	181
Total recurrent income	167,496	145,275	144,147	1,128	1%		167,213	166,620	593
Recurrent expenditure									
Employee benefits	62,491	24,348	24,754	406	2%	6	62,276	62,901	625
Materials and services	44,202	18,586	19,370	784	4%	7	45,466	44,542	(924)
Depreciation and amortisation	26,629	10,836	10,840	4	0%		26,027	26,027	0
Road maintenance	2,011	247	413	166	40%	8	1,942	2,011	69
Footpaths maintenance	1,674	857	779	(78)	-10%	9	1,713	1,674	(39)
Facilities maintenance	4,394	1,744	1,616	(128)	-8%	10	4,363	4,394	31
MFB Levy	3,604	1,492	1,491	(1)	0%		3,581	3,581	0
Other expenditure	2,760	1,024	638	(386)	-61%	11	2,762	2,760	(2)
Finance cost	1,568	174	174	0	0%		1,240	1,240	0
Total recurrent expenditure	149,333	59,308	60,075	767	1%		149,370	149,130	(240)
Net recurrent operating surplus	18,163	85,967	84,072	1,895	2%		17,843	17,490	353
Non recurrent income									
Priority projects income	780	57	31	26	84%		600	827	(227)
Capital works income	861	637	389	248	64%		1,445	1,345	100
Total non recurrent income	1,641	694	420	274	65%		2,045	2,172	127
Non recurrent expenditure									
Redundancy	0	51	0	(51)	0%		38	0	(38)
Priority projects expenditure	3,484	768	1,663	895	54%		4,898	4,716	(182)
Total non recurrent expenditure	3,484	819	1,663	844	51%		4,936	4,716	(220)
Net non recurrent operating surplus (deficit)	(1,843)	(125)	(1,243)	1,118	-90%		(2,891)	(2,544)	(347)
Net loss on disposal of property, infrastructure, plant and equipment	(2,670)	(64)	0	(64)	0%		(2,670)	(2,670)	0
Share of net profits of associates and joint ventures accounted for by the equity method	1,057	0	0	0	0%		1,057	1,057	0
Surplus for the year	14,707	85,778	82,829	2,949	4%		13,339	13,333	6

Note: All numbers are rounded to the nearest thousand.



3.2 Balance Sheet

	30 Nov 2011 \$'000	30 Jun 2011 \$'000	30 Nov 2010 \$'000
Current assets			
Cash and cash equivalents ¹	35,069	40,458	42,644
Receivables - other	8,921	7,794	8,848
Receivables - rates ²	75,158	1,869	69,804
Provision for doubtful debts	(1,126)	(1,407)	(1,526)
Prepayments	1,921	602	1,515
Total current assets	119,943	49,316	121,285
Non-current assets			
Trade and other receivables	269	269	304
Investments in associates	4,078	5,135	4,352
Intangible assets (net)	343	441	288
Property, plant and equipment, infrastructure	2,386,004	2,380,137	2,358,805
Total non-current assets	2,390,694	2,385,982	2,363,749
Total assets	2,510,637	2,435,298	2,485,034
Current liabilities			
Trade and other payables	7,627	17,874	7,551
Prepaid income	73	83	120
Provisions - annual leave	3,911	3,712	3,455
Provisions - long service leave	7,810	7,400	7,251
Provisions - other	230	210	177
Trust funds and deposits	2,622	2,585	2,466
Interest bearing loans and borrowings	874	1,721	821
Total current liabilities	23,147	33,585	21,841
Non-current liabilities			
Provisions - long service leave	1,132	1,132	1,108
Interest bearing loans and borrowings	5,324	5,324	7,045
Total non-current liabilities	6,456	6,456	8,153
Total liabilities	29,603	40,041	29,994
Net assets	2,481,034	2,395,257	2,455,040
Equity			
Accumulated surplus	805,782	720,005	781,476
Strategic Acquisition Fund	1,649	1,649	0
Other reserves	1,673,603	1,673,603	1,673,564
Total equity	2,481,034	2,395,257	2,455,040

¹ Cash reflects balances in the general ledger not actual bank account balances.

² Increase in rates receivables due to the raising of rate debtors in July 2011.

Working capital ratio: 5.18

Adjusted working capital ratio 5.09

(excl strategic acquisition fund \$1.65 million and cash contingency 0.5% or \$0.55 million of general rates)

Note: All numbers are rounded to the nearest thousand.



3.3 Statement of Cash Flows

	ANNUAL ORIGINAL BUDGET \$'000	YTD ACTUAL (1) \$'000	YTD BUDGET (2) \$'000	YTD VARIANCE (1) - (2) \$'000	ANNUAL AMENDED BUDGET Sep-11 \$'000
Cash flows from operating activities					
Receipts					
Rates and waste charges ¹	126,699	53,901	53,274	627	126,764
Fees and charges and other receipts from customers ²	24,095	9,190	10,351	(1,161)	24,232
Grants - Operating (including priority projects)	13,944	6,134	5,992	142	12,913
Grants and contributions - Capital	861	637	389	248	1,345
Developer open space contributions	1,200	538	520	18	1,200
Interest	2,058	880	738	142	2,058
Total receipts	168,857	71,280	71,263	17	168,512
Payments					
Employee costs ³	(61,886)	(24,105)	(24,754)	649	(62,319)
Payments to suppliers (including priority projects) ⁴	(60,399)	(28,432)	(29,106)	674	(63,668)
Finance costs	(385)	(219)	(220)	1	(569)
Total payments	(122,670)	(52,756)	(54,080)	1,324	(126,556)
Net cash provided by operating activities	46,187	18,524	17,183	1,341	41,956
Cash flows from investing activities					
Increase/(decrease) in trust funds and deposits	50	39	-	39	50
Dividend received	1,057	1,057	1,057	-	1,057
Payments for property, plant & equipment ⁵	(72,181)	(24,163)	(28,235)	4,072	(67,367)
Net cash used in investing activities	(71,074)	(23,067)	(27,178)	4,111	(66,260)
Cash flows from financing activities					
Proceeds from interest bearing loans and borrowings	28,500	-	-	-	20,600
Repayment of interest bearing loans and borrowings	(1,721)	(847)	(848)	1	(1,721)
Net cash provided by (used in) financing activities	26,779	(847)	(848)	1	18,879
Net increase (decrease) in cash	1,892	(5,389)	(10,843)	5,454	(5,425)
Cash and cash equivalents at the beginning of the year	29,724	40,458	40,458	-	40,458
Cash and cash equivalents at the end of the year	31,616	35,069	29,615	5,454	35,033

¹ Rates and waste receipts higher than budgeted due to a higher collection rate (43.06%) than anticipated (42%).

² Fees and charges lower than budget due to timing of debtor receipts.

³ Employee costs lower than budget due to staff vacancies across the organisation \$0.65 million

⁴ Payments to suppliers includes Materials & Services and Priority Projects. Lower than budgeted due to the timing of creditor payments.

⁵ Payments for property, plant & equipment differs from that presented in the Capital Works Statement due to the settlement of 30 June 2011 creditors. Works delivered in the 2010-11 financial year have previously been brought to account and accrued against the 2010-11 Capital Works Statement.

Note: All numbers are rounded to the nearest thousand.



3.4 Capital Works expenditure by program

	ANNUAL ORIGINAL BUDGET	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	VARIANCE	COMMIT	FORECAST	ANNUAL AMENDED BUDGET	VARIANCE
	\$'000s	(1) \$'000s	(2) \$'000s	(1) - (2) \$'000s	%	\$'000s	(3) \$'000s	(4) \$'000s	(3) - (4) \$'000s
							Nov-11	Sep-11	
Land and building									
Buildings - major refurbishment	31,297	7,257	10,007	2,750	27%	25,337	27,472	27,987	515
Buildings - minor refurbishment	11,618	2,601	2,790	189	7%	2,344	8,363	8,352	(11)
Pavilion reconstruction	3,540	354	367	13	4%	1,631	3,102	3,702	600
Roof replacement	150	72	112	40	36%	0	258	302	44
Compliance, safety and statutory	1,863	156	263	107	41%	102	1,506	1,863	357
Public toilets	475	10	64	54	84%	1	548	539	(9)
Other structures and land improvements	2,845	1,072	1,383	311	22%	1,334	3,156	3,246	90
Total	51,788	11,522	14,986	3,464	23%	30,749	44,405	45,991	1,586
Infrastructure assets									
Drains	3,535	448	957	509	53%	4	4,040	4,040	0
Footpaths	2,380	911	1,225	314	26%	362	2,437	2,437	0
Shared pathways	80	59	46	(13)	-28%	0	210	210	0
Traffic management devices	508	159	70	(89)	-127%	32	508	508	0
Bridges, culverts and other structures	140	0	0	0	0%	0	140	140	0
Roads local	7,260	2,382	2,171	(211)	-10%	391	7,260	7,260	0
Car parks and access roads	485	2	100	98	98%	89	485	485	0
Utilities	430	3	116	113	97%	61	446	446	0
Total	14,818	3,964	4,685	721	15%	939	15,526	15,526	0
Plant and equipment									
Information technology	1,251	154	378	224	59%	72	1,251	1,251	0
Fixed plant and equipment	1,424	454	482	28	6%	208	1,605	1,582	(23)
Library resources	1,300	451	541	90	17%	849	1,300	1,300	0
Street / park / playground furniture	871	263	402	139	35%	190	1,027	953	(74)
Irrigation / fencing / signs	453	210	170	(40)	-24%	0	488	488	0
Total	5,299	1,532	1,973	441	22%	1,319	5,671	5,574	(97)
Trees									
Trees	276	91	126	35	28%	22	276	276	0
Total	276	91	126	35	28%	22	276	276	0
Total City of Boroondara	72,181	17,109	21,770	4,661	21%	33,029	65,878	67,367	1,489
New and upgrade	13,112	3,169	9,226	6,057	66%	6,101	13,836	14,209	373
Renewal	59,069	13,940	12,544	(1,396)	-11%	26,928	52,042	53,158	1,116
Total City of Boroondara	72,181	17,109	21,770	4,661	21%	33,029	65,878	67,367	1,489

Note: All numbers are rounded to the nearest thousand.

New & upgrade and renewal category variances mainly relate to the timing of expenditure allocations across these two categories for the Camberwell Library and Office project.

ATTACHMENTS



Ordinary Council Monday 6 February 2012

Agenda attachments to the report:

4. Council 2012 General Election Advertising Campaign

Details of the campaign proposed in the VEC's 2012 Local Government Elections Plan.

Statutory advertising (all councils)

Statutory advertisements will appear in the general news section of local newspapers nominated by council, and will comprise the following:

- a 'notice of entitlement' advertisement: covering enrolment entitlements and display of voters rolls;
- a 'notice of election' advertisement: including how to nominate, details of candidate information session/s, an electorate map and, where applicable, a summary of any variations resulting from a representation review;
- a 'voting details' advertisement: including candidates' names, early and postal voting, where to vote on election day and how to vote correctly; and,
- a 'declaration of results' advertisement.

Local press advertising for all councils will include a telephone enquiry number for the council's election office, a National Relay Service enquiry number (for people who are deaf, hearing impaired and/or speech impaired) and the VEC's web address. Telephone numbers for the multi-language interpreting service will be included in press advertising for metropolitan councils only. These numbers will only be included in local press advertising for regional councils if specifically requested by council, or if council selects the option of a multi-language leaflet.

The notice of entitlement date and notice of election advertisements will also include messaging around the registration requirement for electors who wish to have their ballot papers provided in Braille or large print format in line with the *Charter of Human Rights and Responsibilities Act 2006*.

Statewide advertising (all councils)

Having all local council elections conducted concurrently allows the VEC to maximise promotion opportunities. The Statewide advertising campaign will run across Statewide press, regional/metropolitan radio and social media to promote enrolment and voting, including a final reminder to vote. This will be costed across all councils on a dollar per elector basis after the campaign has been divided into metropolitan and regional areas (that is: regional councils pay per elector for regional advertising only and vice versa).

All Statewide press advertising will include a telephone enquiry number. Press advertisements run after the election offices open will include a direct number for each office. Advertisements run prior to this will include the standard VEC phone number (131 832). All press advertisements will also include a National Relay Service enquiry number (for people who are deaf, hearing impaired and/or speech impaired), the VEC's website address and telephone numbers for a multi-language interpreting service.

These advertisements will also include messaging around the registration requirement for electors who wish to have their ballot papers provided in Braille or large print format in line with the *Charter of Human Rights and Responsibilities Act 2006*.

Multi-language advertising campaign (metropolitan councils only)

The Statewide advertising campaign will be extended for metropolitan councils to include ethnic press and radio in high need languages. It will comprise two advertisements focussing on enrolment and voting, to raise awareness among people from non-English speaking backgrounds and to encourage formal voting. For many culturally and linguistically diverse (CALD) communities, radio is the most effective means of communicating key election messages. This campaign will be costed across all metropolitan councils on a dollar per elector basis.

Multi-language telephone interpreting service (all councils)

A telephone interpreting and multi-language information service will operate throughout the election period. Operated by the Victorian Interpreting & Translating Service (VITS), interpreting services are available in more than 100 languages. A minimum of 20 dedicated telephone numbers will be provided for the most widely spoken languages in Victoria (plus another for all other languages).

Enquiries specific to a particular council election will be costed back to the relevant council. Incoming calls are directed to VITS whose interpreters then link to the VEC in a three-way phone call, to provide information in the voter's preferred language.

Mail-out to blind and vision-impaired voters

The VEC will liaise with Vision Australia (Vic) and Blind Citizens (Vic) to produce Braille letters and audio CDs to be sent to all Victorian electors on each of those organisations' databases. The communication will make these electors aware of the fact that the elections are occurring, basic information about the elections, contact details for further information and a special hotline number for those who wish to register to receive Braille or large print ballot papers.

Uncontested election leaflet (subdivided councils only)

If a ward election is uncontested, a black and white leaflet will be mailed to affected voters, informing them that that they are not required to vote. The leaflet will also provide the name of the candidate/s elected unopposed and will substantially reduce the potential for confusion among voters who are aware of the election but do not receive an EasyVote letter in the mail as they are not required to vote.

Website

The VEC website will feature comprehensive information about the council elections generally as well as specific information for each council's election. Content will be updated at each phase of the election cycle including information about:

- enrolment;
- inspecting and objecting to errors in voters lists;
- nominating for elections;
- early and postal voting (attendance);
- redirection of ballot packs (postal);
- replacement ballot packs (postal);
- details of how and when to vote on election day; and
- election results.

Based on previous experience, the VEC will also provide an application whereby users can search for their respective council, based on their address. Many callers to the telephone enquiry service in the past have called for this information alone.

Results information will be published on the VEC website and will include first preference results, preference distribution results (including a downloadable preference distribution report, if required), and the names of elected councillors.

Links to translated electoral information, including telephone numbers for the multi-language interpreting service are included on each page of the VEC website by default.

The VEC will direct voters to the site by including its address in all newspaper and radio advertisements and any printed material produced, as well as by assisting the council to link its website directly to the relevant council page on the VEC's website.

The VEC offering also includes the following optional components, which will be considered as part of the contractual negotiations with the VEC.

Reminder advertisement

A final reminder for voters to cast their votes can be included upon request. This advertisement will be listed in the council's nominated local press and it will:

- remind voters of the hours of voting on Election Day (attendance elections) or when ballot material needs to be returned (postal elections);
- list voting centre locations (attendance) or where ballot material can be hand delivered (postal);
- describe early voting services (attendance) or how and where to apply for a replacement vote (postal);
- advise who has to vote; and
- include contact details for further information.

Multi-language leaflet for postal elections

A leaflet supplied in a minimum of 20 high need languages (plus English) that explains, step-by-step, how to vote formally can be provided. It also includes telephone interpreter numbers for each language (plus one for all other languages). See Appendix 9 for a list of the 20 proposed languages.

This product is strongly recommended for regional councils with high numbers of voters from non-English speaking backgrounds. For metropolitan councils that are having postal elections, this product will be a mandatory requirement. Metropolitan councils that are having attendance elections will have multi-language voting instructions printed in every voting screen so this leaflet will not be required.

ATTACHMENTS



Ordinary Council Monday 6 February 2012

Agenda attachments to the report:

- 5. Revised Instruments of Delegation and
Instruments of Appointment and Authorisation**