

Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 4 February 2014.

APOLOGIES

ACKNOWLEDGEMENT OF LAND

DECLARATIONS OF INTEREST

Pecuniary Interests

Non Pecuniary – Significant Interests

Non Pecuniary – Less than Significant Interests

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Minutes of the Corporate Governance Committee held on 4 February 2014

Present His Worship the Mayor, Councillor C Mead
Councillor S Dobson
Councillor F Borg
Councillor G Greiss
Councillor P Hawker
Councillor R Kolkman
Councillor P Lake
Director Business Services - Mr M Sewell
Acting Director City Works - Mr G Mitchell
Acting Manager Assets and Supply Services - Mr W Miller
Acting Manager Business Assurance - Mr C Taylor
Manager Communications and Marketing - Mrs B Naylor
Manager Executive Services - Mr N Smolonogov
Manager Emergency Management and Community Safety - Mr R Blair
Manager Financial Services - Mrs C Mears
Acting Manager Governance and Administration - Mr T Rouen
Acting Manager Human Resources – Ms N Minns
Manager Information Management and Technology - Mrs S Peroumal
Manager Property Services - Mr J Milicic
Events Coordinator – Ms A King
Revenue Accountant – Mr A Butcher
Executive Assistant - Mrs K Peters

Apology Nil

Note: Councillor A Chanthivong has been granted a leave of absence from Council, incorporating all formal Council and Committee meetings until Tuesday 12 August 2014.

Acknowledgement of Land

An Acknowledgement of Land was presented by the Councillor Dobson.

Chairperson

At this stage, His Worship the Mayor, Councillor Clinton Mead assumed the chair for the remainder.

DECLARATIONS OF INTEREST

Declarations of Interest were made in respect of the following items:

Pecuniary Interests - nil

Non Pecuniary – Significant Interests - nil

Non Pecuniary – Less than Significant Interests

Councillor Hawker - Item 21.1 - Purchase of Land Narellan Road, Campbelltown - Councillor Hawker advised that he facilitated a meeting between the owners and Council in relation to this item however took no part in the actual meeting.

1. COMMUNICATIONS AND MARKETING

1.1 Tourism Website Statistics July to December 2013

Reporting Officer

Manager Communications and Marketing

Attachments

Nil

Purpose

To provide Council with information on the visitation patterns for the Macarthur Tourism website during the period July to December 2013.

History

The redeveloped tourism website for the Macarthur region went live in February 2013.

The updated site provides increased functionality and capabilities, including interactive maps, a route planner, an itinerary builder, filterable lists, site-wide search capabilities, social media integration and mobile and tablet versions.

Report

The tourism website www.macarthur.com.au is a joint initiative between Campbelltown City Council and Camden Council. The site provides a range of tourism related information on the Macarthur region including attractions, events, accommodation, restaurants, shopping centres, function facilities, sporting venues and guided tours.

Google Analytics is used to obtain statistics on the website, including information on the total number of visits to the site, as well as the number of new visitors, return visitors, the most commonly accessed pages and the average number of pages viewed per visit.

During the six month period from 1 July to 31 December 2013, the total number of visits to the Macarthur website was 32,207. This is a 61.75% increase in visits compared to the previous six month period. Of the 32,207 visits, 76% were new visitors to the site. The number of visitors accessing the site via mobile device was 16,196, more than 50% of all visitors. The total number of pages viewed during the reporting period was 85,403.

In order of popularity, the five most commonly visited pages, excluding the home page, on the site between July and December 2013 were:

1. What's On
2. Attractions
3. Dining
4. Functions
5. Trip Planner + maps.

The majority of visitors accessed the website via Google (60%), with direct access to the home page being the second most common way of reaching the site (20.15%). Further visitors access the site via links / referrals on Sydney.com and Macarthur's Facebook page.

E-Newsletters

A monthly e-newsletter dedicated to providing information about What's On in the Macarthur region commenced in November 2012 and currently has 392 subscribers. The publication is also distributed to local tourism operators and 125 visitor information centres throughout Greater Sydney and NSW each month.

Facebook

The Macarthur Facebook page went live in late 2011. Since this time, fans of the site have increased to the current level of 4,389 likes. The page keeps fans updated with the latest news on attractions, experiences and events in the Macarthur region.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Borg/Dobson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 11 February 2014 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 9

That the Officer's Recommendation be adopted.

1.2 Georges River Bushwalking Guide - Second Edition

Reporting Officer

Manager Communications and Marketing

Attachments

Georges River Bushwalking Guide - (distributed under separate cover)

Purpose

To present to Council the second edition of the Georges River Bushwalking Guide.

Report

The second edition of the Georges River Bushwalking Guide is now available. The bushwalking guide is a part of the marketing collateral and publications produced by the Campbelltown Visitor Information Centre as part of the Macarthur Regional Tourism Strategy and Action Plan 2012 – 2015.

The second edition of the guide has been increased in size, from DL to A5, to incorporate larger maps of each reserve which are easier to read and clearly highlight the bushwalking tracks and facilities available.

The 16 page guide promotes the popular bushwalking, picnicking and mountain biking reserves available within the Georges River that are suitable for both tourists and residents alike.

The guide features general information, walking track details (including distance, grade and suitable activities) and facilities available at each reserve, as well as bushwalking safety tips and the historical and cultural importance of the Georges River.

The Georges River Bushwalking Guide is available from the Campbelltown Visitor Information Centre, Campbelltown City Council and is also available online from the Macarthur tourism website www.macarthur.com.au

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Lake/Dobson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 11 February 2014 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 9

That the Officer's Recommendation be adopted.

1.3 2013 Festival of Fisher's Ghost Post Event Report

Reporting Officer

Manager Communications and Marketing

Attachments

Nil

Purpose

To provide Council with a summary of events and activities held as part of the 2013 Festival of Fisher's Ghost.

Report

The 2013 Festival of Fisher's Ghost was held from Friday 1 November to Sunday 10 November.

This year's program included 17 events and activities, with nine of these being organised by Council.

Event summary

The street parade was held on Saturday 2 November from 1pm to 2.30pm. The theme for the parade was Spring Colour. There were 85 entries and more than 1,500 participants. The parade was officially opened by the Mayor of Campbelltown together with representatives of the 24 Fight Against Cancer Macarthur. The overall winners of the street parade were Campbelltown – We Make History, with all winners announced at the street fair the following weekend. Finalists from Australia's Got Talent were a popular feature of the parade line-up and returned to Mawson Park for a meet and greet.

The street fair was held on Saturday 9 November from 10.00am to 2.00pm. The fair ran along Queen Street, from Browne Street to Dumaresq Street. Staged entertainment was located at Mawson Park and Lithgow Street, with 98 stalls located throughout the fair. There was a range of interactive activities for children including the CSIRO Discovery Dome, a giant inflatable slide and an animal petting farm. Through the support of Channel Nine, six Big Brother housemates attended a meet and greet in Mawson Park from 1.00pm. This drew a crowd of more than 1,000 people who waited in line to receive an autograph or have their photo taken with the housemates.

This year's carnival was operated by Better Amusements Hire – Joylands. This contract was awarded after the previous contract expired at the end of 2012. The carnival was held at Bradbury Oval for a total of six days across two weekends, from Friday 1 November to Sunday 10 November. There were more than 20 rides, a monster truck, show bags, children's activities, show bags and carnival food available.

Fred's First Night returned to the Fisher's Ghost program due to the ongoing support of major sponsor, Channel Nine. The event was held at Bradbury Oval on Thursday 31 October from 6.00pm to 9.00pm. This was a ticketed event, with tickets won through a social media app on the Events in Campbelltown Facebook page. The event was undertaken to assist in the promotion of the festival and give winners an exclusive preview of the rides. Tickets were given to the first 175 families and 50 individuals (double passes) who entered the competition, with approximately 800 people attending the event. Feedback received about Fred's First Night has been extremely positive, with a number of event goers indicating that they would have been unable to attend with their families, had they not won tickets.

The craft exhibition continues to form part of the festival program and despite a reduced number of entries this year, the exhibition was a success. To assist in boosting the number of entries and continue the tradition of the craft exhibition, it is recommended that the eligible entrants be extended to anyone who lives, works or studies in the Macarthur region. Currently the exhibition is only open to residents of the Campbelltown LGA or members of craft groups and associations that operate in Campbelltown.

Including the Macarthur region will allow access to more craft groups who would be able to receive entry forms and enter pieces. It also allows staff to target a number of related businesses within the Macarthur region to assist us in distributing entry forms and posters highlighting the event.

The Festival of Fisher's Ghost was well supported by the local police, St John's Ambulance and other sections within Council.

Advertising and media coverage

A wrap of the festival was featured in both the Macarthur Chronicle and the Macarthur Advertiser, as well as display ads and editorial.

Elements of the festival were featured in metropolitan papers, including Sydney Morning Herald and The Daily Telegraph. The Telegraph included an extensive feature on the festival in their Best Weekend magazine.

A radio campaign aired on C91.3FM throughout October and November. The event was also featured on 2MCR through the Council Hour program.

For the first time, advertising on buses was trialled. Five buses on major routes within Campbelltown and Camden featured a wrapped back window, advertising the event. Other opportunities used for promotion were the Fisher's Ghost website, DL flyers included in the rates mail out, bus shelter posters, media releases and an article in the winter and spring editions of Compass, Council's newsletter to residents.

Sponsorship

This year's event was supported by a range of sponsors. Top level sponsorship was taken by Channel Nine, with in-kind support from C91.3FM and NewsLocal Macarthur Chronicle.

Channel Nine's sponsorship commitment spans three years, with the current agreement in place until the end of 2014. Macarthur Ford and Yogurtland also supported the event as a Friend of the Festival. Miss Princess received considerable in-kind support through the contributions of sponsors, Lend Lease Macarthur Square, June Dally-Watkins Education and Training, Evans and Son Jeweller, McDonald's in Macarthur, Megan Sloper, NewsLocal Macarthur Chronicle and the Campbelltown Macarthur Advertiser.

The total value of cash sponsorship was \$19,200.00. The value of in-kind sponsorship has been assessed at more than \$25,000.00.

Summary of event costs

The 2013 Festival of Fisher's Ghost was delivered within the budget of \$94,300, which was adopted as part of the 2013-2014 operational plan. A summary of major expenditure and income is outlined below:

Expenses

Overtime	\$42,380
Security (including police) and first aid	\$22,460
Equipment hire	\$42,939
Entertainment/activities	\$15,471
Contractor (electrical, fireworks, audio visual)	\$35,972
Advertising	\$20,723
Prize money	\$6575
Catering	\$2955
Parade float	\$3500
Replacement of signage	\$1600

Income

Sponsorship	\$19,200
Carnival commission	\$130,252
Stallholder fees	\$7930

Summary

The 2013 Festival of Fisher's Ghost was a successful event, continuing to be Campbelltown's largest event of the year.

Officer's Recommendation

1. That the information be noted.
 2. That the 2014 Festival of Fisher's Ghost be held from 30 October to 9 November.
 3. That anyone who lives, works or studies in the Macarthur region, be eligible to enter the Craft Exhibition.
-

Committee's Recommendation: (Hawker/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 11 February 2014 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 9

That the Officer's Recommendation be adopted.

1.4 Carols 2013 Post Event Report

Reporting Officer

Manager Communications and Marketing

Attachments

Nil

Purpose

To advise Council of the Christmas celebration held at the Campbelltown Arts Centre on Saturday 7 December 2013.

Report

The 2013 Campbelltown Christmas Carols was held at the Campbelltown Arts Centre on Saturday 7 December 2013, from 6.00pm to 9.30pm.

This event was attended by people of all ages, who joined a local choir, performance groups and individual performers to celebrate the festive spirit. The audience was kept well entertained with more than 20 local performers leading traditional Christmas carols. They were joined on stage by Sweet Tonic Singers Inc. and performers from Rebecca's Dance Studio.

Following its growing success after being implemented in 2011, the performers were again supported by a band, with this year's event showcasing a six piece band with backing vocalists.

The event was again hosted by MC Pat McGeown, and officially opened by the Mayor of Campbelltown. The official opening was followed by The Move and Groove Christmas show, a visit from Santa and the lighting of the community Christmas tree.

Campbelltown Christmas Carols was held in association with the Rotary Clubs of Campbelltown and Macarthur Sunrise. The clubs supported the event by running a BBQ, merchandise stall and provided volunteers to assist with stage management.

Council distributed free carols booklets to attendees on the night and the lyrics to songs were projected onto the wall of the Arts Centre, encouraging attendees to sing along.

The event was attended by an estimated 3,000 people.

This event was delivered within budget as adopted as part of the 2013-2014 operational plan. The final net cost of the 2013 Campbelltown Christmas Carols was \$35,500 (exc GST). A breakdown of the expenditure is outlined below:

Entertainment	\$6300
Contractor (security and cleaning)	\$2300
Production	\$15,000
Infrastructure	\$4800
Overtime	\$4100
Advertising	\$2300
Food and beverages	\$759

Officer's Recommendation

1. That the information be noted.
2. That the 2014 Carols event be held on Saturday 6 December.

Committee's Recommendation: (Greiss/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 11 February 2014 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 9

That the Officer's Recommendation be adopted.

1.5 New Year's Eve 2013 Post Event Report

Reporting Officer

Manager Communications and Marketing

Attachments

Nil

Purpose

To advise Council of the New Year's Eve celebrations that took place at Koshigaya Park, Campbelltown on Tuesday 31 December 2013, from 7.00pm to 12.30am.

Report

Council held its annual New Year's Eve event at Koshigaya Park on Tuesday 31 December 2013.

The event attracted a large crowd, with an estimated 15,000 people enjoying the celebrations.

The event included food, merchandise stalls, two firework displays and free carnival rides. The staged entertainment program featured a number of well-known Sydney bands, as well as a number of talented local performers. The large crowd was also able to view the stage entertainment from a large screen, positioned in the western end of the park.

A Sesame Street stage show was a highlight of the kids entertainment, with Latifa Tee, who rose to fame in the 2013 series of X-Factor, also drawing a large crowd.

Other scheduled entertainment included local acts, Take Two and Lauren Azar, and well-known Sydney bands, Gang of Brothers, Part Central and Wildcatz.

Crowd numbers continued to increase throughout the night, with the venue close to capacity. Police and security guards reported that the event was incident free.

The event was delivered within a budget of \$87,700 as adopted as part of the 2013-2014 operational plan. A breakdown of the expenditure is outlined below:

Entertainment	\$25,200
Contractor (security, cleaning, first aid and fireworks)	\$26,930
Production	\$25,000
Infrastructure	\$15,000
Overtime	\$4600
Advertising	\$3200
Food and beverages	\$200
Income (stallholders and carnival)	\$12,800

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Greiss/Dobson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 11 February 2014 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 9

That the Officer's Recommendation be adopted.

2. GOVERNANCE AND ADMINISTRATION

2.1 Local Government Remuneration Tribunal

Reporting Officer

Acting Manager Governance and Administration

Attachments

Nil

Purpose

To advise Council that the Local Government Remuneration Tribunal has commenced its review for the 2014 annual determination.

Report

Pursuant to s.243 of the *Local Government Act 1993*, the Tribunal is required to make an annual determination by no later than 30 April 2014, on the fees payable to Councillors and Mayors to take effect from 1 July 2014.

The Tribunal will review the minimum and maximum fee levels for each category. In accordance with Section 242A of the *Local Government Act 1993* the Tribunal is required to apply the Government's public sector wages policy to the determination of ranges of fees for Councillors and Mayors. The public sector wages policy currently provides for a cap on increases of 2.5per cent.

As part of the annual review the Tribunal will seek to meet with Local Government NSW, as it does each year, to receive a sector wide view on the future direction for Local Government in NSW.

Given the significant work being undertaken by both the Government and local councils to drive and deliver Local Government reform, and the limitations placed on the Tribunal in respect of determining increases in fees, the Tribunal, as it did in 2013, will not call for general submissions from individual councils as part of this annual review.

However, if there are any issues of concern that Council wishes to raise with the Tribunal, correspondence should be received no later than 21 February 2014.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Lake/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 11 February 2014 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 9

That the Officer's Recommendation be adopted.

3. PROPERTY SERVICES

3.1 Walkway Closure Application - Sapphire Place and Diamond Place, Eagle Vale

Reporting Officer

Manager Property Services

Attachments

Locality Plan (contained within this report)

Purpose

To seek Council approval for the closure of the walkway situated between Diamond Place and Sapphire Place, Eagle Vale.

Report

Council has received a request, from an adjoining owner, for the closure of the walkway located between Diamond Place and Sapphire Place, Eagle Vale. Information relating to the walkway closure application process and associated fees has been provided to all owners adjoining the walkway.

Council's walkway closure application fee has been received and two of the four adjoining owners have confirmed their willingness to purchase half of the walkway land each and advised their acceptance of the terms, conditions and fees associated with such process.

Council has advertised the proposed closure in the local newspapers, posted notices in the subject walkway, sent letters to utility authorities, local bus companies, local police and 10 residents surrounding the subject walkway, as advised by NSW Government Crown Lands Division, seeking written submissions.

In accordance with Council's adopted procedures a trial closure of the subject walkway was conducted for a period of three weeks from 4 to 11 November 2013 with only one objection received during the trial closure period.

The concerns raised by Council staff regarding the proposed closure are:

- the walkway serves as an overland floodway
 - should the walkway be closed a drainage easement will be required over the full width of the walkway in Council's favour and there is to be a clear unobstructed overland flow path
 - any fences across the line of the easement must be designed to allow floodwaters to pass unrestricted
-

3.1 Walkway Closure Application - Sapphire Place And Diamond Place, Eagle Vale

- the shape of the subject walkway land must be maintained so as to convey the overland flow of water within it
- the existing junction pit located within the walkway is to remain unchanged and unobstructed at all times
- no permanent structure is to be built over the easement
- the owner will be responsible for the safety of any persons or animals in proximity to the easement during a flood event
- under the terms of the easement should Council require access to the easement at any time in the future the owner must remove and restore the fence, if requested
- repairs required due to damage done to the fences constructed across the easement as a result of overland flow of water will be at the expense of the owner.

These concerns were outlined in Council's information package and letter to the two adjoining owners wishing to purchase the subject walkway land. Upon agreeing to proceed with the proposed closure they accepted the conditions and restrictions that would be placed on the subject land if it was closed.

Public Submissions

The submissions in favour of the closure from the adjoining property owners mention the following concerns in support of the closure application:

- walkway seldom used during the day however during the evening adjoining owners experience anti-social behaviour
- rubbish thrown into adjoining owner's property
- damage to vehicles
- fires being lit within the walkway.

Apart from the adjoining owners, Council has received no other submissions supporting the closure of this walkway.

Objections

There was one objection received from a resident living close to the subject walkway. The submission objecting to the closure mentions the following concerns:

- the resident is a single mother without a car and she and her children use the walkway on a daily basis
- the walkway is a clean and safe thoroughfare and they have never experienced any issues whilst using the walkway
- the walkway offers a safe entry to Sapphire Place for her children in order to avoid the main roads
- felt it wasn't fair that only a number of houses were notified regarding the proposed closure.

Council responded to the resident's concerns and has not received any further correspondence in relation to this matter.

Objections were also received from Telstra and Endeavour Energy who have services located within the subject walkway. Should the walkway closure proceed these objections can be overcome with the creation of an easement for services on title in order to protect their respective services.

Summary

In view of the fact that there was only one objection received from a resident who does not directly adjoin the subject walkway, it is recommended that Council support the closure of the subject walkway.

It is proposed that the property owners at 17 Sapphire Place and 14 Diamond Place will purchase their half of the walkway land, should Council resolve to close the walkway. It will be necessary to take measures to protect the drainage function of the walkway.

Such protective measures will include registering an easement on title and noting a Restriction as to User which will prevent modification of surface levels. The purchasers will also be required to erect fencing of a nature that will not restrict water flow.

Officer's Recommendation

1. That Council support the closure of the walkway connecting Diamond and Sapphire Places, Eschol Park.
 2. That the applicants requesting Council's consideration for the walkway closure and all correspondents be advised of Council's decision.
 3. That the applicants wishing to purchase the subject walkway be advised that easements for underground cabling and a drainage easement will be required over the full width of the walkway with a Restriction as to User to prevent alteration of the surface levels.
 4. That an application be made to NSW Government Crown Lands Department for subsequent disposal of this land and subject to approval that the closed section of walkway be classified as operational land in accordance with Section 31(2) of the *Local Government Act 1993*, as amended and that easements appropriate to any existing services in the walkway be obtained or that these services be relocated.
 5. That subject to NSW Government Crown Lands Department approval to close the subject walkway that Council approve the sale and creation of easements to allow the transfer of the walkway land.
 6. That all documentation including survey plans and transfers associated with the proposed walkway closure be executed under the Common Seal of Council.
-

Committee's Recommendation: (Kolkman/Lake)

1. That Council support the closure of the walkway connecting Diamond and Sapphire Places, Eagle Vale.
2. That the applicants requesting Council's consideration for the walkway closure and all correspondents be advised of Council's decision.
3. That the applicants wishing to purchase the subject walkway be advised that easements for underground cabling and a drainage easement will be required over the full width of the walkway with a Restriction as to User to prevent alteration of the surface levels.
4. That an application be made to NSW Government Crown Lands Department for subsequent disposal of this land and subject to approval that the closed section of walkway be classified as operational land in accordance with Section 31(2) of the *Local Government Act 1993*, as amended and that easements appropriate to any existing services in the walkway be obtained or that these services be relocated.
5. That subject to NSW Government Crown Lands Department approval to close the subject walkway that Council approve the sale and creation of easements to allow the transfer of the walkway land.
6. That all documentation including survey plans and transfers associated with the proposed walkway closure be executed under the Common Seal of Council.

CARRIED

Council Meeting 11 February 2014 (Mead/Greiss)

That the Committee's Recommendation be adopted.

Council Minute Resolution Number 9

That the Committee's Recommendation be adopted.

ATTACHMENT 1



4. FINANCIAL SERVICES

4.1 Investment report - November and December 2013

Reporting Officer

Manager Financial Services

Attachments

1. Investment portfolio performance as at 30 November 2013 (contained within this report)
2. Investment portfolio performance as at 31 December 2013 (contained within this report)

Purpose

To provide a report outlining Council's investment portfolio performance for the months of November and December 2013.

Report

Council invests any surplus funds that become available through the financial instrument designated by the Ministerial Order from the Division of Local Government. The *Local Government Act 1993* and the *Local Government (General) Regulation 2005* require a monthly investment report be presented to Council.

Council's Investment Portfolio as at 31 December 2013 stood at approximately \$89m. Funds are currently being managed both by Council staff and fund managers and are in accordance with the *Local Government Act 1993*, *Local Government (General) Regulation 2005* and Council's Investment Policy.

Portfolio Performance

Directly managed investments show an outperformance of the 90 day bank bill index benchmark by more than 100 basis points for the reporting period.

Monthly annualised return	December	November
Council Managed Funds	4.02%	4.23%
Benchmark: 90 Day Bank Bill Index	2.58%	2.56%

Investment returns can fluctuate during any one reporting period based on market perceptions, or as in the case of funds under management, changes in asset classes. As such, any measurement of performance is better reflected over a rolling 12 month period to average out any fluctuations in monthly performance. Council's total investment portfolio has outperformed the benchmark on average over the last 12 months.

Rolling year to date return	December	November
Council Managed Funds	4.38%	4.44%
Benchmark: 90 Day Bank Bill Index	2.83%	2.90%

Council's portfolio as at 31 December 2013 is diversified with 71% in term deposits of varying lengths of maturity which are managed in accordance with market expectations and Council's investment strategy, 21% in floating rate notes which gives Council a set margin above either 30 or 90 day bank bills, 7% in fixed rate bonds, 1% in funds in a short term at call account and a National Australia Bank offset facility which expires in 2014.

Maturity profile	31 December
Short term at call	\$1,181,942
1 – 3 months	\$5,112,819
3 – 6 months	\$43,667,195
6 – 12 months	\$33,036,568
12 months +	\$6,000,000

All investments are placed with approved deposit taking institutions. No funds are placed with any unrated institutions.

Credit exposure	31 December
AAA to AA-	75%
A+ to A-	20%
BBB+ to BBB-	5%
Other approved deposit taking institutions	0%

Economic outlook

The Board of the Reserve Bank of Australia (RBA) left the cash rate unchanged at its present level of 2.5% at its meeting held 3 December 2013, indicating that below average growth coupled with the Australian Dollar, despite below lower than earlier in the year, remaining high, being the main reasons for the current monetary policy setting to remain unchanged. The Board stated that they will continue to assess whether the recent improvement in sentiment of business as well as households remains persistent in the coming months and whether any growth in the economy coupled with recent data on prices and wages keeps inflation consistent with expectations in the medium term.

Summary

Council's investment portfolio continues to outperform the benchmark of the 90 day bank bill index. The Local Government Investment Guideline leaves little scope for the enhancement of Council's investment portfolio with the various investment products being offered. However, to enhance the portfolio, advantage is taken on the length of maturity of the investment given the rating of the institution, as well as reviewing any new investment products offered in consultation with Council's financial advisor, Spectra Financial Services.

Regular liaison with Council's external financial advisor assists in monitoring all of the risk factors to maximise Council's return on the investment portfolio, while minimising the risk associated with this strategy.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Hawker/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 11 February 2014 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 9

That the Officer's Recommendation be adopted.

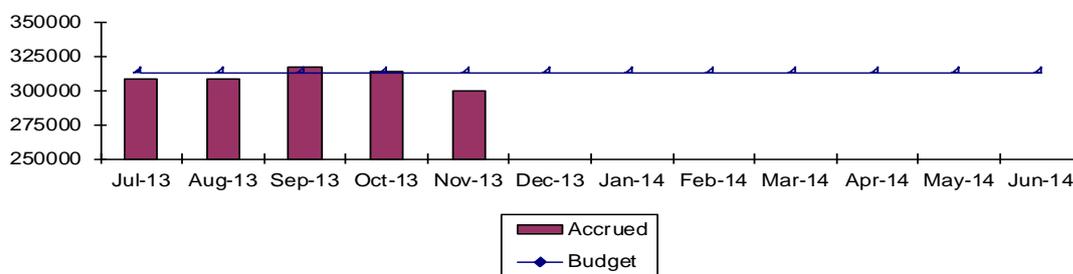
ATTACHMENT 1

CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO Summary November 2013

Benchmark UBS Warburg 90 Day Bank Bill Index
 Portfolio Balance \$89,273,034.15

Monthly Performance	Return (mth)	Return (pa)
UBSW 90 Bank Bill Index	0.21%	2.56%
Total Portfolio	0.35%	4.21%
<i>Performance to Benchmark</i>	+ 0.14%	+ 1.65%
Portfolio - Direct Investments	0.35%	4.23%
<i>Performance to Benchmark</i>	+ 0.14%	+ 1.67%
Short Term Call Account	0.24%	2.90%

Monthly Interest

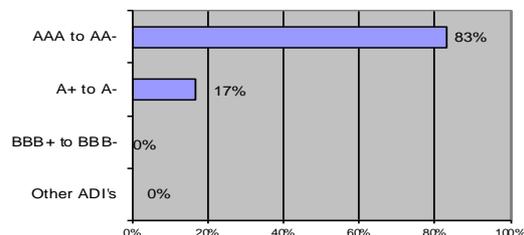


Year to Date Performance

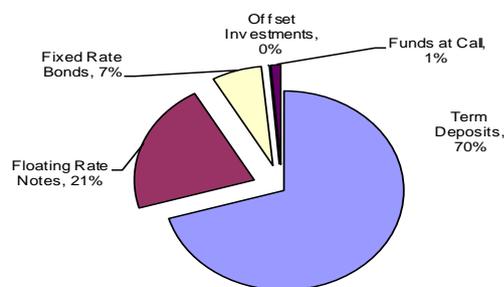
Rolling 12 Month Period
 4.44% Council Managed Funds
 2.90% Benchmark

Interest Budget to Actual
 Budget to Period \$1,562,500
 Accrued to Period \$1,546,502

Credit Exposure



Securities



Portfolio Diversity

Institutions

	Amount Invested	% Portfolio
Funds at Call	\$ 1,178,944.72	1%
NSW Treasury	\$ 4,140,000.00	5%
National Australia Bank	\$ 26,696,875.37	30%
ANZ Bank	\$ 3,500,000.00	4%
Westpac Bank	\$ 13,166,533.25	15%
Citibank	\$ -	0%
St George Bank	\$ 6,680,681.70	7%
Commonwealth Bank	\$ 12,500,000.00	14%
Bank Western Australia	\$ 6,265,227.42	7%
AMP Bank	\$ 2,000,000.00	2%
Suncorp Metway	\$ 7,144,771.69	8%
Bendigo/Adelaide Bank	\$ 2,000,000.00	2%
Rural Bank	\$ 1,000,000.00	1%
Bank of Queensland	\$ 3,000,000.00	3%
ME Bank	\$ -	0%
Total	\$89,273,034.15	100%

ATTACHMENT 2

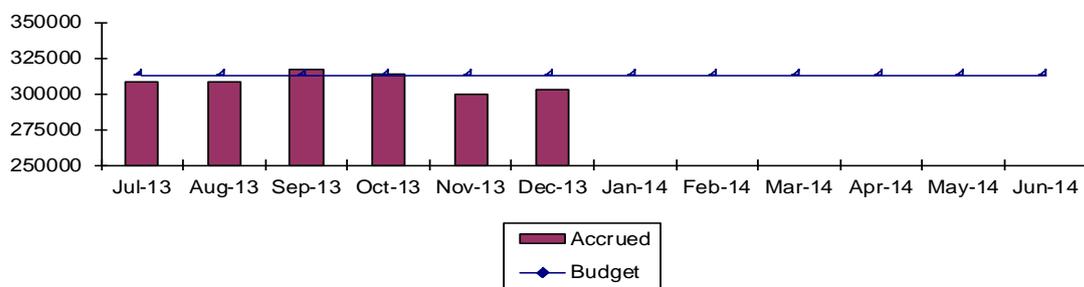
CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO Summary December 2013

Benchmark UBS Warburg 90 Day Bank Bill Index
 Portfolio Balance \$88,998,524.05

Monthly Performance	Return (mth)	Return (pa)
UBSW 90 Bank Bill Index	0.22%	2.58%
Total Portfolio	0.34%	4.00%
<i>Performance to Benchmark</i>	+ 0.12%	+ 1.42%
Portfolio - Direct Investments	0.34%	4.02%
<i>Performance to Benchmark</i>	+ 0.12%	+ 1.44%
Short Term Call Account	0.25%	2.90%

□

Monthly Interest

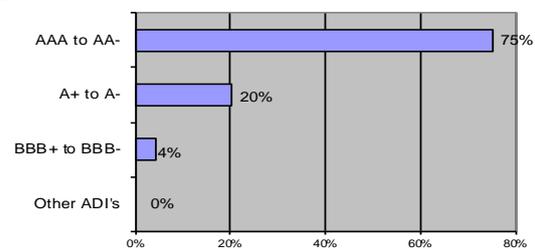


Year to Date Performance

Credit Exposure

Rolling 12 Month Period
 4.38% Council Managed Funds
 2.83% Benchmark

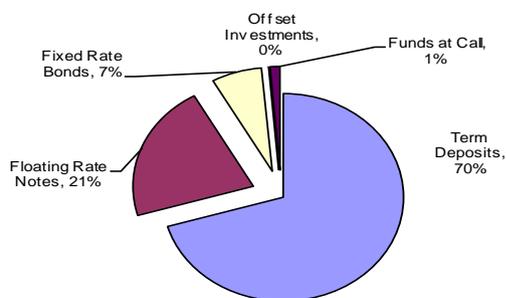
Interest Budget to Actual
 Budget to Period \$1,875,000
 Accrued to Period \$1,849,151



Securities

Institutions

□



Portfolio Diversity

	Amount Invested	% Portfolio
Funds at Call	\$ 1,181,942.14	1%
NSW Treasury	\$ 4,140,000.00	5%
National Australia Bank	\$24,675,416.48	28%
ANZ Bank	\$ 3,500,000.00	4%
Westpac Bank	\$13,166,533.25	15%
St George Bank	\$ 3,510,773.30	4%
Commonwealth Bank	\$12,500,000.00	14%
Bank Western Australia	\$ 4,179,087.19	5%
AMP Bank	\$ 4,000,000.00	4%
Suncorp Metway	\$ 9,144,771.69	10%
Bendigo/Adelaide Bank	\$ 2,000,000.00	2%
Bank of Queensland	\$ 3,000,000.00	3%
ME Bank	\$ 4,000,000.00	4%
Total	\$88,998,524.05	100%

4.2 Monthly Rates Summary - December 2013

Reporting Officer

Manager Financial Services

Attachments

1. Monthly rates summary (contained within this report)
2. Actual to budget result (contained within this report)
3. Rates statistics (contained within this report)

Purpose

This report details the 2013-2014 Rates and Charges levy and cash collections for the month ending 31 December 2013.

Report

The combined year to date Rates and Charges levied for the period ending 31 December 2013 totalled \$83,668,273 representing 99.2% of the estimated annual budget.

Rates and Charges receipts to the end of December totalled \$46,628,985. In percentage terms this amount represents 54% of all rates and charges due to be paid. In comparison, the amount collected was the same as at 31 December 2012.

The second quarterly instalment became due for payment on 30 November 2013. An analysis of payments has revealed that 41% of ratepayers prefer to pay their accounts by BPay (bank account payments) via Internet and telephone. Australia Post agencies, internet and phone (credit card payments) account for 33.4% of the remaining payments.

Debt recovery action on outstanding instalments commenced early in December and involved the issue of 7,385 missed instalment reminder notices to all ratepayers with an outstanding balance less than \$500. Accounts with balances exceeding \$500 received a seven-day letter of demand requesting urgent attention to payment of the amount due or a suitable arrangement to be made on or before 19 December 2013. To avoid financial strains on ratepayers over the Christmas holiday period a second seven-day was issued early in January 2014.

New property owners where balances remain due subsequent to a recent sale or transfer have been issued a 'Notice to New Owner' letter. During the months of November and December, 80 of these notices were sent to ratepayers.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Kolkman/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 11 February 2014 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 9

That the Officer's Recommendation be adopted.

ATTACHMENT 1

RATES SUMMARY

STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES

RATE - CHARGE	NET ARREARS 1/7/2013	NET LEVY FOR YEAR	PENSION REBATES	EXTRA CHARGES	TOTAL RECEIVABLE	CASH COLLECTED	NET AMOUNT DUE	POSTPONED RATES & INTEREST	GROSS AMOUNT DUE
RESIDENTIAL	2,489,704.10	47,241,077.09	1,323,199.11	409,212.67	48,816,794.75	25,996,524.88	22,820,269.87	345,569.43	23,165,839.30
BUSINESS	468,656.67	15,814,293.07		57,189.77	16,340,139.51	9,123,443.11	7,216,696.40		7,216,696.40
BUSINESS - IND	3,940.83	0.00		74.54	4,015.37	1,081.44	2,933.93		2,933.93
FARMLAND	12,880.47	363,957.78	884.94	207.52	376,160.83	224,591.24	151,569.59	153,130.72	304,700.31
MINING	0.00	13,929.61		0.00	13,929.61	13,929.61	0.00		0.00
LOAN	243,314.66	4,120,914.48		7,307.44	4,371,536.58	2,325,070.07	2,046,466.51	48,272.41	2,094,738.92
F5 ACCESS RAMPS	764.21	0.00		11.21	775.42	45.24	730.18		730.18
MAIN STREET	40.12	0.00		0.00	40.12	0.00	40.12		40.12
TOTAL	\$3,219,301.06	\$67,554,172.03	\$1,324,084.05	\$474,003.15	\$69,923,392.19	\$37,684,685.59	\$32,238,706.60	\$546,972.56	\$32,785,679.16
GARBAGE	735,268.06	15,883,211.47	792,572.96	25,682.76	15,851,589.33	8,432,897.82	7,418,691.51		7,418,691.51
SANITARY	0.00	0.00		0.00	0.00	0.00	0.00		0.00
STORMWATER	51,164.38	899,710.06		1,302.04	952,176.48	511,401.25	440,775.23		440,775.23
GRAND TOTAL	\$4,005,733.50	\$84,337,093.56	\$2,116,657.01	\$500,987.95	\$86,727,158.00	\$46,628,984.66	\$40,098,173.34	\$546,972.56	\$40,645,145.90

Total from Rates Financial Transaction Summary	40,307,224.13
Overpayments	-337,921.77
Difference	0.00

ANALYSIS OF RECOVERY ACTION

Rate accounts greater than 6 months less than 12 months in arrears	644,306.91
Rate accounts greater than 12 months less than 18 months in arrears	30,738.31
Rate accounts greater than 18 months in arrears	32,025.76
TOTAL rates and charges under instruction with Councils agents	\$707,070.98

ATTACHMENT 2

COMPARISON OF BUDGET TO ACTUAL

DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL	BALANCE STILL REQD.	% RAISED
RESIDENTIAL	46,699,900	46,699,900	47,241,077	(541,177)	101.16%
BUSINESS	15,792,500	15,792,500	15,814,293	(21,793)	100.14%
FARMLAND	415,500	415,500	363,958	51,542	87.60%
MINING	15,000	15,000	13,930	1,070	92.86%
LOAN	4,176,500	4,176,500	4,120,914	55,586	98.67%
TOTALS	67,099,400	67,099,400	67,554,172	(454,772)	100.68%
INTEREST CHARGES	368,900	368,900	116,044	252,856	31.46%
LEGAL COSTS RECOVERED	710,000	710,000	364,813	345,187	51.38%
PENSIONERS - Sec 575	(1,735,300)	(1,735,300)	(1,758,145)	22,845	101.32%
PENSIONERS - Sec 582	0	0	(358,513)	358,513	0.00%
PENSIONERS SUBSIDY	953,500	953,500	966,979	(13,479)	101.41%
SUB TOTAL	67,396,500	67,396,500	66,885,352	511,148	99.24%
DOMESTIC WASTE CHARGES	15,566,800	15,566,800	15,475,612	91,188	99.41%
COMMERCIAL WASTE CHARGES	358,800	358,800	407,600	(48,800)	113.60%
STORMWATER MNGMNT	894,000	894,000	899,710	(5,710)	100.64%
GRAND TOTALS	84,216,100	84,216,100	83,668,273	547,827	99.35%

COLLECTIONS AS A % OF:

	TOTAL RECEIVABLE	TOTAL LEVIED	TOTAL RECEIVABLE	TOTAL LEVIED
RESIDENTIAL	53.25%	55.03%		
BUSINESS	55.83%	57.69%	RATES	55.78%
FARMLAND	59.71%	61.71%	WASTE	53.09%
LOAN	53.19%	56.42%	STORMWATER	56.84%
ALL RATES	53.89%	55.78%	TOTAL RATES & CHARGES	55.69%
			54.15%	

ATTACHMENT 3

RATES STATISTICS

No. of documents Issued	July	August	September	October	November	December	January	February	March	April	May	June	Dec-12
Rate Notices	48,779	121		238									
Electronic - DoH	5,655												
Instalment Notices				42,363									
Electronic - DoH				5,703									
Missed Instalment Notices			7,916			6,949							7,497
- Pensioners > \$15.00			489			436							466
Notice to new owner	169	91	41	71	41	39							29
7-day Letters - Council issued			1,755			1,901							1,869
- Pensioners > \$500.00			124			99							109
7-day Letters - Agent Issued			698										
Statement of Claim	235	31	19	248	20	15							18
Judgments	20	81	21	19	65	9							12
Writs	23	44	53	9	15	37							35
eRates	1,163	1,309	1,327	1,331	1,335	1,337							1,219
Arrangements	382	297	385	334	277	389							401

4.3 Sundry Debtors Report - December 2013

Reporting Officer

Manager Financial Services

Attachments

1. Debtors summary to 31 December 2013 (contained within this report)
2. Ageing of sundry debts to 31 December 2013 (contained within this report)

Purpose

To provide a report detailing the amount outstanding by type and age for sundry and miscellaneous debts for the period ending 31 December 2013.

Report

Debts outstanding to Council as at 31 December 2013 are \$2,072,095, reflecting a decrease of \$107,623 since November 2013. The ratio of outstanding debts to current invoices has increased from 23% in November to the current level of 42%. This debtor management ratio is a measure of the effectiveness of recovery efforts, however is impacted by Council policies as well as economic and social conditions.

Invoices raised – December 2013

During the month, 1,247 invoices were raised totalling \$1,796,214. The majority of these are paid within a 30 day period, however those that remain unpaid from previous periods for longer than 90 days are detailed at the end of this report. The most significant invoices raised during the month have been in the following areas:

Government and other grants – \$1,162,700 – the main invoices relate to:

Department of Premier & Cabinet – pension rebate subsidy claim	\$951,225
Australia Council for the Arts – young artists initiative, youth programs and dance programs	\$176,825
Roads & Maritime Services – Road safety program and bicycle equipment	\$34,650

Corporate administration – \$237,965 – the main invoices relate to:

Wollondilly Shire Council – MACROC contribution to annual operational costs 2013-2014	\$86,530
Camden Council – MACROC contribution to annual operational costs 2013-2014	\$86,530
Department of Education & Training – contribution to operating costs at Minto Library from October 2013 to December 2013	\$50,752
YMCA – Veolia Environmental Services invoice, ERM business energy (Endeavour Energy) invoice	\$4,924
Main Street Association Inc. – contribution to prize money for schools in the parade	\$2,570

Land and building rentals – \$109,057 – the main invoices relate to:

Glenquarie Hotel Pty Ltd – monthly rental Glenquarie Shopping Centre, Macquarie Fields	\$24,018
Nuvezo Pty Ltd – monthly rental, Dumaresq Street Cinema	\$22,229
Aldi Stores (A Limited Partnership) – monthly rental Macquarie Fields	\$22,064
Caltex Oil Australia Pty Ltd – monthly rental Macquarie Fields	\$15,062
Mycorp Group Pty Ltd – monthly rental Macquarie Fields	\$13,344

Pool hire – \$66,805 – the main invoices relate to:

St Catherine of Siena Primary School – Learn to swim program	\$21,420
Macarthur Adventist Primary School – school swimming carnival and learn to swim program	\$8,165
Mary Immaculate Parish Primary School – Learn to swim program	\$8,010
Holy Family Primary School – Learn to swim program	\$7,785
AFL Indigenous Academy – pool entry and learn to swim program	\$4,904

Waste collection services – \$57,748 – three main invoices relate to:

G & G Waste Services – effluent for November 2013	\$27,332
Remondis Australia Pty Ltd – effluent for November 2013	\$23,671
Veolia Water Network Services – effluent for November 2013	\$6,745

Receipts to the value of \$1,903,836 have been received during the period, the most notable in the following areas:

Government and other grants	\$1,213,015
Corporate administration	\$225,973
Various sundry items	\$155,893
Land and building rentals	\$104,685
Pool hire	\$55,606

Sundry debts outstanding – 31 December 2013

Debts exceeding 90 days of age totalled \$444,356 as at 31 December 2013. The major invoices relating to this balance include:

Description	Date Invoiced	Balance
Coal & Allied – 2013 Parliament of NSW Aboriginal Art Prize Partnership Contribution, in process of contacting debtor	20/09/13	\$63,250
NSW Land and Housing Corporation – Campbelltown Arts Centre Aboriginal arts project, Payment expected January 2014	25/06/13	\$50,000
Admark Property Group – 15-17 Parc Guell Drive Campbelltown, standing plant and road occupancy fees, payment received 13 January 2014	17/09/13	\$34,285 (paid 13/01/14)
Remondis Pty Ltd – effluent for August 2013, 7 day letter issued January 2014	12/09/13	\$33,955
Rightline Plumbing – footpath restoration Park Central Campbelltown, 7 day letter issued November 2013, customer advised payment will be made in January 2014	25/07/13	\$29,361

Debt recovery action is undertaken in accordance with Council's Sundry Debtor Recovery Procedures Policy and commences with the issue of a tax invoice. A person or entity may be issued any number of invoices during the calendar month for any business, services or activities provided by Council. At the conclusion of each calendar month, a statement of transactions is provided with details of all invoices due and how payments or credit notes have been apportioned. Once an invoice is paid, it no longer appears on any subsequent statement.

All debts that age by 60 days or more are charged a statement administration fee of \$5.50 per statement. Debtors are contacted by telephone, email or in writing to make suitable arrangements for payment of the overdue debt. Where a suitable arrangement is not achieved or not maintained as agreed, a seven day letter is issued referencing referral to Council's debt recovery agents.

Matters referred to Council's recovery agent are conducted in accordance with relevant legislation and the *Civil Procedures Act 2001*. Formal legal recovery commences with a letter of demand (or letter of intent) providing debtors with at least 10 days to respond. In the event that no response is received, instructions are given to proceed to Statement of Claim allowing a further 28 days to pay or defend the action. Failing this, the matter will automatically proceed to judgment and continue through the *Civil Procedures Act 2001* process.

All costs associated with formal legal recovery are payable by the debtor and staff continue to make every effort to assist debtors to resolve their outstanding debt before escalating it through the local court.

During the month, three accounts progressed to recovery action. The defaulting debtors were issued a letter of demand on Council's letterhead, advising that if the account was not settled or an appropriate arrangement was not made, the account will escalate to formal legal action through Council's agents.

Council's agents were instructed to proceed with one Statement of Liquidated Claim for unpaid license fees.

Council officers continue to provide assistance to debtors experiencing difficulties in paying their accounts. Debtors are encouraged to clear their outstanding debts through regular payments where possible, to avoid any further recovery action.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Borg/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 11 February 2014 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 9

That the Officer's Recommendation be adopted.

ATTACHMENT 1

DEBTORS SUMMARY 1 December 2013 to 31 December 2013

DEBTOR TYPE/DESCRIPTION	ARREARS AT 30/11/2013	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 31/12/2013	% DEBT RATIO
Corporate Administration	574,065	237,965	225,973	586,057	28.28%
Abandoned Items	10,680	0	0	10,680	0.52%
Child Care Debts	18,710	0	0	18,710	0.90%
Community Bus	301	54	211	143	0.01%
Tennis Court Hire	0	0	0	0	0.00%
Sportsground and Field Hire	56,020	46,197	22,916	79,301	3.83%
Government and other Grants	676,852	1,162,700	1,213,015	626,538	30.24%
Public Hall Hire	33,212	17,757	25,469	25,501	1.23%
Health Services	350	0	0	350	0.02%
Land and Building Rentals	57,926	109,057	104,685	62,298	3.01%
Healthy Lifestyles	3,977	29,503	30,981	2,499	0.12%
Library Fines and Costs	174,497	0	0	174,497	8.42%
Shop Licence Fees	48,352	6,310	14,996	39,666	1.91%
Pool Hire	15,299	66,805	55,606	26,498	1.28%
Private Works	56,667	23,875	24,325	56,217	2.71%
Road and Footpath Restoration	58,942	0	5,312	53,629	2.59%
Shop and Office Rentals	20,026	23,093	24,454	18,666	0.90%
Various Sundry Items	237,928	15,149	155,893	97,184	4.69%
Waste Collection Services	175,347	57,748	0	233,094	11.25%
	2,179,717	1,796,214	1,903,836	2,072,095	100%

ATTACHMENT 2

AGEING OF SUNDRY DEBTOR ACCOUNTS - 31 December 2013

Description	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Administration	229,956	204,202	33,048	118,852	586,057	55,898
Abandoned Items	0	0	0	10,680	10,680	10,680
Child Care Debts	18,710	0	0	0	18,710	0
Community Bus	143	0	0	0	143	0
Sportsground and Field Hire	39,174	10,479	7,472	22,177	79,301	31,164
Government and other Grants	211,475	35,063	330,000	50,000	626,538	87,720
Public Hall Hire	12,643	6,907	1,756	4,195	25,501	3,735
Health Services	0	0	0	350	350	350
Land and Building Rentals	42,125	1,250	0	18,923	62,298	17,424
Healthy Lifestyles	1,863	0	0	636	2,499	142
Library Fines and Costs	174,497	0	0	0	174,497	0
Shop Licence Fees	4,051	4,060	2,205	29,350	39,666	29,536
Pool Hire	24,331	226	0	1,941	26,498	2,120
Private Works	25,064	0	0	31,153	56,217	31,603
Road and Footpath Restoration	0	11,610	0	42,019	53,629	39,023
Shop and Office Rentals	16,123	2,543	0	0	18,666	0
Various Sundry Items	8,846	35,939	2,072	50,327	97,184	15,744
Waste Collection Services	57,418	58,340	53,584	63,752	233,094	492
	826,983	370,619	430,136	444,356	2,072,095	325,630

4.4 Summary of Community Consultation for Special Rate Variation proposal

Reporting Officer

Manager Financial Services and Acting Manager Business Assurance

Attachments

Summary of community consultation for the proposed Special Rate Variation (distributed under separate cover)

Purpose

To provide Council with a summary of the community feedback received relating to the Special Rate Variation (SRV).

History

Council resolved at the meeting of 15 October 2013 to consult with the community regarding a proposal to apply for a SRV of 11% to address the current asset maintenance gap and infrastructure backlog.

Report

A Community Engagement Strategy was developed with consultation conducted between 4 November and 20 December 2013.

The strategy provided a broad range of opportunities for the community to access information and provide feedback on the proposal. The variety of community engagement methods undertaken were via online, written and spoken material. Each method of engagement was categorised in one of the following ways:

- **Inform:** one way communication providing balanced and objective information to assist understanding about the proposal
- **Consult:** two way communication designed to obtain public feedback about the proposal to inform decision making
- **Involve:** participatory process designed to help identify issues and views to ensure that concerns and aspirations are understood and considered prior to decision making.

Throughout the consultation period, community feedback indicated that residents were proud of the Campbelltown Local Government Area.

A summary of the number of people engaged is included in the table below:

Level of Engagement	Method	Delivery	Number of people engaged
Inform	Education program (staff)	All staff received a briefing on the SRV proposal. Pocket cards and information were distributed	All staff (675)
Inform	Advertising	Newspapers Compass Radio Messages on Hold Newsletter	Advertiser: Readership 102,000 Circulation 53,103 Chronicle: Readership 108,000 Circulation 75,849 Newsletter 60129 distributed
Inform	Community exhibitions	Libraries Civic Centre Arts Centre Leisure Centres	Approx 2000 newsletters were collected from the exhibitions
Consult	Face to face surveys (questionnaires)	Across Campbelltown • Events (Fisher's Ghost)	32 people consulted and informed
Consult	Telephone Survey	Statistically valid survey across the LGA.	Random 400 people consulted
Consult	Technology	Website Social media Online surveys	Website 200 participated Facebook 48 "likes" Total number of surveys 209 Number of emails and letters received 53 Number of phone calls received 20
Involve	Community Forums	Several forums were held across the City at a variety of locations to maximise the potential for the community to be involved.	Monday 2 December – Campbelltown Civic Hall (17) Wednesday 4 December – St. Helens Park Hall (5) Thursday 5 December – Greg Percival Community Centre, Ingleburn (7) Monday 9 December – Eagle Vale Central (23)

Telephone survey

A community research survey was conducted as part of the consultation process by an independent research company, Micromex Research. The survey aimed to measure community support for the introduction of a SRV and provide an avenue for feedback for the community to express their views on the proposal. The random telephone survey of 400 residents was conducted between 21 – 23 November 2013. The sample size provides an accurate and robust measure with results able to be extrapolated to the community of Campbelltown as a whole.

A summary of the telephone survey results is provided in the attachment to this report. However some key results are shown below:

- The community is overwhelmingly supportive of Council implementing programs to provide better infrastructure, – with 67% of respondents stating that it is very important and 29% that it is important.
- Nearly three quarters of respondents (74%) were supportive of Council proceeding with the special rate variation.

Of respondents that were supportive of the proposed SRV, the reasons given included:

- the community needs to be improved
- infrastructure needs to be improved
- the community needs to be maintained
- infrastructure needs to be maintained.

However, a number of respondents indicated that they felt the increase was too high and they wanted to be reassured that the money would go into improving the community.

Items raised during the consultation period

Some areas of concern raised by the community included clarification of information on the proposal, Council's financial position and the effect on the community of a rate increase. Clarification of the meaning of the wording 'one-off' and permanent relating to the rate increase was also a concern.

Council staff addressed these concerns proactively during the consultation period, by providing further information to the community through the website and Facebook posts, as well as updating the Frequently Asked Questions information and community presentation material.

Staff also provided information directly to community members on individual areas of concern both relevant to the SRV (eg projected rate increase for individual properties) and issues not relevant to the SRV (eg neighbourhood issues, lawn mowing).

The main issues raised by the community through the consultation period included:

Capacity to pay

Community members raised concern that either themselves as individuals or other sections of the community would have difficulty with the proposed rate rise. The majority of concerns related to pensioners or people on low incomes, although the impact on ratepayers with larger properties in semi-rural areas was also raised.

Council currently has a pensioner rebate of up to \$300 in place. Council also has a hardship policy which provides financial relief for ratepayers in financial difficulty. Information was also provided when requested to residents on semi-rural properties on the proposed individual impact of the increase, and potential rebates that may be applicable on their land.

Financial/asset management

Some issues were raised through the consultation period on perceptions of Council's current and future financial and asset management strategies that have impacted on the need for a rate increase. Some of the community wanted to ensure that Council used existing and proposed future funds in a transparent and efficient manner to benefit the local community.

Council advised that all works undertaken would be reported to the community on a regular basis through channels such as Council's residential newsletter and Annual Report. Council's Integrated Planning and Reporting, including the Long Term Financial Plan and Asset Management Plan, also detail information on Council's current and future situation and the need for the SRV.

Council provided information to the community on the NSW Treasury Financial Assessment and Benchmarking Report that details Council's financial position in the short, medium and long term. Council also provided information on other current and proposed initiatives implemented to reduce expenditure and increase efficiencies across all Council services, including a comprehensive Council services review to be conducted across the 2014-2015 financial year.

Imbalance of infrastructure/services across LGA

Residents in some areas of the LGA eg semi-rural areas raised concerns that there were less services and infrastructure provided in their suburbs than other areas of the LGA.

Information was provided to community members on the location of proposed works to be carried out in each area (Northern/Southern/Eastern and Western) of the LGA, as well as larger community assets including main roads, footpaths and CBD areas which are shared by all community members.

Summary

The SRV community consultation provided a broad range of opportunities for the community to be informed and provide feedback about the proposal.

Community members were informed about the proposal through the distribution of newsletters and Council's online presence. It is further estimated that many more community members were informed about the proposal through being exposed to newspaper advertisements and articles, radio advertisements and interviews, Council's messages on hold and static displays.

Through face to face, phone, online and email avenues people were informed and provided direct feedback to Council on the proposed SRV, including through the telephone survey, online surveys, website and social media posts and forums. The feedback provided was personally responded to, with Council staff providing further information or clarification as required.

During the consultation period visits to the dedicated Your City, Your Future website numbered 4112 (for one page), 2295 (multiple pages) and 200 participated through the online engagement tools provided. The dedicated Facebook page *facebook.com/yourcityyourfuture* received 48 likes. Council made 19 posts providing information to the community on the SRV proposal. From these posts 815 people were reached and 271 people engaged on the topic.

The random telephone survey of 400 residents conducted provided a statistically valid and accurate measure with results able to be extrapolated to the community of Campbelltown as a whole. Of the 400 people surveyed at least 296 (74%) people were supportive of the proposal.

An online and paper version of the telephone survey was made available for the community to complete, with a total of 209 surveys received. In response to the question, "How supportive are you with Council proceeding with this special rate variation?":

- 58 were very supportive (27.7%)
- 39 were supportive (18.6%)
- 30 were somewhat supportive (14.4%)
- 20 were not very supportive (9.6%)
- 56 were not supportive at all (26.8%)
- 6 did not complete this question (2.9%).

Through the dedicated phone line, 20 phone calls were received relating to the proposed SRV during the consultation period. Of these, seven people indicated that they supported the proposal, six indicated that they did not support the proposal and seven people were undecided on the matter.

Council received 53 emailed or mailed submissions providing feedback on the proposal at *yourcityyourfuture@campbelltown.nsw.gov.au* or via Council's postal address. Of the submissions received, 41 were not supportive, two did not indicate whether they supported the proposal or provided feedback on an unrelated area and 10 people were supportive of the proposal.

Council further engaged with the community through community information sessions and stalls at community events with, 84 people involved in one on one discussions on the SRV.

In summary, 682 people participated in surveys or submissions, with 227 people not supportive, 15 people were undecided and 440 people at least somewhat supportive of the proposed special rate variation.

Officer's Recommendation

That Council lodge a formal application to the Independent Pricing and Regulatory Tribunal (IPART) for a 508(2) Special Rate Variation of 11%.

Committee Note: Mr McMillan addressed the Committee in opposition to the recommendation.

Committee's Recommendation: (Borg/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Councillor Mead asked that his name be recorded in opposition to the Committee's Recommendation in relation to Item 4.4.

Council Meeting 11 February 2014 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 9

That the Officer's Recommendation be adopted.

A **Division** was called in regard to the Resolution for **Item 4.4** - Summary of Community Consultation for Special Rate Variation proposal with those voting for the Motion being Councillors Borg, Greiss, Hawker, Lake, Lound, Matheson, Rowell and Thompson.

Voting against the Resolution were Councillors Brticevic, Glynn, Mead, Oates.

4.5 Revised Policy - Sundry Debtor Recovery Procedures

Reporting Officer

Manager Financial Services

Attachments

Revised Sundry Debtor Recovery Procedures Policy (contained within this report)

Purpose

To seek Council's endorsement of the revised Sundry Debtor Recovery Procedure Policy.

History

The abovementioned policy was adopted by Council on 10 July 1990 and was last reviewed on 31 May 2011. The policy is now due for review in accordance with the Records and Document Management Policy.

Report

The abovementioned policy has been reviewed in accordance with Council's Record Management Policy and the adopted procedure for Policy Development and Review.

The Sundry Debtor Recovery Procedure Policy has been reviewed and found that no changes were required. It is recommended that the policy be adopted and a new review date set.

Officer's Recommendation

1. That the revised Sundry Debtor Recovery Procedure Policy as attached to this report be adopted.
2. That the Policy review date be set at 30 June 2016.

Committee's Recommendation: (Kolkman/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 11 February 2014 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 9

That the Officer's Recommendation be adopted.

ATTACHMENT 1

 campbelltown city council		POLICY
Policy Title	Sundry Debtor Recovery Procedures	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i> <i>Local Government (General) Regulation</i> <i>Civil Procedure Act 2001</i> <i>Corporations Act 2001</i>	
Responsible Officer	Manager Financial Services	

Policy details may change prior to review date due to legislative changes, therefore this document is uncontrolled when printed.

Objectives

To ensure the efficient and prompt recovery of all outstanding sundry debtor accounts.

Policy Statement

1. Issue of Original Account

- a) Debtor accounts are due and payable one month after the issue of the original invoice. A debtor may approach Council and seek an arrangement to finalise the account if they are experiencing financial difficulties. It must be stressed that recovery action will only apply to debtors who have failed to make satisfactory arrangements to finalise their outstanding account or those who default on an arrangement.
- b) If at the end of the month in which the debt was raised the amount remains unpaid, a statement will be issued followed by subsequent statements each calendar month thereafter.

2. Statements issued with debts aged 30 days shall incorporate a reminder message, prompting account holders to contact and discuss the matter with Council's Revenue staff.

3. a) Statements issued with debts aged 60 days will incur an additional administration charge or interest charges as determined from year to year in Council's Fees and Charges document and as stated in the Operational Plan.
- b) Every effort shall be made to contact debtors by telephone or mail during the month debts are aged to 60 days. In the event that a suitable arrangement or payment is not made, a seven day letter is to be issued indicating referral of the matter to Council's agent for legal recovery action.
- c) Legal recovery action to commence 10 days following the issue of a final letter of demand by Council's agents.

4. Additional action in respect of Companies

Where companies continue to default after Judgment is obtained, it is considered that steps for the winding up of companies under Section 459 of the *Corporations Act 2001* should be contemplated and the matter reported to Council. At this stage the matter be placed in the hands of Council's recovery agents.

5. Lease or Hire of Ovals by Sporting Clubs, Associations, 530A Committees and the like

All outstanding matters to be referred to the Manager Healthy Lifestyles once they reach Step 2. The Manager Healthy Lifestyles is to negotiate with officials of the responsible association to determine an appropriate payment resolution. Such matters shall also be referred to the Manager Financial Services for endorsement.

Accounts shall continue to progress to Step 3a while negotiations to resolve payment are being undertaken. Matters shall progress further once approved by the Manager Healthy Lifestyles and Manager Financial Services.

Cancellation of lease or re-allocation of a ground should be considered as a last resort and will require a resolution of Council.

6. Property Rentals

All outstanding matters to be referred to the Manager Property Services once they reach Step 2 for appropriate action in accordance with the lease provisions. Such matters shall also be referred to the Manager Financial Services for endorsement.

Accounts shall continue to progress to Step 3a while negotiations to resolve payment are being undertaken. Penalty interest charges may be payable as part of the lease provisions and these will continue to accrue until a satisfactory outcome is resolved. Matters shall progress further once approved by the Manager Property Services and Manager Financial Services.

7. Hire of Halls

Monies should be paid prior to use, except in the case of permanent bookings.

Recovery action will be taken up to and including Step 3.

Where successful contact with a permanent hirer cannot be established it may be prudent to consider the denial of further access to Council's facility via the posting of a security guard on the day of hire, and the changing of alarm access codes. This step to be authorised by the Manager Governance and Administration, with any costs recovered from the debtor.

Legislative Context

Local Government Act 2001; *Local Government (General) Regulations* (Clause 201-213); *Civil Procedures Act 2001* (Sections 1-154); *Corporations Act 2001* (Section 459)

Responsibility

The Manager Financial Services may delegate responsibility to the Revenue Accountant to ensure proper procedural documentation is maintained at a level satisfactory to Council, relevant legislation and financial audit.

Effectiveness of this Policy

Key Performance Indicators:

Improvements in monthly debt recovery ratio - performance management ratio adapted from LGMA Health Check. The calculation ratio is invoices greater than 60 days divided by the total invoices raised.

END OF POLICY STATEMENT

4.6 Revised Policy - Significant Accounting Policy

Reporting Officer

Manager Financial Services

Attachments

Revised Significant Accounting Policy (contained within this report)

Purpose

To seek Council's endorsement of the revised Significant Accounting Policy.

History

The abovementioned policy was adopted by Council on 16 June 1987 and was last reviewed on 16 October 2012. The policy is now due for review in accordance with the Records and Document Management Policy.

Report

The abovementioned policy has been reviewed in accordance with Council's Record Management Policy and the adopted procedure for Policy Development and Review.

The Local Government Code of Accounting Practice and Financial Reporting (the Code) prescribes the form of the financial statements approved by the Division of Local Government (the Division). The Code applies to each NSW Council in respect of its general purpose financial statements, special purpose financial statements and special schedules. The Code is intended to facilitate the practical and effective implementation of the Australian Accounting Standards.

The accounting, financial and other reporting requirements in Code Update 21 apply to all financial statements prepared by local governments for the financial period commencing 1 July 2012 and for subsequent years unless otherwise stated. The Code prescribes the minimum disclosures required providing the opportunity for Councils to add additional disclosures at their discretion. In some cases where the standards provide options, as with the valuation of investment properties at cost or fair value, the Code will prescribe which option Councils must adopt.

Changes to the policy include the updating of financial terminology and the addition of accounting standards and interpretations and have been highlighted in the attachment.

It is recommended that the policy be adopted and a new review date set.

Officer's Recommendation

1. That the revised Significant Accounting Policy as attached to this report be adopted.
2. That the Policy review date be set at 30 November 2014.

Committee's Recommendation: (Hawker/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 11 February 2014 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 9

That the Officer's Recommendation be adopted.

ATTACHMENT 1

 POLICY	
Policy Title	Significant Accounting Policy
Related Documentation	Investment Policy Accounting Practices Policy
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i> <i>Local Government (General) Regulation 2005</i> Local Government Code of Accounting Practice and Financial Reporting Accounting Standard of the Australian Accounting Standards Board (AASB)
Responsible Officer	Manager Financial Services

Policy details may change prior to review date due to legislative changes, therefore this document is uncontrolled when printed.

Objectives

To effectively record all financial data in accordance with the requirements of relevant statutes and Council policies.

Policy Statement

This Policy sets a basis for presentation of the General Purpose Financial Reports to ensure compatibility with previous years and other Local Government reporting entities.

Scope

This Policy covers all Financial staff of Campbelltown City Council who are responsible for the end of year processes associated with the preparation of the end of year financial accounts.

Campbelltown City Council is committed to reflecting clear and transparent financial accounts for review by any interested external party.

Legislative Context

The preparation of end of year financial accounts rely on clear treatment of transactions so they are reflected within Council's Accounting Policy. The principles are consistent with the *Local Government Act 1993*, the *Local Government (General) Regulations 2005*, the Local Government Code of Accounting Practice and Financial Reporting, the Accounting Standards of the Australian Accounting Standards Board, Section 625 of the *Local Government Act 1993* and Section 212 of the *Local Government (General) Regulation 2005*.

The principal accounting policies adopted in the preparation of the financial report are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

(a) Basis of preparation

These general purpose financial statements have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board, the *Local Government Act 1993* and Regulation, and the Local Government Code of Accounting Practice and Financial Reporting. Campbelltown City Council is a not for profit entity for the purpose of preparing the financial statements.

Historical cost convention

These financial statements have been prepared under the historical cost convention, as modified by the revaluation of available-for-sale financial assets, financial assets and liabilities at fair value through profit or loss, certain classes of property, plant and equipment and investment property.

Critical accounting estimates and judgements

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Council's accounting policies. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on the entity and that are believed to be reasonable under the circumstances.

(b) Revenue recognition

Council recognises revenue when the amount of revenue can be reliably measured. It is probable that future economic benefits will flow to the entity and specific criteria have been met for each of the Council's activities as described below. Council bases its estimates on historical results, taking into consideration the type of customer, the type of transaction and the specifics of each arrangement.

Revenue is measured at the fair value of the consideration received or receivable. Revenue is measured on major income categories as follows:

Rates, annual charges, grants and contributions

Rates, annual charges, grants and contributions (including developer contributions) are recognised as revenues when the Council obtains control over the assets comprising these receipts. Developer contributions may only be expended for the purposes for which the contributions were required but the Council may apply contributions according to the priorities established in work schedules.

Control over assets acquired from rates and annual charges is obtained at the commencement of the rating year as it is an enforceable debt linked to the rateable property or, where earlier, on receipt of the rates.

Control over granted assets is normally obtained upon their receipt (or acquittal) or on earlier notification that a grant has been secured, and is valued at their fair value at the date of transfer.

Revenue is recognised when the Council obtains control of the contribution or the right to receive the contribution, it is probable that the economic benefits comprising the contribution will flow to the Council and the amount of the contribution can be measured reliably.

Where grants or contributions recognised as revenues during the financial year were obtained on condition that they be expended in a particular manner or used over a

particular period and those conditions were un-discharged at balance date, the unused grant or contribution is disclosed in Note 3(g). The note also discloses the amount of unused grant or contribution from prior years that was expended on Council's operations during the current year.

A liability is recognised in respect of revenue that is reciprocal in nature to the extent that the requisite service has not been provided at balance date.

User charges and fees

User charges and fees are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

Sale of plant, property, infrastructure and equipment

The profit or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer.

Interest and rents

Interest and rents are recognised as revenue on a proportional basis when the payment is due, the value of the payment is notified, or the payment is received, whichever first occurs.

(c) Principles of consolidation

(i) The consolidated fund

In accordance with the provisions of Section 409(1) of the *Local Government Act 1993*, all money and property received by Council is held in the Council's consolidated fund unless it is required to be held in the Council's trust fund. The consolidated fund and other entities through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this report.

The following entities have been included as part of the consolidated fund:

- General purpose operations
- Macarthur Regional Organisation of Councils (MACROC).

The following committees, the transactions of which are considered immaterial either by amount or nature, have been excluded:

- Glenquarie Hall Management
- Glenquarie Neighbourhood
- Eagle Vale Neighbourhood
- Woodbine Neighbourhood
- Town Hall Theatre.

The total revenue and expenditure from continuing operations and the net assets held by these committees are as follows:

Total income from continuing operations	\$65,000
Total expenditure from continuing operations	\$120,000
Total net assets (equity) held	\$206,000

Note: Where actual figures are not known, best estimates have been applied.

(ii) The trust fund

In accordance with the provisions of Section 411 of the *Local Government Act 1993* (as amended), a separate and distinct trust fund is maintained to account for all

money and property received by the Council in trust which must be applied only for the purposes of or in accordance with the trusts relating to those monies. Trust monies and property subject to Council's control have been included in these reports.

Trust monies and property held by Council but not subject to the control of Council, have been excluded from these reports. A separate statement of monies held in the trust fund is available for inspection at the Council office by any person free of charge.

(iii) Joint ventures

Jointly controlled assets – any proportionate interests in the assets, liabilities and expenses of a joint venture activity have been incorporated in the financial statements under the appropriate headings. Details of any joint venture are set out in Note 19.

Jointly controlled entities - any interest in a joint venture partnership is accounted for using the equity method and is carried at cost. Under the equity method, the share of the profits or losses of the partnership is recognised in the income statement, and the share of movements in reserves is recognised in reserves in the **Statement of Financial Position**. Details relating to any partnership are set out in Note 19.

Jointly controlled operations – Council has no jointly controlled operations at present. However, when such operations are entered into, the assets which are controlled and the liabilities incurred by Council are recognised in the **Statement of Financial Position**. Expenses incurred and Council's share of income are recognised in the income statement.

(d) Leases

Leases in which a significant portion of the risks and rewards of ownership are retained by the lessor are classified as operating leases. Payments made under operating leases (net of any incentives received from the lessor) are charged to the income statement on a straight-line basis over the period of the lease.

Lease income from operating leases is recognised in income on a straight-line basis over the lease term.

(e) Acquisition of assets

The purchase method of accounting is used to account for all acquisitions of assets. Cost is measured as the fair value of the assets given, plus costs directly attributable to the acquisition.

Where settlement of any part of cash consideration is deferred, the amounts payable in the future are discounted to their present value as at the date of exchange. The discount rate used is the Council's incremental borrowing rate, being the rate at which a similar borrowing could be obtained from an independent financier under comparable terms and conditions.

(f) Impairment of assets

Assets that have an indefinite useful life are not subject to amortisation and are tested annually for impairment. Assets that are subject to amortisation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

Where an asset is not held principally for cash generating purposes and would be replaced if Council was deprived of it, then depreciated replacement cost is used as value in use, otherwise value in use is estimated by using a discounted cash flow model.

For the purposes of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash inflows which are largely independent of the cash inflows from other assets or groups of assets (cash-generating units). Non-financial assets other than goodwill that suffered an impairment are reviewed for possible reversal of the impairment at each reporting date.

(g) Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the Statement of Financial Position.

(h) Receivables

Receivables are recognised initially at fair value and subsequently measured at amortised cost, less provision for doubtful debts. Receivables are due for settlement no more than 30 days from the date of recognition.

Collectability of receivables is reviewed on an ongoing basis. Debts which are known to be uncollectable are written off. A provision for doubtful receivables is established when there is objective evidence that the Council will not be able to collect all amounts due according to the original terms of receivables. The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the effective interest rate.

(i) Inventories

(i) Raw materials and stores, work in progress and finished goods

Raw materials and stores, work in progress and finished goods are stated at the lower of cost and net realisable value. Cost comprises direct materials, direct labour and an appropriate proportion of variable and fixed overhead expenditure, the latter being allocated on the basis of normal operating capacity. Costs are assigned to individual items of inventory on the basis of weighted average costs. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

(ii) Land held for resale/capitalisation of borrowing costs

Land held for resale is stated at the lower of cost and net realisable value. Cost is assigned by specific identification and includes the cost of acquisition, and development and borrowing costs during development. When development is completed borrowing costs and other holding charges are expensed as incurred.

Borrowing costs included in the cost of land held for resale are those costs that would have been avoided if the expenditure on the acquisition and development of the land had not been made. Borrowing costs incurred while active development is interrupted for extended periods are recognised as expenses.

(j) Non-current assets held for sale

Non-current assets are classified as held for sale and stated at the lower of their carrying amount and fair value less costs to sell if their carrying amount will be recovered principally through a sale transaction rather than through continuing use. The exception to this is plant and motor vehicles which are turned over on a regular basis – these are retained in property, plant and equipment.

An impairment loss is recognised for any initial or subsequent write down of the asset to fair value less costs to sell. A gain is recognised for any subsequent increases in fair value less costs to sell the asset, but not in excess of any cumulative impairment loss previously recognised. A gain or loss not previously recognised by the date of the sale of the non-current asset is recognised at the date of derecognition.

Non-current assets are not depreciated or amortised while they are classified as held for sale.

Non-current assets classified as held for sale are presented separately from the other assets in the **Statement of Financial Position**.

(k) Investments and other financial assets

Council classifies its investments in the following categories: financial assets at fair value through profit or loss, loans and receivables, held-to-maturity and available-for-sale financial assets. The classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition and, in the case of assets classified as held-to-maturity, re-evaluates this designation at each reporting date.

(i) Financial assets at fair value through profit or loss

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.

(ii) Loans and receivables

Loans and receivables are non derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for those with maturities greater than 12 months after the **reporting date** which are classified as non-current assets. Loans and receivables are included in trade and other receivables in the **Statement of Financial Position**.

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities that the Council's management has the positive intention and ability to hold to maturity. If Council were to sell other than an insignificant amount of held-to-maturity financial assets, the whole category would be tainted and reclassified as available-for-sale. Held-to-maturity financial assets are included in non-current assets, except for those with maturities of less than 12 months from the reporting date, which are classified as current assets.

(iv) Available-for-sale financial assets

Available-for-sale financial assets, comprising principally marketable equity securities, are non-derivatives that are either designated in this category or not classified in any of the other categories. They are included in non-current assets unless management intends to dispose of the investment within 12 months of the **reporting date**. Investments are designated as available-for-sale if they do not have fixed maturities and fixed or determinable payments and management intends to hold them for the medium to long term.

Financial assets – reclassification

Council may choose to reclassify a non-derivative trading financial asset out of the held-for-trading category if the financial asset is no longer held for the purpose of selling it in the near term. Financial assets other than loans and receivables are permitted to be

reclassified out of the held-for-trading category only in rare circumstances arising from a single event that is unusual and highly unlikely to recur in the near term. In addition, Council may choose to reclassify financial assets that would meet the definition of loans and receivables out of the held-for-trading or available-for-sale categories if it has the intention and ability to hold these financial assets for the foreseeable future or until maturity at the date of reclassification.

Reclassifications are made at fair value as of the reclassification date. Fair value becomes the new cost or amortised cost as applicable, and no reversals of fair value gains or losses recorded before reclassification date are subsequently made. Effective interest rates for financial assets reclassified to loans and receivables and held-to-maturity categories are determined at the reclassification date. Further increases in estimates of cash flow adjust effective interest rates prospectively.

Recognition and derecognition

Regular purchases and sales of financial assets are recognised on trade-date - the date on which Council commits to purchase or sell the asset. Investments are initially recognised at fair value plus transaction costs for all financial assets not carried at fair value through profit or loss. Financial assets carried at fair value through profit or loss are initially recognised at fair value and transaction costs are expensed in the income statement. Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and Council has transferred substantially all the risks and rewards of ownership.

When securities classified as available-for-sale are sold, the accumulated fair value adjustments recognised in equity are included in the income statement as gains and losses from investment securities.

Subsequent measurement

Loans and receivables and held-to-maturity investments are carried at amortised cost using the effective interest method.

Available-for-sale financial assets and financial assets at fair value through profit and loss are subsequently carried at fair value. Gains or losses arising from changes in the fair value of the financial assets at fair value through profit or loss category are presented in the income statement within other income or other expenses recognised in the income statement as part of revenue from continuing operations when Council's right to receive payments is established.

Changes in the fair value of monetary securities denominated in a foreign currency and classified as available-for-sale are analysed between translation differences resulting from changes in amortised cost of the security and other changes in the carrying amount of the security (note Council's obligations under Section 625 of the *Local Government Act* and S212 of the *Local Government (General) Regulation 2005*. The translation differences related to changes in the amortised cost are recognised in profit or loss, and other changes in carrying amount are recognised in equity. Changes in the fair value of other monetary and non-monetary securities classified as available-for-sale are recognised in equity.

Impairment

Council assesses at each reporting period whether there is objective evidence that a financial asset or group of financial assets is impaired. A financial asset or a group of financial assets is impaired and impairment losses are incurred only if there is objective evidence of impairment as a result of one or more events that occurred after the initial recognition of the asset (a 'loss event') and that loss event has an impact on the estimated future cash flows of the financial asset that can be reliably estimated. In the case of equity investments classified as available-for-sale, a significant or prolonged decline in the fair value of the security below its cost is considered an indicator that the assets are impaired.

(i) Assets carried at amortised cost

For loans and receivables, the amount of the loss is measured as the difference between the assets carrying amount and the present value of estimated future cash flows discounted at the financial assets original effective interest rate. The carrying amount of the asset is reduced and the amount of the loss is recognised in profit and loss. If a loan or held-to-maturity investment has a variable interest rate, the discount rate for measuring any impairment loss is the current effective interest rate determined under the contract.

Investment Policy

Council has an approved investment policy complying with Section 625 of the *Local Government Act 1993* and S212 of the *Local Government (General) Regulations 2005*. Investments are placed and managed in accordance with that policy and having particular regard to authorised investments prescribed under the Ministerial Local Government Investment Order. Council maintains an investment policy that complies with the Act and ensures that it or its representatives exercise care, diligence and skill that a prudent person would exercise in investing Council funds.

(l) Fair value estimation

The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes.

The fair value of financial instruments traded in active markets is based on quoted market prices at the reporting date.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques. Council uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date. Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments.

The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate their fair values. The fair value of financial liabilities for disclosure purposes is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Council for similar financial instruments.

(m) Infrastructure, property, plant and equipment (IPPE)

Council's assets have been progressively revalued to fair value in accordance with a staged implementation advised by the Division of Local Government. At balance date, the following classes of IPPE were stated at their fair value:

- Operational land (external valuation)
- Buildings – specialised/non specialised (external valuation)
- Plant and equipment (as approximated by depreciated historical cost)
- Road assets – roads, bridges and footpaths (internal valuation)
- Drainage assets – (internal valuation)
- Community land (internal valuation)
- Land improvements (as approximated by depreciated historical cost)
- Other structures (as approximated by depreciated historical cost)
- Other assets (as approximated by depreciated historical cost).

Increases in the carrying amounts arising on revaluation are credited to the asset revaluation reserve. To the extent that the increase reverses a decrease previously recognised in profit or loss relating to that asset class, the increase is first recognised in profit or loss. Decreases that reverse previous increases of the assets in the same class

are first charged against asset revaluation reserves directly in equity to the extent of the remaining reserve attributable to the **class**; all other decreases are charged to the income statement.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to Council and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred.

Land is not depreciated. Depreciation on other assets is calculated using the straight line method to allocate their cost, net of their residual values, over their estimated useful lives, as follows:

Plant and equipment	5-20 years		
Office equipment	5-10 years	Roads	100 years
Furniture and fittings	5-10 years	Bridges	100 years
Buildings	25-100 years	Drainage	100 years
Other structures	5-50 years	Other assets	30-100 years

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each **reporting** date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with carrying amount. These are included in the income statement.

Land, other than land under roads, is classified as either operational or community in accordance with Part 2 of Chapter 6 of the *Local Government Act 1993*. This classification is made in Note 9(a).

(n) Investment property

Investment property, principally comprising commercial premises, is held for long-term rental yields and is not occupied by the Council. Investment property is carried at fair value, which is based on active market prices, adjusted, if necessary, for any difference in the nature, location or condition of the specific asset. If this information is not available, Council uses alternative valuation methods such as recent prices in less active markets or discounted cash flow projections. These valuations are reviewed annually by a member of the Australian Property Institute. Changes in fair values are recorded in profit or loss as part of other income.

Investment property includes properties that are under construction for future use as investment properties. These are also carried at fair value unless the fair value cannot yet be reliably determined. **Where that is the case, the property will be accounted for at cost until** either the fair value becomes reliably determinable or construction is complete.

(o) Payables

These amounts represent liabilities for goods and services provided to the Council prior to the end of financial year which are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

(p) Borrowings

Borrowings are initially recognised at fair value, net of transaction costs incurred. Borrowings are subsequently measured at amortised cost. Any difference between the proceeds (net of transaction costs) and the redemption amount is recognised in the income

statement over the period of the borrowings using the effective interest method. Fees paid on the establishment of loan facilities are recognised as transaction costs of the loan to the extent that it is probable that some or all of the facility will be drawn down. In this case, the fee is deferred until the draw down occurs. To the extent there is no evidence that it is probable that some or all of the facility will be drawn down, the fee is capitalised as a prepayment for liquidity services and amortised over the period to which the facility relates.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the reporting date.

(q) Borrowing costs

Borrowing costs incurred for the construction of any qualifying asset are capitalised during the period of time that is required to complete and prepare the asset for its intended use or sale. Other borrowing costs are expensed.

(r) Provisions

Provisions for legal claims and service warranties are recognised when: the Council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the present obligation at the reporting date. The discount rate used to determine the present value reflects current market assessments of the time value of money and the risks specific to the liability. The increase in provision due to the passage of time is recognised as interest expense.

(s) Employee benefits

(i) Short-term obligations

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulating sick leave expected to be settled within 12 months after the end of the period in which the employees render the related service are recognised in respect of employees' services up to the end of the reporting period and are measured at the amounts expected to be paid when the liabilities are settled. The liability for annual leave and accumulating sick leave is recognised in the provision for employee benefits. All other short term employee benefit obligations are presented as payables.

(ii) Other long-term employee benefit obligations

The liability for long service leave and annual leave which is not expected to be settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

The obligations are presented as current liabilities in the Statement of Financial Position if the entity does not have an unconditional right to defer settlement for at

least 12 months after the reporting date, regardless of when the actual settlement is expected to occur.

(iii) Retirement benefit obligations

All employees of the Council are entitled to benefits on retirement, disability or death. Council contributes to various defined benefit plans and defined contribution plans on behalf of its employees.

A liability or asset in respect of defined benefit superannuation plans would ordinarily be recognised in the Statement of Financial Position, and measured as the present value of the defined benefit obligation at the reporting date plus unrecognised actuarial gains (less unrecognised actuarial losses) less the fair value of the superannuation fund's assets at that date and any unrecognised past service cost. The present value of the defined benefit obligation is based on expected future payments which arise from membership of the fund to the reporting date, calculated annually by independent actuaries using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. When this information is not reliably available, Council accounts for its obligations to defined benefit plans on the same basis as its obligations to defined contribution plans (see below).

The Local Government Superannuation Scheme has advised member councils that as a result of the global financial crisis, it has a significant deficiency of assets over liabilities. As a result, they have asked for significant increases in contributions to recover that deficiency. Council's share of that deficiency cannot be accurately calculated as the scheme is a mutual agreement where assets and liabilities are pooled together for all member councils. For this reason, no liability for the deficiency has been recognised in Council's accounts. Council has, however, disclosed a contingent liability in Note 18 to reflect the possible obligation that may arise should the scheme require immediate payment to correct the deficiency.

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

(t) Rounding of amounts

Unless otherwise indicated, amounts in the financial statements have been rounded off to the nearest thousand dollars.

(u) Land under roads

Council has elected to recognise all land under roads in accordance with AASB 116 Property, Plant and Equipment.

Land under roads is land under roadways and road reserves including land under footpaths, nature strips and median strips.

(v) Provisions for close down and restoration and for environmental clean up costs – tips and quarries

Close down and restoration costs include the dismantling and demolition of infrastructure and the removal of residual materials and remediation of disturbed areas. Estimated close down and restoration costs are provided for in the accounting period when the obligation arising from the related disturbance occurs, whether this occurs during the development or during the operation phase, based on the net present value of estimated future costs.

Provisions for close down and restoration costs do not include any additional obligations which are expected to arise from future disturbance. The costs are estimated on the basis of a closure plan. The cost estimates are calculated annually during the life of the operation

to reflect known developments, eg, updated cost estimates and revisions to the estimated lives of operations, and are subject to formal review at regular intervals.

Close down and restoration costs are a normal consequence of tip and quarry operations, and the majority of close down and restoration expenditure is incurred at the end of the life of the operations. Although the ultimate cost to be incurred is uncertain, Council estimates the respective costs based on feasibility and engineering studies using current restoration standards and techniques.

The amortisation or 'unwinding' of the discount applied in establishing the net present value of provisions is charged to the income statement in each accounting period. The amortisation of the discount is shown as a borrowing cost.

Other movements in the provisions for close down and restoration costs, including those resulting from new disturbance, updated cost estimates, changes to the estimated lives of operations and revisions to discount rates are capitalised within property, plant and equipment. These costs are then depreciated over the lives of the assets to which they relate.

Where rehabilitation is conducted systematically over the life of the operation, rather than at the time of closure, provision is made for the estimated outstanding continuous rehabilitation work at each reporting date and the cost is charged to the income statement.

Provision is made for the estimated present value of the costs of environmental clean up obligations outstanding at the reporting date. These costs are charged to the income statement. Movements in the environmental clean up provisions are presented as an operating cost, except for the unwinding of the discount which is shown as a borrowing cost. Remediation procedures generally commence soon after the time the damage, remediation process and estimated remediation costs become known, but may continue for many years depending on the nature of the disturbance and the remediation techniques.

As noted above, the ultimate cost of environmental remediation is uncertain and cost estimates can vary in response to many factors including changes to the relevant legal requirements, the emergence of new restoration techniques or experience at other locations. The expected timing of expenditure can also change, for example in response to changes in quarry reserves or production rates. As a result, there could be significant adjustments to the provision for close down and restoration and environmental clean up, which would affect future financial results.

(w) Allocation between current and non-current assets and liabilities

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months.

(x) New accounting standards and interpretations

Certain new accounting standards and interpretations have been published that are not mandatory for 30 June 2013 reporting period. Council's assessment of the impact of these new standards and interpretations is set out below.

- (i) AASB 9 Financial Instruments, AASB 2009-11 Amendments to Australian Accounting Standards arising from AASB 9 and AASB 2010-7 Amendments to Australian Accounting Standards arising from AASB 9-9 and AASB 2012-6
-

Amendments to Australian Accounting Standards - mandatory effective date of AASB 9 and transitional disclosures (effective from 1 January 2015).

AASB 9 Financial Instruments addresses the classification, measurement and derecognition of financial assets and financial liabilities. There will be no impact on Council's accounting for financial liabilities as the new requirements only affect the accounting for financial liabilities that are designated at fair value through profit or loss and Council does not have any such liabilities.

- (ii) Revised AASB 119 Employee Benefits, AASB 2011-10 Amendments to Australian Accounting Standards arising from AASB 119 (September 2011) and AASB 2011-11 Amendments to AASB 119 (September 2011) arising from Reduced Disclosure Requirements (effective 1 January 2013).

Council does not recognise defined benefit assets and liabilities for the reasons set out in Note 1 (s) (iii) and so these changes will not have an impact on its reported results.

- (iii) AASB 13 Fair Value Measurement and AASB 2011-8 Amendments to Australian Accounting Standards arising from AASB 13 (effective 1 January 2013)

AASB 13 was released in September 2011. It explains how to measure fair value and aims to enhance fair value disclosures. Council has yet to determine which, if any, of its current measurement techniques will have to change as a result of the new guidance. It is therefore not possible to state the impact, if any, of the new rules on any of the amounts recognised in the financial statements. However, application of the new standard will impact the type of information disclosed in the notes to the financial statements. Council does not intend to adopt the new standard before its operative date, which means that it would be first applied in the annual reporting period ending 30 June 2014.

- (iv) AASB 2012-2 Amendments to Australian Accounting Standards – Disclosures – Offsetting Financial Assets and Financial Liabilities [AASB 132 & AASB 7] (effective 1 January 2013)

This standard amends the required disclosures in AASB 7 to include information that will enable users of an entity's financial statements to evaluate the effect or potential effect of netting arrangements, including rights of set-off associated with the entity's recognised financial assets and recognised financial liabilities, on the entity's financial position.

This standard also amends AASB 132 to refer to the additional disclosures added to AASB 7 by this standard.

The adoption of this standard will not change the reported financial position and performance of the entity, there are no impact on disclosures as there are no offsetting arrangements currently in place.

- (v) AASB 2012-3 Amendments to Australian Accounting Standards – Offsetting Financial Assets and Financial Liabilities [AASB 132] (effective 1 January 2014)

This standard adds application guidance to AASB 132 to address inconsistencies identified in applying some of the offsetting criteria of AASB 132, including clarifying the meaning of "currently has a legally enforceable right of set-off" and that some gross settlement systems may be considered equivalent to net settlement.

The adoption of this standard will not change the reported financial position and performance of the entity, there are no impact on disclosures as there are no offsetting arrangements currently in place.

(vi) AASB 2012-5 Amendments to Australian Accounting Standards arising from Annual Improvements 2009 – 2011 Cycle (effective 1 January 2013).

There are no other standards that are not yet effective and that are expected to have a material impact on the entity in the current or future reporting periods and on foreseeable future transactions.

(y) Self insurance

Council has determined to self-insure for Workers Compensation. A provision for self-insurance has been made to recognise outstanding claims, the amount of which is detailed in Note 10. Council also maintains cash and investments to meet expected future claims and these are detailed in Note 6(c).

(z) Intangible assets

IT development and software

Costs incurred in developing products or systems and costs incurred in acquiring software and licences that will contribute to future period financial benefits through revenue generation and/or cost reduction are capitalised to software and systems. Costs capitalised include external direct costs of materials and service, direct payroll and payroll related costs of employees' time spent on the project. Amortisation is calculated on a straight line basis over periods generally ranging from three to five years. IT development costs include only those costs directly attributable to the development phase and are only recognised following completion of technical feasibility and where Council has an intention and ability to use the asset.

(aa) Crown reserves

Crown reserves under Council's care and control are recognised as assets of the Council. While ownership of the reserves remains with the Crown, Council retains operational control of the reserves and is responsible for their maintenance and use in accordance with the specific purposes to which the reserves are dedicated. Improvements on Crown reserves are also recorded as assets, while maintenance costs incurred by Council and revenues relating to the reserves are recognised within Council's income statement. Representations from both State and Local Government are being sought to develop a consistent accounting treatment for Crown Reserves across both tiers of government.

(ab) Rural fire assets

Under Section 119 of the *Rural Fire Services Act 1997* "all fire fighting equipment purchased or constructed wholly or from money to the credit of the Fund is to be vested in the Council of the area for or on behalf of which the fire fighting equipment has been purchased or constructed." Until such time as discussions on this matter have concluded and the legislation changed, Council will continue to account for these assets in their books.

(ac) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the taxation authority. In this case it is recognised as part of the cost of the acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the **Statement of Financial Position**.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the taxation authority, are presented as operating cash flows.

Responsibility

Manager Financial Services, Finance & Tax Accountant and other authorised signatories.

Effectiveness of this Policy

This policy will be reviewed annually in accordance with the current legislation to ensure its continuing suitability and effectiveness. Records of review shall be maintained.

END OF POLICY STATEMENT

4.7 Revised Policy - Overhead Charges Applicable to Private Works

Reporting Officer

Manager Financial Services

Attachments

Revised Overhead Charges Applicable to Private Works Policy (contained within this report)

Purpose

To seek Council's endorsement of the revised Overhead Charges Applicable to Private Works Policy.

History

The abovementioned policy was adopted by Council on 18 April 1989 and was last reviewed on 18 December 2012. The policy is now due for review in accordance with the Records and Document Management Policy.

Report

The abovementioned policy has been reviewed in accordance with Council's Record Management Policy and the adopted procedure for Policy Development and Review.

The Overhead Charges Applicable to Private Works Policy has been reviewed and found that no changes were required. It is recommended that the policy be adopted and a new review date set.

Officer's Recommendation

1. That the revised Overhead Charges Applicable to Private Works Policy as attached to this report be adopted.
2. That the Policy review date be set at 30 March 2017.

Committee's Recommendation: (Borg/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 11 February 2014 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 9

That the Officer's Recommendation be adopted.

ATTACHMENT 1

 campbelltown city council		POLICY
Policy Title	Overhead Charges Applicable To Private Works	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i> <i>Roads Act 1993</i>	
Responsible Officer	Manager Financial Services	

Policy details may change prior to review date due to legislative changes, therefore this document is uncontrolled when printed.

Objectives

To ensure the recovery of Council's overhead costs when conducting works on behalf of private organisations.

Policy Statement

That Council's on-cost rates by works be amended as follows:

1. 12% of the total cost of the job be added in order to recover the administration and project management overheads.
2. 30% be added to the wages component of the work in order to recover the wages overhead costs.

Scope

This policy applies to the recovery of overhead costs incurred for all works carried out by Council staff and or its contractors following a request from the private organisation or as a need identified by Council to ensure public safety.

Definitions

Nil

Legislative Context

Local Government Act 1993 and Roads Act 1993.

Principles

The Manager Financial Services will be responsible for administering the principles and that appropriate steps are taken to ensure that on-costs are recovered on matters relating to private works carried out by Council.

Responsibility

The Manager Financial Services may delegate their responsibility to the Revenue Accountant to ensure proper procedural documentation is maintained at a level satisfactory to Council and relevant legislation.

Effectiveness of this Policy

Key performance indicators:

1. Proper documentation is retained in support of the amount claimed.
2. All costs are recovered in an efficient and timely manner.

END OF POLICY STATEMENT

4.8 Rescinded Policy - Kerb and Gutter Construction

Reporting Officer

Manager Financial Services

Attachments

Kerb and Gutter Construction Policy (contained within this report)

Purpose

To rescind the Kerb and Gutter Construction Policy that has been identified as being redundant in light of current legislative provisions.

History

The abovementioned policy was adopted by Council on 13 November 1990 and was last reviewed on 31 May 2011. The policy is now due to review in accordance with the Records and Document Management Policy.

Report

The abovementioned policy has been rescinded in accordance with Council's Record Management Policy and the adopted procedure for Policy Development and Review.

The Kerb and Gutter Construction Policy is no longer required as Council's ability to recover the cost of new works for kerb and guttering is provided under Division 3 of the *Roads Act 1993*.

Officer's Recommendation

That the Kerb and Gutter Construction Policy be rescinded.

Committee's Recommendation: (Mead/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 11 February 2014 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 9

That the Officer's Recommendation be adopted.

ATTACHMENT 1

		POLICY
Policy Title	Kerb and Gutter Construction	
Related Documentation	Sundry Debtor Recovery Procedures	
Responsible Officer	Manager Financial Services	

Policy details may change prior to review date due to legislative changes, therefore this document is uncontrolled when printed.

Objectives

To recover part of the cost of constructing kerb and gutter from adjoining property owner/s who derive a benefit.

Policy Statement

1. Section 217 of the *Roads Act 1993* provides that Council may recover from the owner/s of land an amount not exceeding one-half the cost of kerb and gutter to the extent of the property adjacent to the work.
2. Council's policy is to recover 50% of the cost of the work where adjacent to a property frontage and 25% where the work is adjacent to a side or rear boundary.
3. Council will recover the costs from all owner/s adjacent to the construction, including Government Authorities, Charitable and Religious Institutions and that the works being completed are not replacement of existing kerb and gutter.
4. Owner/s of properties that are adjacent to an access denied road as denoted on a Council Planning Instrument will not be charged except where existing access rights apply.
5. Council will, each year, in conjunction with setting the fees and charges for the ensuing year, review a maximum contribution rate per lineal metre. This rate will be the average unit rate from the previous year plus an allowance for inflation.
6. A letter will be sent by Financial Services to the registered owner/s of properties that are adjacent to any proposed construction, informing the owner/s that works are imminent and that a charge will be levied.
7. On completion of the construction, City Services staff will measure the total length of the works as well as recording all individual boundary measurements.
8. All the costs associated with the construction will then be totalled and divided by the overall measurements of the works to obtain a unit rate.

9. A report is then forwarded to Council's Corporate Governance Committee detailing the particulars of the rates applicable with a recommendation that the lesser of the unit rate for the work and the maximum contribution rate be charged.
10. Accounts are then issued to the owner/s and recovery action will commence in accordance with Sundry Debtor Recovery Procedures Policy.

END OF POLICY STATEMENT

4.9 Review of prices for land valuation services provided by Valuer-General to councils

Reporting Officer

Manager Financial Services

Attachments

Nil

Purpose

To provide Council with information regarding a recent call for submissions into establishing appropriate framework in allocating and recommending changes to the recovery of the Valuer-Generals costs through land valuation fees.

Background

The Valuer-General is responsible for providing land valuations to councils for the purposes of calculating land rates. This service is a government monopoly service and councils have no discretionary powers to seek land valuations for this purpose through its own contractors.

Valuations must be determined at least once every four years and are determined in accordance with the various provisions of the *Valuation Land Act 1919*. The Independent Pricing and Regulatory Tribunal (IPART) reviewed the pricing structure for this service in 2008 and determined a 10% increase in 2009-2010. Further incremental increases would follow in each year until a final amount was reached in 2013-2014.

The current expenditure for valuation fees is \$295,530 therefore around \$300,000 per annum.

Report

The Premier requested that IPART review the current pricing mechanism and determine new charges for the period commencing 1 July 2014. IPART has prepared an issues paper that was released for comment on 10 January 2014.

IPART has requested public submissions to 27 issues by 7 February 2014. In summary these relate to the following key areas:

- the land valuation process:
 - i. key areas for comment regarding changes to the valuation process,
 - ii. making a single or multi-year determination and the circumstances this is appropriate
 - iii. forecasting service levels with other government agencies.
-

4.9 Review Of Prices For Land Valuation Services Provided By Valuer-General To Councils

- service levels - commentary is sought on changes in the quality and quantity of valuations being made
- financial consideration for the Valuer-General - the revenue requirement for the next five years, the main drivers or determining factors on operating and capital expenditure (including depreciation) and the expected rate of return on the Valuer-General's assets
- allocating costs to councils - how should the costs of running the Valuer-General be allocated to the industries benefiting from its services?
- pricing structures and price path - is the current pricing structure appropriate and how any changes would be applied in future billing.

Some of the key points for discussion in a response from Campbelltown City Council will be in regards to the items highlighted in this report and it is intended to respond to each of the items raised for comment.

The quality and timeliness of services provided by the Valuer-General are of a reasonable standard. It is intended to respond to the call for submissions primarily on the disconnect in fee distribution across all users that have access to this information and the methodology used to determine these costs.

The land valuations determined by the Valuer-General are available to a number of government agencies, including but not limited to the Office of State Revenue (OSR), NSW Fire Brigade, Roads and Maritime Services (RMS), Crown Lands and the Commonwealth Grants Commission. The same information is available to private property information brokers and members of the public who purchase land value data.

An inequity that is immediate is the distribution methodology identified by IPART that results in 40% of costs directed to local government. In the 2008 report, IPART stated the total number of valuations made annually were 2.4m of these 800,000 were provided to local councils and all were provided to the OSR and presumably other government agencies. Based on these figures local councils received and gained access to one third of the valuations made raising questions on the current 40% distribution model.

NSW councils provide information in relation to addresses of properties to the Land and Property Information (LPI) without charge. The Valuer-General who operates under the auspice of LPI and uses this information to efficiently deliver valuation notices to landowners.

The Valuer-General closed its office in Bolger Street Campbelltown in August 2011 moving its offices to Wollongong. Valuations for Camden, Campbelltown and Wollondilly local government areas were managed through the Campbelltown Office and centralisation should result in cost savings not identified in the 2008 report.

The IPART Review of prices for land valuation services provided by Valuer-General to councils can be found through the following link:

http://www.ipart.nsw.gov.au/Home/Industries/Other/Reviews/Valuer_General/Review_of_prices_for_Land_Valuation_Services_to_councils_from_1_July_2014/10_Jan_2014_-_Issues_Paper/Issues_Paper_-_Review_of_prices_for_land_valuation_services_provided_by_the_Valuer-General_to_councils_-_January_2014

Officer's Recommendation

1. That the information be noted.
2. That a further report be presented to Council following the submission being lodged.

Committee's Recommendation: (Hawker/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 11 February 2014 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 9

That the Officer's Recommendation be adopted.

5. BUSINESS ASSURANCE

5.1 2013-2017 Delivery Program and 2013-2023 Long Term Financial Report, Asset Management Strategy and Asset Management Plan

Reporting Officer

Acting Manager Business Assurance

Attachments

1. 2013-2017 Delivery Program (distributed under separate cover)
2. 2013-2023 Long Term Financial Plan (distributed under separate cover)
3. 2013-2023 Asset Management Strategy (distributed under separate cover)
4. 2013-2013 Asset Management Plan (distributed under separate cover)

Purpose

To present the revised 2013-2017 Delivery Program and 2013-2023 Resourcing Strategy documents including the Long Term Financial Plan, Asset Management Strategy and Asset Management Plan to Council for adoption.

History

At the Ordinary Meeting of Council held on 12 November 2013, Council resolved to place the 2013-2017 Draft Delivery Program on public exhibition in accordance with the *Local Government Act 1993*.

Council Officers met with the Independent Pricing and Regulatory Tribunal (IPART) regarding the process involved in conducting community consultation for a Special Rate Variation. Members of the IPART team indicated the need to place on public exhibition a revised Delivery Program that highlights the proposed Special Rate Variation and update the necessary Resourcing Strategy documents.

Report

The 2013-2017 Delivery Program was updated to include information relating to the proposed Special Rate Variation (SRV). The updates include a summary of our current situation as well as financial estimates for expenditure of the proposed additional income generated by the SRV.

The Delivery program was placed on public exhibition from 13 November to 20 December 2013 for the required period of 28 days. Advertisements for the public exhibition period were placed on Council's website as well as in the Macarthur Chronicle and Macarthur Advertiser. The Delivery Program was made available to the community at Council's administration building, branch libraries, and Council's website as well as at the community information forums held to discuss the SRV.

No submissions were received on the Delivery Program.

The Resourcing Strategy documents were also revised to include updated information relating to the SRV application. These documents are available for the public to view on Council's website.

Officer's Recommendation

That Council adopt the 2013-2017 Delivery Program and 2013-2023 Resourcing Strategy documents including the Long Term Financial Plan; Asset Management Strategy and Asset Management Plan.

Committee's Recommendation: (Borg/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 11 February 2014 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 9

That the Officer's Recommendation be adopted.

5.2 Six Monthly Progress Report against the Delivery Program

Reporting Officer

Acting Manager Business Assurance

Attachments

Campbelltown City Council Six Monthly Progress Report against the 2013-2017 Delivery Program, July – December 2013 (distributed under separate cover)

Purpose

To advise Council of the progress in undertaking the principle activities outlined in the 2013-2017 Delivery Program.

History

It is a requirement of the *Local Government Act 1993*, that Council receive a progress report on the principle activities outlined in the 2013-2017 Delivery Program.

Report

In 2013, Council adopted the 2013-2017 Delivery Program. The Delivery Program outlines the objectives, strategies, services and functions, programs of work and activities that Council will undertake during 2013-2017.

The attachment to this report provides an update on the progress of the principle activities outlined in the Delivery Program. The principle activities of Council are defined as the services and functions it provides to the community. It is required to indicate Council's progress towards meeting the community vision.

The actions within each strategy are contributing to Council moving towards the community vision in its operations.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Lake/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 11 February 2014 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 9

That the Officer's Recommendation be adopted.

6. HUMAN RESOURCES

6.1 Revised Policy - Equal Employment Opportunity

Reporting Officer

Manager Human Resources

Attachments

Equal Employment Opportunity Policy (contained within this report)

Purpose

To seek Council's endorsement of the revised policy.

History

The abovementioned policy was adopted by Council on 13 October 1998 and last revised on 10 May 2011. It is now due for review in accordance with the Records and Document Management Policy.

Report

The abovementioned policy has been revised in accordance with Council's Record Management Policy and the adopted procedure for Policy Development and Review.

This policy was reviewed subsequent to recent changes to the *Sex Discrimination Act 1984* which were effective 1 August 2013. These changes specified that it is unlawful under federal law to discriminate against a person on the grounds of their sexual orientation, gender identity and intersex status. Same-sex couples have now been protected from discrimination under the new definition of 'marital or relationship status' which was previously marital status. These specific changes are reflected in the definition of discrimination.

In reviewing the policy to include these legislative changes further amendments were made as follows:

- *Racial Hatred Act 1995 and Work health and Safety Act 2011* have been included in Relevant Legislation/Corporate Plan
 - any reference to 'employees' has been changed to 'workers' to reflect the new *Work Health and Safety Act 2011*
 - the definition of 'worker' has been included
 - the definition of discrimination has been expanded to incorporate the new grounds of 'sexual orientation', 'gender identity' and 'intersex status'
 - the definition of discrimination has been reformatted for ease of understanding.
-

The above changes have been highlighted in the attached policy.

Officer's Recommendation

1. That the revised Equal Employment Opportunity Policy be adopted.
2. That the policy review date be set at 30 June 2016.

Committee's Recommendation: (Dobson/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 11 February 2014 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 9

That the Officer's Recommendation be adopted.

ATTACHMENT 1

		<h1>POLICY</h1>
Policy Title	Equal Employment Opportunity (EEO)	
Related Documentation	Code of Conduct Workplace Discrimination , Harassment, Bullying and Violence Policy Grievance and Dispute Handling Authorised Statement Grievance and Dispute Handling Procedure EEO Management Plan 2010 Workplace Investigation Authorised Statement Disciplinary Action Authorised Statement	
Relevant Legislation/ Corporate Plan	Anti-Discrimination Act 1977 Local Government Act 1993 Human Rights and Equal Opportunity Act 1987 Sex Discrimination Act 1984 Race Discrimination Act 1975 (Cth) Racial Hatred Act 1995 (Cth) Disability Discrimination Act 1992 Work Health and Safety Act 2011	
Responsible Officer	Manager Human Resources	

Policy details may change prior to review date due to legislative changes, therefore this document is uncontrolled when printed.

Objectives

Council's Equal Employment Opportunity Policy and Management Plan aims to provide positive initiatives to improve employment opportunities and procedures, as well as conditions for all **workers**.

Policy Statement

Council is committed to providing a workplace where there is equal employment opportunity, and recognises and respects that we all have different backgrounds and beliefs. The implementation of this policy will enhance our ability to realise the potential of our diversity.

Scope

The EEO Policy provisions apply to all **workers** and will be implemented consistently in all areas across Council.

Definitions

Worker

A worker is a person as defined under the Work Health and Safety Act 2011 if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:

- An worker;
- A contractor or subcontractor;
- An worker of a contractor or subcontractor;
- An worker of a labour hire company who has been assigned to work in the person's business or undertaking;
- An outworker;
- An apprentice or trainee;
- A student gaining work experience;
- A volunteer;
- A person of a prescribed class.

Discrimination

Discrimination occurs when someone is treated unfairly because they happen to belong to a particular group of people or have a particular characteristic. Discrimination can be "direct" or "indirect".

Direct discrimination is treating someone unfairly compared to someone else in the same or similar circumstances.

Indirect discrimination means a requirement (or rule) that is the same for everyone but has an effect or result that is unequal and unreasonable having regard to the circumstances.

The grounds for discrimination include:

- A person's sex;
- Gender identity;
- Sexual orientation;
- Intersex status;
- Pregnancy;
- Breastfeeding;
- Race (including colour, nationality, descent, ethnic or ethno-religious background);
- Age;
- Marital or relationship status;
- Homosexuality;
- Disability;
- Transgender status;
- Carers' responsibilities; or
- If a person has an infectious disease.

Equal Employment Opportunity

EEO is based on the merit principle and is a right to fair and unbiased conduct, practices and decision making in all employment related activities.

EEO target groups: include women, Aboriginal people, Torres Strait Islanders, people from a Culturally and Linguistically Diverse background (CALD) and people with a disability.

Harassment

Any form of behaviour that:

- you do not want;
 - offends, humiliates or intimidates you; and
 - creates a hostile environment
-

Harassment includes sexual harassment. It is against the law to harass or sexually harass someone on the basis of the attributes, real or perceived, as outlined under point 4 below of "Principles".

Victimisation

Includes threatening, harassing or punishing a person in any way because they have objected about the discriminatory manner in which they have been treated. It also applies to anyone who has made a complaint, or intends making a complaint, under the Act. Victimisation also applies to anyone giving evidence about a complaint.

Legislative Context

Anti-Discrimination Act 1977
Local Government Act 1993
Human Rights and Equal Opportunity Act 1987
Sex Discrimination Act 1984
Racial Discrimination Act 1975
Racial Hatred Act 1995 (Cth)
Disability Discrimination Act 1992
Work Health and Safety Act 2011

Principles

Council will:

1. Communicate this policy to all workers and other stakeholders as appropriate.
2. Encourage active participation of all workers in the EEO planning and implementation process through the EEO Sub-committee.
3. Provide ongoing training to all workers to encourage an environment whereby all workers accept the role they play in the practical application of this policy.
4. Promote a culture that provides workplaces that are free from discrimination, harassment and abuse.
5. Ensure that all workers have equal access to employment, promotion and learning opportunities within the workplace via a merit-based process.
6. Treat all workers fairly and with respect.
7. Encourage and facilitate employment and promotion for EEO target groups.
8. Review human resources practices to ensure flexibility in accommodating the changing needs of our workers through the provision of flexible work options.
9. Review employment practices to ensure that we maintain a system in which individuals are selected, promoted and treated solely on the basis of merit.
10. Review the EEO Management Plan annually.

Responsibility

The General Manager, Directors, Managers, Coordinators and Team Leaders/Supervisors are responsible for ensuring that the principles of this policy are implemented and adhered to.

Effectiveness of this Policy

The Policy will be reviewed on an annual basis in conjunction with the EEO Management Plan to ensure that all legislative requirements are being met.

END OF POLICY STATEMENT

7. INFORMATION MANAGEMENT AND TECHNOLOGY

No reports this round

8. GENERAL BUSINESS

8.1 Bulk Mail Outs

Committee's Recommendation: (Mead/Greiss)

That a report be presented outlining the cost to Council of any bulk mail outs undertaken during this term of Council.

CARRIED

Council Meeting 11 February 2014 (Mead/Greiss)

That the Committee's Recommendation be adopted.

Council Minute Resolution Number 9

That the Committee's Recommendation be adopted.

Confidentiality Motion: (Lake/Greiss)

That the Committee in accordance with Section 10 of the *Local Government Act 1993*, move to exclude the public from the meeting during discussions on the items in the Confidential Agenda, due to the confidential nature of the business and the Committee's opinion that the public proceedings of the Committee would be prejudicial to the public interest.

CARRIED

21. CONFIDENTIAL ITEMS

21.1 Purchase of Land Narellan Road, Campbelltown

Reason for Confidentiality

This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following: -

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

There being no further business the meeting closed at 6.12pm.

C Mead
CHAIRPERSON
