

Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 25 May 2010.

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 25 May 2010

Present

- Councillor P Hawker (Chairperson)
- Councillor F Borg
- Councillor A Chanthivong
- Councillor S Dobson
- Councillor G Greiss
- Councillor P Lake
- Councillor R Matheson
- Director Business Services - Mr M Sewell
- Director City Works - Mr J Hely
- Manager Assets and Supply Services - Mr G Mitchell
- Manager Business Assurance – Ms M McIlvenny
- Acting Manager Communications and Marketing - Ms J Uluibau
- Manager Corporate Support - Mr S Kelly
- Manager Customer Service - Mr I Hudson
- Manager Emergency Services – Mr J Dodd
- Manager Human Resources - Mr B Mortimer
- Manager Information Management and Technology – Mr S McIlhatton
- Acting Manager Operational Services - Mr A Davies
- Manager Property Services - Mr J Milicic
- Internal Auditor - Ms J Warner
- Revenue Accountant - Mr A Butcher
- Executive Assistant - Mrs K Peters

Apology (Greiss/Matheson)

That the apology from Councillor Lake be received and accepted.

CARRIED

Acknowledgement of Land

An Acknowledgement of Land was presented by the Chairperson Councillor Hawker.

DECLARATIONS OF INTEREST

There were no Declarations of Interest at this meeting.

1. COMMUNICATIONS AND MARKETING

1.1 2010 Mayor's Charity Ball

Reporting Officer

Acting Manager Communications and Marketing

Attachments

Nil

Purpose

To update Council on the planning progress for the staging of the 2010 Campbelltown Mayor's Charity Ball.

History

In 2005, Campbelltown joined with Camden and Wollondilly Councils to host a joint Macarthur Mayors' Charity Ball to celebrate the region's bicentenary. A joint ball was then hosted for the next two years. In 2009 Campbelltown hosted a stand alone event. Following the success of the 2009 Ball, Campbelltown will once again host the Mayor's Charity Ball.

Report

The 2010 Campbelltown Mayor's Charity Ball will be held on Saturday 24 July, at Wests Leagues Club. Planning for the event is well underway, with sponsorship currently being sought, tickets being sold and exciting raffle prizes confirmed.

All proceeds from the event will be donated to Mary Brooksbank School. The school offers educational programs for students with additional needs from their early years through to the end of high school within a caring and supportive environment. It is part of a network of services for children with additional needs provided by the Department of Education and Training. It is intended that the funds raised from the event will be used towards the purchase of play equipment for the school grounds.

This year's event has a theme of 'A Magical Evening', with entertainment being provided by Australia's champion of magic, Matt Hollywood and cover band, The Rubber Band.

Tickets are available for \$100 each or \$900 for a table of 10, and include a three course meal, drinks and entertainment. A raffle will also be held on the night to raise more funds, with a range of prizes on offer.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Chanthivong/Dobson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 1 June 2010 (Hawker/Greiss)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 97

That the Officer's Recommendation be adopted.

CARRIED

1.2 Minutes of the Riverfest Sub Committee Meeting held on 10 May 2010

Reporting Officer

Acting Manager Communications and Marketing

Attachments

Minutes of the Riverfest Sub Committee Meeting held on 10 May 2010.

Purpose

To seek Council's endorsement of the Minutes of the Riverfest Sub Committee Meeting held on 10 May 2010.

Report

Detailed below are the recommendations of the Riverfest Sub Committee. Council officers have reviewed the recommendations and they are now presented for Council's consideration. The recommendations that require a specific resolution of Council are detailed in the officers recommendation.

Recommendations of the Riverfest Sub Committee

Reports listed for consideration

7.1 Sponsorship

That the information be noted.

7.2 Stage Entertainment and Workshop Update

1. That the information be noted.
2. That Council's Events and Promotions Officer be asked to finalise a balanced stage and workshop program and email the program to Riverfest Sub Committee members for final approval.

7.3 Stallholder Applications and Riverfest Passport

1. That Council's Events and Promotions Officer be asked to incorporate the suggested changes into the Stallholder Application and Riverfest Passport Application forms.
 2. That the final copies of the Stallholder Application and the Riverfest Passport Application forms be forwarded to Sub Committee members for approval.
-

8.1 Macarthur Diversity Services Initiative (MDSI)

1. That the resignations of Erin Hoffman and Sana Al-Ahmar be received.
2. That a letter of appreciation be forwarded to Sana Al-Ahmar and Erin Hoffman, thanking them for their contribution to Riverfest.
3. That Council be asked to endorse the appointment of Judith Taylor as MDSI's delegate and Maria Iglesias as the alternate MDSI delegate to the Riverfest Sub Committee.

8.2 Riverfest Sub Committee Meeting Schedule

That an additional meeting of the Riverfest Sub Committee meeting be scheduled for Monday 5 July 2010.

Officer's Recommendation

1. That the Minutes be noted.
2. That the resignations of Erin Hoffman and Sana Al-Ahmar from the Riverfest Sub Committee be accepted.
3. That a letter of appreciation be forwarded to Sana Al-Ahmar and Erin Hoffman, thanking them for their contribution to Riverfest.
4. That Council appoint Judith Taylor as Macarthur Diversity Services Initiative (MDSI) Delegate to the Riverfest Sub Committee.
5. That Council appoint Maria Iglesias as Macarthur Diversity Services Initiative (MDSI) Alternate Delegate to the Riverfest Sub Committee.
6. That an additional meeting of the Riverfest Sub Committee be scheduled for Monday 5 July 2010.

Committee Note: Councillor Dobson advised that she is unable to attend future meetings of the Riverfest Sub Committee meeting due to work commitments and tendered her resignation from the Riverfest Sub Committee.

Committee's Recommendation: (Borg/Dobson)

1. That the Minutes be noted.
 2. That the resignations of Erin Hoffman and Sana Al-Ahmar from the Riverfest Sub Committee be accepted.
 3. That a letter of appreciation be forwarded to Sana Al-Ahmar and Erin Hoffman, thanking them for their contribution to Riverfest.
 4. That Council appoint Judith Taylor as Macarthur Diversity Services Initiative (MDSI) Delegate to the Riverfest Sub Committee.
-

5. That Council appoint Maria Iglesias as Macarthur Diversity Services Initiative (MDSI) Alternate Delegate to the Riverfest Sub Committee.
6. That an additional meeting of the Riverfest Sub Committee be scheduled for Monday 5 July 2010.
7. That the resignation of Councillor Dobson from the Riverfest Sub Committee be accepted.
8. That Council appoint a replacement delegate to fill the vacancy of Councillor Dobson.

CARRIED

Council Meeting 1 June 2010 (Hawker/Greiss)

That the Committee's Recommendation be adopted.

Council Minute Resolution Number 97

That the Committee's Recommendation be adopted.

CARRIED

ATTACHMENT 1

Minutes of the Riverfest Sub Committee

Held 10 May 2010 in Committee Room 3

1. Acknowledgement of Land

An Acknowledgement of Land was presented by the Chairperson Councillor Julie Bourke.

2. Attendance and Apologies

Attendance: Councillor Julie Bourke (Chairperson)
Judith Taylor
Evelyn O'Donnell
Tao Triebels
Beth Michie
Maria Iglesias

Also in Attendance: Waste Education Officer - Lauren Williams
Events and Promotions Officer - Cindy Elkhouri
Events and Promotions Coordinator - Shane McConnochie
Community Development Worker - Generalist - Deborah Ferry
Tracey Paton - Administration Assistant
Executive Support - Kristy Peters

Apologies: Rob Michie
Renee Winsor - Environmental Planning Coordinator

Sub Committee's Recommendation: (O'Donnell/Triebels)

That the above apologies be accepted.

CARRIED

3. Declarations of Interest

There were no Declarations of Interest made at this meeting.

4. Minutes of the Previous Meeting

Report

The Minutes of the Riverfest Sub Committee meeting held 22 February 2010 copies of which have been circulated to each Sub Committee member were adopted by Council at its meeting held 6 April 2010.

Officer's Recommendation

That the information be noted

Sub Committee's Recommendation: (Michie/Triebels)

That the information be noted.

CARRIED

5. Business Arising from Previous Minutes

Purpose

To report on business arising from the minutes of the Riverfest Sub Committee meeting held on 22 February 2010.

Report

8.1 Sponsorship

See Agenda Item 7.1

8.3 Stage entertainment and workshop update

See Agenda Item 7.2

8.4 Stallholder application forms and passport update

See Agenda Item 7.3

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation: (Michie/O'Donnell)

That the information be noted.

CARRIED

6. Correspondence

Nil

7. Reports

7.1 Sponsorship

Purpose

To report on the sponsorship proposal for Riverfest.

Report

Sub Committee members provided the Events and Promotions Officer with contact details of possible potential sponsors for this year's Riverfest. The Events and Promotions Officer also sourced other environmentally friendly companies which may have an interest in sponsoring the event. These included:

- Flower Power
- Eco Store
- Solar Energy Australia
- Energy matters
- Water for Life
- Eco office supplies

The 2010 sponsorship proposal was reviewed and amended to suit the interest of potential sponsors. The changes include the identification of different levels of sponsorship and also outlined the benefits available to sponsors.

In April 2010 a new logo was developed for Riverfest. The new logo has been incorporated into all Riverfest documentation including the sponsorship proposal which was distributed to over 20 businesses seeking their support. The Events and Promotions Officer will follow up all sponsorship requests and advise the Sub Committee as to any success obtained.

Officer's Recommendation

That the information be noted.

Sub Committee Note: Sub Committee members discussed the Riverfest logo and a number of versions of a revised logo were viewed. It was decided that the original version of the new logo would be retained however it was suggested that the writing at the bottom of the logo be increased in size.

Sub Committee members also viewed the 2010 Sponsorship Proposal. It was noted that Councils Events and Promotions Officer would email copies of the proposal to Sub Committee members.

Councils Events and Promotions Officer also referred to the sponsorship proposal from MDSI and advised that MDSI can apply to sponsor the 2010 Riverfest.

Sub Committee's Recommendation: (O'Donnell/Michie)

That the information be noted.

CARRIED

7.2 Stage Entertainment and Workshop Update

Purpose

To present stage entertainment and workshop ideas for Riverfest.

Report

At the last meeting Sub Committee members asked the Events and Promotions Officer to prepare a balanced stage and workshop program for 2010 Riverfest. Following investigations the following suggestions are brought to the attention of the Sub Committee for discussion:

Entertainment:

- * GEBYAR INDONESIAN GROUP
 - 3 Performers
 - Variety of Indonesian Dancers
 - Stunning Costumes

 - * RHYTHM OF POLYNESIA
 - 4/6 Performers
 - Variety of Dancers from all the Islands of Tonga, Samoa, Hawaii, Cook Islands & NZ
 - Polynesian Drumming
 - Audience Interaction
 - Duration: 30-45 Minute Show

 - * ARABIC GROUP
 - 4/5 Musicians
 - Singer
 - Arabic Drumming
 - Duration: 30 Minute Performance

 - * CHINESE ACROBAT
 - Plate Spinning
 - Magic
 - Ribbon Dance
 - Duration: 20/25 Minute Show

 - * DRIP & DROP SHOW
 - Introducing two very cute wet characters, Drip & Drop, teaching children 0-7 years about water conservation. As the world goes through climate change there are so many more drought affected areas, so to be able to reach out to children, we will firmly set the next generation into looking after our most precious resource; WATER!
 - 2 x 25 Minute Shows
 - 1 x Meet & Greet

 - * FUNKY FINS
 - Dispelling Shark myths and introducing mysterious, unfamiliar sharks, this fast moving production aims to show the importance of our fragile marine environment.
 - 1 x 40/45 Minute Show
-

* AUSTRALIAN WILDLIFE DISPLAYS

- Presentations about Australian Wildlife
- Audience Interaction
- 2 x 30 Minute Shows & Display
- 3 Hour Call

Other multicultural groups can include Sudanese, Bollywood, Greek, Polish and Latin.

WORKSHOPS

BUGS BUGS & MORE BUGS

Stephen Fellenberg is an entomologist who uses live invertebrates to explore the ways that insects and spiders are both part of, and good for, the environment. The bugs shown are the focal point of the discussion and are large and unusual and as a result are of great interest to young children. Stephen has assisted the National Parks Association (NPA) as team leader on a number of biodiversity surveys. But his main area of interest is with the fascinating group of insects known as Stick Insects (Phasmatids). Today the most exciting work is on the Lord Howe Island stick insect which was rediscovered in February 2001. A breeding program is now under way and hopefully as funds become available Stephen will be able to continue the research into this fascinating Group. Stephen is also a member of the Entomological Society of NSW and The Society for Insect Studies.

Duration: 2 x 20 Minute Workshops & Display

ENVIRO SCIENCE WORKSHOPS (Effie Howe)

WATER CYCLE – ACTIVITY WORKSHOPS

Children aged 4 –12 make a terrarium (mini water cycle in a cup) to take home. Firstly we discuss using pictures how the Water Cycle works. Then they make their own mini water cycle in a cup with a lid. As we are doing it we talk about why we add each layer in the cup (pebbles – drainage, charcoal – purification, soil/sand, support and nutrients). Then we add moss and have a close look at it using magnifying glasses. Finally we add the water and put the lid on the cup. We play a water cycle team game after they have made their mini water cycle. The energy required for the water cycle to work comes from the sun. They will also use a mini solar panel that when directed towards the sun allows a propeller to rotate.

OUR ENVIRONMENT

- (1) Set up a number of stations for people (adults and children) to interact with, including:
 - (a) Identification of introduced live *Gambusia holbrooki* (mosquito fish) a pest fish in our fresh/estuarine water ways. Compare it to a native fish found in our water ways called the Pacific Blue Eye. Material will be provided to show that the exotic fish is a fierce competitor to our native fish as they survive in a variety of water conditions and are live bearers.
 - (b) All aquatic animals require particular pH conditions to survive. A simple chemical test using cabbage juice will be used to test the pH of water.
 - (c) Mosquitos are a problem as a major carrier of disease. At this Station mosquito larvae are magnified and people should be able to see that they use a siphon on their tail to breathe.
-

UPCYCLING BOTTLES (as opposed to down cycling)

You could have any one or more (difficult to have all of them) of the following activities all of which use recycled bottles.

- (a) Children put together and take home a small water wheel using recycled 2 litre milk containers, reused corks and sate stick. They work out how to make it turn in different directions and whether it gets faster or slower when you drop water from different heights. This activity relates to hydro electricity.
- (b) Children have turns at making a larger water wheel (about 40cm diameters) turn around and lift a weight. This water wheel was made using recycled products.
- (c) Children make a water turbine using part of a recycled soft drink bottle, string and water. This spins round in a circle when it is filled with water – also relates to hydro electricity.
- (d) Children make a Cartesian diver and take it home (using recycled plastic soft drink bottles). The “diver” sinks if the tube fills with water and floats when it has air in it.
- (e) Children have tornado in a bottles races (uses two recycled soft drink bottles that are linked together by a connector).
- (f) Either use as a demonstration or older children can have a go at letting a water rocket go off.
- (g) Demonstration with children's help filter a mucky water sample by natural means and a soft drink bottle.

MINI BEASTS hunt in Soil/Compost

See how many different animals are in a sample of compost and why they are important. Children will be engaged in a hunt through compost and soil samples that are provided. They will observe and learn how the mini beasts move and feed using magnifying glasses.

Duration: 10:00am – 3:00pm

SUSTAINABLE LIVING WORKSHOPS

WORM FARMING & COMPOSTING

An Educator will provide an interesting and practical presentation and workshop on Worm Farming. His presentation involves the giving of factual information and discussing of environmental issues followed by a practical, hands-on demonstration of how to establish and maintain a worm arm as a waster reduction/management system.

SUSTAINABLE GARDENING

An environmentalist will explain how to grow food organically.

SAVING ENERGY WORKSHOPS

An educator shows you how to cut down your energy bills. Duration: Workshops every 30 Minutes throughout the day

CLOTHING SWAPS

Mission Australia or the Salvation Army can bring a variety of second hand clothing and place them on racks in different categories. The community can then bring their unwanted clothing and swap them for clothing that would match the category. This will be controlled by Mission Australia or the Salvation Army.

HEALTH & WELLBEING WORKSHOPS FOR KIDS

Nutritionist educating about the balance of food, exercise and healthy food. Children become Master Chefs and learn how to make nutritious Foods

CRAFT WORKSHOPS

Supply of recyclable materials, teacher to organise the workshop, kids nature collage for all ages, creative crafts made out of recyclable material.

Duration: TBC

ROAMING PERFORMERS

Two Roaming Performers
Dressed as Trees
Duration: 3 Hour Call

Officer's Recommendation

That the information be noted.

Sub Committee Note: Sub Committee members discussed all potential workshops and provided preferences. It was noted that Brother Francis from St Greg's would be approached by Beth Michie regarding Worm Farms.

It was noted that at 2010 Riverfest all workshops will be incorporated into one large tent, to encourage increased participation by all providers.

Council's Events and Promotions Coordinator advised that she would review the budget with a view to accommodating all workshops.

It was also noted that Council's Waste Education Officer would liaise with Council's Environmental Planning Coordinator regarding the feasibility of launching the Nature Photography competition at the 2010 Riverfest.

Sub Committee's Recommendation: (Triebels/Michie)

1. That the information be noted.
2. That Council's Events and Promotions Officer be asked to finalise a balanced stage and workshop program and email the program to Riverfest Sub Committee members for final approval.

CARRIED

7.3 Stallholder Applications and Riverfest Passport Review

Purpose

To present an updated stallholder application form and Riverfest passport for review.

Report

The stallholder application form has been changed to ensure consistency with all the other major event/stall application forms. The changes include the cost of hiring stalls and the proposed layout.

The Riverfest passport application form has also been amended and a draft copy has been attached for the Sub Committee to review and discuss.

Officer's Recommendation

That the new Stallholder application form and Riverfest Passport be adopted for use in the 2010 Riverfest event.

Sub Committee Note: A number of suggested changes were discussed for the 2010 Riverfest Stall Application and Passport Forms.

Suggested Changes:

- Time Change from 4pm to 3.30pm (Stall)
- Privacy Act to be moved to page 1 (Stall)
- Under Riverfest Aims add cultural awareness to text (Stall)
- Add Privacy Statement to Passport Application
- Under Question 1 change cultural diversity to cultural awareness (Passport)
- Add Question 3 - What question, do you want to appear on the Passport?

Sub Committee's Recommendation: (Michie/O'Donnell)

1. That Council's Events and Promotions Officer be asked to incorporate the suggested changes into the Stallholder Application and Riverfest Passport Application forms.
2. That the final copies of the Stallholder Application and Riverfest Passport Application forms be forwarded to Sub Committee members for approval.

CARRIED

8. General Business

8.1 Macarthur Diversity Services Initiative (MDSI)

It was noted that Sana Al-Ahmar has tendered her resignation as alternate delegate for MDSI on the Riverfest Sub Committee. Advice has also been received that Ms Erin Hoffman will no longer be able to attend Sub Committee Meetings.

MDSI have advised that their new delegate will be Judith Taylor with Maria Iglesias being the alternate delegate.

Sub Committee's Recommendation: (Michie/Triebels)

1. That the resignations of Erin Hoffman and Sana Al-Ahmar be received.
2. That a letter of appreciation be forwarded to Sana Al-Ahmar and Erin Hoffman, thanking them for their contribution to Riverfest.
3. That Council be asked to endorse the appointment of Judith Taylor as MDSI's delegate and Maria Iglesias as the alternate MDSI delegate to the Riverfest Sub Committee.

CARRIED

8.2 Riverfest Sub Committee Meeting Schedule

Discussions took place regarding the Riverfest meeting schedule. It was noted that due to the rescheduling of the Riverfest event from June to September the meeting schedule needs to be amended.

The next scheduled of the Sub Committee is 23 August 2010 and it is recommended that an additional meeting be held on Monday 5 July 2010.

Sub Committee's Recommendation: (Bourke/Michie)

That an additional meeting of the Riverfest Sub Committee meeting be scheduled for Monday 5 July 2010.

CARRIED

Next meeting of the Sub Committee is Monday 5 July 2010 in Committee Room 3.

Councillor Julie Bourke
Chairperson

1.3 Minutes of the Festival of Fisher's Ghost Sub Committee Meeting held on 12 May 2010

Reporting Officer

Acting Manager Communications and Marketing

Attachments

Minutes of the Festival of Fisher's Ghost Sub Committee Meeting held on 12 May 2010.

Purpose

To seek Council's endorsement of the Minutes of the Festival of Fisher's Ghost Sub Committee meeting held on 12 May 2010.

Report

Detailed below are the recommendations of the Festival of Fisher's Ghost Sub Committee. Council officers have reviewed the recommendations and they are now presented for Council's consideration. There are no recommendations that require an individual resolution of Council.

Recommendations of the Fisher's Ghost Sub Committee

Reports listed for consideration

7.1 Sponsorship Update

That the information be noted.

7.2 Parade Update

That the information be noted.

7.3 Street Fair Update

That the information be noted.

7.4 Expressions of Interest for Carnival Rides and Amusements

That the information be noted.

7.5 Saturday Night Entertainment at Bradbury Oval

That the information be noted.

7.6 Craft Exhibition Update

That the information be noted.

8.1 Guest to Officially Open the Festival of Fisher's Ghost.

That M/s Cheltzie Lee be invited to officially open the 2010 Festival of Fisher's Ghost.

Officer's Recommendation

That the Minutes be noted.

Committee's Recommendation: (Chanthivong/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 1 June 2010 (Hawker/Greiss)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 97

That the Officer's Recommendation be adopted.

CARRIED

ATTACHMENT 1

Minutes of the Festival of Fisher's Ghost Sub Committee

Held Wednesday 12 May 2010 in Committee Room 3

1. Acknowledgement of Land

An Acknowledgement of Land was presented by Councillor Rudi Kolkman.

2. Attendance and Apologies

Attendance: Councillor Rudi Kolkman (Chairperson)
Councillor Paul Lake
Lindy Deitz - Acting General Manager
Justine Uluibau - Acting Manager Communications & Marketing
Brent Murray
Graham Charlesworth

Also in Attendance: Michael Sewell - Director Business Services
Shane McConnochie - Events and Promotions Coordinator
Kristy Peters - Executive Services

Apologies: Councillor Mollie Thomas
Marie Rutledge
David Morris

Sub Committee's Recommendation (Uluibau/Lake)

That the above apologies be received.

CARRIED

3. Declarations of Interest

There were no Declarations of Interest made at this meeting.

4. Minutes of the Previous Meeting

Report

The Minutes of the Festival of Fisher's Ghost Sub Committee meeting held 24 March 2010, copies of which have been circulated to each Sub Committee member, these minutes were adopted by Council at its meeting held 4 May 2010.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation (Lake/Murray)

That the information be noted.

CARRIED

5. Business Arising from Previous Minutes

Nil.

6. Correspondence

Nil.

7. Reports

7.1 Sponsorship Update

Purpose

To update the Sub Committee on the progress of Sponsorship.

Report

Sponsorship proposals have been prepared and distributed to potential sponsors. Follow up of their responses will be made by the Events and Promotions Officer during the next few weeks.

Officers Recommendation

That the information be noted.

Sub Committee's Recommendation (Charlesworth/Uluibau)

That the information be noted.

CARRIED

7.2 Parade Update

Purpose

To update the Sub Committee on the progress of the Parade.

Report

Street Parade application forms have now been revised and will be made available on Council's Website at the end of May, and distributed to Council's Libraries, Leisure Centres and previous participants. Applications close on Friday 1 October 2010.

Following the Festival of Fisher's Ghost Sub Committee meeting of 24 March 2010, Council's Promotions and Events Coordinator was asked to approach local artist Danielle Everett to sing the National Anthem at the official opening and to approach the NSW Fire Brigade to participate in the Parade. Danielle Everett was approached and has agreed to perform the National Anthem to mark the beginning of the event. The NSW Fire Brigade Band was also approached but has another commitment on that day, the Events and Promotions Coordinator have asked the band to consider performing at the 2011 Street Parade. Other bands and entertainment options for the Street Parade are currently being researched and approached.

As discussed in the last Sub Committee meeting, the Men's Shed are interested in getting a group together to design a float for the Parade. Council staff met up with the Men's Shed group to discuss possible options. The group will require a suitable location for the float building workshop.

Council is currently researching suitable spaces. There is a possibility that TAFE may be able to assist with the project and possibly provide a location, however this will take time to organise and it may not be possible for the workshop project to commence until next year in preparation for the 2011 Festival.

Officers Recommendation

That the information be noted.

Sub Committee's Recommendation (Murray/Lake)

That the information be noted.

CARRIED

7.3 Street Fair Update

Purpose

To update the Sub Committee on the progress of planning for the 2010 Street Fair.

Report

The Street Fair application form has been revised, to incorporate Sub Committee recommendations:

1. The Street Fair will run between 10am and 2.00pm.
2. CBD Traders will be provided with the option of one stall free of charge, and that any additional stalls required by the traders be charged at the standard rate.

The revised forms will be made available on Council's Website at the end of May, and then distributed to previous participants. Events staff have also researched and compiled a listing of alternate novelty stalls that could provide an interesting variety of products at the Street Fair. Applications close on Friday 1 October 2010.

Entertainment for the Mawson Park area of the Street Fair is being sourced. The proposal for Mawson Park is to create an area that encourages families to enjoy free activities and be entertained by local talent groups.

Entertainment program proposal for the main stage:

SHREK 4th SHOW

- 3 Performers
- SHREK, FIONA & HOST
- Duration: 2 x 30 Minute Shows
- Meet & Greet

PAUL'S MAGIC SHOW

- Children's Magic Show
- Interaction with the children
- Duration: 30/45 Minute Show

Local entertainment provided by community groups

- CIRCUS WORKSHOPS/CIRCUS PLAYGROUND
- Providing ongoing workshops throughout the day
- Colourful Inflatable air tent providing sun shelter
- Circus Equipment supplied
- Staff to supervise Circus Workshops/Playground
- Duration: 10:00am – 2:00pm

Officers Recommendation

That the information be noted.

Sub Committee's Recommendation (Lake/Kolkman)

That the information be noted.

CARRIED

7.4 Expressions of Interest for Carnival Rides and Amusements

Purpose

To update the Sub Committee on progress for advertising for Expressions of Interest for the Festival of Fisher's Ghost Carnival.

Report

Expressions of Interest to contract the 2010, 2011 and 2012 Festival of Fisher's Ghost Carnival Rides and Amusements closed Tuesday 19 January 2010.

The selection panel met on Thursday 4 February 2010, a final decision has not been made, as Council has sought further clarification from the contractors. A decision will be made shortly and presented to Council.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation (Murray/Lake)

That the information be noted.

CARRIED

7.5 Saturday Night Entertainment at Bradbury Oval

Purpose

To update the Sub Committee on the progress of Bradbury Oval Saturday Night Entertainment.

Report

This year the proposal is to stage a "Saturday Night Live" event at Bradbury Oval on Saturday night 13 November 2010.

The proposed program is as follows:

Saturday Night Live 6pm – 10pm

Roving entertainment for the children from 6pm-7pm.

Mad Rhino

A bit of good old fashioned Pub Rock. Acoustic and electric rock music for the fun loving music fan.

Cover Girl

Cover Girl are a powerful, seductive rock outfit that captivate and excite from the very first song. With a repertoire of hits from the 60's to the present, their dynamic performances engage the audience with an energy and confidence that places them in a class of their own.

Stone Cold Sober

Stone Cold Sober is a band that delivers quality rock with stinging, virtuoso guitar work from international great, Will Newton whose gutsy lead vocals soar, ably complemented by female singing sensation, Cile.

Powerhouse Divas

A versatile and energetic performer, Lisa is capable of delivering the most moving ballad to the raunchiest rock song. Lisa is an experienced artist with a wide range of performing skills to her credit. Her persona on stage relates to any age and she brings her own brand of comedy to her performances

Fireworks at 9pm

Officers Recommendation

That the information be noted.

Sub Committee's Recommendation (Charlesworth/Uluibau)

That the information be noted.

CARRIED

7.6 Craft Exhibition Update

Purpose

To update the Sub Committee on the progress of the 2010 Craft Exhibition.

Report

The Events Team are working closely with the Campbelltown Craft Society to revise the entry form.

The proposed key dates for this year are:

- Closing date for entries Saturday 16 October 2010
- Judging will take place between 18-29 October 2010
- Official opening to take place Thursday 4 November 2010
- Closing 12 November 2010

Officers Recommendation

That the information be noted.

Sub Committee's Recommendation (Lake/Uluibau)

That the information be noted.

CARRIED

8. General Business

8.1 Guest to Officially Open the Festival of Fisher's Ghost

It was noted that Janice Reid is unavailable to officially open the Festival. It was suggested that Ms Cheltzie Lee - 2010 Vancouver Olympian be invited to officially open the 2010 Festival of Fisher's Ghost.

Sub Committee's Recommendation (Uluibau/Murray)

That M/s Cheltzie Lee be invited to officially open the 2010 Festival of Fisher's Ghost.

CARRIED

Next meeting of the Committee will be held on 11 August 2010 at 6.00pm in Committee Room 3.

Councillor Rudi Kolkman
Chairperson

2. CORPORATE SUPPORT

2.1 Local Government Remuneration Tribunal

Reporting Officer

Manager Corporate Support

Attachments

Nil

Purpose

To advise Council that the Local Government Remuneration Tribunal has made a determination on the minimum and maximum fees payable to Mayors and Councillors for 2010/2011.

History

The Local Government Remuneration Tribunal was established to determine the categories for Councils and the fees paid to Mayors and Councillors.

In accordance with Section 243 of the Local Government Act 1993 the Tribunal is required to make an annual determination by no later than 30 April 2010 on the fees payable to Mayors and Councillors to take effect from 1 July 2010.

Report

In November 2009 the Tribunal wrote to all Mayors advising of the commencement of the 2010 annual review. In respect of this review the Tribunal advised Councils that it would be undertaking a review of the minimum and maximum fee levels for each category but would not be reviewing the categories at this time.

In accordance with Section 239 of the Act the Tribunal is required to determine the categories of Councils at least once every three years. The Tribunal last undertook a fundamental review of the categories of Councils in 2009. The next review of categories is scheduled to take place during the 2012 review. Until then the Tribunal does not expect to move Councils within categories unless there is a significant change in the role and responsibilities of individual Councils.

As in previous years the Local Government and Shires Association have recommended that fees be set as a percentage of the annual salary paid to New South Wales Members of Parliament. The Association also provided information on the impact of State Government Planning Reforms on Councillors workloads and the additional responsibilities associated with the Integrated Planning and Reporting Amendments to the Act.

The Tribunal also received 22 submissions from individual Councils. The majority of these submissions supported an increase in fees payable to Councillors and Mayors. The submissions also addressed the following issues:

- Integrated Planning and Reporting Reform
- Planning Reforms including Joint Regional Planning Panels
- Interstate comparisons
- Attracting high quality candidates

The Tribunal assessed these matters in its review and was not convinced that the legislative reforms or the need to attract quality candidates required a dramatic increase in the level of fees payable.

In determining the level of increase for the 2010 review the Tribunal has had regard to the improving economic conditions as Australia emerges from the global financial crisis and key economic indicators including the Consumer Price Index and the Labour Price Index. Having regard to the above the Tribunal considers that an increase of 3% in the fees for Councillors and Mayors is appropriate for the 2010/2011 year.

The level of remuneration for the Mayor of Campbelltown City Council is currently \$52,410 and the level of remuneration for Councillors of Campbelltown City Council is \$19,730. The increase recommended by the Tribunal will increase the Mayor's allowance to \$53,980 and the Councillors allowance to \$20,320.

Officer's Recommendation

That Council set a Mayoral allowance of \$53,980 and a remuneration fee of \$20,320 per annum for Councillors for the 2010/2011 financial year as recommended by the Local Government Remuneration Tribunal.

Committee's Recommendation: (Greiss/Matheson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 1 June 2010 (Hawker/Greiss)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 97

That the Officer's Recommendation be adopted.

CARRIED

3. PROPERTY SERVICES

3.1 Grant of Easement to Integral Energy - Williamson Road, Ingleburn

Reporting Officer

Manager Property Services

Attachments

Locality Plan

Purpose

To seek Council approval for the granting of an easement to Integral Energy (Integral) over part of Lot 500 DP 737334, Williamson Road Ingleburn.

Report

Integral has undertaken investigations into the upgrading and refurbishment of an existing overhead high voltage powerline within Council owned land known as Lot 500 DP 737334, Williamson Road Ingleburn. Integral has advised that the timber poles of the powerline situated on Councils land are in a condition that requires replacement as soon as possible.

The subject property is zoned 5(a) Special Uses Drainage and is classified as operational land with a total area of approximately 8.4 hectares. The property has frontage to Williamson Road, Ingleburn however practical access is from Campbelltown Road due to a drainage channel running along the boundary of Williamson Road.

The property has an open drainage channel traversing it as well as a considerable number of trees between the channel and the South Western Freeway where the overhead powerlines are located. This makes it difficult to access the powerlines for maintenance purposes with Integral advising that they would need to construct a new access track to service the powerline.

Integral has advised that they are seeking to remove the majority of the powerline from Lot 500 DP 737334 and construct a new line through part of Lot 500 from Williamson Road across the drainage channel to an existing pole that takes the powerline across the freeway. By doing this the powerline would then connect into the existing underground system in Williamson Road.

The above works will involve the removal of approximately 800 metres of overhead powerline and 11 poles from Council land which would allow the land to be returned to its natural bush environment. Integral has also advised they will undertake some replacement planting along the line of where the poles are removed. The new powerline will be approximately 55 metres long and will require the installation of only one pole near Williamson Road.

Should Council agree to the relocation of the overhead powerline Integral will require approximately a 9 metre wide by 80 metre long easement over part of Lot 500 to protect its assets. At the present time there is no easement protecting the overhead powerline and as such Integral reply upon Section 53 of the Electricity Supply Act 1995 to protect its asset.

The proposed new easement would traverse over part of Lot 500 from the South Western Freeway to Williamson Road and have a total area of approximately 720 square metres.

Given that Integral would be removing a number of power poles from Council land, restoring the land and undertaking some replacement planting it has been requested that Council grant the easement to Integral Energy for nil compensation.

Although it is estimated that compensation for an easement of this nature would normally be in the vicinity of \$5,000 it is recommended that Council grant the easement for nil compensation given the significant cost to Integral of removing the approximately 800 metres of overhead powerlines and 11 poles from Councils land which could then be subsequently revegetated.

This would have both beneficial environmental and visual amenity outcomes by reducing the presence of existing powerlines and poles. The removal of 800 metres of overhead powerlines would free up an estimated 3,200 square metres of land which is currently subject to the restrictions associated with providing access to the powerlines.

Integral has agreed to be responsible for all reasonable costs associated with the grant of easement including Councils reasonable legal costs and administration fee of \$550 (including GST). Integral has also provided an undertaking that they will restore Councils land following the construction works.

Accordingly, it is recommended that Council approve the grant of easement being 9 metres wide and 80 metres long over part of Lot 500 DP737334 to Integral Energy on the terms and conditions outlined above.

Officer's Recommendation

1. That Council approve the grant of easement to Integral Energy over part of Lot 500 DP 737334, Williamson Road Ingleburn on the terms and conditions outlined in the body of the report.
2. That Integral Energy pay all costs associated with the creation and registration of the easement including Councils Administration Fee.
3. That all documentation associated with the granting of easement be executed under the Common Seal of Council.

Committee's Recommendation: (Borg/Dobson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 1 June 2010 (Hawker/Greiss)

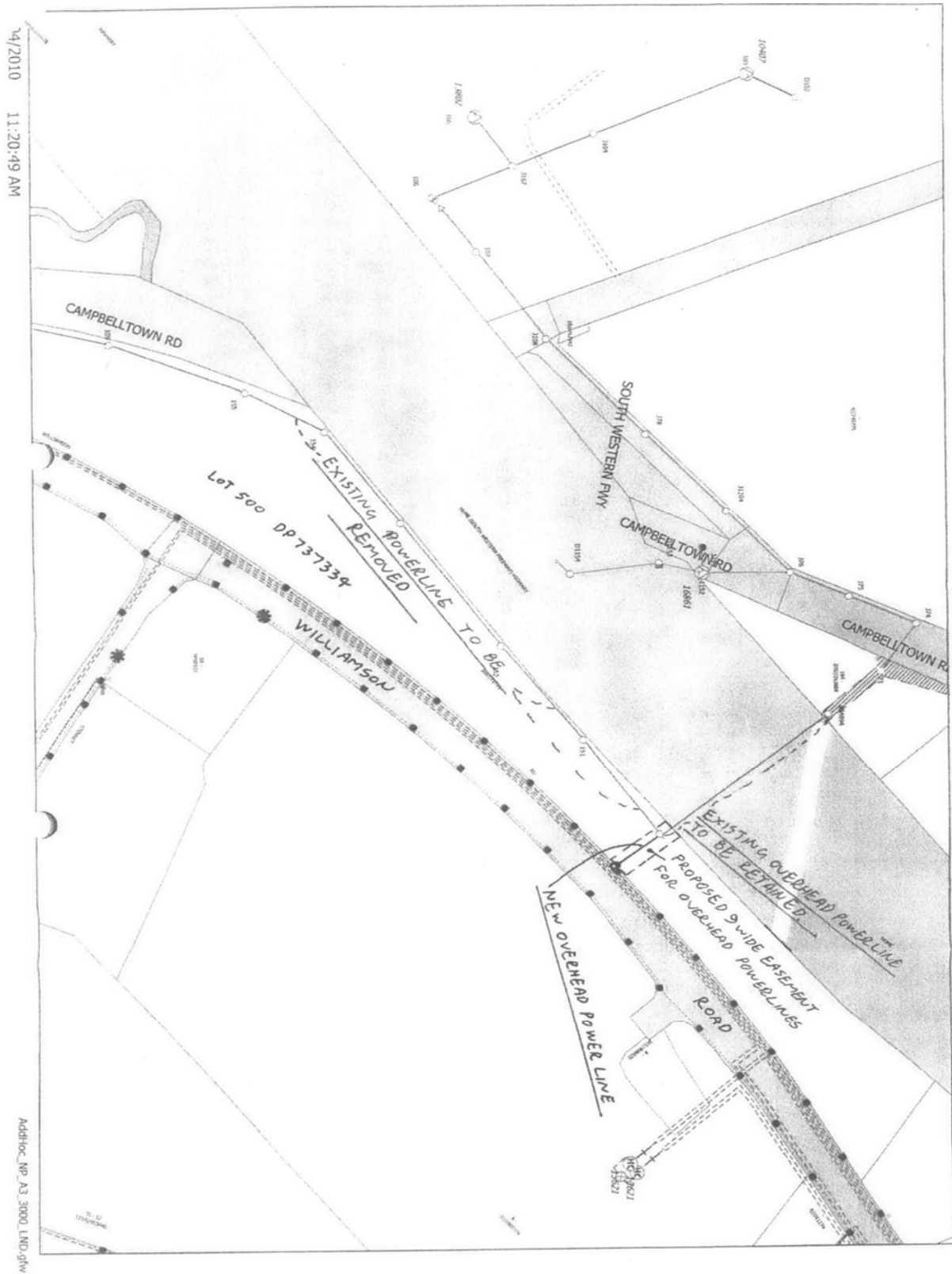
That the Officer's Recommendation be adopted.

Council Minute Resolution Number 97

That the Officer's Recommendation be adopted.

CARRIED

ATTACHMENT 1



4. FINANCIAL SERVICES

4.1 Monthly Rates Summary

Reporting Officer

Manager Financial Services

Attachments

1. Monthly Rates Summary
2. Actual to Budget Result
3. Rates Statistics

Purpose

To provide details of the 2009/10 Rates and Charges Levy and cash collections for the month ending April 2010.

Report

Rates and charges levied for the period ending 30 April 2010 totalled \$72,139,053, meeting the current budget forecasts.

Receipts collected to the end of April totalled \$58,085,203. In percentage terms this amount represents 77.8% of all rates and charges due to be paid. In comparison, the amount collected in the same period last year was also 77.8%.

The fourth instalment of rates and charges notices were issued on 14 April 2010 to the 40,325 ratepayers who have chosen to pay their account in quarterly instalments. Included with the rate notice was a promotional flyer that encouraged participation in the "eRates" electronic service delivery process. This flyer has achieved great success with an increase during the month of 115 participants or 20% to 708 and now represents a participation rate of 1.3%.

Debt recovery action during the month involved the issue of 269 Statements of Claim on accounts that have continued to remain overdue despite requests from Council to either finalise outstanding balances or enter into a satisfactory arrangement to clear the debt. Officers continue to provide advice and assistance to ratepayers experiencing difficulties in finalising their accounts. At present, 345 ratepayers are clearing their accounts through regular weekly, fortnightly or monthly payments.

The rates collection percentage highlighted above is an excellent result given the economic circumstances that have been encountered over the last two years. Efforts are continually made to ensure that rate payers do not place themselves in a position that becomes increasingly difficult given their financial circumstances.

Ratepayers who purchased property since the issue of the May instalment notice have received a "Notice to New Owner" letter. During the month, 37 of these notices were sent advising the amount raised by Council in annual rates and charges and the balance remaining unpaid.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Matheson/Borg)

1. That the information be noted.
2. That a report be presented outlining options to advise tenants of rental properties to forward rate notices to the property owner or real estate agents.

CARRIED

Council Meeting 1 June 2010 (Hawker/Greiss)

That the Committee's Recommendation be adopted.

Council Minute Resolution Number 97

That the Committee's Recommendation be adopted.

CARRIED

ATTACHMENT 1

RATES SUMMARY

STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES

RATE - CHARGE	NET ARREARS 1/7/2009	NET LEVY FOR YEAR	PENSION REBATES	EXTRA CHARGES	TOTAL RECEIVABLE	CASH COLLECTED	NET AMOUNT DUE	POSTPONED RATES & INTEREST	GROSS AMOUNT DUE
RESIDENTIAL	2,342,456.62	40,132,151.14	1,222,449.20	753,824.22	42,005,982.78	32,220,899.85	9,785,082.93	347,622.45	10,132,705.38
BUSINESS	281,061.70	6,795,090.79		49,974.20	7,126,126.69	5,508,886.51	1,617,240.18		1,617,240.18
BUSINESS - IND	297,101.96	6,936,516.11		39,502.30	7,273,120.37	5,902,915.32	1,370,205.05		1,370,205.05
FARMLAND	-1,636.66	318,492.84	700.11	1,802.94	317,959.01	213,330.21	104,628.80	150,041.35	254,670.15
LOAN	203,799.99	4,345,500.94		13,650.31	4,562,951.24	3,518,507.50	1,044,443.74	53,155.16	1,097,598.90
F5 ACCESS RAMPS	44,979.98	1,070,139.89		3,034.79	1,118,154.66	908,069.02	210,085.64		210,085.64
MAIN STREET	12,054.91	0.00		118.89	12,173.80	11,874.26	299.54		299.54
TOTAL	\$3,179,818.50	\$59,597,891.71	\$1,223,149.31	\$861,907.65	\$62,416,468.55	\$48,284,482.67	\$14,131,985.88	\$550,818.96	\$14,682,804.84
GARBAGE	549,198.05	11,509,061.70	352,752.28	33,144.07	11,738,651.54	9,082,697.35	2,655,954.19		2,655,954.19
SANITARY	0.00	927.00		0.00	927.00	463.50	463.50		463.50
STORMWATER	46,837.61	874,549.52		2,454.70	923,841.83	717,559.95	206,281.88		206,281.88
GRAND TOTAL	\$3,775,854.16	\$71,982,429.93	\$1,575,901.59	\$897,506.42	\$75,079,888.92	\$58,085,203.47	\$16,994,685.45	\$550,818.96	\$17,545,504.41

Total from Rates Financial Transaction Summary	17,227,595.71
Overpayments	-317,908.64
Difference	0.06

ANALYSIS OF RECOVERY ACTION

Rate accounts greater than 6 months less than 12 months in arrears	950,283.20
Rate accounts greater than 12 months less than 18 months in arrears	216,614.59
Rate accounts greater than 18 months in arrears	93,707.00
TOTAL rates and charges under instruction with Council's agents	\$1,260,604.79

ATTACHMENT 2

COMPARISON OF BUDGET TO ACTUAL						
DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL	BALANCE STILL REQD.	% RAISED	
RESIDENTIAL	40,239,000	40,239,000	40,132,151	106,849	99.73%	
BUSINESS	6,695,000	6,695,000	6,795,091	(100,091)	101.50%	
BUSINESS - INDUSTRIAL	6,868,000	6,868,000	6,936,516	(68,516)	101.00%	
FARMLAND	321,500	321,500	318,493	3,007	99.06%	
LOAN	4,341,000	4,341,000	4,345,501	(4,501)	100.10%	
F5 ACCESS RAMPS	1,070,100	1,070,100	1,070,140	(40)	100.00%	
TOTALS	59,534,600	59,534,600	59,597,892	(63,292)	100.11%	
INTEREST CHARGES	195,000	195,000	187,813	7,187	96.31%	
LEGAL COSTS RECOVERED	900,000	900,000	677,965	222,035	75.33%	
PENSIONERS - Sec 575	(1,520,000)	(1,520,000)	(1,575,902)	55,902	103.68%	
PENSIONERS SUBSIDY	836,000	836,000	866,746	(30,746)	103.68%	
SUB TOTAL	59,945,600	59,945,600	59,754,515	191,085	99.68%	
DOMESTIC WASTE CHARGES	11,134,400	11,134,400	11,509,062	(374,662)	103.36%	
SANITARY INCOME	1,000	1,000	927	73	92.70%	
STORMWATER MNGMNT	860,000	860,000	874,550	(14,550)	101.69%	
GRAND TOTALS	71,941,000	71,941,000	72,139,053	(198,053)	100.28%	
COLLECTIONS AS A % OF:						
RESIDENTIAL	TOTAL RECEIVABLE	TOTAL LEVIED	TOTAL RECEIVABLE	TOTAL LEVIED		
BUSINESS	76.71%	80.29%	RATES	77.36%	81.02%	
BUSINESS - INDUSTRIAL	77.31%	81.07%	GARBAGE	77.37%	78.92%	
FARMLAND	81.16%	85.10%	SANITARY	50.00%	0.00%	
LOAN	67.09%	66.98%	STORMWATER	77.67%	82.05%	
F5 ACCESS RAMPS	77.11%	80.97%	TOTAL RATES & CHARGES	77.79%	81.14%	
ALL RATES	81.21%	84.86%				
	77.36%	81.02%				

ATTACHMENT 3

RATES STATISTICS

No. of documents Issued	July	August	September	October	November	December	January	February	March	April	May	June	Apr-09
Rate Notices	49,847	113		130									40,232
Instalment Notices				41,084			40,506			40,325			
Missed Instalment Notices			7,062			7,223			6,663				
- Pensioners > \$15.00			601			591			579				
Notice to new owner	213	193	49	33	24	97	43	21	13	37			19
7-day Letters - Council issued			1,525			1,596			1,639				
- Pensioners > \$500.00			129			119			98				
7-day Letters - Agent issued			671				663		765				
Statement of Claim	208	12	6	239	11	31	276	13	11	269			314
Judgements	7	3	41	16	6	9	9	13	22	12			
Writs	6	28	5	50	5	4	56	9	7	21			11
eRates	544	559	564	572	578	581	586	590	593	708			535
Arrangements	316	265	339	295	264	342	298	284	351	345			273

4.2 Sundry Debtors Report - April 2010

Reporting Officer

Manager Financial Services

Attachments

1. Debtors Summary
2. Ageing of Sundry Debtors – April 2010

Purpose

To provide a report detailing the amount outstanding by type and age for sundry debts for the period ending 30 April 2010.

Report

Sundry debts outstanding to Council as at 30 April 2010 were \$1,921,136 reflecting a decrease of \$477,369 since 31 March 2010. The ratio of outstanding debts to current invoices has decreased from 61% in March to the current level of 37%. This ratio has been affected by an increase in the current and 30 day debts and an increase in the volume of receipts received for this period. 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.

Debts exceeding 90 days of age totalled \$463,558 as at 30 April 2010. This is an increase of \$71,193 since 31 March 2010 directly relating to the first milestone payment for the National Bike Path Grant from the Department of Transport and Regional Services. Council has received advice that this debt will be settled prior to the end of the month.

During the period 427 invoices were raised totalling \$1,466,890 and of these, the most significant have been in the following areas:

Government and other Grants - \$704,652

The main invoices relate to:

Department of Transport and Regional Services – Redevelopment of the Coronation Park netball complex	\$316,500
NSW Sport and Recreation – Capital Assistance Programs for various sporting venues in the local government area	\$176,952
Roads and Traffic Authority of NSW – Blaxland Road stabilisation of kerb restoration	\$156,200
Roads and Traffic Authority of NSW – Campbelltown bike plan project	\$55,000

Land and Building Rentals \$362,105

The main invoices relate to:

Telstra – Access fees for the Graphical Information System/Hutchison telecommunications facility at various locations within the local government area	\$280,782
Glenquarie Hotel Pty Ltd – Glenquarie Shopping Centre	\$29,817
Aldi Stores – 61 Victoria Road, Macquarie Fields	\$20,277
Caltex Oil Australia Pty Ltd – Glenquarie Shopping Centre	\$14,438

Corporate Administration - \$99,035

The main invoices relate to:

Campbelltown and District Softball Association – Contribution to Milton Park softball complex lighting upgrade, security monitoring and electricity accounts	\$16,508
Eagle Vale and St Andrews Junior Rugby League – Security monitoring account and contribution to breezeway at Eschol Park	\$11,220
TRN Group – Minto renewal pavement maintenance	\$11,000
Ingleburn RSL Junior Rugby League – Contribution to awning at Wood Park	\$8,993
Bangladesh Welfare Society Campbelltown – Repairs, maintenance and security monitoring at Macquarie Fields hall	\$5,583
YMCA – Phone, electricity and security monitoring accounts	\$5,231
South West Academy of Sport – Contribution towards works at 51 Queen Street, Campbelltown	\$4,400
Campbelltown Golf Club Limited – Water usage accounts	\$3,750
AWJ Civil Pty Ltd – Occupation fees for March and April 2010	\$3,630
Macarthur District Soccer Football Association – Lynwood Park grandstand loan and security monitoring	\$2,635
Camden Council – Visit Macarthur advertising and Canberra expo equipment hire	\$2,615
Riverina Zone NSW Rural Fire Service – 48 Turnout coats	\$2,400
Old Town Hall – Electricity account	\$2,398

Receipts to the value of \$1,944,259 have been received during the period, the most notable in the following areas:

Government and other Grants	\$1,310,521
Land and Building Rentals	\$321,720
Corporate Administration	\$172,293
Shop and Office Rentals	\$47,585
Public Hall Hire	\$17,797

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.

During the month Council's agents were instructed to proceed with 1 Statement of Liquidation Claim for a Clean Up Order and 1 Writ of Execution for Shop Licence Fees.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Dobson/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 1 June 2010 (Hawker/Greiss)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 97

That the Officer's Recommendation be adopted.

CARRIED

ATTACHMENT 1

DEBTORS SUMMARY 1 April 2010 to 30 April 2010

DEBTOR TYPE/DESCRIPTION	ARREARS AT 31/03/2010	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 30/04/2010	% DEBT RATIO
Corporate Administration	406,093	99,035	172,293	332,835	17.32%
Abandoned Items	3,989	0	0	3,989	0.21%
Child Care Debts	18,828	12,016	0	30,844	1.61%
Community Bus	191	54	84	161	0.01%
Tennis Court Hire	757	0	0	757	0.04%
Sportsground and Field Hire	69,549	17,266	16,013	70,802	3.69%
Government and other Grants	1,394,091	704,652	1,310,521	788,222	41.03%
Public Hall Hire	21,649	17,561	17,797	21,413	1.11%
Health Services	350	0	0	350	0.02%
Land and Building Rentals	26,975	362,105	321,720	67,359	3.51%
Library Fines and Costs	146,869	1,926	0	148,795	7.75%
Healthy Lifestyles	23,394	7,725	14,832	16,287	0.85%
Pool Hire	15,292	11,804	13,502	13,594	0.71%
Private Works	21,365	82,623	5,228	98,761	5.14%
Road and Footpath Restoration	140,728	0	2,444	138,285	7.20%
Shop and Office Rentals	74,946	50,856	47,585	78,217	4.07%
Various Sundry Items	68,751	14,669	5,580	77,841	4.05%
Waste Collection Services	4,123	84,598	16,660	72,061	3.75%
	2,398,505	1,466,890	1,944,259	1,921,136	100%

ATTACHMENT 2

AGEING OF SUNDRY DEBTOR ACCOUNTS - 30 April 2010

Description	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Administration	87,485	6,984	44,441	193,926	332,836	198,669
Abandoned Items	0	0	594	3,394	3,988	3,395
Child Care Debts	30,844	0	0	0	30,844	0
Community Bus	125	36	0	0	161	0
Tennis Court Hire	757	0	0	0	757	0
Sportsground and Field Hire	15,631	0	3,100	52,071	70,802	44,238
Government and other Grants	388,297	289,825	3,700	106,400	788,222	36,400
Public Hall Hire	10,531	5,921	2,119	2,842	21,413	2,803
Health Services	0	0	0	350	350	350
Land and Building Rentals	53,912	2,661	2,722	8,063	67,359	3,103
Library Fines and Costs	148,795	0	0	0	148,795	0
Healthy Lifestyles	6,484	2,022	2,385	5,396	16,287	11,936
Pool Hire	10,420	2,697	0	477	13,594	477
Private Works	83,812	0	0	14,949	98,761	14,989
Road and Footpath Restoration	0	0	120,972	17,313	138,285	17,433
Shop and Office Rentals	14,912	4,154	58,714	437	78,217	963
Various Sundry Items	14,304	8,493	1,547	53,496	77,840	53,496
Waste Collection Services	67,608	0	8	4,445	72,061	4,115
	894,483	322,794	240,302	463,558	1,921,136	392,365

4.3 Investment Report - April 2010

Reporting Officer

Manager Financial Services

Attachments

Investment Portfolio Performance – April 2010

Purpose

To provide a report to Council outlining the investment portfolio performance for April 2010.

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 30 April 2010 stood at approximately \$65m. 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.

Monthly Performance

The return for the entire portfolio on an annualised basis was 5.23%. This reflects a better performance compared to the bank bill index benchmark which returned 4.16%. Funds directly invested returned 5.38% for the month.

Rolling Year to Date (annualised) Return	April
Council Managed Funds	4.58%
Local Government Ethical Fund	5.36%
Local Government Fixed Out Cash Fund	4.06%
<i>Benchmark: 90 Day Bank Bill Index</i>	3.57%

Council's credit exposure as at 30 April shows 55% of investments placed with institutions rated AAA to AA-, 31% in institutions rated A+ to A, 9% in institutions rated A- to BBB- and 5% in other financial institutions. All investments are placed with Approved Deposit Taking Institutions who meet the eligibility for the government wholesale funding guarantee.

The current composition of the portfolio is 26% managed funds, 61% direct council managed term deposits, 12% in floating rate notes and 1% in offset facilities.

Economic Outlook

As generally expected the official cash rate was lifted by a further 25 basis points to 4.50 per cent by the Reserve Bank of Australia at its meeting on 4 May 2010.

In the statement by the Reserve Bank of Australia (RBA), Mr Glenn Stevens, Governor of Monetary Policy Decision, it was noted that the risk of serious economic contraction in Australia has passed. The RBA Board has now adjusted the cash rate to levels that would be considered as average over the past decade for borrowers. This suggests that there may now be a pause with no further adjustment in June to assess the impact of recent rises on the economy and in particular inflation.

Council's investment portfolio continues to outperform the benchmark of the 90 day bank bill index. The recently published 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 and the guarantee of the Federal Government for investments placed with Approved Deposit Taking Institutions.

Regular liaison with Council's external financial advisor, Spectra Financial Services, 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: (Matheson/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 1 June 2010 (Hawker/Greiss)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 97

That the Officer's Recommendation be adopted.

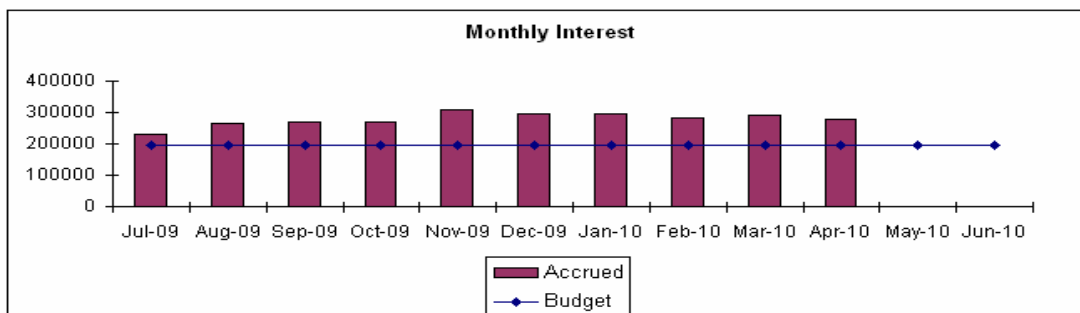
CARRIED

ATTACHMENT 1

CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO Summary April 2010

Benchmark UBS Warburg 90 Day Bank Bill Index
 Portfolio Balance \$65,068,550.98

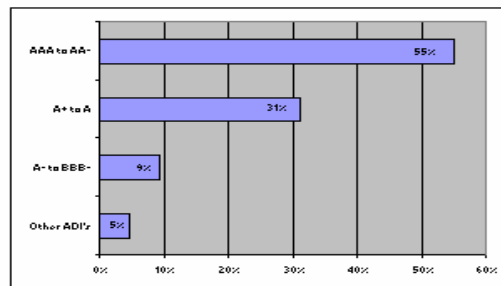
Monthly Performance	Return (mth)	Return (pa)
UBSW 90 Bank Bill Index	0.34%	4.16%
Total Portfolio	0.43%	5.23%
<i>Performance to Benchmark</i>	+ 0.09%	+ 1.07%
Portfolio - Direct Investments	0.44%	5.38%
<i>Performance to Benchmark</i>	+ 0.10%	+ 1.23%
Portfolio - Managed Funds	0.39%	4.77%
<i>Performance to Benchmark</i>	+ 0.05%	+ 0.61%



Year to Date Performance

Credit Exposure

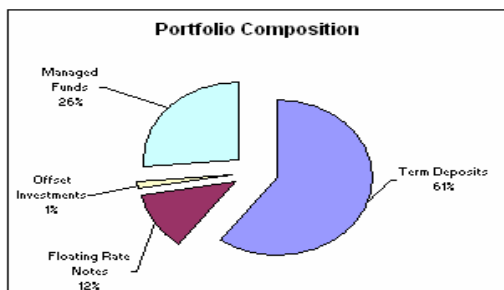
Rolling 12 Month Period
 4.58% Council Managed Funds
 5.36% LGFS Ethical Fund
 4.06% LGFS Fixed Out Cash Fund
 3.57% *Benchmark*



Interest Budget to Actual
 Budget to Period \$1,976,250
 Accrued to Period \$2,782,275

Securities

Institutions



	Amount Invested	% Portfolio
Macquarie Bank	\$ 1,000,000.00	2%
LGFS Managed Funds	\$ 17,204,955.62	26%
Suncorp Metway	\$ 2,039,658.08	3%
National Australia Bank	\$ 7,946,914.80	12%
NSW Treasury	\$ 4,448,000.00	7%
Westpac Bank	\$ 8,092,701.91	12%
ANZ Bank	\$ 4,081,531.50	6%
Citibank	\$ 1,015,603.29	2%
St George Bank	\$ 1,056,832.07	2%
Commonwealth Bank	\$ 6,050,110.57	9%
Bank Western Australia	\$ 3,109,656.84	5%
Illawarra Mutual BS	\$ 1,000,000.00	2%
Newcastle Perm BS	\$ 1,000,000.00	2%
Heritage BS	\$ 1,000,000.00	2%
Rural Bank	\$ 1,000,000.00	2%
Members Equity Bank	\$ 1,000,000.00	2%
Bank of Queensland	\$ 1,000,000.00	2%
Mystate Financial CU	\$ 1,000,000.00	2%
Defence Services CU	\$ 1,000,000.00	2%
Maitland Mutual BS	\$ 1,022,586.30	2%
Total	\$65,068,550.98	100%

4.4 Budget Review Financial Statement as at 31 March 2010

Reporting Officer

Manager Financial Services

Attachments

Third Quarter Financial Statement Summary (distributed under separate cover).

Purpose

A quarterly financial review has been conducted on the original income and expenditure estimates presented in the 2009/2010 budget. The adjustments relating to the review of original budget allocations are presented for Council's consideration.

Report

In accordance with Clause 203 of the *Local Government (General) Regulations 2005*, the responsible accounting officer is required to conduct a quarterly review of income and expenditure estimates and submit a report to Council no later than two months after the end of each quarter. The budget review statement must also include an opinion of the responsible accounting officer concerning the financial position of Council. This report provides an overview of the results of the financial review for the quarter ended 31 March 2010.

In June 2009, Council adopted a balanced budget for 2009/2010. In this review the budgeted result has been maintained. Factors influencing the budgeted result are highlighted in the body of this report.

The recommended movements relating to income and expenditure are summarised in the attachment and details of major items greater than \$20,000 are listed in the body of this report for Council's consideration.

Council's current budget position is as follows:

Total projected expenditure on present trends	\$ 146,528,214
Total projected income on present trends	\$ 146,528,214
Projected surplus/(deficit) as indicated in the original budget for the year	\$0

In the January to March quarter, Council considered a number of reports that either require an adjustment to budget estimates or requested that consideration be given to funding the programs. The recommendations from these reports have been included in this review.

The following major items from the review are detailed, and all adjustments are recommended following the completion of the financial review:

Christmas Tree (3166) - \$23,500 increase in expenditure

There were additional funds expended on the Christmas tree decoration this year in excess of the original budget allocation. Costs included the purchase and installation of replacement/additional lighting decorations.

Land Use (1155) - \$22,000 decrease in expenditure

The Environmental Planning section has been operating with a staff vacancy for several months of this financial year, resulting in an anticipated saving to budget. This reduction also assisted in funding additional resources to upgrade Aerial Photography.

Aerial Photography (1284) - \$25,000 increase in expenditure

Council's current aerial photography database has not been updated since 2005 and is now in urgent need of modernisation. This increase funds monthly updating of Council's aerial photography database and provides Council with the intellectual property rights for all photographs.

Building Certification Unit (1205) - \$48,000 increase in income

Land Information Services (1280) - \$25,000 increase in income

There has been an increase in activity in the building market and also an increase in the volume of residential houses being purchased and sold. This has resulted in additional revenue being received into the Development Services Section.

Arts Centre – General Projects (1800) - \$158,000 increase in income

Sydney Festival – Edge of Elsewhere (1819) - \$126,000 increase in expenditure

As previously reported the Arts Centre has been running the successful Edge of Elsewhere exhibition this financial year. The program was part funded by a grant from the Australian Council for the Arts. Council was required to support the program with additional funds. This has been offset by additional grant funds that Council will receive as part of its three year funding agreement.

Campbelltown Swimming Centre (1925) - \$39,000 decrease in expenditure

Campbelltown Swim Centre Aquatic Program (1927) - \$40,000 increase in expenditure

Campbelltown Swimming Centre Aquatic Program on-costs such as superannuation, workers compensation and administrative overheads were subject to an increase that has been offset by an anticipated salary saving in pool operations due to staff vacancies.

Macquarie Fields Swimming Centre (1930) - \$75,000 increase in expenditure

The swimming centre has incurred additional operational expenses during the financial year especially in utility charges such as electricity and gas. There has also been a need to utilise additional casual staff.

Eagle Vale Leisure Centre (2000) - \$45,000 increase in expenditure
Eagle Vale Leisure Centre (2000) - \$65,000 decrease in income

The operational costs for Eagle Vale Leisure Centre, specifically the electricity charges and chemical charges, are currently exceeding the expected budget forecasts. There has also been a need to utilise additional casual staff. The income from pool entry fees and learn to swim programs is not expected to reach the original budget projection and has been adjusted accordingly.

Campbelltown Sports Ground (2505) - \$30,000 increase in expenditure
Campbelltown Sports Ground (2505) - \$25,000 increase in income

The water usage charges for Campbelltown Sports Ground have exceeded original budget forecasts. During the original budget development it was anticipated that there would be water savings from the installation of water tanks as part of the refurbishment. This is still anticipated however, the savings will not be evident until next financial year. This cost will be offset by an increase in income received from additional usage of the sporting facility.

Campbelltown Sports Ground Athletics Track (2530) - \$46,700 increase in income

The Athletics facility has seen a growth in utilisation over the last several years. It is anticipated that the income received for hire of the centre will exceed the budgeted amount resulting in a saving to the budget.

Catering Service (3330) - \$24,600 increase in expenditure

The over expenditure is predominately attributable to additional staffing costs as well as the escalation in the cost of food and beverages.

Property Development (2960) - \$550,000 increase in income
Land Acquisition/Sale – General (2989) - \$590,000 decrease in income

Council has been charging Australian Rail and Track Corporation (ARTC) a fee for the occupation of its land while track development work is proceeding. The occupation time has been longer than was originally anticipated resulting in additional income to Council. In the original budget an allocation was made for the sale of land at Eschol Park. The sale has taken longer than was anticipated and will not be completed in this financial year, resulting in an impact on the budget which has been partially offset by the additional occupation fees.

Revenue (3415) - \$20,000 increase in expenditure
Rates General Purpose Revenue (3425) - \$51,000 increase in income

A greater percentage of ratepayers are now utilising the variety of payment methods available to them rather than paying over the counter. This has resulted in an increase in the commission payable to the various collection agencies. This increase has been offset by a slight increase in the total rates collectable for the year.

Summary

It is an ongoing objective of Council to return a surplus budget in order to increase the Current Ratio. However due to the impact of the downturn in the economy this objective was unable to be achieved in the 2009/2010 original budget. While the economic indicators have seen an improvement of late, the recovery has not impacted significantly on areas such as interest on investments and development income. The ongoing increases of State Government charges as well as an increase in energy costs places additional pressure on retaining our improved financial position. Every effort will be made to return the budget to a projected surplus in the future however at present a balanced budget is indicated after the recommended adjustments of this financial review.

The 2009/10 results continue to support Council's sound financial position. During 2010/11 Council will review its Financial Strategy in line with the development of the ten year Long Term Financial Plan and determine the most appropriate and financially responsible action for future periods.

Officer's Recommendation

That the adjustments recommended in the Financial Statement Summary as a result of conducting the March Budget Review be adopted.

Committee's Recommendation: (Greiss/Dobson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 1 June 2010 (Hawker/Greiss)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 97

That the Officer's Recommendation be adopted.

CARRIED

4.5 2009/2010 Loan Borrowing Allocation

Reporting Officer

Manager Financial Services

Attachments

Nil

Purpose

Council borrows funds in accordance with the *Local Government Act, 1993* to provide funding for the capital works program as determined by the budget process. Councils are required to advise the Chief Executive, Local Government of amounts borrowed in accordance with Clause 230 of the Local Government (General) Regulation, 2005.

Report

Council, in adopting the 2009/10 Budget, requested a loan allocation of \$2.5m with the associated repayments provided for in Council's 2010/11 Budget. This allocation was requested for the projects listed below:

Road Construction	\$1,025,000
Cycleway Construction	\$50,000
Footpath Construction	\$250,000
Recreation/Playground Equipment	\$570,200
Buildings/Equipment	\$449,800
Land Acquisition	\$155,000

Council, through its financial advisor, Spectra Financial Services, prepared the tender for financial institutions to respond both on a fixed and variable rate basis. Four responses were received from the following banks and were considered on the basis of tender compliance and pricing:

- Australia and New Zealand Banking Corporation (ANZ)
- Commonwealth Bank of Australia (CBA)
- National Australia Bank (NAB)
- Westpac Banking Corporation (WBC)

Details of the responses were as follows:

Fixed Rate	ANZ	CBA	NAB	WBC
5 Year	8.30%	7.57%	7.43%	7.70%
7 Year	8.50%	7.89%	8.21%	7.98%
10 Year	9.06%	8.22%	8.32%	8.35%

Variable Rate	ANZ	CBA	NAB	WBC
5 Year	90 day BBSY + 200bp	180 day BBSW + 170bp	180 day BBSW + 200bp	90 day BBSY + 160bp
7 Year	90 day BBSY + 200bp	180 day BBSW + 195bp	180 day BBSW + 200bp	90 day BBSY + 170bp
10 Year	90 day BBSY + 200bp	180 day BBSW + 220bp	180 day BBSW + 200bp	90 day BBSY + 195bp

Note: The Bank Bill Swap Rate (BBSW) or the Bank Bill Swap Bid Rate (BBSY) are commonly used market reference rates for Australian dollar bills of exchange. The BBSY is five basis points above the BBSW.

Rates quoted are indicative and are based on pricing as at 19 May 2010. It is anticipated that interest rates will continue to trend higher until funds are drawn down in the last week of June 2010.

In previous years Council has sought loans with a fixed interest rate for the ten year life of the loan. However, as a result of current economic conditions, lending authorities are reluctant to lend at a fixed rate for traditional periods and include a larger lending margin for periods in excess of five years. Offset loan/investment facilities are no longer available.

Of the four banks that did respond to the tender, all have quoted for terms up to ten years either fully amortising or fixed for a period up to seven years with a bullet payment, and on both a fixed and variable rate basis.

Based on the responses received, it is recommended that Council adopt to borrow on a floating variable rate for an initial five year period with a 60% bullet (lump sum) payment to be refinanced. This will provide Council with the ability to refinance the balance in a market that is expected to stabilise. If margins do fall at a future date, Council can choose to fix the loan, refinancing without penalty.

Of the rates offered on this basis, Westpac Banking Corporation is the most competitive with a margin of 160 basis points.

Officer's Recommendation

1. That Council accept the quote from Westpac Banking Corporation for an amount of \$2.5m for a ten year term with the initial five years on a floating variable rate and the balance to be refinanced at a future date.
2. That Council delegate the Mayor and General Manager to authorise the necessary documentation.
3. That the Mortgage Deed and security documents be executed under the Common Seal of Council if required.

Committee's Recommendation: (Dobson/Chanthivong)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 1 June 2010 (Hawker/Greiss)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 97

That the Officer's Recommendation be adopted.

CARRIED

4.6 Minutes of the Innovation and Performance Sub Committee Meeting held on 19 April 2010

Reporting Officer

Manager Financial Services

Attachments

Minutes of the Innovation and Performance Sub Committee Meeting held on 19 April 2010.

Purpose

To seek Council's endorsement of the Minutes of the Innovation and Performance Sub Committee meeting held on 19 April 2010.

Report

Detailed below are the recommendations of the Innovation and Performance Sub Committee. Council officers have reviewed the recommendations and they are now presented for Council's consideration. There are no recommendations that require an individual resolution of Council.

Recommendations of the Innovation and Performance Sub Committee

Reports listed for consideration

7.1 Savings/Initiatives

That the information be noted.

7.2 eMove - Change of Address System

That the information be noted.

7.3 Training Initiatives

That the information be noted.

7.4 Internal Audit Framework

That the information be noted.

7.5 Intranet Redevelopment Using Sharepoint

That the information be noted.

8.1 Upcoming Initiatives

That the information be noted.

8.2 Innovation and Performance Sub Committee Meeting Schedule

That the scheduling of the Innovation and Performance Sub Committee be reviewed.

Officer's Recommendation

That the Minutes be noted.

Committee's Recommendation: (Chanthivong/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 1 June 2010 (Hawker/Greiss)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 97

That the Officer's Recommendation be adopted.

CARRIED

ATTACHMENT 1

Minutes of the Innovation and Performance Sub Committee

Held on Monday, 19 April 2010 in Committee Room 3 commencing at 6.00pm

1. Acknowledgement of Land

An Acknowledgement of Land was presented by the Chairperson, Councillor Hawker.

2. Attendance and Apologies

Attendance: Councillor Paul Hawker (Acting Chairperson)
Councillor Paul Lake
Paul Tosi, General Manager
Michael Sewell, Director Business Services

Also in attendance: Councillor Rudi Kolkman
Corinne Mears, Manager Financial Services
Michelle McIlvenny, Manager Business Assurance
Jason Spurway, Learning and Development Coordinator
Steve McIlhatton, Manager Information Management & Technology
Andrew Butcher, Revenue Accountant
Barry Clarence, Human Resources Coordinator
Beth Buckley, Executive Assistant

Apologies: Councillor Aaron Rule
Councillor Russell Matheson
Councillor Meg Oates

Sub Committee Recommendation (Lake/Sewell)

That the apologies from Councillors Rule, Matheson and Oates be received and accepted.

CARRIED

3. Declarations of Interest

There were no Declarations of Interest made.

4. Minutes of the Previous Meeting (Lake/Sewell)

That the minutes of the meeting held on 23 November 2009 copies of which have been circulated be taken as read and confirmed.

CARRIED

5. Business Arising from Previous Minutes

There was no business arising from previous minutes.

6. Correspondence

There was no correspondence.

7. Reports

7.1 Savings/Initiatives

Purpose

This report is to provide the Sub Committee on savings that have been implemented between Committee meetings.

History

The Sub Committee has been presented with savings at previous meetings to the value of \$9,078,827. A list of savings is attached for the Sub Committee's information.

Report

The delivery of cost effective service is a priority for all Sections of Council. To achieve this outcome a number of cost saving initiatives are identified. Since the last Sub Committee meeting in November 2009, initiatives have been identified in the areas of Human Resources, Information Management & Technology, Financial Services and Business Assurance's newly established Internal Audit function.

Training Initiatives

The Human Resources Section is working towards providing Council's diverse workforce with the necessary skills to meet the challenges ahead as well as the ageing work force and areas of skills shortages. To this end, negotiations have taken place with our training providers to link programs to qualifications for little or no additional expense. Council now provides opportunities for staff to complete full nationally accredited qualifications and training programs through the Productivity Placement Program at subsidised rates saving on average \$5,000 per program.

eMove

Council's Financial Services Section is proposing to implement, eMove, a web based product that offers services to ratepayers to streamline the changing of addresses with a convenient one stop shop approach. This proposed service is provided free of charge to the customer. Customers changing their address are able to select from a list of registered organisations whom will be notified of the change in address details via email. Non-disclosure of personal and/or private information is guaranteed by eMove.

Participating organisations are issued with a detailed monthly invoice from eMove. A single fee of \$2.50 excluding GST for each change of address successfully submitted by customers is charged to Council.

The proposed implementation of eMove would provide Council with accurate address data which is a crucial component to offering an exceptional service to Council's customers.

Internal Audit Framework

A draft audit plan has been prepared for 2010/11 and includes the requirement to complete a specified number of Audits against policies and procedures. This will be followed by investigating and recommending best practice for improvements to Council's operations.

The internal audit function will add real value by contributing to the effectiveness of Council to achieve coverage across a range of operations, identifying opportunities for efficiencies, cost reduction/revenue increase and improved service delivery.

Intranet Redevelopment Using Sharepoint

Council's Information Management & Technology Section recently successfully implemented a new intranet development platform based on Microsoft Sharepoint 2007 that benefits the organisation with new or modified functionalities such as:

- A News tool to capture and promote business-critical council information and events;
- An enhanced Corporate Document search tool to simplify the search for forms, procedures, policies and authorised statements;
- A collection of Organisational Publishing Sites to provide common information about council business units and functions;
- A redesigned Site Architecture to simplify the navigational experience for the end-user; and
- A redesigned screen layout to provide a better overall aesthetic experience for the end-user.

Officer's Recommendation

That the information be noted.

Sub Committee Recommendation (Lake/Sewell)

That the information be noted.

CARRIED

7.2 eMove - Change of Address System

Purpose

To provide information on a web based product designed to streamline moving and address changing for Council's customers.

Report

eMove is a web based product that offers services to make moving and changing your address easier with a convenient one-stop-shop format that is free for the customer to participate in.

The service helps consumers notify multiple organisations of changes in contact details and acts as a mail and email redirection service. The site also helps users obtain and compare quotes for removalists and other moving services.

Accurate address data is crucial to the smooth operation of Council business and receiving this data in a reliable and secure manner benefits both Council and its customers.

Customers wishing to change their address can do so by selecting from a list of participating billers with these billers being advised of the request via email. Security is in the form of matching relevant bill or membership information contained in the email with the information held by council. eMove guarantees non-disclosure of any personal or private information.

Presently eMove provides but is not limited to changes of address notifications with the organisations listed in the attachment. At present eMove have agreements with only six NSW Councils, however they are currently focussing on this sphere with a view to increasing this number.

Participating organisations are invoiced on a monthly basis a single fee of \$2.50 (ex GST) for each change of address successfully submitted. Details and dates of each charge are included for reconciliation and verification purposes.

Officer's Recommendation

That the information be noted.

Sub Committee Recommendation (Sewell/Lake)

That the information be noted.

CARRIED

7.3 Training Initiatives

Purpose

This report is to provide the Sub Committee with information on the training initiatives being offered to Council staff.

History

It has been the intention of the Human Resources team to provide nationally recognised qualifications and skills to staff whenever possible. With an ageing work force and skills shortages within specific local government classifications, Council is working towards providing our diverse workforce with the necessary skills to meet the challenges ahead.

Report

Over the past two to three years Council has been endeavoring to provide nationally recognised qualifications to staff wherever possible.

Council currently offers a number of leadership, customer service and other industry specialised programs.

Human Resources have been in negotiation with our training providers to link these programs to qualifications for little or no cost. For example, our recruitment and selection program, instead of staff receiving an attendance certificate, is now linked to the competency BSBHR402A Recruit and Select Personnel from the Certificate IV in Human Resources.

Another example is the advanced customer service program which is linked to BSBCM203A Communicate in the Workplace, BSBCM208A Deliver a Service to Customers, BSBCM209A Provide Information to Clients and BSBCM310A Deliver and Monitor a Service to Customers all from a Certificate III in Business Administration. These are all skills that staff will apply in the workplace and in future roles.

Council has also been able to offer some specific skill sets to staff. For example, there is a need to provide qualified assessors to ensure when staff are undertaking practical activities such as the use of pool operations equipment, the in house coaches are correctly skilled in that area of expertise. To ensure this, Council has offered the delivery skill set from the Certificate IV in Workplace Assessment and Training.

Significant progress has been made in providing full nationally accredited qualification opportunities to staff. Since January 2009, Council has been able to provide the following qualifications to staff:

- 20 staff completed a Certificate IV in Customer Contact
- 6 staff completed a Certificate IV in Record Keeping
- 13 staff completed a Certificate IV in Community Recreation Aquatics
- 4 staff completed a Certificate IV in Information Services Library
- 1 staff member completed a Certificate IV in Regulatory Services
- 2 staff completed a Certificate III in Children Services
- 3 staff completed a Diploma of Children Services

In addition, a number of staff are undertaking Diplomas in Children Services, Financial Services and Operational Works. There is also another group half way through a Certificate IV in Customer Contact.

These programs have all been delivered cost neutral to Council enabling Human Resources to allocate funds to target other areas for learning and development. Human Resources are currently pursuing other programs including a Certificate IV in Local Government for front line staff and a Diploma of Management.

Cost Saving

The Productivity Placement Program has provided the opportunity to arrange these subsidised programs. On average a training program can cost \$2,000 per day for a four day program. These subsidised programs can provide a cost saving of approximately \$5,000 per program.

We have also been able to obtain external funding for other training through existing worker traineeships. In providing full qualifications, Council have been able to offer these at cost neutral to the business. On average a qualification costs \$2,000 per person and Council has been able to meet the cost to cover staff that are ineligible for external funding.

A brief presentation will be provided on staff training initiatives.

Officer's Recommendation

That the information be noted.

Sub Committee Recommendation (Lake/Tosi)

That the information be noted.

CARRIED

7.4 Internal Audit Framework

Purpose

To inform the Innovation and Performance Sub Committee of the appointment of an Internal Auditor and outline the framework for implementation of the role at Campbelltown City Council.

History

An Internal Auditor was appointed in January 2010. The role was challenged to build an internal audit framework, consisting of a strategy and audit plan and the establishment of an internal audit committee, that duly considers the Department's guidelines but also the operation of Campbelltown City Council.

Report

A draft audit plan has been prepared for 2010/11 and includes the requirement to complete a specified number of Audits against policies and procedures. This will be followed by investigating and recommending best practice for improvements to Council's operations. This will also ascertain the reliability of data used within the organisation and verify the accuracy of Council records. An underlying review program was also developed to perform testing on other areas of the Council that may be required or determined by factors outside the annual audit plan.

Additional activities of the Internal Audit function include performing reviews in line with Division of Local Government's Governance Health Check and Tracking. In addition, the role will work with staff on policy and procedural matters that arise in the course of an audit, to review and to assist staff in having a greater understanding of obligations and the code of conduct.

The framework will be presented at the meeting of the Innovation and Performance Sub Committee and recognises the need for Internal Audit to add real value by contributing to the effectiveness of Council, achieve coverage across a range of operations, identifying opportunities for efficiencies, cost reduction/revenue increase and improved service delivery.

Officer's Recommendation

That the information be noted.

Sub Committee Recommendation (Lake/Sewell)

That the information be noted.

CARRIED

7.5 Intranet Redevelopment Using Sharepoint

Purpose

To inform the Innovation and Performance Sub Committee of the successful implementation of a new intranet development platform based on Microsoft Sharepoint 2007 and to detail the benefits that this will bring to Council.

History

Council's previous intranet solution was identified as sub-standard in a number of ways:

- Inconsistent navigation across the site
- Updating required special training and tools
- Workflow of content approval was not available
- The ability for content editors to change settings meant that corporate style standards were difficult to enforce
- Web-based solutions required specialised skills and considerable time to develop
- Information was spread across a number of different databases
- Documents were difficult to search for and locate

Microsoft Sharepoint Server 2007 (Sharepoint) was deployed in the Information Management and Technology section (IM&T) in 2009 and used for the purpose of managing service requests (IM&T Service Desk), managing and reporting on IM&T projects (IM&T Project Management Information System) and managing IM&T Knowledge (IM&T Knowledgebase Wiki).

This pilot enabled the development of necessary technical skills and understanding of governance issues to be able to confidently initiate a project to use the Sharepoint platform to replace the existing intranet.

Report

As a corporate information system the intranet is a key resource that provides benefit to virtually every member of Council staff. Therefore it was extremely important for the success of this project that business input be sought and commitment be fostered. To this end, an Intranet Steering Group was formed from a wide-ranging cross-section of the business.

The requirements for this project were defined by the Manager of IM&T and the Director of Business Services, refined by the Intranet Steering Group and approved by Executive.

Analysis and development work was undertaken using internal IM&T resources to ensure that necessary skills and knowledge for the future success of the project were maintained and to reduce the cost of the project.

The initial roll-out of the intranet included the following new or modified functionality:

- A News tool to capture and promote business-critical council information and events;
- An enhanced Corporate Document search tool to simplify the search for forms, procedures, policies and authorised statements;
- A collection of Organisational Publishing Sites to provide common information about council business units and functions;
- A redesigned Site Architecture to simplify the navigational experience for the end-user; and
- A redesigned screen layout to provide a better overall aesthetic experience for the end-user.

The Intranet went into production on the 3 March 2010, with positive feedback received from both management and end-users.

The project was successfully completed due to the following factors:

- Active engagement and buy-in from the business via formation of a test team and provision of online feedback mechanisms to identify issues encountered;
- Effective communication to staff via the formation of an Intranet Steering Group, well-attended communication sessions and use of Administration Assistants as a first point of contact for support;
- Thorough testing of the system prior to the launch via the test team, with representatives from all levels of the organisation, including remote locations; and
- Management and Executive support through demonstrations at Manex and section meetings.

The increased usability of the intranet will have significant cost savings and productivity gains across the organisation although these can be hard to measure. Research has shown that office staff may spend up to 20% of their time searching for information. Any tools which can make information searching easier will therefore have significant productivity benefits.

Another example of cost saving is the development of the Service Desk solution for IM&T based entirely on Sharepoint. Replacement of our legacy system was budgeted to cost \$25,000 but by using internal skills we were able to develop a highly successful replacement for the cost of 8 weeks development time by internal staff resulting in a saving of \$10,000.

Council now has a robust cost-effective platform for developing web-based information tools to meet those business needs which cannot be met by our existing core systems.

The next step will be to provide full training to end users to enable them to manage their own business content and further enhance the searching tools for corporate documents. Research and development is being undertaken on KPI and Dashboard Reporting from corporate systems.

IM&T look forward to reporting on the success of these projects at a later meeting of the Innovation and Performance Sub Committee.

Officer's Recommendation

That the information be noted.

Sub Committee Recommendation (Lake/Tosi)

That the information be noted.

CARRIED

8. General Business

8.1 Upcoming Initiatives

Councillor Lake questioned the upcoming innovations and initiatives to be listed on the next Innovation and Performance Sub Committee agenda.

The Manager Financial Services and the Manager Business Assurance advised that there were upcoming reports on the workers compensation account savings, electricity savings and savings on recycling oil.

Sub Committee Recommendation (Hawker/Tosi)

That the information be noted.

CARRIED

8.2 Innovation and Performance Sub Committee Meeting Schedule

Councillor Lake raised the possibility of condensing the meeting schedule to twice per year with a larger agenda to ensure a quorum is met.

Councillor Hawker questioned if the sub committee meetings could be held on a night other than Monday.

The General Manager advised that the scheduling of the Innovation and Performance Sub Committee will be revisited.

Sub Committee Recommendation (Lake/Sewell)

That the scheduling of the Innovation and Performance Sub Committee be revisited.

CARRIED

Next meeting of the Innovation and Performance Sub Committee is scheduled for Monday, 24 May 2010 at 6.00pm.

Meeting concluded at 6.55pm

Cr Paul Hawker
Acting Chairperson

5. BUSINESS ASSURANCE

No reports this round

6. HUMAN RESOURCES

No reports this round

7. INFORMATION MANAGEMENT AND TECHNOLOGY

No reports this round

8. CUSTOMER SERVICES

No reports this round

9. GENERAL BUSINESS

Nil.

13. CONFIDENTIAL ITEMS

No reports this round

P Hawker
CHAIRPERSON
