

Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 19 February 2013.

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 Tuesday 19 February 2013

Present

- Councillor C Mead (Chairperson)
- Councillor F Borg
- Councillor A Chanthivong
- Councillor G Greiss
- Councillor P Hawker
- Councillor R Kolkman
- Councillor P Lake
- Director Business Services - Mr M Sewell
- Director City Works - Mr J Hely
- Manager Assets and Supply Services - Mr G Mitchell
- Manager Business Assurance – Mrs M McIlvenny
- Manager Communications and Marketing - Mrs B Naylor
- Acting Manager Customer Service - Mr P Macdonald
- Manager Executive Services - Mr N Smolonogov
- Acting Manager Financial Services – Mr A Butcher
- Acting Manager Information Management and Technology - Mrs H Brown
- Manager Property Services - Mr J Milicic
- Acting Manager Waste and Recycling Services – Mr L Atkinson
- Coordinator Facility Maintenance Services - Mr W Miller
- Policy and Governance Coordinator – Ms J Warner
- Internal Auditor – Ms M Brockwell
- Executive Assistant - Mrs D Taylor

Apology Nil

Acknowledgement of Land

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

DECLARATIONS OF INTEREST

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

Pecuniary Interests

Nil

Non Pecuniary – Significant Interests

Councillor Chanthivong - Item 4.3 - Sundry Debtors Report - January 2013 - Councillor Chanthivong advised that he is an employee of Transport NSW and that he will leave the room and not take part in debate nor vote on this item.

Non Pecuniary – Less than Significant Interests

Nil

1. COMMUNICATIONS AND MARKETING

1.1 2012 Festival of Fisher's Ghost post event report

Reporting Officer

Manager Communications and Marketing

Attachments

Nil

Purpose

To provide Council with a summary of events and activities held as part of the 2012 Festival of Fisher's Ghost.

Report

The 2012 Festival of Fisher's Ghost was held from Thursday 1 November to Sunday 11 November.

In addition to the customary events, this year's program included 16 events and activities, with 10 of these being organised by Council.

Event summary

The street parade was held on Saturday 3 November from 1:00pm to 2.30pm. The theme for the parade was Love to Read to support the National Year of Reading. There were 79 entries and more than 1000 participants. The parade was officially opened by the Mayor together with Wests Tigers player Chris Lawrence and coach Mick Potter. The overall winners of the street parade were the Campbelltown Community Change Makers and Airds Bradbury Originals, with all winners announced at the street fair the following weekend.

The street fair was held on Saturday 10 November from 10:00am to 2:00pm. The fair ran throughout Queen Street, from Browne Street to Dumaresq Street. Staged entertainment was located at Mawson Park and Lithgow Street, with 114 stalls located throughout the fair. There were plenty of interactive activities for children including the Play-doh Imagination Factory, a giant inflatable slide and an animal petting farm.

The carnival was held at Bradbury Oval for a total of nine days across three weekends, from Friday 2 November to Sunday 18 November. There were more than 20 rides, staged entertainment, show bags, children's activities and carnival food available.

A new event was added to the program of events for 2012. Fred's First Night was held at Bradbury Oval on Wednesday 31 October from 6:00pm to 9.30pm. This was a ticketed event, with tickets won through the Events in Campbelltown Facebook page. The event was added as a new way to promote the festival and generate renewed interest for the event. Tickets were given to the first 75 families and 150 individuals who entered the competition, with approximately 600 people attending the event. Feedback received about Fred's First Night has been extremely positive, with a number of event goers indicating that they would have been unable to attend with their families, had they not won tickets.

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

Advertising and media coverage

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

Elements of the festival were featured in metropolitan papers, including Sydney Morning Herald and The Daily Telegraph. The Telegraph attended the Street Fair, handing out 2000 free newspapers. A stall space was offered in exchange for free advertising in the Telegraph's Best Weekend magazine.

A radio campaign aired on C91.3FM from Thursday 25 October until 11 November. The event was also featured on 2MCR on 3 October and 7 November.

For the first time, advertising on train station billboards was trialled at Liverpool and Ingleburn stations. Other avenues used for promotion were the Fisher's Ghost website which underwent a redesign in 2012 to make it much more user friendly, DL flyers included in the rates mail out, printed programs, bus shelter posters, media releases and an article in the winter and spring editions of Compass, Council's newsletter to residents.

Sponsorship

This year's event was supported by a range of sponsors. Top level sponsorship was taken by Channel Nine, with in-kind support from C91.3FM and NewsLocal Macarthur Chronicle. Rashay's Pizza Pasta Grill came on board for the first time, sponsoring the Kids Fun Zone at the Street Fair.

Channel Nine have committed to sponsor this event for the next two years.

The Craft Exhibition attracted \$1036.36 in sponsorship, while the Miss Princess Quest attracted in-kind sponsorship to the value of \$2650.

The total value of cash sponsorship was \$21,036.36 and the total value of in-kind sponsorship was \$23,150.00.

Summary of event costs

The 2012 Festival of Fisher's Ghost was delivered within the budget of \$96,600, as adopted as part of the 2012-2013 operational plan. A summary of income and major expenditure is outlined below:

Expenses

| | |
|-----------------------|------------------|
| Total expenses | \$228,407 |
| Total income | \$141,235 |
| Net cost | \$87,172 |

Summary

The 2012 Festival of Fisher's Ghost was a successful event, continuing to be Campbelltown's largest event of the year with a wide range of positive community feedback.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Hawker/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 26 February 2013 (Mead/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 17

That the Officer's Recommendation be adopted.

1.2 Carols 2012 post event report

Reporting Officer

Manager Communications and Marketing

Attachments

Nil

Purpose

To advise Council of the Christmas celebration that was held at the Campbelltown Arts Centre on Saturday 1 December 2012.

Report

The 2012 Campbelltown Christmas Carols was held at the Campbelltown Arts Centre on Saturday 1 December 2012, from 6.00pm to 9.30pm.

This event was attended by people of all ages, who joined local choirs, performance groups and individual performers to celebrate the festive spirit. The audience was kept well entertained with more than 20 local performers leading traditional Christmas carols. They were joined on stage by Ingleburn Public School's choir, the cast of Campbelltown Theatre Group and the Sweet Tonic Singers Inc.

Following its success in 2011, the performers were again supported by a band. Band numbers were this year increased to a full seven piece band with backing vocalists.

The event was again hosted by MC Pat McGeown, and officially opened by the Mayor. The official opening was preceeded by The Santa's Apprentice Stage show and was followed by the lighting of the community Christmas tree and a visit from Santa.

The Campbelltown Christmas Carols was held in association with the Rotary Clubs of Campbelltown and Macarthur Sunrise. The clubs supported the event by running a BBQ and merchandise stall.

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

The event was attended by an estimated 2300 people.

The event was delivered within budget as adopted as part of the 2012-2013 operational plan.

Total expenses for the event were: **\$33,480.00**

Officer's Recommendation

That the 2013 Carols event be held on Saturday 7 December.

Committee's Recommendation: (Borg/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 26 February 2013 (Mead/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 17

That the Officer's Recommendation be adopted.

1.3 New Year's Eve 2012 post event report

Reporting Officer

Manager Communications and Marketing

Attachments

Nil

Purpose

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

Report

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

The event attracted the largest crowd to date, with an estimated 20,000 people enjoying the celebrations.

The free event included carnival rides, food and merchandise stalls, and two spectacular firework displays. A staged entertainment program continued through the night, featuring local performers and well-known Sydney bands. The large crowd was able to view the stage entertainment from a large screen, positioned in the western end of the park.

One of the main entertainment highlights was an appearance from the characters of the hit CBeebies television series, the Zingzillas. Featuring sophisticated animatronic costumes, the Zingzillas had their audience on their feet.

Other scheduled entertainment included the cast of hairspray from Campbelltown Theatre Group, Soul Sonic, The Good Stuff and the Joyce Collins Band.

Crowd numbers appeared to have increased considerably compared to previous years, with steady attendance and less fluctuation. Police and security guards reported that the event was incident free.

Positive feedback has been received about the event.

The event was delivered within a budget of \$83,700 as adopted as part of the 2012-2013 operational plan.

| | |
|---|-----------------|
| Total expenses | \$93,611 |
| Income (stallholders and carnival) | \$10,080 |
| Net cost | \$83,531 |

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Greiss/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 26 February 2013 (Mead/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 17

That the Officer's Recommendation be adopted.

1.4 Web Statistics October to December 2012

Reporting Officer

Manager Communications and Marketing

Attachments

Nil

Purpose

To provide Council with information on the visitation patterns for Council's website during the October to December 2012 quarter.

History

Council's redeveloped website went live on 7 May 2012.

The new site provides increased functionality, easier access to frequently accessed information, and a new look and feel, reflective of Council's commitment to providing efficient and reliable service to its customers.

As part of the redevelopment project, a permanent Website Administrator was appointed to monitor the site, support users, liaise with the vendor, and provide training to staff as required. A Web Steering Committee was also formed, to help guide the strategic direction of the website and to report to Executive with regard to ongoing improvements.

Report

Council's new website provides a range of information on programs, initiatives, services and events that can be accessed by visitors. With a strong customer service focus, it was designed with easy navigation and web friendly content.

Using Google Analytics, we are able to obtain statistics on the usage patterns of our website, including information about the total number of visits, most commonly accessed pages and how users are accessing the site.

Since its launch, the website has had more than 520,000 visits, with more than 322,000 of these being 'unique' visitors who accessed the site only once during the period, and the balance reflecting return visitors.

During the three month period from 1 October to 31 December 2012, the total number of visits to Council's website was 208,493, with 63% of these being new visitors to the site, and the remainder being return visitors. The visitation during this period equates to an average of 69,497 visits per month.

Statistical data indicates that the average number of pages viewed during a visit to the site was 2.4, with the average duration spent on the site being 2.3 minutes.

A breakdown of total visits per month, including the top five pages viewed throughout each month (excluding the home page), is listed below. The number of visitors accessing the site via a mobile device is also indicated. Significantly, the November statistic for access via a mobile device is almost double that of July, indicating a considerable and consistent increase.

| Month | Total site visits | Visits using mobile device | Most popular page views during month |
|---------------------|-------------------|----------------------------|--|
| October | 69,895 | 10,767 | Library – 20,054 Positions vacant information – 7,019 Kerbside clean up information – 6,257 Current positions vacant – 6,186 Campbelltown Arts Centre – 3,317 Dogs for sale (small/puppies) – 3,068 |
| November | 75,604 | 15,365 | Library – 18,936 Positions vacant information – 6,921 Kerbside clean up information – 6,477 Current positions vacant – 6,151 Dogs and cats for sale – 3,030 |
| December | 62,994 | 14,608 | Library – 15,092 Kerbside clean up information – 6,925 Positions vacant – 4,480 Current positions vacant – 3,392 Dogs and cats for sale – 3,512 |
| Total visits | 208,493 | 40,740 | |

In order of popularity, the 20 most commonly visited pages on the site during the reporting period were:

1. Home page
2. Library
3. Need a kerbside clean up
4. Positions vacant
5. Fisher's Ghost home page
6. Current positions vacant
7. Dogs and cats for sale
8. Small dogs and puppies for sale
9. Animal Care Facility
10. Campbelltown Arts Centre
11. Events calendar
12. Medium dogs for sale
13. Large dogs for sale
14. Contact us
15. Lost dogs
16. Waste and recycling services
17. What's on
18. Visit Macarthur home page
19. Careers
20. New Year's Eve event information.

In order of popularity, the top five downloaded documents for the reporting period were:

1. LGA garbage runs map - 771
2. Fisher's Ghost event program - 603
3. Double demerit points information - 556
4. When do my bins get emptied document - 529
5. Council Fees and Charges - 446.

The majority of visitors (46.6%) accessed the website via a Google, Bing or Yahoo search, with direct access to the home page or another specific Council website page being the second most common way of reaching the site (43.14%).

Other Council sites

Council also has two additional websites – Fisher's Ghost and Visit Macarthur.

During the reporting period of October to December 2012, the Fisher's Ghost site attracted 25,788 visits (more than four times the number of visits during the preceding three month period), while the Visit Macarthur website attracted 6,059 visits.

eNewsletters

Council's corporate eNewsletter was launched in June 2012, and complements the existing quarterly residential newsletter (letterbox delivery), Council's Facebook pages, and various other communication methods.

The eNewsletter is distributed via email on the first Wednesday of each month and is aimed at keeping subscribers updated on events, Council initiatives, things to do and places to visit, as well as directing traffic to the website through links to further information.

Since the first distribution in June, the database has steadily grown to more than 300 subscribers, with new subscribers signing up each week.

Council's Visitor Information Centre also produces a monthly eNewsletter dedicated to providing information about what's on across the Macarthur region. The What's On in Macarthur eNewsletter commenced in November 2012 and currently has 175 subscribers. The publication is also distributed to 120 local tourism operators and 135 visitor information centres each month.

The Campbelltown Arts Centre eNewsletter that was established in March 2012 to provide up-to-date information about the centre's programs has a current subscription base of more than 600.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Lake/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 26 February 2013 (Mead/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 17

That the Officer's Recommendation be adopted.

2.1 Outcome Of Public Exhibition - Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

2. GOVERNANCE AND ADMINISTRATION

2.1 Outcome of Public Exhibition - Revised Policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors

Reporting Officer

Director Business Services

Attachments

Revised Policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors

Purpose

To advise Council of the outcome of the public exhibition of the revised policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors, and to seek Council's endorsement of the policy.

History

Council at its meeting of 20 November 2012 resolved that the revised Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors Policy be publically exhibited, allowing at least 28 days for the making of public submissions.

Report

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

The revised policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors was placed on public exhibition from 10 December 2012 to 11 January 2013. Copies of the revised policy were available for inspection at the Civic Centre, HJ Daley Central Library, Greg Percival Ingleburn Library and on Council's Website.

There were no submissions received during the public exhibition period of the revised policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors.

Officer's Recommendation

1. That the Policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors shown as the attachment to this report be adopted.
2. That the review date be set at 30 March 2014.

Committee's Recommendation: (Borg/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 26 February 2013 (Mead/Borg)


That the Officer's Recommendation be adopted.

Council Resolution Minute Number 17

That the Officer's Recommendation be adopted.

2.1 Outcome Of Public Exhibition - Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

ATTACHMENT 1

| | | |
|---|---|---------------|
|  | | POLICY |
| Policy Title | Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors | |
| Related Documentation | Council's Code of Conduct ICAC Publication - No Excuse for Misuse, Preventing the Misuse of Council Resources DLG Guidelines for Payment of Expenses and Provision of Facilities Model Code of Conduct for Local Councils in NSW 2009 DLG Circulars 08/03, 07/22 and 06/57 Council's Internet and Email Usage Authorised Statement | |
| Relevant Legislation/ Corporate Plan | <i>Local Government Act 1993</i> | |
| Responsible Officer | Director Business Services | |

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

Objectives

- In recognition of the importance of the role of the Mayor, to provide support in order to assist the Mayor in discharging the functions of the civic office.
- To provide a range and level of support and facilities to Councillors to assist them in discharging their functions of civic office.
- To assist the Mayor and Councillors in representing the interests of the residents and ratepayers of the City of Campbelltown and to facilitate communication between the community and the Council.
- To provide a level of support which will serve to encourage candidates to seek election to civic office.
- To provide for the reimbursement of expenses incurred by Councillors at conferences and seminars.
- To provide a travel policy which is transparent to the community and to ensure that the benefits of any travel are reported in a structured manner.

Policy Statement

The *Local Government Act 1993* which came into force on 1 July 1993, directs Council to adopt a policy concerning payment of expenses and the provision of facilities to the Mayor, Deputy Mayor and Councillors in relation to discharging the functions of civic office.

| DATA AND DOCUMENT CONTROL | | |
|---|---|--|
| Division: Business Services Section: Corporate Support DW: 2450543 | Adopted Date: 1/3/04 Revised Date: 19/10/10 Minute Number: 208 Review Date: 30/10/11 | Page: 1 of 10 Print Date: |

2.1 Outcome Of Public Exhibition - Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Campbelltown City Council

The Act also requires that the existing policy must be reviewed annually and submitted to the Department of Local Government by 30 November each year.

Scope

This Policy applies to the Mayor and all elected Councillors of Campbelltown City Council for expenses incurred or facilities provided when Councillors are performing their civic duties as Councillors.

This Policy is to be read in conjunction with Council's Code of Conduct, particularly those provisions relating to the use of resources, to ensure that Councillor expenses and facilities are not used inappropriately.

This Policy has been developed:

- to ensure that there is accountability and transparency in the payment and/or reimbursement of expenses incurred or to be incurred by Councillors in carrying out their civic duties
- to ensure that the reimbursement of expenses and facilities provided to assist Councillors to carry out their civic duties are appropriate and reasonable.

Legislative Context

In accordance with Section 252 of the *Local Government Act 1993*, Council will pay expenses incurred by or to be incurred and provide facilities for the Mayor, Deputy Mayor and Councillors to enable them to discharge their functions of civic office.

This Policy excludes annual fees paid to the Mayor and Councillors under Section 248 to 251 inclusive of the *Local Government Act 1993*.

The **Division** of Local Government's Guidelines for the payment of expenses and the provision of facilities to Mayors and Councillors in NSW were issued in October 2009 and have been taken into account in preparing this Policy.

Principles

Conferences and Seminars

Approval arrangements

Councillor attendance at conferences, seminars, training and skills development sessions and the like will be considered following a written request which should outline the benefits for Council. After returning from the event Councillors, or a member of Council staff accompanying the Councillors should provide a written report to Council on the aspects of the conference relevant to Council's business and/or the local community.

All requests requiring overnight accommodation or air travel will be determined in open Council. The report to Council must detail the purpose of the trip, expected benefits, duration, itinerary, approximate costs and nomination/number of Councillors undertaking the trip.

All other applications and where approval at a meeting of Council is not possible or appropriate, Councillor's requests will be determined by the Mayor and the General Manager.

A request submitted by the Mayor will be determined by the Deputy Mayor and the General Manager.

| DATA AND DOCUMENT CONTROL | | |
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| DW:2450543 | Page: 2 of 10 | Print Date: |

2.1 Outcome Of Public Exhibition - Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Campbelltown City Council

Who may attend conferences and seminars:

Any interested Councillor may attend conferences, seminars and similar functions nominated by the Council. In addition, the Mayor may nominate a substitute attendee in his or her stead for functions within the Council area, or general Sydney metropolitan area, on those occasions where the Mayor is unable to be present.

Conference costs

The Council will pay all normal registration costs charged by organisers, including the costs of related official luncheons, dinners and tours that are relevant to the interests of the Council or assist Councillors to discharge the functions of their civic office.

Allowances and expenses

Council will reimburse reasonable incidental out of pocket expenses incurred by Councillors in attending Civic Functions, Seminars, Conferences and Training Sessions.

Incidental expenses include telephone or facsimile calls, taxi fares and parking station fees. Reimbursement of incidental expenses will only be made upon the production of appropriate receipts and tax invoices and the completion of the required claim forms within three months of the carer expense being incurred.

Other incidental expenses such as refreshments and parking meter fees, up to a value of \$17.40 per day, may be incurred and reimbursed, without substantiation, following completion of the appropriate claim form. This amount is based on Australian Office Taxation Determination 2011/17.

Travel

All travel by Councillors should be undertaken by using the most direct route and the most practicable and economical mode of transport, subject to any personal medical considerations.

All reasonable travel costs associated with Council business will be met by the Council. Where appropriate, travel will be provided by air (economy class). Depending upon the circumstances, it may be more appropriate for travel to be undertaken by car or train.

If a Councillor requests the use of a Council vehicle for travel then the use of the vehicle can be determined by the Mayor and/or the General Manager under the current provisions for use of Council Vehicles by Councillors on authorised Council business.

Private vehicles may be used subject to prior approval from the General Manager. Councillors using a private vehicle will be paid the kilometre rate set by the Local Government (State) Award as varied from time to time, but subject to any such payment not exceeding economy class air fares to and from the nearest airport to the particular destination of the Conference.

Councillors shall be issued with Cab Charge vouchers for taxi fares that are incurred while attending conferences and other Council related functions. All unused Cab Charges shall be returned to the Manager Executive Services within 15 days of the conference. The General Manager shall have the right to reject any unauthorised Cab Charges.

The use of a Mayoral minute to obtain Council approval for travel is not appropriate as it is not consistent with the principles of openness and transparency.

Council business includes Council, Committee, Sub-Committee and Working Party meetings, plus authorised site inspections and other authorised business.

| DATA AND DOCUMENT CONTROL | | |
|---------------------------|---------------|-------------|
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2.1 Outcome Of Public Exhibition - Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Campbelltown City Council

Accommodation and sustenance

Reasonable accommodation including the night before and/or after the conference, where this is necessary, will be met by the Council. Accommodation selected shall be approved by the General Manager.

Council will be responsible for the reasonable cost of meals where they are not part of the conference program.

Spouse/partner

Where the Councillor is accompanied by his or her spouse/partner, costs incurred for the spouse/partner (including travel, sustenance, registration and partner's program) will be borne by the Councillor. Council will not be responsible for any costs incurred by other members of a Councillor's family.

However where a Councillor is accompanied by his or her spouse/partner to the annual Local Government Association Conference Council will meet the cost of registration and the official dinner for the spouse/partner. Travel expenses and any additional accommodation expenses will be the personal responsibility of the Councillor.

Provision of facilities

Mayor

Accommodation – A furnished office suite located on the Third Floor of the Administration Building.

Staff – A Personal Secretary on a shared basis with the General Manager.

Stationery and postage – Mayoral stationery, business cards, Christmas cards, diary/electronic organiser, filing cabinet and briefcase, together with postage expenses.

Periodicals – Annual subscriptions of up to two periodicals subject to the approval of the General Manager.

Meals – Meals and beverages in conjunction with Council and Committee Meetings and Inspections.

Refreshments – Food and beverages in conjunction with civic functions and hosting meetings involving community groups and representatives.

Insignia of Office – Mayoral robes, chain, badge and name plate indicating office held provided to Mayor. Mayoral robes and chain remain the property of the Council.

Communication system – A mobile telephone, approved by the General Manager, will be provided by Council. A personal computer or a laptop, personal digital assistant and combined printer, copier, scanner and facsimile machine, approved by the General Manager, in the Mayor's home, fully services and maintained by Council. Call and data allowance costs up to the value of \$350 per month will be met by Council.

The ownership of this equipment is retained by Council, however, at the end of the term of office on Council the mobile telephone, personal computer or a laptop, personal digital assistant and combined printer, copier, scanner and facsimile machine may be acquired by the Mayor at the current market value based on the current depreciation rate and depending on the condition of the equipment.

| | | |
|----------------------------------|---------------|-------------|
| DATA AND DOCUMENT CONTROL | | |
| DW:2450543 | Page: 4 of 10 | Print Date: |

2.1 Outcome Of Public Exhibition - Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Campbelltown City Council

Councillors when conducting business through Council's email account or accessing the internet using Council allocated resources, will need to comply with Council's Code of Conduct and be aware of the Internet and Email Usage Authorised Statement.

Office equipment – A facsimile machine and personal computer in the Mayor's office, fully serviced and maintained by Council. The ownership of this equipment is retained by Council. A four drawer lockable metal filing cabinet for the Mayor's residence.

Motor vehicle parking space – A permanent parking space in the basement of the Administration Building.

Council vehicle – A Council vehicle and fuel card will be provided for official and associated use.

Care expenses – Council will meet reasonable cost of care arrangements including child care expenses and the care of elderly, disabled and/or sick immediate family members of Councillors to allow them to attend Council, Committee and Sub Committee Meetings and Working parties at a maximum rate as negotiated with the General Manager. Carer costs will be paid to cover the period 30 minutes prior to the scheduled commencement time of the meeting and one hour after the conclusion of the meeting.

Reimbursement of carer expenses to Councillors will only be made upon the production of appropriate receipts and tax invoices, and the completion of the required claim forms within three months of the carer expense being incurred.

Training - That Council meet all related expenses for training and educational courses that are directly related to the Mayor's civic functions and responsibilities.

Internet – Council shall make available to the Mayor facilities for internet use and email. Usage must comply with Council's Code of Conduct and Internet and Email Usage Authorised Statement. These facilities shall be available to the Mayor at:

- The Civic Centre
- At the Mayor's home
- When the Mayor is away from home

Deputy Mayor and Councillors

Office space – The provision of a lounge area, Committee Rooms and three offices on the Third Floor of the Administration Building to be pre-booked and used by Councillors in the conduct of their duties of office.

Staff assistance – As required for answering constituents' requests.

Stationery and postage – Councillors' stationery, business cards, Christmas cards, diary/electronic organiser, filing cabinet and briefcase, together with postage expenses.

Periodicals – Annual subscriptions of up to two periodicals subject to the approval of the General Manager.

Meals – Meals and beverages in conjunction with Council and Committee Meetings and Inspections.

Refreshments – Beverage service in the Councillors' Lounge.

Insignia of Office – Badge and name plates provided to Councillors and partner to be worn at civic functions.

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Communication system – Mobile telephones, approved by the General Manager, to be provided by the Council to the Deputy Mayor and other Councillors. A personal computer or a laptop, personal digital assistant and combined printer, copier, scanner and facsimile machine, approved by the General Manager, in the Deputy Mayor's and Councillors' homes, fully serviced and maintained by Council. The ownership of this equipment is retained by Council, however, at the end of the term of office on Council, the equipment may be acquired by the Deputy Mayor and Councillors at the current market value based on the current depreciation rate and depending on the condition of the equipment. Call and data allowance costs up to the value of \$350 per month will be met by Council.

Office equipment – The provision of a photocopier, telephone facilities and a personal computer in the work area adjacent to the Councillors' offices, fully serviced and available for the use of all Councillors. A four door lockable metal filing cabinet for their residence.

Council vehicle – If available, and subject to approval by the Mayor and General Manager, the use of a Council vehicle on authorised Council business.

Care expenses – Council meet reasonable costs of care arrangements including child care expenses and the care of elderly, disabled and/or sick immediate family members of Councillors to allow them to attend Council, Committee and Sub Committee Meetings and Working parties at a maximum rate as negotiated with the General Manager. Carer costs will be paid to cover the period 30 minutes prior to the scheduled commencement time of the meeting and one hour after the conclusion of the meeting.

Reimbursement of carer expenses to Councillors will only be made upon the production of appropriate receipts and tax invoices, and the completion of the required claim forms within three months of the carer expense being incurred.

Training - That Council meet all related expenses for training and educational courses that are directly related to the Councillor's civic functions and responsibilities.

Internet – Council shall make available to the Councillors facilities for internet use and email. Usage must comply with Council's Code of Conduct and Internet and Email Usage Authorised Statement. These facilities shall be available to Councillors at:

- o The Civic Centre
- o At the Councillors home
- o When a Councillor is away from home

Insurance

Councillors will receive the benefit of insurance cover to the limit in Council's insurance policies for the following:

Personal injury – Personal injury or death whilst on Council business covering bodily injury caused by accidental, violent, external and visible means. Personal injury insurance also provides specified benefits for lost income and other expenses arising from permanent disablement, temporary total disability and temporary partial disability. The cover does not include medical expenses.

Professional indemnity – Applies in relation to claims arising out of the Councillor's (alleged) negligent performance of civic duties or exercise of their functions as Councillors provided the performance or exercise of the relevant civic duty or function is in the opinion of council bona fide and/or proper. This is subject to any limitations or conditions set out in the policy of insurance that is taken out at the direction of Council.

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Public liability – Applies in relation to claims arising out of the Councillor's (alleged) negligent performance of civic duties or exercise of functions as Councillors. This is subject to any limitations or conditions set out in the policy of insurance that is taken out at the direction of Council.

Councillors and Officers liability – Applies to cover expenses incurred by Councillors in respect of claims made against them for any alleged wrongful acts arising out of their official capacities (but excludes cover for statutory penalties)

Legal Assistance

Legal assistance will be provided to Councillors in the event of an enquiry, investigation or hearing, into the conduct of a Councillor by:

- The Independent Commission Against Corruption
- The Office of the NSW Ombudsman
- Department of Premier and Cabinet's Division of Local Government
- NSW Police Force
- The Director of Public Prosecutions or
- The Local Government Pecuniary Interest and Disciplinary Tribunal
- Council's Code of Conduct Reviewer

Legal assistance will be provided to Councillors in respect to legal proceedings being taken by or against a Councillor in the Local, District or Supreme Courts, arising out of or in connection with the Councillor's performance of his or her civic duties or exercise of his or her functions as a Councillor. This is provided that the subject of the inquiry, investigation or hearing arises from the performance in good faith of a Councillor's function under the *Local Government Act 1993* and the matter before the investigative or review body has proceeded past any initial assessment phase to formal investigation and review.

In the case of a conduct complaint made against a Councillor, legal costs should only be made available where a matter has been referred by the General Manager to a conduct reviewer to make formal enquiries into that matter in accordance with the procedures in the Code of Conduct. In the case of pecuniary interest or misbehaviour matter legal costs should only be made available where a formal investigation has been commenced by the Division of Local Government.

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

Legal assistance will be provided subject to the following conditions:

- approval of the General Manager is sought and gained prior to legal expenses being incurred
- the outcome of the legal proceedings is favourable to the Councillor or where an investigatory or review body makes a finding that is not substantially unfavourable to the Councillor
- the amount of such reimbursement shall be reduced by the amount of any monies that may be or are recouped by the Councillor on any basis
- the Councillor's exercise of his or her function, was in the opinion of Council bona fide and/or proper; and as a Councillor
- the amount of legal expense reimbursement shall be paid at a rate equivalent to the average hourly partner rate charged by Council's Panel Solicitors.

Council will not meet the legal costs of legal proceedings instigated by a councillor under any circumstance, nor will Council meet the legal costs of a councillor seeking advice in respect that possible defamation, or in seeking a non-litigious remedy for possible defamation. Council will not assist in the legal costs for legal proceedings that do not involve a Councillor performing their role as a Councillor.

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Private benefits

Councillors should not generally obtain private benefit from the provision of equipment and facilities, nor from travel bonus or any other loyalty schemes. However it is acknowledged that incidental use of council equipment and facilities may occur from time to time. Such incidental private use is not subject to a compensatory payment.

Where more substantial private use has occurred payment should be made to cover the level of private use or the fees payable under Section 248 may be reduced by an amount representing the private benefit.

Reimbursement and reconciliation of expenses

Reimbursement of costs and expenses to Councillors should only be made upon the production of appropriate receipts and tax invoices, and the completion of the required claim forms within three months of the expense being incurred.

The Council will normally pay registration fees, accommodation deposits and airline tickets directly in advance. Where this is not appropriate or possible a cash allowance or cheque equivalent will be paid to the Councillor in advance. However Councillors must fully reconcile all expenses against the cost of the advance when they return within 28 days of the costs being incurred.

Overseas and interstate travel

This policy has been developed by the Local Government Association for the guidance of member councils in planning interstate and overseas travel for Councillors where Council funds will be used to finance the journey. It recognises that there are occasions when representatives will need to travel interstate or overseas to represent the interests of their local areas.

The aim of the policy is that plans for any such travel should be transparent to the community and have an identifiable benefit to the local area through Council activity.

Policy – interstate travel

In most cases the need for such travel cannot be anticipated with as long a lead time as can reasonably be expected for overseas travel.

There are instances where Councillors are required to visit Canberra for official purposes such as meetings with federal parliamentarians and ministers. For purposes of this policy the ACT is regarded as being within NSW.

Where Councillors propose to travel interstate, the proposals should be considered at an open Council meeting through a report from the Mayor or General Manager.

Where the cost of the travel is not expected to exceed \$2,500 for transport, accommodation, and out of pocket reimbursement of expenses per person, no detail need be supplied other than a recommendation for approval that the visit is to take place.

Where the cost of travel is expected to exceed \$2,500 for transport, accommodation, and out of pocket reimbursement of expenses per person, a detailed report should be provided outlining:

- Who is to take part in the travel
- The objectives to be achieved in undertaking it, including an explanation of what community benefits will accrue to undertaking the visit
- Details of costs, including any amounts expected to be reimbursed by participants.

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If the travel is to be sponsored by private enterprise, ICAC guidelines and reporting structures should be followed.

A detailed report should be included in the Annual Report in the year which the travel was undertaken, outlining how the travel's objectives were met and how the community benefited from it.

Policy – overseas travel

Proposals for overseas travel by Councillors on approved Council business should be documented in the annual Operational Plan. The Plan must be widely circulated in the community. Community input about the proposed visit can therefore be considered as part of the Operational plan review and budget finalisation process.

Proposals should indicate:

- Who is planned to take part in the travel
- The objectives for undertaking it, including an explanation of what community benefits will accrue from the exercise, with an approximate budget
- Detailed costs including a statement of any amounts expected to be reimbursed by the participants.

The Council should consider the above proposals in open meeting and resolve whether or not the travel is to take place. Where exceptional cases arise and travel has to be undertaken at short notice, the proposal must be put to Council for decision.

If Council agrees to the travel taking place Councillors will be personally responsible for the cost of their international air travel. However, where the Mayor and/or the General Manager have been invited to officially represent Campbelltown overseas the Council shall meet their cost of international air travel. Where the Mayor and/or the General Manager have been officially invited to represent Council overseas a report be presented to Council

A detailed report should be given in the Annual Report for the year in which the visit took place, outlining how the objectives were met and what quantifiable benefits will flow to the community.

If the visit is to be sponsored by private enterprise, ICAC guidelines and reporting structures should be followed and this should form part of the community reporting process.

Retrospective reimbursement of overseas travel expenses is not allowed unless prior authorisation of the travel has been obtained.

Responsibility

The General Manager shall report to Council at the end of every financial year an annual statement of the expenses claimed by each Councillor in relation to any item in this policy document. That report must be filed with the Council on or before 1 September each year. The report will include:

- All direct expenses claimed
- Use of Council cars and the log book relating to same
- Details of each Councillor attending conferences and what conferences they attended
- The money expended at the conference, including credit card use, adjusted to each Councillor
- Cabcharge provided to Councillors
- Details of all travel claimed by Councillors.

Effectiveness of this Policy

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This policy will be reviewed annually in accordance with the Department of Local Government Guidelines to ensure its continuing suitability and effectiveness. Records of reviews shall be maintained.

END OF POLICY STATEMENT

DOCUMENT HISTORY AND VERSION CONTROL RECORD

Contact for inquiries and proposed changes

| | |
|-------------------------|---------------------------------------|
| Name | |
| Position/Section | Manager Governance and Administration |
| Contact Number | 4645 4320 |

| Version Number | Revised Date | Authorised Officer | Amendment Details |
|-----------------------|---------------------|---------------------------|--------------------------|
| | | | |

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2.2 Comparative Data 2010-2011

Reporting Officer

Director Business Services

Attachments

Comparative Information on NSW Local Government Councils (distributed under separate cover)

Purpose

To advise Council of the key outcomes of the Division of Local Government, Department of Premier and Cabinet Comparative Data for 2010-2011.

History

The Division of Local Government (within the Department of Premier and Cabinet), Local Government and Shires Association and the Local Government Managers Australia have developed key performance indicators for use on an industry wide basis. The Division of Local Government, Department of Premier and Cabinet have recently published the comparative information on New South Wales councils for 2010-2011.

During 2008 the Division of Local Government undertook a review of the Comparative Data Publication. The purpose of the review was to reduce red tape and reduce duplication of supplying, collecting and/or publishing information. As a result of that review the following changes have been made:

- Library data will now be collected by the State Library of New South Wales and published in the Annual Public Library Statistics Publication
- Waste and recycling data will now be collected by the Department of Sustainability, Environment, Water, Population and Communities published in the New South Wales Local Government Waste Resource Recovery Data
- Planning and development data will now be collected by the Department of Planning and Infrastructure in their Annual Performance Monitoring Data Collection and published in the Local Development Performance Monitoring Publication.

Report

In the Division of Local Government's Publication councils are grouped in categories according to the Australian Classification of Local Government so that comparisons can be made between the like councils. Campbelltown is grouped with seven other large outer metropolitan councils with populations in excess of 70,000 people.

The indicators are designed to help both the community and councils assess their performance. The enhanced transparency and public accountability is also assisting in the benchmarking of performance and the development of industry best practice models.

In comparing the data supplied it is important to be aware of factors which can affect the results. These may be external factors such as the topography of an area, industrial base and demographic makeup or internal factors such as council policies, restructuring of loans and the range of functions undertaken.

The Key Performance Indicators are set out under six activities:

- Rating
- Financial
- Corporate
- Environmental Management
- Recreation and Leisure Services
- Community Services.

Summary

The Comparative Data is designed to help both the community and councils assess the performance of their council across a broad range of activities. This enhanced transparency and public accountability helps to develop performance benchmarks and industry best practice models, however the comparative data publication can be misleading due to different priorities of each Local Government.

The Comparative information highlights Campbelltown City Council's continuous improvement in most activities and places Council well above their group and state averages for the majority of the key indicators.

As indicated earlier in this report the Comparative Data is another tool to seek to identify areas for continuous improvement and will be taken into consideration in the preparation of strategies that may be implemented through Council's Management and Long Term Financial Plans.

Key Performance Indicators

Rating

There are four key performance indicators for rating:

- Average rate per assessment
- Outstanding rates and annual charges
- Percentage movement in rates and annual charges from previous year
- Percentage movement in user charges and fees revenue from previous year.

Average Rate Per Assessment

Rates are an important source of a council's revenue. This indicator highlights the relative level of a council's residential, farmland and business rates. It does not include water and sewerage rates or domestic waste management charges.

Some factors affecting this indicator are:

- The level of reliance on other revenue sources
- Rating mix relativities between rating categories
- The mix of residential, farmland and business properties
- Revaluation of a council area
- The mix of rates and charges
- Any special variations granted
- The level of services provided in an area
- The council's rating structure and policy
- The amount of abandonments for pensioner rebates and other write offs.

| | 2008-2009 | 2009-2010 | 2010-2011 |
|--|-----------|-----------|-----------|
| Average rate per residential assessment | \$ | \$ | \$ |
| NSW Mean | 760 | 786 | 812 |
| NSW High | 1,203 | 1,234 | 1,270 |
| NSW Low | 99 | 95 | 118 |
| NSW Median | 637 | 660 | 672 |

| Average Rate - Residential Council | 2008-2009 | 2009-2010 | Variation | 2010-2011 | Variation |
|---|------------------|------------------|------------------|------------------|------------------|
| | \$ | \$ | % | \$ | % |
| Blue Mountains | 980.73 | 1,018.38 | 3.8 | 1,091.04 | 7.1 |
| Campbelltown | 736.89 | 761.55 | 3.3 | 792.59 | 4.1 |
| Gosford | 718.06 | 749.07 | 4.3 | 767.90 | 2.5 |
| Hills | 866.25 | 897.81 | 3.6 | 917.97 | 2.2 |
| Hornsby | 814.57 | 841.33 | 3.3 | 862.51 | 2.5 |
| Liverpool | 774.45 | 880.81 | 13.7 | 900.66 | 2.3 |
| Penrith | 838.67 | 874.71 | 4.3 | 901.94 | 3.1 |
| Wyong | 722.66 | 758.46 | 5.0 | 784.19 | 3.4 |
| Group Average | 795.91 | 837.07 | 5.2 | 864.19 | 3.2 |

| | 2008-2009 | 2009-2010 | 2010-2011 |
|---|-----------|-----------|-----------|
| Average rate per farmland assessment | \$ | \$ | \$ |
| NSW Mean | 1,775 | 1,876 | 1,969 |
| NSW High | 5,386 | 6,220 | 7,249 |
| NSW Low | 501 | 513 | 547 |
| NSW Median | 1,722 | 1,834 | 1,930 |

| Average Rate - Farmland Council | 2008-2009 | 2009-2010 | Variation | 2010-2011 | Variation |
|--|------------------|------------------|------------------|------------------|------------------|
| | \$ | \$ | % | \$ | % |
| Blue Mountains | 1,552.45 | 1,613.79 | 4.0 | 1,727.27 | 7.0 |
| Campbelltown | 4,536.23 | 5,044.78 | 11.2 | 5,573.53 | 10.5 |
| Gosford | 889.97 | 925.57 | 4.0 | 933.75 | 0.9 |
| Hills | 1,341.23 | 1,375.60 | 2.6 | 1,498.80 | 9.0 |
| Hornsby | 1,347.54 | 1,397.39 | 3.7 | 1,418.83 | 1.5 |
| Liverpool | 2,477.12 | 2,769.23 | 11.8 | 2,641.51 | -4.6 |
| Penrith | 2,281.41 | 2,280.00 | -0.1 | 2,759.21 | 21.0 |
| Wyong | 2,022.39 | 2,042.86 | 1.0 | 2,057.14 | 0.7 |
| Group Average | 1,730.47 | 1,798.15 | 3.9 | 1,947.42 | 8.3 |

Farmland properties are located on the fringes of urban development land and as such are represented by a higher rateable land value. The total value determined by the Valuer General for the period was \$121m over an area of 3,056 ha.

| | 2008-2009 | 2009-2010 | 2010-2011 |
|---|-----------|-----------|-----------|
| Average rate per business assessment | \$ | \$ | \$ |
| NSW Mean | 3,988 | 4,151 | 4,305 |
| NSW High | 9,011 | 9,227 | 9,509 |
| NSW Low | 127 | 131 | 148 |
| NSW Median | 1,888 | 1,841 | 2,099 |

| Average Rate - Business Council | 2008-2009 | 2009-2010 | Variation | 2010-2011 | Variation |
|--|------------------|------------------|------------------|------------------|------------------|
| | \$ | \$ | % | \$ | % |
| Blue Mountains | 1,855.56 | 1,994.34 | 7.5 | 2,199.28 | 10.3 |
| Campbelltown | 4,794.16 | 4,879.89 | 1.8 | 5,137.38 | 5.3 |
| Gosford | 2,190.97 | 2,268.43 | 3.5 | 2,245.90 | -0.6 |
| Hills | 1,890.06 | 1,774.22 | -6.1 | 1,830.56 | 3.2 |
| Hornsby | 2,386.06 | 2,383.57 | -0.1 | 2,441.27 | 2.4 |
| Liverpool | 4,673.54 | 5,429.55 | 16.2 | 5,539.21 | 2.0 |
| Penrith | 4,934.19 | 5,381.06 | 9.1 | 5,395.12 | 0.3 |
| Wyong | 2,664.89 | 2,717.64 | 2.0 | 2,766.63 | 1.8 |
| Group Average | 3,271.03 | 3,450.68 | 5.5 | 3,531.92 | 2.4 |

Outstanding Rates and Annual Charges

This indicator assesses the impact of uncollected rates and annual charges on liquidity and the effectiveness of council's debt recovery policy and procedures. The percentage of rates and annual charges that are unpaid at the end of a financial year is a measure of how well a council is managing debt recovery.

The lower the percentage, the less income is tied up in receivables and the more revenue there is available for council purposes.

Some factors affecting this indicator are:

- The council's rating policy
- The level of reliance on other revenue sources
- The level of cash reserves
- Cash management and timing of cash flows
- Credit management policies
- Socioeconomic characteristics of the area
- The physical size of the council
- Environmental factors.

| | 2008-2009 | 2009-2010 | 2010-2011 |
|--------------------------------------|-----------|-----------|-----------|
| Outstanding rates and charges | % | % | % |
| NSW Mean | 5.4 | 5.3 | 5.3 |
| NSW High | 27.8 | 31.8 | 33.5 |
| NSW Low | 1.0 | 1.0 | 1.0 |
| NSW Median | 6.0 | 6.2 | 6.3 |

| Outstanding rates and charges | 2008-2009 | 2009-2010 | 2010-2011 |
|--------------------------------------|------------------|------------------|------------------|
| Council | % | % | % |
| Blue Mountains | 4.89 | 4.45 | 4.00 |
| Campbelltown | 5.28 | 5.39 | 5.66 |
| Gosford | 8.43 | 7.89 | 7.15 |
| Hills | 3.47 | 4.64 | 3.27 |
| Hornsby | 3.47 | 3.71 | 3.48 |
| Liverpool | 5.29 | 5.06 | 5.54 |
| Penrith | 4.98 | 5.67 | 5.60 |
| Wyong | 7.27 | 6.79 | 7.12 |
| Group Average | 5.74 | 5.78 | 5.56 |

Percentage movement in rates and annual charges revenue from previous year

This indicator shows the increase or decrease in revenue from rates and annual charges. A council's income from rates and annual charges is limited by the rate pegging percentage determined by the Minister. If a council can show that special circumstances exist, they may be given Ministerial approval to increase their annual general revenue by more than the general rate pegging variation.

Annual charges include water and sewerage rates and charges which are set by each council and are not limited by rate pegging. Domestic waste charges are not limited by rate pegging however must not exceed the cost of providing the service.

Some factors affecting this indicator are:

- Rate pegging legislation limiting overall rate revenue
- The council's revenue raising policy
- The level of reliance on other revenue sources
- The level of cash reserves
- Cash management and timing of cash flows
- Cost of service provision eg contractor cost for waste collection.

| Percentage movement in rates and annual charges from previous year | 2008-2009 | 2009-2010 | 2010-2011 |
|---|------------------|------------------|------------------|
| | % | % | % |
| NSW Mean | 5.0 | 6.1 | 4.8 |
| NSW High | 15.8 | 21.4 | 16.5 |
| NSW Low | -11.9 | -7.5 | -12.2 |
| NSW Median | 4.5 | 5.4 | 4.8 |

| Percentage movement in rates and annual charges from previous year | 2008-2009 | 2009-2010 | 2010-2011 |
|---|------------------|------------------|------------------|
| Council | % | % | % |
| Blue Mountains | 3.81 | 5.02 | 7.37 |
| Campbelltown | 3.47 | 3.64 | 4.61 |
| Gosford | 4.67 | 8.08 | 3.51 |
| Hills | 5.13 | 5.61 | 4.84 |
| Hornsby | 2.92 | 3.54 | 2.97 |
| Liverpool | 6.45 | 12.37 | 5.01 |
| Penrith | 5.19 | 4.53 | 3.83 |
| Wyong | 4.42 | 10.72 | 5.14 |
| Group Average | 4.57 | 7.08 | 4.49 |

Percentage movement in user charges and fees revenue from previous year

This indicator shows the increase or decrease in revenue from user charges and fees. User charges and fees are levied at council's discretion and are not subject to rate pegging.

Some factors affecting this indicator are:

- The council's revenue policy
- The level of reliance on other revenue sources eg private works
- The level of cash reserves
- Cash management and timing of cash flows
- The level of user pays services provided by the council
- Cost of service provision.

| Percentage movement in user charges and fees revenue from previous year | 2008-2009 | 2009-2010 | 2010-2011 |
|--|------------------|------------------|------------------|
| | % | % | % |
| NSW Mean | 5.1 | 7.5 | 4.0 |
| NSW High | 88.4 | 133.6 | 72.8 |
| NSW Low | -54.6 | -49.3 | -33.7 |
| NSW Median | 5.4 | 6.1 | 3.8 |

| Percentage movement in user charges and fees revenue from previous year | 2008-2009 | 2009-2010 | 2010-2011 |
|--|------------------|------------------|------------------|
| Council | % | % | % |
| Blue Mountains | 6.08 | 4.92 | -0.85 |
| Campbelltown | 11.31 | 15.20 | 3.89 |
| Gosford | 16.21 | 6.99 | 11.43 |
| Hills | 17.65 | 70.14 | 9.10 |
| Hornsby | -1.67 | 9.86 | -0.24 |
| Liverpool | 3.67 | 20.21 | -2.56 |
| Penrith | 10.73 | 0.76 | 5.86 |
| Wyong | 6.51 | 5.51 | 3.79 |
| Group Average | 9.45 | 9.25 | 5.44 |

The increase in user charges and fees are mainly attributed to an increase in income from the rental of Council's properties.

Financial

There are seven key performance indicators for financial:

- Sources of income from continuing operations
- Total continuing operations income per capita
- Dissection of expenses from continuing operations
- Total expenses from continuing operations per capita
- Unrestricted current ratio
- Debt service ratio
- Capital expenditure ratio.

Sources of income from continuing operations

The main sources of a council's revenue are:

- Rates and annual charges
- User charges and fees
- Interest
- Grants
- Contributions
- Other revenues eg fines, external works, business activities.

Rates and annual charges revenue is generally the most important source of revenue for councils, followed by grant revenue. These sources of revenue are relatively stable from year to year and allow councils to plan and use sound financial budgeting methods to achieve their objectives. User charges are commonly levied on water usage, trade waste and domestic waste management collection. Fees are generally charged for goods or services, providing information and in connection with council's regulatory functions.

This indicator assesses the degree of dependence on alternative sources of revenue, both continuing operations and capital. It shows the different sources of revenue as a percentage of total revenue. It does not include gains from the sale of assets and gains from joint ventures and associates.

Some factors affecting this indicator are:

- The level of a council's entrepreneurial and investment activity
- The socioeconomic characteristics of the area
- The relative level of Federal/State funding
- New development.

| | 2008-2009 | 2009-2010 | 2010-2011 |
|--|---------------|---------------|---------------|
| Sources of income from continuing operations | % | % | % |
| Rates and annual charges | 47.2 | 47.3 | 46.4 |
| User charges and fees | 16.4 | 16.8 | 16.3 |
| Interest | 2.1 | 4.2 | 4.1 |
| Grants | 18.6 | 16.7 | 16.9 |
| Contributions | 10.8 | 9.5 | 10.5 |
| Other revenues | 4.8 | 5.6 | 5.8 |
| Total income from continuing operations | 100.00 | 100.00 | 100.00 |

| Sources of income from continuing operations | Rates and Annual Charges | | User charges and fees | | Interest | |
|--|--------------------------|--------------|-----------------------|--------------|-------------|-------------|
| | 2009-2010 | 2010-2011 | 2009-2010 | 2010-2011 | 2009-2010 | 2010-2011 |
| Council | % | % | % | % | % | % |
| Blue Mountains | 55.09 | 54.73 | 15.84 | 14.53 | 2.98 | 1.87 |
| Campbelltown | 55.59 | 58.47 | 7.83 | 8.17 | 4.28 | 3.68 |
| Gosford | 52.02 | 49.40 | 19.08 | 19.50 | 0.37 | 0.40 |
| Hills | 56.55 | 51.70 | 9.10 | 8.66 | 2.91 | 3.06 |
| Hornsby | 65.11 | 66.67 | 10.99 | 10.90 | 2.77 | 2.17 |
| Liverpool | 47.13 | 45.83 | 5.10 | 4.60 | 6.38 | 3.98 |
| Penrith | 55.06 | 50.88 | 18.15 | 17.10 | 1.81 | 2.14 |
| Wyong | 48.87 | 47.37 | 22.32 | 21.36 | 3.68 | 3.54 |
| Group Average | 53.31 | 51.56 | 14.47 | 14.12 | 3.06 | 2.56 |

| Grants | | Contributions | | Other Revenues | | Total Revenue | Total Revenue |
|--------------|--------------|---------------|-------------|----------------|-------------|------------------|------------------|
| 2009-2010 | 2010-2011 | 2009-2010 | 2010-2011 | 2009-2010 | 2010-2011 | 2009-2010 | 2010-2011 |
| % | % | % | % | % | % | \$,000 | \$,000 |
| 17.28 | 21.62 | 1.88 | 1.76 | 6.93 | 5.48 | 86,892 | 93,904 |
| 20.33 | 19.40 | 5.46 | 6.64 | 6.52 | 3.65 | 125,776 | 125,106 |
| 17.78 | 21.33 | 7.53 | 6.53 | 3.22 | 2.84 | 237,626 | 259,018 |
| 16.23 | 12.19 | 11.10 | 20.17 | 4.12 | 4.21 | 133,952 | 153,585 |
| 11.33 | 11.23 | 4.79 | 3.77 | 5.02 | 5.27 | 109,393 | 110,000 |
| 9.02 | 8.36 | 27.88 | 19.81 | 4.48 | 17.41 | 179,807 | 194,188 |
| 16.55 | 18.04 | 4.38 | 8.29 | 4.05 | 3.56 | 158,521 | 178,125 |
| 17.10 | 21.88 | 5.67 | 4.77 | 2.35 | 1.07 | 231,638 | 251,232 |
| 15.75 | 17.16 | 9.23 | 9.32 | 4.18 | 5.29 | 1,263,605 | 1,365,158 |

Total continuing operations income per capita

Total continuing operations income per capita is another way of analysing revenues received by a council. Revenue depends on the number of people living and working within an area. It is also affected by rate pegging (rates), development activity (developer contributions) and the extent of user pays type services (charges and fees).

This indicator measures the total income from continuing operations before capital per head of population. It shows the revenue available to service the needs of the community. It does not include water and sewerage rates.

Some factors affecting this indicator are:

- The level of council's entrepreneurial and investment activity
- The socioeconomic characteristics of the area
- The relative level of Federal/State funding
- The level of new development
- The demographic characteristics of the population.

| Total continuing operations income per capita | 2008-2009 | 2009-2010 | 2010-2011 |
|---|-----------|-----------|-----------|
| | \$ | \$ | \$ |
| NSW Mean | 998 | 1,043 | 1,095 |
| NSW High | 5,709 | 5,437 | 6,532 |
| NSW Low | 588 | 595 | 609 |
| NSW Median | 1,303 | 1,339 | 1,427 |

| Total continuing operations income per capita | 2008-2009 | 2009-2010 | Variation | 2010-2011 | Variation |
|---|---------------|---------------|------------|---------------|------------|
| Council | \$ | \$ | % | \$ | % |
| Blue Mountains | 1,049.54 | 1,084.82 | 3.4 | 1,137.91 | 4.9 |
| Campbelltown | 746.08 | 781.67 | 4.8 | 794.72 | 1.7 |
| Gosford | 863.24 | 850.08 | -1.5 | 846.39 | -0.4 |
| Hills | 652.69 | 636.13 | -2.5 | 679.44 | 6.8 |
| Hornsby | 609.22 | 632.24 | 3.8 | 646.48 | 2.3 |
| Liverpool | 620.80 | 694.26 | 11.8 | 825.20 | 18.9 |
| Penrith | 840.40 | 853.72 | 1.6 | 887.20 | 3.9 |
| Wyong | 885.05 | 895.38 | 1.2 | 960.34 | 7.3 |
| Group Average | 762.41 | 781.20 | 2.5 | 825.02 | 5.6 |

Dissection of expenses from continuing operations

This indicator assesses the expenditure patterns of council.

A council's possible expenditure needs to include:

- Employee costs
- Materials and contracts
- Borrowing costs
- Depreciation
- Impairment
- Other expenses.

Employee costs include wages and salaries (including fringe benefits), annual leave, annual leave loading, long service leave, sick leave, gratuities, post employment benefits other than superannuation and employment on costs.

Materials and contracts include inputs required to complete work by the council. Anything from gravel for roads to printing and stationery could be included. Borrowing costs relate to the cost of interest on loans to fund a portion of capital works by council. Depreciation is recognition of the costs of holding an asset that has a limited useful life.

Impairment occurs when the carrying amount of an asset exceeds its recoverable amount. Impairment is included in expenses with the introduction of the Australian Equivalent International Financial Reporting Standard (AEIFRS) in 2005-2006 to local government financial reporting.

Some factors affecting this indicator are:

- The socioeconomic characteristics of the area
- The rate of new development
- The demographic characteristics of the population
- The level of population increase or decrease.

| | 2008-2009 | 2009-2010 | 2010-2011 |
|--|---------------|---------------|---------------|
| | % | % | % |
| Dissection of expenses from continuing operations | | | |
| Employee costs | 38.4 | 39.4 | 36.4 |
| Materials and contracts | 26.7 | 25.6 | 24.2 |
| Borrowing costs | 2.0 | 2.1 | 2.1 |
| Depreciation | 19.5 | 19.9 | 22.2 |
| Impairment | 0.1 | 0.1 | 0.5 |
| Other expenses | 13.3 | 12.9 | 14.6 |
| Total expenses from continuing operations | 100.00 | 100.00 | 100.00 |

| Dissection of expenses from continuing operations Council | Employee costs | | Materials and contracts | | Borrowing costs | |
|---|----------------|--------------|-------------------------|--------------|-----------------|-------------|
| | 2009-2010 % | 2010-2011 % | 2009-2010 % | 2010-2011 % | 2009-2010 % | 2010-2011 % |
| Blue Mountains | 46.75 | 42.27 | 23.19 | 23.19 | 3.60 | 4.40 |
| Campbelltown | 41.07 | 40.32 | 20.65 | 16.68 | 1.11 | 1.25 |
| Gosford | 37.68 | 36.96 | 27.21 | 25.74 | 2.94 | 3.77 |
| Hills | 41.81 | 40.31 | 20.33 | 20.34 | 0.00 | 0.00 |
| Hornsby | 38.98 | 39.20 | 30.91 | 29.27 | 1.38 | 1.26 |
| Liverpool | 39.78 | 31.21 | 29.35 | 26.40 | 2.68 | 2.25 |
| Penrith | 42.54 | 40.05 | 26.62 | 25.00 | 2.41 | 2.28 |
| Wyong | 32.91 | 33.47 | 20.00 | 19.20 | 4.14 | 5.48 |
| Group Average | 39.16 | 37.37 | 24.64 | 22.90 | 2.52 | 2.90 |

| Depreciation | | Other Expenses | | Total Expenditure | Total Expenditure |
|--------------|--------------|----------------|--------------|-------------------|-------------------|
| 2009-2010 % | 2010-2011 % | 2009-2010 % | 2010-2011 % | 2009-2010 % | 2010-2011 % |
| 15.70 | 23.27 | 10.75 | 11.22 | 85,613 | 96,780 |
| 14.58 | 19.05 | 22.58 | 22.70 | 115,907 | 124,469 |
| 18.17 | 20.92 | 14.01 | 12.61 | 221,963 | 226,574 |
| 13.54 | 15.60 | 24.31 | 23.75 | 108,034 | 110,542 |
| 18.46 | 19.93 | 10.28 | 10.33 | 110,496 | 116,322 |
| 20.29 | 33.87 | 7.90 | 6.25 | 14,191 | 145,607 |
| 18.79 | 21.83 | 9.64 | 10.84 | 167,946 | 181,277 |
| 25.78 | 23.96 | 17.16 | 17.89 | 232,334 | 223,698 |
| 19.05 | 22.57 | 14.63 | 14.26 | 1,156,484 | 1,225,269 |

Total expenses from continuing operations per capita

This indicator measures the total expenses from continuing operations per head of population before excluding capital expenditure. It does not include water and sewerage rates.

Some factors affecting this indicator are:

- The socioeconomic characteristics of the area
- The rate of new development
- The demographic characteristics of the population
- The level of population increase or decrease.

| Total expenses from continuing operations per capita | 2008-2009 \$ | 2009-2010 \$ | 2010-2011 \$ |
|--|--------------|--------------|--------------|
| NSW Mean | 1,033 | 1,056 | 1,170 |
| NSW High | 6,857 | 5,795 | 6,711 |
| NSW Low | -800 | 598 | 615 |
| NSW Median | 1,370 | 1,401 | 1,580 |

| Total expenses from continuing operations per capita | 2008-2009 | 2009-2010 | Variation | 2010-2011 | Variation |
|---|------------------|------------------|------------------|------------------|------------------|
| Council | \$ | \$ | % | \$ | % |
| Blue Mountains | 1,110.94 | 1,100.65 | -0.9 | 1,241.68 | 12.8 |
| Campbelltown | 734.69 | 769.83 | 4.84 | 812.34 | 5.5 |
| Gosford | 934.82 | 926.00 | -0.9 | 948.02 | 2.4 |
| Hills | 570.44 | 612.14 | 7.3 | 615.09 | 0.5 |
| Hornsby | 649.00 | 681.14 | 5.0 | 709.54 | 4.2 |
| Liverpool | 641.63 | 626.52 | -2.4 | 785.02 | 25.3 |
| Penrith | 846.98 | 909.73 | 7.4 | 983.97 | 8.2 |
| Wyong | 796.77 | 998.82 | 25.4 | 950.25 | -4.9 |
| Group Average | 761.56 | 804.58 | 5.6 | 853.22 | 6.0 |

Unrestricted current ratio

This indicator is a measure of a council's ability to meet its financial obligations such as paying for goods and services supplied. It assesses the level of liquidity and the ability to satisfy obligations as they fall due in the short term. A ratio of 1.5:1 indicates that for every dollar in unrestricted current liabilities, the council has \$1.50 in unrestricted current assets on hand to meet the liability. If the ratio is less than 1.5:1, the ratio is unsatisfactory and council may be unable to meet its short term commitments. A ratio of between 1.5:1 and 2:1 is satisfactory and shows that a council has sufficient liquid assets on hand to meet its short term liabilities. A ratio of 2:1 or better is generally viewed by the industry as good.

Unrestricted current assets are those where there is no form of restriction imposed by legislation or some other externally imposed requirement. Restricted current assets have restrictions on their use eg developer contributions, Roads and Maritime Services contributions, water and sewerage rates, charges and grants and domestic waste management charges.

Some factors affecting this indicator are:

- Planning and budgetary controls
- Cash management and the timing of cash flows
- The level of restricted access
- Credit management policies and economic circumstances.

| Unrestricted current ratio | 2008-2009 | 2009-2010 | 2010-2011 |
|-----------------------------------|------------------|------------------|------------------|
| Council | % | % | % |
| Blue Mountains | 1.57 | 1.88 | 2.01 |
| Campbelltown | 2.29 | 2.42 | 3.06 |
| Gosford | 4.03 | 2.84 | 1.97 |
| Hills | 7.24 | 6.23 | 8.51 |
| Hornsby | 1.19 | 1.43 | 1.51 |
| Liverpool | 1.29 | 1.70 | 1.81 |
| Penrith | 1.17 | 1.03 | 1.19 |
| Wyong | 1.46 | 1.45 | 1.83 |
| Group Average | 2.21 | 2.11 | 2.29 |

Debt service ratio

This indicator assesses the degree to which revenues from continuing operations are committed to the repayment of debt. It is generally higher for councils in growth areas where loans have been required to fund infrastructure such as roads and water and sewerage works. Debt service costs include debt redemption from revenue, transfers to sinking funds and bank overdraft interest.

The industry accepted benchmark for the debt service ratio is <10% satisfactory, 10% to 20% is fair, and >20% is of concern. High growth coastal councils may have a high debt service ratio. The use of loan funds for infrastructure improvements and other capital purposes is considered to be a prudent financial strategy allowing for contribution to the cost of the asset through its life by the community. When assessing this financial indicator, the ratio may be compared over a number of years in conjunction with other financial performance ratios such as the unrestricted current ratio.

Some factors affecting this indicator are:

- New development
- Debt policy
- Interest rate movements and loan terms
- Capital investment strategies and capital contributions policies
- The level of cash reserves
- The state of infrastructure/life stage of assets
- Variations in loan repayments.

| Debt service ratio | 2008-2009 | 2009-2010 | 2010-2011 |
|---------------------------|------------------|------------------|------------------|
| Council | % | % | % |
| Blue Mountains | 6.75 | 7.60 | 7.96 |
| Campbelltown | 5.36 | 5.29 | 5.77 |
| Gosford | 6.04 | 6.96 | 8.13 |
| Hills | 0.00 | 0.00 | 0.00 |
| Hornsby | 4.61 | 4.69 | 4.86 |
| Liverpool | 7.66 | 7.04 | 6.01 |
| Penrith | 7.45 | 7.82 | 7.65 |
| Wyong | 8.80 | 10.32 | 10.88 |
| Group Average | 6.13 | 6.67 | 6.89 |

Building and Infrastructure Renewal

This indicator assesses a council's rate at which these assets are being renewed against the rate at which they are depreciating. Renewals are defined as replacement of existing assets as opposed to the acquisition of new assets. Infrastructure includes road, bridges, water and sewerage supply and storm water drainage.

Council has recently been updated on the effects that this ratio identifies with its infrastructure maintenance and the current backlog in asset maintenance. It is ideal to achieve a target of 100% which means funds to renew assets is matched by the cost of depreciation.

| Building and Infrastructure renewal ratio Council | 2008-2009 | 2009-2010 | 2010-2011 |
|--|------------------|------------------|------------------|
| | % | % | % |
| Blue Mountains | 35.02 | 36.69 | 21.90 |
| Campbelltown | 70.65 | 102.55 | 41.59 |
| Gosford | 133.23 | 65.31 | 74.15 |
| Hills | 146.44 | 138.07 | 108.69 |
| Hornsby | 85.21 | 82.22 | 48.77 |
| Liverpool | 98.25 | 75.78 | 66.54 |
| Penrith | 56.87 | 51.58 | 46.65 |
| Wyong | 81.81 | 61.06 | 51.77 |
| Group Average | 93.87 | 70.58 | 56.99 |

Corporate

There are two key performance indicators for corporate:

- Number of equivalent full time staff
- Compliance with statutory reporting deadlines.

Number of equivalent full time staff

Councils disclose the number of equivalent full time staff in their financial reports. This figure is based on the total number of full or part-time staff and casual staff on council's payroll on the last payday of June in each year. For example, 100 full time staff and 2 part-time staff who work 2.5 days per week equals 101 full time staff. It includes staff employed in council trading activities, such as water and sewerage.

Some factors affecting this indicator are:

- The council's budget and organisation structure
- The level of contracting out eg changes from day labour to contract work
- The type and extent of service delivery
- Whether the council has created or reduced services
- Boundary changes occurring during the year.

| | 2008-2009 | 2009-2010 | 2010-2011 |
|---|------------------|------------------|------------------|
| Number of equivalent full time staff | | | |
| NSW Mean | 292 | 293 | 291 |
| NSW High | 1,595 | 1,632 | 1,667 |
| NSW Low | 32 | 30 | 31 |
| NSW Median | 199 | 196 | 199 |

| Number of equivalent full time staff Council | 2008-2009 | 2009-2010 | Variation | 2010-2011 | Variation | EFT/per capita |
|---|------------------|------------------|------------------|------------------|------------------|-----------------------|
| Blue Mountains | 498.00 | 477.75 | -4.1 | 490.00 | 2.6 | .0063 |
| Campbelltown | 613.00 | 608.00 | -0.8 | 630.00 | 3.6 | .0041 |
| Gosford | 1,107.00 | 1,236.00 | 11.7 | 1,099.00 | -11.1 | .0065 |
| Hills | 605.00 | 584.00 | -3.5 | 586.00 | 0.3 | .0033 |
| Hornsby | 603.00 | 612.00 | 1.5 | 573.00 | -6.4 | .0035 |
| Liverpool | 605.00 | 614.00 | 1.5 | 613.00 | -0.2 | .0033 |
| Penrith | 959.00 | 983.00 | 2.5 | 1,042.00 | 6.0 | .0056 |
| Wyong | 1,039.00 | 1,045.00 | 0.6 | 1,070.00 | 2.4 | .0071 |
| Group Average | 753.63 | 769.97 | 2.2 | 762.88 | -0.9 | .005 |

Environmental management services

The Division reported in prior publications, an environmental management and health expenditure ratio. This indicator measured the expense of some environmental management and health expenses. This amended KPI now reports on a much broader range of services and allows a more informative comparison between councils on the functions that they provide.

Sustainable management of natural resources and the protection the environment are key council responsibilities.

The inclusion of major activities relating to environmental management such as noxious plants, insect/vermin control, solid waste management, street cleaning, drainage, stormwater management and other environmental protection.

The councils with smaller populations will generally have higher costs per capita than councils with larger populations, due to economies of scale, ie the decrease in unit cost of a product or service resulting from large scale operations.

Environmental management expenses per capita

This indicator measures the amount spent on environmental management per head of population.

Some factors affecting this indicator are:

- The number of environmental management staff employed
- The number of services Council provide
- Council policies about regulation
- Changes in population
- Short term programs
- The extent to which State legislation is applied.

| | 2008-2009 | 2009-2010 | 2010-2011 |
|---|-----------|-----------|-----------|
| Environmental management expenses per capita | \$ | \$ | \$ |
| NSW Mean | 160 | 170 | 190 |
| NSW High | 518 | 428 | 886 |
| NSW Low | 78.46 | 0 | 0 |
| NSW Median | 160 | 164 | 184 |

| Environmental management per capita Council | 2008-2009 | 2009-2010 | Variation | 2010-2011 | Variation |
|--|------------------|------------------|------------------|------------------|------------------|
| Blue Mountains | 258.98 | 274.16 | 5.9 | 363.78 | 32.7 |
| Campbelltown | 135.67 | 124.66 | -8.1 | 139.58 | 12.0 |
| Gosford | 182.70 | 197.95 | 8.3 | 249.22 | 25.9 |
| Hills | 122.24 | 123.87 | 1.3 | 136.90 | 10.5 |
| Hornsby | 148.13 | 163.89 | 10.6 | 179.43 | 9.5 |
| Liverpool | 102.71 | 98.15 | -4.4 | 84.98 | -13.4 |
| Penrith | 127.41 | 143.95 | 13.0 | 170.60 | 18.5 |
| Wyong | 274.46 | 353.97 | 29.0 | 363.79 | 2.8 |
| Group Average | 154.75 | 175.04 | 13.1 | 196.11 | 12.0 |

This indicator measures the amount spent on Environmental Management per head of population. 2010-2011 saw an increase of 12% in Campbelltown City Council's expenditure per capita and is at the group average increase.

Recreation, leisure and cultural services

Councils play a significant role in the provision of recreation, leisure and cultural services. They provide and/or maintain parks, playing fields, swimming pools, beaches, walking and bicycle tracks, tennis courts and multi-purpose recreational facilities, libraries, museums and a number of other cultural facilities. They also fund, assist and provide information to the community about sport and recreation organisations.

Councils with smaller populations will generally have higher costs per capita than council with larger populations, due to economies of scale, ie the decrease in unit cost of a product or service resulting from large scale operations.

Councils are encouraged to develop and implement strategies that will result in more people becoming physically active.

Net recreation, leisure and culture expenses per capita

Councils have a greater opportunity to receive revenues from recreational services than from the other services included in this publication. This indicator therefore measures the calculated net amount spent on recreation, leisure and cultural services per head of population.

Some factors affecting this indicator are:

- The size, type and number of facilities
- The adoption of the user pays principle
- The nature of Section 94 contributions
- The population mix
- The available open space and natural resources eg beaches and bushland
- The amount of non-resident usage eg tourism
- Changes in Council cost allocation practices
- Short term programs.

Comparative performance for 2008-2009, 2009-2010, 2010-2011

In previous publications, the net recreation and leisure services expenses per capita, have included swimming pools, sporting grounds, parks and gardens (lakes) and other sport and recreation services. The total net recreation, leisure and cultural expenses per capita have been introduced this year to maximise the quality of the available data and streamline the process. The recreation statistics for 2008-2009 and 2009-2010 have been adjusted to the total net expenditure for this function for comparative purposes and have different values from earlier publications. The total net recreation, leisure and cultural expenses for 2008-2009 was \$948.4m, for 2009-2010 \$1007.4m and \$1,201.1m for 2010-2011.

| | 2008-2009 | 2009-2010 | 2010-2011 |
|---|-----------|-----------|-----------|
| | \$ | \$ | \$ |
| Net recreation, leisure and cultural expenses per capita | | | |
| NSW Mean | 136 | 141 | 166 |
| NSW High | 383 | 425 | 2614 |
| NSW Low | -15 | 58 | 54 |
| NSW Median | 153 | 161 | 176 |

| Net recreation, leisure and cultural expenses per capita Council | 2008-2009 | 2009-2010 | Variation | 2010-2011 | Variation |
|---|------------------|------------------|------------------|------------------|------------------|
| Blue Mountains | 114.57 | 111.33 | -2.8 | 115.52 | 3.8 |
| Campbelltown | 172.54 | 161.23 | -6.6 | 162.93 | 1.1 |
| Gosford | 126.28 | 124.37 | -1.5 | 122.86 | -1.2 |
| Hills | 117.30 | 118.67 | 1.2 | 113.61 | -4.3 |
| Hornsby | 117.42 | 123.35 | 5.1 | 110.63 | -10.3 |
| Liverpool | 88.89 | 95.32 | 7.2 | 96.74 | 1.5 |
| Penrith | 101.40 | 92.31 | -9.0 | 95.99 | 4.0 |
| Wyong | 117.05 | 135.87 | 16.1 | 128.00 | -5.8 |
| Group Average | 118.59 | 119.52 | 0.8 | 117.20 | -1.9 |

Campbelltown City Council's expenditure on Recreation, Leisure and Cultural continues to be well above the group average, despite the reduction in per capita expenditure from 2009-2010.

Community services

Councils provide facilities such as community centres and halls, senior citizen centres, aged care centres, childcare centres and youth centres. They employ community development staff and provide services for groups in the community with specific needs eg the aged, people with disabilities, Aboriginal and Torres Straight Islanders, and people from diverse cultural and linguistic backgrounds.

There is one key performance indicator for community services.

Community services expenses per capita

This indicator measures the amount spent on community services per head of population.

Some factors affecting this indicator are:

- The number of community services staff employed
- The number and range of community services provided
- The population mix
- The availability of funding
- Socioeconomic factors
- Council policies and the number of non-resident usage eg tourism
- Changes in council costs allocation practices
- Short term programs.

| | 2008-2009 | 2009-2010 | 2010-2011 | | |
|---|------------------|------------------|------------------|------------------|------------------|
| Community services expenses per capita | | | | | |
| | \$ | \$ | \$ | | |
| NSW Mean | 65 | 67 | 66 | | |
| NSW High | 1,392 | 1,584 | 1,525 | | |
| NSW Low | 0 | 0 | 0 | | |
| NSW Median | 53 | 54 | 51 | | |
| Community services expenses per capita Council | 2008-2009 | 2009-2010 | Variation | 2010-2011 | Variation |
| Blue Mountains | 27.18 | 35.34 | 30.0 | 30.06 | -14.9 |
| Campbelltown | 104.53 | 99.36 | -4.9 | 103.46 | 4.1 |
| Gosford | 68.95 | 70.56 | 2.3 | 66.56 | -5.7 |
| Hills | 67.84 | 99.24 | 46.3 | 94.56 | -4.7 |
| Hornsby | 43.45 | 36.97 | 8.1 | 47.03 | 0.1 |
| Liverpool | 50.50 | 51.61 | 2.2 | 48.30 | -6.4 |
| Penrith | 103.70 | 105.82 | 2.0 | 119.47 | 12.9 |
| Wyong | 47.89 | 53.04 | 10.8 | 46.62 | -12.1 |
| Group Average | 67.14 | 73.21 | 9.0 | 72.94 | -0.4 |

Campbelltown City Council continues to be well above the group average, with an additional \$739,000 in expenditure on Community Services in 2010-2011 representing a 5% increase in expenditure on community services above the amount in 2009-2010.

Public order and safety

Facilities for such services as Rural Fire Services and other emergency services, animal care facilities and surf lifesaving may be carried out by councils in NSW. These requirements fall within the *Local Government Act 1993*, the *Companion Animals Act 1998* and other associated legislation.

Councils with smaller populations will generally have higher costs per capita than councils with larger populations due to economies of scale, ie the decrease in unit cost of a product or service resulting from large scale operations.

There is one key performance indicator for public order and safety.

Public order and safety expenses per capita

This indicator measures the amount spent on public order and safety services per head of population.

Some factors affecting this indicator are:

- The number and range of services provided
- Socioeconomic factors
- Council location and environmental
- Short term programs.

| | 2008-2009 | 2009-2010 | 2010-2011 |
|--|-----------|-----------|-----------|
| Public order and safety expenses per capita | \$ | \$ | \$ |
| NSW Mean | 43 | 46 | 47 |
| NSW High | 236 | 358 | 271 |
| NSW Low | 14 | 17 | 13 |
| NSW Median | 56 | 55 | 56 |

| Public order and safety expenses per capita Council | 2008-2009 | 2009-2010 | Variation | 2010-2011 | Variation |
|--|------------------|------------------|------------------|------------------|------------------|
| Blue Mountains | 55.50 | 58.88 | 6.1 | 64.94 | 10.3 |
| Campbelltown | 26.23 | 20.94 | -20.2 | 24.49 | 17.0 |
| Gosford | 29.93 | 31.83 | 6.3 | 33.49 | 5.2 |
| Hills | 28.35 | 28.00 | -1.3 | 29.69 | 6 |
| Hornsby | 23.92 | 21.39 | -10.6 | 21.10 | -1.4 |
| Liverpool | 21.97 | 22.84 | 4.0 | 23.13 | 1.3 |
| Penrith | 38.62 | 37.65 | -2.5 | 43.32 | 15.1 |
| Wyong | 49.80 | 46.24 | -7.2 | 50.28 | 8.7 |
| Group Average | 32.59 | 31.56 | -3.2 | 34.13 | 8.1 |

Campbelltown City Council's on Road and Community Safety is undertaken in partnership with the NSW Police. Close working relationships are established with the Rural Fire Service, State Emergency Services and other emergency agencies is disaster planning and protection.

Health expenses

Councils provide health facilities such as administration and inspection, immunisations, food control, health centres and other. They employ staff and provide services for groups within the community with specific needs.

Councils with smaller populations will generally have higher costs per capita than councils with larger populations due to economies of scale, ie the decrease in unit cost of a product or service resulting from large scale operations.

There is one key performance indicator for health services.

Health services expenses per capita

This indicator measures the amount spent on health services per head of population.

Some factors affecting this indicator are:

- The number of health services staff employed
 - The number and range of health services provided
 - The population mix
 - The availability of funding
 - Socioeconomic factors
 - Short term programs.
-

| | 2008-2009 | 2009-2010 | 2010-2011 | | |
|--|------------------|------------------|------------------|------------------|------------------|
| Health services expenses per capita | | | | | |
| | \$ | \$ | \$ | | |
| NSW Mean | 10 | 11 | 11 | | |
| NSW High | 223 | 274 | 226 | | |
| NSW Low | 0 | -4 | -8 | | |
| NSW Median | 12 | 13 | 12 | | |
| Health services expenses per capita | 2008-2009 | 2009-2010 | Variation | 2010-2011 | Variation |
| Council | | | | | |
| Blue Mountains | 21.34 | 24.18 | 13.3 | 25.93 | 7.2 |
| Campbelltown | 12.13 | 10.19 | -16 | 10.82 | 6.2 |
| Gosford | 0.87 | 10.00 | 1,047.1 | 8.15 | -18.5 |
| Hills | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Hornsby | 3.03 | 3.03 | -0.2 | 2.97 | -1.9 |
| Liverpool | 7.86 | 0.00 | -100.0 | 6.91 | n/a |
| Penrith | 4.05 | 4.10 | 1.0 | 3.83 | -6.4 |
| Wyong | 9.69 | 9.04 | -6.7 | 4.80 | -46.9 |
| Group Average | 6.22 | 6.15 | -1.1 | 6.52 | 6.1 |

Council continues to provide immunisation as well as inspection for food premises. There is little administration associated with the health function which is responsible to the Manager Compliance Services.

Housing and community amenities

Councils provide facilities such as public cemeteries, public conveniences, street lighting, town planning and other community amenities. They employ staff and provide services for the community.

Councils with smaller populations will generally have higher costs per capita than councils with larger populations due to economies of scale, ie the decrease in unit cost of a product or service resulting from large scale operations.

There is one key performance indicator for housing and community amenities.

Housing and community amenities expenses per capita

This indicator measures the amount spent on housing and community amenities per head of population.

Some factors affecting this indicator are:

- The number of staff employed for the provision of the amenities
- The number and range of services provided
- Council policies
- Changes in council cost allocation practices
- Short term programs.

| | 2008-2009 | 2009-2010 | 2010-2011 |
|--|-----------|-----------|-----------|
| | \$ | \$ | \$ |
| Housing and Community amenities expenses per capita | | | |
| NSW Mean | 59 | 69 | 67 |
| NSW High | 163 | 411 | 528 |
| NSW Low | 21 | 26 | 11 |
| NSW Median | 68 | 77 | 76 |

| Housing and Community amenities expenses per capita Council | 2008-2009 | 2009-2010 | Variation | 2010-2011 | Variation |
|--|------------------|------------------|------------------|------------------|------------------|
| Blue Mountains | 34.74 | 42.27 | 21.7 | 36.62 | -13.4 |
| Campbelltown | 47.43 | 47.12 | -0.6 | 41.72 | -11.5 |
| Gosford | 70.96 | 68.68 | -3.2 | 58.46 | -14.9 |
| Hills | 52.41 | 71.69 | 36.8 | 71.92 | 0.3 |
| Hornsby | 67.24 | 61.17 | -9.0 | 65.65 | 7.3 |
| Liverpool | 37.93 | 39.27 | 3.5 | 49.98 | 27.3 |
| Penrith | 41.86 | 45.91 | 9.7 | 44.48 | -3.1 |
| Wyong | 110.50 | 113.99 | 3.2 | 85.85 | -24.7 |
| Group Average | 58.41 | 61.63 | 5.5 | 57.91 | -6.0 |

The expenditure in this area can be inconsistent between councils depending of the service provided. A number of councils provide cemeteries which increase the cost per capita. Council provides other services in this area on a cost effective basis. Council has no control over the costs associated with providing street lighting.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Kolkman/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 26 February 2013 (Mead/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 17

That the Officer's Recommendation be adopted.

2.3 Instrument of Delegation

Reporting Officer

Director Business Services

Attachments

Instrument of Delegation

Purpose

To approve the delegated authority for the General Manager.

Report

After the election of a new Council it is a requirement under the *Local Government Act 1993* that each Council adopt a procedural motion to delegate to the General Manager the normal functions in facilitating the running of the Council on a day to day basis. The functions that can not be delegated are highlighted in the body of this report.

Council is vested with a range of responsibilities and powers under a number of Acts and Regulations. Under section 377 and 381 of the *Local Government Act 1993* the Council is given the power to delegate to the General Manager or any other person or body (not including another employee of the Council) any of the functions of the Council, other than the following:

- the appointment of a General Manager
 - the making of a rate
 - a determination under section 549 as to the levying of a rate
 - the making of a charge
 - the fixing of a fee
 - the borrowing of money
 - the voting of money for expenditure on its works, services or operations
 - the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment)
 - the acceptance of tenders which are required under this Act to be invited by the Council
-

-
- the adoption of a Management Planning and Environment Committee Meeting
 - the adoption of a financial statement included in an annual financial report
 - a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6 (*Local Government Act 1993*)
 - the fixing of an amount or rate for the carrying out by Council of work on private land
 - the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the Council for the carrying out of any such work
 - the review of a determination made by Council, and not by a delegate of the Council, of an application for approval or an application that may be reviewed under Section 82A of the *Environmental Planning and Assessment Act 1979*
 - the power of the Council to authorise the use of reasonable force for the purpose of gaining entry to premises under Section 194
 - a decision under Section 356 to contribute money or otherwise grant financial assistance to persons
 - the making of an application, or giving of a notice, to the Governor or Minister
 - this power of delegation
 - any function under this or any other Act that is expressly required to be exercised by resolution of the Council.

Section 380 of the Act requires Council to review its delegations during the first 12 months of each term of office. Accordingly, the delegation to the General Manager is submitted for Council's review and approval.

Officer's Recommendation

1. That Council revoke any previous delegation or sub delegation of the functions of the Council to the General Manager of the Council.
2. That the Council delegate under section 377 of the *Local Government Act 1993* the functions of Council as detailed in the attached Instrument of Delegation.

Committee's Recommendation: (Hawker/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 26 February 2013 (Mead/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 17

That the Officer's Recommendation be adopted.

ATTACHMENT 1



DELEGATIONS OF AUTHORITY

GENERAL MANAGER

Council-

in order to provide for the expedient exercise and performance of its powers and duties and the efficient management of its business and responsibilities:

pursuant to Council's resolution of the

delegates, under and subject to Section 377 and Section 381 of the *Local Government Act, 1993*, as amended, to the person for the time being holding the office of GENERAL MANAGER, the exercise of its functions contained in the specified legislation subject to the specified limitations.

FUNCTIONS DELEGATED

The functions of the Council as specified in:

- a) the *Local Government Act, 1993*, as amended, and related Acts; and
- b) other Acts under which Council has powers, authorities, duties and functions.

Additional Functions:

1. For items listed on the State Heritage Register, to determine whether public notice of an application under Section 60 of the *Heritage Act 1977* should be given under section 61 of that Act; and for items listed on the State Heritage Register, to approve under Section 63 of the *Heritage Act 1977*, applications made under Section 60 and all incidental powers, functions and duties thereto including decisions relating to general terms of approval for integrated development applications. This delegation is restricted to the approval of applications that do not materially affect the significance of items.
 2. The authority to make an Interim Heritage Order for items within Campbelltown Local Government Area in accordance with the Ministerial Order made under Section 25 of the *Heritage Act 1977* (in effect 1 February 2002).
 3. To write off, by order in writing, debts to the Council up to an amount of \$5,000 subject to compliance with the provisions of Clause 20 *Local Government (Financial Management) Regulation 1993* and Council policy.
 4. To write off, by order in writing, rates and charges and interest accrued on unpaid rates and charges owing to Council up to an amount of \$1,000 subject to compliance with the provisions of Clause 11 *Local Government (Rates and Charges) Regulation 1993* and Council policy.
 5. Authorise expenditure up to \$10,000 on urgent works not being maintenance and not specifically covered by a vote of funds, subject to report to the next relevant meeting of Council.
-

SPECIFIED LIMITATIONS

1. Those functions prohibited by Section 377 of the *Local Government Act 1993*
 2. The following activities are to be the subject of a report to and a resolution of the Council.
 - a) a decision to prepare draft local environmental plans
 - b) the adoption of draft local environmental plans
 - c) the determination of submissions received in respect of the public exhibition of draft local environmental plans
 - d) the determination of certain development and subdivision applications in accordance with Council policy
 - e) the determination of development and subdivision applications where objections have been received
 3. The Council or the Mayor may direct, or a Councillor may request, that a specific matter which may be dealt with by the General Manager under this delegation (or by the holder of any sub-delegation from the General Manager) be referred to the Council for determination or be dealt with by the Council.
 4. Council may, by resolution, supervise, control and direct the General Manager in the exercise of any function delegated.
 5. The General Manager exercises the delegated functions in accordance with all and every policy of the Council adopted by Resolution and current at the time of the exercise of the function.
-

2.4 New Policy - Access to Information

Reporting Officer

Director Business Services

Attachments

Draft Access to Information Policy

Purpose

To submit a proposed policy for Council's consideration in respect of providing information to the public to ensure a transparent process is maintained to access documents and information held by Council.

History

At its meeting 3 July 2012, Council resolved:

That a Draft Policy be prepared for consideration and adoption by Council in relation to the public availability of Council information that addresses, in particular:

- i. Reports submitted to Council and its Committees prepared by Council staff, including attachments to reports
- ii. Correspondence written on behalf of Council in association with a Council resolution, and responses received in reply to that correspondence
- iii. Appropriate confidentiality and privacy requirements
- iv. Preliminary draft maps, plans and other documents of policy significance that have not been endorsed by the Council for public exhibition.

Report

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

Public access to documents and information held by Council is facilitated by the *Government Information (Public Access) Act 2009*; *Government Information (Public Access) Regulation 2009* and the *Local Government Act 1993*, subject to certain restrictions as set out in the Acts and Regulation and summarised within the Access to Information Policy.

Council is required to comply with the Information Protection Principles prescribed by the *Privacy and Personal Information Protection Act 1998* relating to the management of personal information held by Council.

This Policy has been developed to:

- provide the public with a transparent process to access documents and information held by Council
- provide direction to Council staff in managing and providing documents and information to the public
- provide guidelines for managing access to documents and information having regard to the legislative framework
- ensure applicants are advised of exemptions to access and the public interest considerations in determining requests for access to documents and information
- ensure applicants are advised of the rights of review and appeal available under the *Government Information (Public Access) Act 2009* (GIPA).

Officer's Recommendation

1. That the Access to Information Policy as attached to this report be adopted.
2. That the Policy review date be set at 30 June 2015.

Committee's Recommendation: (Borg/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED


Council Meeting 26 February 2013 (Mead/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 17

That the Officer's Recommendation be adopted.

ATTACHMENT 1

| | | |
|---|--|---------------|
|  | | POLICY |
| Policy Title | Access to information | |
| Related Documentation | Records Management Policy | |
| Relevant Legislation/ Corporate Plan | <i>Government Information (Public Access) Act 2009</i> <i>Local Government Act 1993</i> <i>Copyright Act 1968 (Cth)</i> <i>Environmental Planning and Assessment Act 1979</i> <i>Privacy and Personal Information Protection Act 1998</i> <i>Health Records and Information Privacy Act 2002</i> <i>State Records Act 1998</i> | |
| Responsible Officer | Manager Governance and Administration | |

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

Objectives

The objectives of this Policy are to:

- provide the public with a transparent process to access documents and information held by Council
- provide direction to Council staff in managing and providing documents and information to the public
- provide guidelines for managing access to documents and information having regard to the legislative framework
- ensure applicants are advised of exemptions to access and the public interest considerations in determining requests for access to documents and information
- ensure applicants are advised of the rights of review and appeal available under the *Government Information (Public Access) Act 2009* (GIPA).

Policy Statement

Public access to documents and information held by Council is facilitated by the *Government Information (Public Access) Act 2009*; *Government Information (Public Access) Regulation 2009* and the *Local Government Act 1993*, subject to certain restrictions as set out in the Acts and Regulation and summarised in this Policy.

Council is required to comply with the Information Protection Principles prescribed by the *Privacy and Personal Information Protection Act 1998* relating to the management of personal information held by Council.

| DATA AND DOCUMENT CONTROL | | |
|---|---|--------------|
| Division: [Enter Division] Section: [Enter Section] DocSet: | Adopted Date: 00/00/00 Revised Date: 00/00/00 Minute Number: 000 Review Date: 00/00/00 | Page: 1 of 3 |

Campbelltown City Council

Scope

Campbelltown City Council is committed to being an open and accessible organisation. Managing and providing documents and information to the public is a complex issue having regard to the public interest and the obligations imposed upon Council by a range of legislation relating to privacy and access to Council information.

Definitions

Access application means an application for access to government information under Part 4 of the GIPA Act that is a valid access application under that Part.

Document shall mean any written instrument such as a letter, facsimile, memorandum, form, report, policy, certificate and the like.

Government information means information contained in a record held by an agency.

Legislative Context

The GIPA Act and the GIPA Regulation provide rights of access to certain documents held by Council unless there is an overriding public interest not to do so.

The *Local Government Act 1993* contains provisions that confer rights of access on members of the public to information and documents.

The *Copyright Act 1968 (Cth)* governs the copying of information and contains provisions which confer exclusive rights to copyright owners which have the effect of prohibiting publication of copyright material on websites or provision of copies unless the copyright owner has expressly consented.

The *Environmental Planning and Assessment Act 1979 (EPA)* contain provisions which require Council to make development applications and accompanying information, including plans, publicly available, and provides a right for people to inspect and make copies of the plans during the submission period.

The *Environmental Planning and Assessment Regulation 2000* provides that councils and other persons using the DA plans and documents in accordance with the EPA Act are entitled to claim an indemnity from the person who applied for the DA to cover costs they incur arising from claims they have infringed copyright in the plans and the DA, where these materials were being used in accordance with the EPA Act.

Other forms of legislation or documents which have an impact upon access to documents include:

- Privacy Code of Practice for Local Government
- *Privacy and Personal Information Protection Act 1998*
- *Health Records and Information Privacy Act 2002*
- *State Records Act 1998*

Principles

Campbelltown City Council will make available upon application any record of the Council for viewing by any person at the Civic Centre, during normal business hours, subject to the exceptions listed within the GIPA Act and Regulation.

| | | |
|----------------------------------|--------------|--|
| DATA AND DOCUMENT CONTROL | | |
| "[Insert DocSet Number]" | Page: 2 of 3 | |

Campbelltown City Council

Information accessible under this Policy includes any record of information stored in a physical (paper) file or as a document, email/web request, customer request, map, plan, drawing or photograph in Council's electronic document management system. Customer requests are logs used to record information in Council's system which may have been received from a telephone call, an in-person request or in any other form where a 'true' document does not exist.

Copies of most documents may be taken at the cost of photocopying prescribed in Council's Fees and Charges document. Some documents such as Building Certificates and plans of internal configurations of residential developments can be viewed but cannot be copied without owner's consent. Some documents will be subject to copyright laws.

Some documents are available as a matter of routine and can be inspected without any formal application. These would include agendas and Minutes of open Council and Committee meetings, policy documents, the Management Plan, the Annual Report, publicly exhibited development applications and associated documents, other publicly exhibited issues, and Council's public registers. Most of these documents are available online at Council's website.

Responsibility

The Public Officer has a responsibility to assist the public in gaining access to public documents of the Council.

All staff and elected representatives have responsibilities under the *State Records Act 1998* as detailed in the Records Management Policy

Effectiveness of this Policy

Formal access applications will be published on a disclosures log of access on Council's website and reported upon annually.

The Policy will be reviewed in accordance with Council's adopted Procedure for Policy Development and Review to ensure the framework to manage disclosures is effective and meets current legislative requirements.

END OF POLICY STATEMENT

DOCUMENT HISTORY AND VERSION CONTROL RECORD

Contact for inquiries and proposed changes

| | |
|-------------------------|---------------------------------------|
| Name | Donna Bourke |
| Position/Section | Manager Governance and Administration |
| Contact Number | 4645 4320 |

| Version Number | Revised Date | Authorised Officer | Amendment Details |
|-----------------------|---------------------|---------------------------|--------------------------|
| | | | |

| | | |
|----------------------------------|--------------|--|
| DATA AND DOCUMENT CONTROL | | |
| "[Insert DocSet Number]" | Page: 3 of 3 | |

2.5 Revised Policy - Councillors' Access to Information and Interaction with Staff

Reporting Officer

Director Business Services

Attachments

Copy of Policy - Councillors' Access to Information and Interaction with Staff

Purpose

To seek Council's endorsement of a revised Policy regarding Councillors' Access to Information and Interaction with Staff.

History

The current version of the policy was adopted by Council on 8 March 2011, and is now due for review in accordance with the Records and Document Management Policy.

Report

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

The only recommended changes clarify Councillors' access to the Mayor's Office and to define junior member of staff. The changes are highlighted in the attached policy. The revised policy is presented for the consideration of Council.

Officer's Recommendation

1. That the Councillors' Access to Information and Interaction with Staff Policy as attached to this report be adopted.
2. That the review date be set at 30 March 2016.

Committee's Recommendation: (Kolkman/Borg)

That the Officer's Recommendation be adopted.

CARRIED


Council Meeting 26 February 2013 (Mead/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 17

That the Officer's Recommendation be adopted.

ATTACHMENT 1

| | |
|---|---|
|  campbelltown city council | POLICY |
| Policy Title | Councillors Access to Information and Interaction with Staff |
| Related Documentation | Policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors |
| Relevant Legislation/ Corporate Plan | Chapters 9 and 11 of the <i>Local Government Act 1993</i> |
| Responsible Officer | Manager Governance and Administration |

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

Objectives

1. To ensure Councillors have access to all documents necessary for them to exercise their statutory role as a member of the governing body of the Council
2. To ensure that Councillors receive advice to help; them in the performance of their civic duty in an orderly and regulated manner
3. To provide direction on Councillors' rights of access to Council buildings
4. To provide a clear and consistent framework for the reporting of, and appropriate application of sanctions for, breaches of this Policy.

Policy Statement

Based on the provisions in the *Local Government Act 1993*, Councillors and staff have distinctly different roles to play in Council. The Council is responsible for the strategic direction and for determining the Policy framework of Council. The Council also has a statutory role as the consent authority, under both the *Environmental Planning and Assessment Act 1979* and the *Local Government Act 1993*, for applications for development consent and local approvals. The General Manager with the Senior Officers of Council is responsible for the effective management of the Organisation and the carrying out of Council's Policies and strategic objectives.

However, the distinction between these two roles may be unclear. There often needs to be personal interaction between Councillors and Senior Officers, particularly regarding access to and provision of information, to effectively integrate Policymaking and service delivery.

Chapters 9 and 11 of the *Local Government Act 1993* set out the statutory roles and duties of Councillors and the General Manager. The introduction to Chapter 9 states that "each Council is a Statutory Corporation. The Councillors are the governing body

of the Corporation and they have the responsibility of directing and controlling the affairs of the Council in accordance with this Act”.

The role of the Mayor is:

- To exercise, in cases of necessity, the Policy-making functions of the governing body of the Council between meetings of the Council (for example, urgent demolition orders, authority to financially assist the community by the allocation of resources during natural disasters, commencement of urgent legal action)
- To exercise such other functions of the Council as the Council determines (for example, determining the appropriateness of holding a special event such as a fun run, approval of the General Manager’s annual leave)
- To preside at meetings of the Council
- To carry out the civic and ceremonial function of the Mayoral office.

The role of a Councillor is, as a member of the governing body of the Council:

- To direct and control the affairs of the Council in accordance with the *Local Government Act 1993* (for example, input into the development of the Community Strategic Plan and monitoring the implementation of Council's delivery program)
- To participate in the optimum allocation of the Council’s resources for the benefit of the area (for example, providing input into deciding priorities for construction and maintenance work)
- To play a key role in the creation and review of the Council’s policies and objectives and criteria relating to the exercise of the Council’s regulatory functions
- To review the performance of the Council and its delivery of services, and the management plans and revenue policies of the Council.

The role of a Councillor is, as an elected person:

- To represent the interests of the residents and ratepayers
- To provide leadership and guidance to the community
- To facilitate communication between the community and the Council.

Scope

This Policy has been developed for Councillors and staff to fully understand their respective roles and how they should operate in order to perform their responsibilities effectively.

Legislative Context

Chapters 9 and 11 of the *Local Government Act 1993* sets out the statutory roles and duties of the Mayor, Councillors and the General Manager.

Principles

Access to a Council file, record or other document can only be provided according to this Policy to ensure that access is obtained in ways that are legal and appropriate. This Policy does not limit or restrict statutory or common law rights of access.

2.5 Revised Policy - Councillors' Access To Information And Interaction With Staff

All enquiries of a straight forward nature should be referred to the Manager Executive Services who will ensure an appropriate response to a Councillor's request.

Councillors can request the General Manager, or the Manager Executive Services to provide access to a particular Council record.

Councillors who have a personal (as distinct from civic) interest in a document of Council have the same rights of access as any other person.

Councillors are entitled to access to all Council files, records or other documents where that document is identified in Schedule 1 to the Government Information (Public Access) Regulation 2009 or relating to a matter currently before the Council.

The General Manager shall not unreasonably decide that a document is not relevant to the performance of the Councillors' civic duty and deny access to a Council document. If access to documents is refused the General Manager must state the reason for the refusal.

If access to a document is refused Councillors are entitled to lodge a request under the *Government Information (Public Access) Act 2009*. The GIPA Act provides three options to have a decision reviewed: an internal review by the Council; an external review by the Information Commissioner; or external review by the Administrative Decisions Tribunal.

The NSW Ombudsman and the Division of Local Government also have complaint handling functions should issues arise.

Councillors can request access to other documents of the Council either by a Notice of Motion to the Council or an application under the GIPA Act.

The Manager Executive Services shall keep a record of all requests by Councillors for access to information (other than those listed in the Government Information (Public Access) ACT 2009 known as GIPA Act or by a Notice of Motion at a Council meeting). These requests must be reported regularly to the Council.

The General Manager is responsible to the Council for performance and direction of all staff and day to day management of Council. Therefore, it is appropriate that all requests for information and approaches to staff outside the forum of a Council or Committee meeting be directed to the General Manager or the Manager Executive Services.

Only the General Manager, the four Divisional Directors and those Managers nominated by the General Manager can provide advice to Councillors.

It is within the discretion of the General Manager to require Councillors to make an appointment with a Senior Officer, to put a request in writing, or to put in on notice to the Council to obtain detailed or otherwise time consuming information. The General Manager must indicate in writing, the reasons for refusing a request.

For all but straightforward advice on administrative matters, Councillors should put their requests for information or advice in writing to be answered by the General Manager or the appropriate Senior Officer. These written requests then form part of Council records and can be filed appropriately.

A Senior Officer has the discretion to refer any request for information to the General Manager. The Senior Officer must indicate to the Councillor their reasons for the referral.

If a Councillor is concerned about any refusal to provide information, they should firstly raise the matter with the General Manager (or the Mayor if it was the General Manager who refused to provide the advice). If the Councillor is still dissatisfied they should request the information by way of a Question on Notice to the Council.

Councillors must not attempt to direct staff as to the performance of their work. Staff must report all such attempts immediately to their Director or the General Manager.

Councillors must not request staff to undertake work for the Councillor or any other person.

A Councillor, member of staff or delegate must not take advantage of their official position to improperly influence other Councillors, members of staff or delegates in the performance of their public or professional duties for the purpose of securing private benefit for themselves or for some other person.

Access to Council Offices

As elected members of the Council, Councillors, are entitled to have access to the Council Chamber, Committee Rooms, Councillors Lounge, Mayor's Office (at the invitation of the Mayor), Councillor's Rooms and public areas of the Council's buildings.

Councillors who are not in pursuit of their civic duties have the same rights of access to Council Buildings and premises as any other member of public.

Inappropriate Interactions

Council's Policy is that the following interactions are inappropriate:

- Councillors approaching junior members of staff for information on sensitive or controversial matters. Any such enquiries should be made to the General Manager, the four Divisional Directors or the Manager Executive Services.
 - Members of staff approaching Councillors directly (rather than via their director, staff representative or union delegate) on staffing or political issues:
 - Councillors approaching staff outside the Council building or outside hours of work to discuss Council business
 - Staff refusing to give information which is available to other Councillors to a particular Councillor because of the staff member's or Councillor's political views
 - Councillors who have a development application or construction certificate before Council discussing the matter with junior staff in staff-only areas of the Council
 - Junior staff being asked to answer questions or provide documents to Councillors who are overbearing or threatening
 - Councillors directing or pressuring staff in the performance of their work, or recommendations they should make
 - Staff providing advice to Councillors without recording or documenting the interaction as they would if the advice was provided to a member of the community.
-

Breaches of this Policy

1. Reporting

- All occasions of a Councillor or staff member not complying with this Policy should be immediately reported to the General Manager
- Where the report relates to the conduct of a Councillor, the General Manager shall immediately report the matter to the Mayor and to the next Council meeting
- Where the report relates to the conduct of staff, the General Manager shall deal with the matter according to the terms of employment of the staff member. Proven breaches should also be dealt with accordingly, that is, by counselling, disciplinary action or dismissal
- Where a Councillor believes that the General Manager has failed to comply with the Policy, the Councillor shall immediately report to the Mayor who will report the matter to the Council
- Before a report to Council by the General Manager (or the Mayor), the General Manager (or the Mayor) should undertake preliminary inquiries to establish the facts. The preliminary investigations may take any form the Mayor and General Manager considers appropriate, but must involve discussions with the staff member and Councillor involved. Natural justice principles need to be satisfied in dealing with an alleged breach
- The Council, or a Committee of all Councillors established for the purpose, must decide whether a matter reported to it under this Policy, reveals a breach. The Council may take any steps provided for in this Policy that it considers reasonable in the circumstances.

2. Sanctions

Council, having resolved that a Councillor has failed to comply with this Policy, may, by resolution:

- Require the Councillor to apologise to the person concerned
- Request a formal apology
- Counsel the Councillor
- Reprimand the Councillor
- Resolve to make its decision on the matter public
- Pass a censure motion at a Council meeting
- Make public disclosures of inappropriate conduct
- Refer the matter to an appropriate investigative body if the matter is serious
- Prosecute any breach of the law.

Sanctions for staff, depending on the severity, scale and importance of the breach, may include:

- Counselling staff members
- Instituting Council disciplinary proceedings
- Dismissal.

Responsibility

The Manager Executive Services is responsible for ensuring the principles detailed in the Policy are adhered to by both Councillors and staff.

Effectiveness of this Policy

The Policy will be reviewed regularly to ensure it is meeting legislative requirements and is operating effectively.

END OF POLICY STATEMENT

2.6 Code of Conduct

Reporting Officer

Director Business Services

Attachments

1. Revised Code of Conduct Policy (distributed under separate cover)
2. Code of Conduct Procedures Policy (distributed under separate cover)

Purpose

To seek Council's endorsement of the revised Code of Conduct Policy and the new Code of Conduct Procedures Policy.

History

Under Section 440 of the *Local Government Act 1993* Council's must adopt a Code of Conduct that incorporates the provisions of the Model Code. Council adopted our current Code of Conduct on 6 April 2010.

Report

The New Model Code of Conduct Framework (new Model Code and Procedures) was released by the Division of Local Government on 19 December 2012. The proposed commencement date for the new model code framework is 1 March 2013. Implementation of the Code and procedures are mandated under amendments to the *Local Government Act 1993*, sections 440, 440AA 444(L) and 748.

The framework contains both a model Code of Conduct and a separate procedures document.

The key features of the new code framework include:

- Greater flexibility to resolve non-serious complaints, minimising costs to councils
 - Improved complaints management, with complaints about councillors and the general manager managed from start to finish by qualified and independent conduct reviewers
 - Greater fairness and rigour in the investigation process through clearer procedures
 - Stronger penalties for ongoing disruptive behaviour and serious misconduct to more effectively deter and address such behaviour, allowing councils to get on with the business of serving their communities.
-

The new Code creates more flexibility for Councillors to exercise their function due to a non pecuniary conflict of interest where the conflict may result in a loss of quorum. This is dealt with under part 4 of the draft Code.

The draft Model Code allows for Councillor's who have a non pecuniary conflict of interest in a matter to participate in the consideration of the matter where it is a proposal relating to:

- The making of a principal planning and environmental instrument applying to the whole or a significant part of the council's area
- The amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or significant part of the council's area.

Councillors are still required to declare any interest they have in the matter that would have otherwise precluded their participation in consideration of the matter under this part of the draft Code.

Where a majority of Councillors are precluded from consideration of an issue due to a conflict of interest and the matter in question concerns the exercise of a function that may not be delegated under section 377 of the *Local Government Act 1993*, Councillors may apply in writing to the Chief Executive to be exempted from complying with a requirement under this part of the draft Code relating to the management of a non pecuniary interest.

It has been recommended that Councils should make the following administrative arrangements in preparation for commencement of the code.

- Adopt the new Model Code and Procedures by 1 March 2013
- Appoint members of staff other than the General Manager to act as a complaints coordinator and alternate complaints coordinator before 1 March 2013
- Ensure a panel of conduct reviewers, appointed by the selection process prescribed under the new procedures are in place by 30 September 2013. Councils without existing panels should establish a panel by 1 March 2013.

Council's Code of Conduct Policy has been reviewed and the new Code of Conduct Procedures Policy has been developed.

The abovementioned policies have been reviewed and developed in accordance with Council's Records Management Policy and the adopted procedure for Policy Development and Review.

Officer's Recommendation

1. That the revised Code of Conduct policy as attached to this report be adopted and the policy review date be set as 30 September 2016.
2. That the new Code of Conduct Procedures policy as attached to this report be adopted and the policy review date be set as 30 September 2016.
3. That Council appoint the Director Business Services as the Complaints Coordinator, with Council's Manager Executive Services or Manager Business Assurance as alternates.
4. That Council approve the request to advertise for public nominations for the panel of conduct reviewers.
5. That training be conducted to reinforce the values embedded in Council's Code of Conduct.

Committee's Recommendation: (Hawker/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 26 February 2013 (Mead/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 17

That the Officer's Recommendation be adopted.

3. PROPERTY SERVICES

3.1 Subdivision of Land, Northam Road, Leumeah

Reporting Officer

Manager Property Services

Attachments

1. Location of Land
2. Draft Survey Plan

Purpose

To seek Council approval for the lodgement of a development application for a two (2) lot subdivision over a parcel of Council owned land described as Lot 2 DP 1134382 and to classify the new parcel of land created over the residential zoned land as a result of any subdivision of Lot 2 DP 1134382 as operational land.

Report

Council is the owner of Lot 2 DP 1134382, previously described as Lot 502 in DP 621692 which is classified partly community land (existing Leumeah Park) and partly operational land (existing vacant land) by virtue of Campbelltown (Urban Area) Local Environmental Plan 2002 (Amendment No 8).

Lot 2 is comprised of two sections of land separated by Northam Road, Leumeah. The larger parcel to the north of Northam Road is known as Leumeah Park and is currently zoned as 6(a) Local Open Space Zone and classified as community land. The smaller part of Lot 2 located to the south of Northam Road is currently zoned as 2(b) - Residential B Zone and classified as operational land.

The smaller portion of Lot 2 currently zoned residential and classified as operational land is considered to be surplus to Council's operational requirements particularly given the amount of existing open space in the immediate vicinity. This could provide Council the opportunity to consider future rationalisation of the land zoned residential to provide income whilst reducing ongoing maintenance costs.

As the smaller portion of Lot 2 has potential to be surplus to Councils operational requirements it is proposed to undertake a two lot subdivision to create each part as a separate parcel of land with individual title.

Creation of two parcels of land with individual title would provide Council with greater flexibility in managing the two contrasting land uses. In respect to the two land uses the larger parcel zoned open space and classified as community land depicted as allotment 21 in the draft subdivision plan (Attachment 2) would be retained by Council whilst the smaller parcel of residential zoned land and classified as operational land shown as allotment 22 in the draft subdivision plan (Attachment 2) could potentially be rationalised to provide additional income.

Accordingly it is recommended that Council approval be provided for the lodgement of a development application for a two lot subdivision over the parcel of land described as Lot 2 DP 1134382.

As outlined Lot 2 is currently classified partly community land (existing Leumeah park) and partly operational land (existing vacant land) by virtue of Campbelltown (Urban Area) Local Environmental Plan 2002 (Amendment No 8). It is also recommended for the avoidance of any doubt that should the proposed development application receive a favourable determination the newly created parcel of land incorporating the residential zoned land referred to as proposed allotment 22 in Attachment 2 be classified as 'operational land' in accordance with Section 31 of the *Local Government Act 1993*.

It should be noted that as part of the proposed subdivision process the new allotment created over Leumeah park (allotment 21 shown in Attachment 2) would remain zoned as open space and classified as community land.

Officer's Recommendation

1. That Council approve the lodgement of a development application for a two (2) lot subdivision over the parcel of land described as Lot 2 DP 1134382.
2. That any new parcel of land incorporating the residential zoned land created as a result of the subdivision of Lot 2 DP 1134382 be classified as 'operational land' in accordance with Section 31 of the *Local Government Act 1993*.
3. That all documentation associated with the lodgement of a development application be executed under the Common Seal of Council if required.

Committee's Recommendation: (Kolkman/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

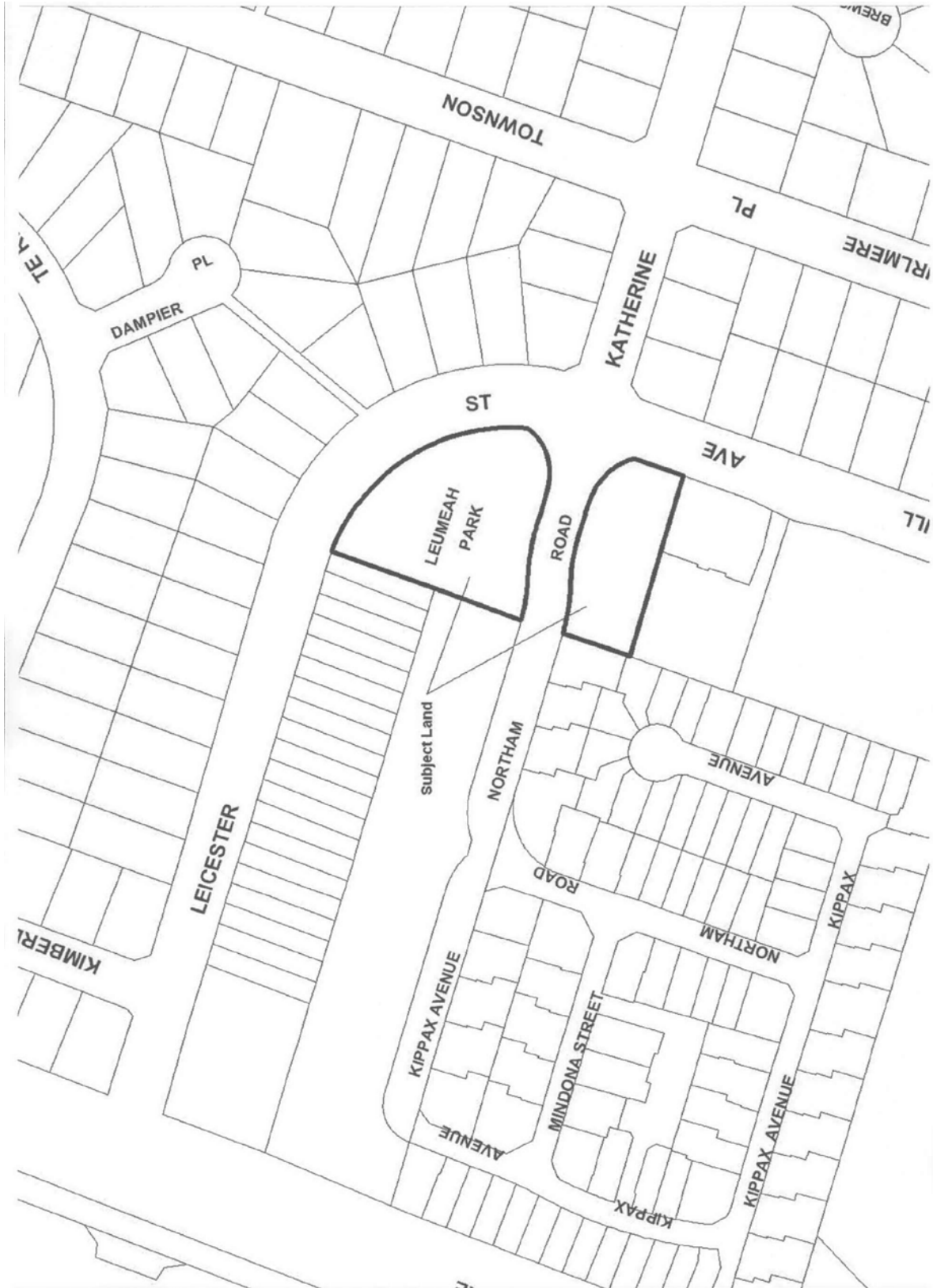
Council Meeting 26 February 2013 (Mead/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 17

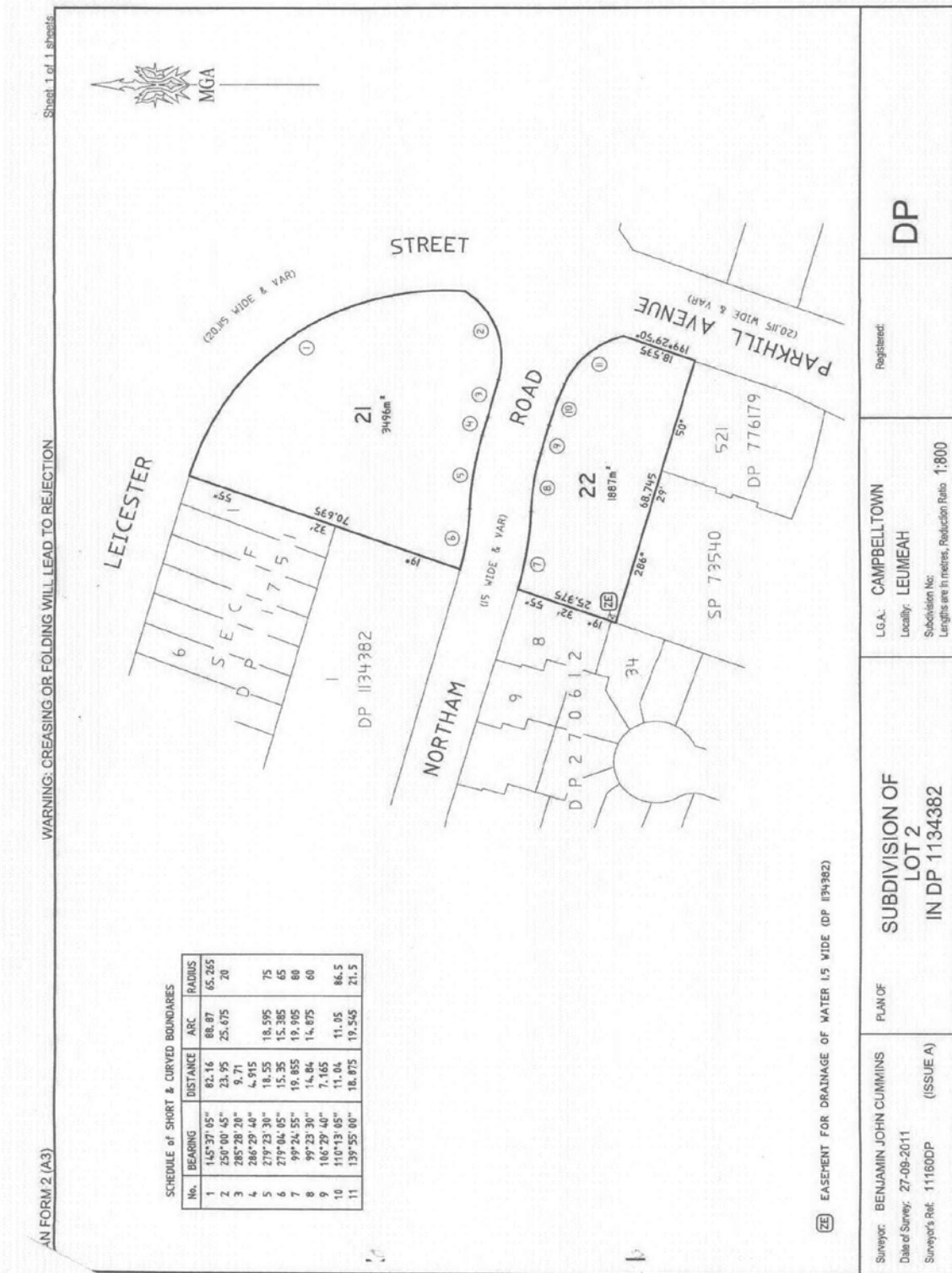
That the Officer's Recommendation be adopted.

ATTACHMENT 1



ATTACHMENT 2

Draft Survey Plan



3.2 Minto Indoor Sports Centre - Draft Plan of Management

Reporting Officer

Manager Property Services

Attachments

1. Independent Facilitator Report from Public Hearing (to be tabled)
2. Draft Plan of Management – Minto Indoor Sports Centre (to be tabled)

Purpose

To seek Council approval for the adoption of the Draft Plan of Management prepared for community land known as the Minto Indoor Sports Centre described as Lots 101 and 102 DP 789883.

History

A report was provided to the Council meeting of 28 August 2012 seeking approval to proceed with preparation of a draft Plan of Management for the future use and management of the Minto Indoor Sports Centre.

Council at its meeting of 28 August 2012 resolved:

1. That Council approve the preparation of a draft Plan of Management for the future use and management of Minto Indoor Sports Centre.
2. That a further report be presented to Council for the review of the draft Minto Indoor Sports centre Plan of Management upon completion of the public consultation and submission process.

Report

Minto Sports Centre is a multi-purpose indoor sports facility. The four courts are used for a range of sports that include basketball, indoor soccer, netball, volleyball and other special events. The centre also has a canteen/café and office space.

A draft Plan of Management for Minto Indoor Sports Centre ('Draft Plan') was prepared and subsequently placed on public exhibition for one month from 7 November 2012 to 7 December 2012.

In accordance with the provisions of the *Local Government Act 1993*, a Public Notice was placed in the local Campbelltown papers for a period of three weeks between 7 November 2012 and 21 November 2012.

The notice specified the dates that the Draft Plan was on public exhibition, the locations of where the Draft Plan could be viewed and the period in which submissions in respect of the Draft Plan would be received by Council. During the public exhibition period the Draft Plan was available for viewing at the HJ Daley Central Library, Ingleburn Library, the foyer of the Civic Centre and on Councils website.

It should be noted that whilst the public exhibition period occurred between 7 November 2012 and 21 November 2012 written submissions were to be received by Council no later than 19 December 2012.

No written submissions were received during the public exhibition period.

Following the public exhibition period a public hearing was held in which members of the public were invited to comment on the Draft Plan as well as convey to Council officers their concerns in relation to the proposed future use and management of the Minto Indoor Sports Centre.

The public hearing also provided members of the public the opportunity to receive feedback from the relevant Council officers that were present at that meeting to any questions concerning Council's intended future use and management of the Minto Indoor Sports Centre as well as the operation of the Draft Plan.

An independent facilitator convened the public meeting on 4 February 2013 at the HJ Daley Central Library commencing at 2.00pm and formally closing at 2.20pm in which four members of the public attended the meeting. The report on the public hearing prepared by the independent facilitator is attached as Attachment 1.

The key issues raised from the floor related to the recently upgraded roof ventilation and recent line marking of the basketball courts which have improved the amenity of the facility. It was also identified that affiliation with Basketball New South Wales was important for the future of basketball in the region.

Objectives of the Plan of Management

The following are identified in the Plan of Management as objectives and performance targets relating to the management of the Minto Indoor Sports Centre.

- To allow the centre to be effectively managed on Councils behalf by a suitably experienced and qualified organisation
- Maintain indoor courts, sporting and recreation equipment and any other associated articles
- Promote the use of the centre and manage the hire and booking of the centre
- To operate the canteen/café as required
- Encourage local schools and juniors
- Encourage basketball and associated affiliation.

It should be noted as raised by the public the issue of affiliation with Basketball New South Wales is identified as an objective of the management of the Minto Indoor Sports Centre.

Adoption of the Plan of Management

As previously outlined no written submissions were received during the public exhibition period and comments received at the public hearing were generally supportive with no amendments requested or required.

In this respect as the exhibited Draft Plan has not been altered, and a public hearing was held in accordance with Section 40A of the *Local Government Act 1993*, Council may adopt the Draft Plan as Tabled with this report by virtue of Section 40 of the *Local Government Act 1993*.

Accordingly it is recommended that Council endorse the Draft Plan for adoption as tabled as the Plan of Management – Minto Indoor Sports Centre in accordance with Section 40 of the *Local Government Act 1993*.

It is also advised that subject to Council adopting the draft Plan of Management that selective tenders will be sought for the management and operation of the Minto Indoor Sports Centre under a Licence Agreement. A selective tender process will be undertaken with organisations that have previously submitted an expression of interest following the public advertisement by Council in 2012 asking for expressions of interest.

Subject to adopting the Plan of Management a further report would be submitted to Council upon completion of the selective tender process with any recommendations for the management and operation of the Minto Indoor Sports Centre.

Officer's Recommendation

1. That Council adopt the Draft Plan of Management as Tabled as Plan of Management – Minto Indoor Sports Centre in respect of community land described as Lots 101 and 102 DP 789883.
2. That all documentation associated with the adoption of the Plan of Management be executed under the Common Seal of Council, if required.

Committee's Recommendation: (Hawker/Chanthivong)

That this matter be deferred to the Council meeting to be held 26 February 2013.

CARRIED

Council Meeting 26 February 2013 (Mead/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 17

That the Officer's Recommendation be adopted.

4. FINANCIAL SERVICES

4.1 Investment report - November/December 2012 and January 2013

Reporting Officer

Acting Manager Financial Services

Attachments

Investment Portfolio Performance as at 31 January 2013

Purpose

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

Report

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

Council's Investment Portfolio as at 31 January 2013 stood at approximately \$80m. Funds are currently being managed both by Council staff and Fund Managers and are in accordance with the *Local Government Act 1993*, *Local Government (General) Regulation 2005* and Council's Investment Policy.

Portfolio Performance

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

| Monthly Annualised Return | November | December | January |
|-----------------------------------|----------|----------|---------|
| Council Managed Funds | 4.95% | 4.67% | 4.68% |
| Benchmark: 90 Day Bank Bill Index | 3.05% | 3.45% | 3.22% |

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

| Rolling Year to Date Return | November | December | January |
|------------------------------------|-----------------|-----------------|----------------|
| Council Managed Funds | 5.43% | 5.34% | 5.25% |
| Benchmark: 90 Day Bank Bill Index | 4.02% | 3.91% | 3.78% |

Council's portfolio as at 31 January 2013 is diversified with 67% in term deposits of varying lengths of maturity which are managed in accordance with market expectations and Council's investment strategy, 24% in floating rate notes which give Council a set margin above either 30 or 90 day bank bills, 8% in fixed rate bonds, 1% in funds in a short term at call account and a National Australia Bank offset facility which expires in 2014.

| Duration Profile | 31 January |
|-------------------------|-------------------|
| Short Term at Call | \$1,150,273 |
| 1 – 3 Months | \$5,247,496 |
| 3 – 6 Months | \$24,556,126 |
| 6 – 12 Months | \$21,634,598 |
| 12 Months + | \$27,300,000 |

All investments are placed with Approved Deposit Taking Institutions. No funds are placed with any unrated institutions.

| Credit Exposure | 31 January |
|--|-------------------|
| AAA to AA- | 85% |
| A+ to A | 5% |
| A- to BBB- | 10% |
| Other Approved Deposit Taking Institutions | 0% |

Economic Outlook

The Reserve Bank Board (RBA) left the cash at its present level of 3.00% when it met on 5 February 2012. The Statement of Monetary Policy released refers to improved financial market sentiment, particularly as funding conditions for financial institutions has become more favourable and with inflation continuing to be consistent with target levels and not expected to change significantly over the next few years. Easing in monetary policy during 2012 is beginning to show signs of improved economic conditions, however the RBA feels that the full impact is yet to be fully realised and as such felt it prudent to leave the cash rate unchanged.

Summary

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

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

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Chanthivong/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 26 February 2013 (Mead/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 17

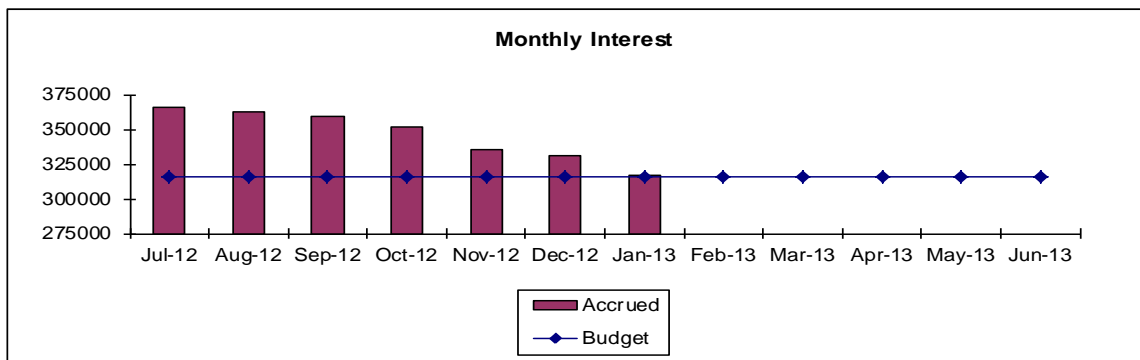
That the Officer's Recommendation be adopted.

ATTACHMENT 1

CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO Summary January 2013

Benchmark UBS Warburg 90 Day Bank Bill Index
 Portfolio Balance \$79,888,494.11

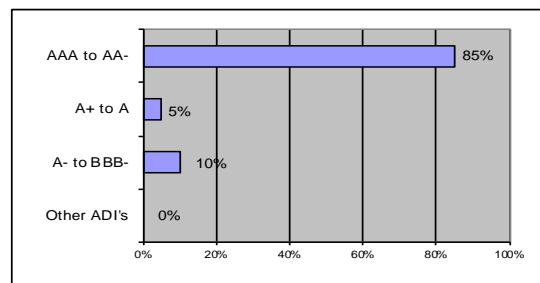
| Monthly Performance | Return (mth) | Return (pa) |
|---------------------------------|--------------|-------------|
| UBSW 90 Bank Bill Index | 0.27% | 3.22% |
| Total Portfolio | 0.40% | 4.69% |
| <i>Performance to Benchmark</i> | + 0.12% | + 1.47% |
| Portfolio - Direct Investments | 0.40% | 4.68% |
| <i>Performance to Benchmark</i> | + 0.12% | + 1.46% |
| Short Term Call Account | 0.29% | 3.40% |



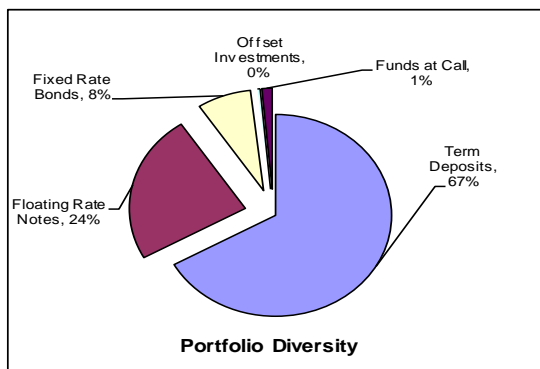
Year to Date Performance Credit Exposure

Rolling 12 Month Period
 5.25% Council Managed Funds
 3.78% Benchmark

Interest Budget to Actual
 Budget to Period \$2,209,375
 Accrued to Period \$2,421,095



Securities Institutions



| | Amount Invested | % Portfolio |
|-------------------------|-------------------------|-------------|
| Funds at Call | \$ 1,150,273.45 | 1% |
| Suncorp Metway | \$ 4,040,821.92 | 5% |
| National Australia Bank | \$ 20,520,199.55 | 26% |
| ANZ Bank | \$ 3,500,000.00 | 4% |
| NSW Treasury | \$ 4,140,000.00 | 5% |
| Westpac Bank | \$ 9,968,290.64 | 12% |
| St George Bank | \$ 8,552,403.90 | 11% |
| Commonwealth Bank | \$ 12,500,000.00 | 16% |
| Bank Western Australia | \$ 7,516,504.65 | 9% |
| Bendigo/Adelaide Bank | \$ 3,000,000.00 | 4% |
| Rural Bank | \$ 2,000,000.00 | 3% |
| Bank of Queensland | \$ 3,000,000.00 | 4% |
| Total | \$ 79,888,494.11 | 100% |

4.2 Monthly Rates Summary

Reporting Officer

Acting Manager Financial Services

Attachments

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

Purpose

This report details the Rates and Charges levy and monthly cash collections result as at 31 January 2013.

Report

Rates and Charges levied to the end of January 2013 were \$80,403,201, representing 99.45% of the budget estimate.

Rates and Charges collected to the end of January totalled \$47,905,115. In percentage terms this amount represents 57.6% of all rates and charges due to be paid. In comparison, the amount collected in the same period last year was 57.5%.

The February rate instalment notices were issued on 30 January 2013 to 47,616 ratepayers. This represents an increase of 555 above the 47,061 issued for the same period last year. Ratepayers continue to be encouraged to register to receive their annual and instalment notices via email with 1,223 ratepayers registered for eRates.

Debt recovery action during the month involved the issue of 252 Statements of Claim to ratepayers who had either failed to maintain arrangements or had not responded to previous correspondence. In addition, 37 Writs were served on ratepayers who failed to respond to the Statement of Claim.

Ratepayers who purchased property since the issuing of the February instalment notices are issued a 'Notice to new owner' letter. This letter advises ratepayers of the annual amount levied and any balance unpaid since settlement occurred. During the month, 37 of these notices were sent to ratepayers.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Lake/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 26 February 2013 (Mead/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 17

That the Officer's Recommendation be adopted.

ATTACHMENT 1

RATES SUMMARY

STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES

| RATE - CHARGE | NET ARREARS 1/7/2012 | NET LEVY FOR YEAR | PENSION REBATES | EXTRA CHARGES | TOTAL RECEIVABLE | CASH COLLECTED | NET AMOUNT DUE | POSTPONED RATES & INTEREST | GROSS AMOUNT DUE |
|--------------------|-------------------------|------------------------|-----------------------|---------------------|------------------------|------------------------|------------------------|----------------------------------|------------------------|
| RESIDENTIAL | 2,584,300.01 | 44,860,580.44 | 1,289,626.27 | 525,238.22 | 46,680,492.40 | 26,386,696.20 | 20,293,796.20 | 321,991.58 | 20,615,787.78 |
| BUSINESS | 648,124.82 | 15,113,749.54 | | 68,521.53 | 15,830,395.89 | 9,524,334.35 | 6,306,061.54 | | 6,306,061.54 |
| BUSINESS - IND | 14,953.93 | 0.00 | | 175.76 | 15,129.69 | 10,766.07 | 4,363.62 | | 4,363.62 |
| FARMLAND | -10,530.04 | 373,824.04 | 876.56 | 1,360.87 | 363,778.31 | 192,960.06 | 170,818.25 | 160,816.09 | 331,634.34 |
| MINING | 0.00 | 13,422.10 | | 0.00 | 13,422.10 | 13,422.10 | 0.00 | | 0.00 |
| LOAN | 244,319.52 | 4,190,066.66 | | 11,229.45 | 4,445,615.63 | 2,515,274.10 | 1,930,341.53 | 47,942.25 | 1,978,283.78 |
| F5 ACCESS RAMPS | 2,080.90 | 0.00 | | 26.43 | 2,107.33 | 1,346.88 | 760.45 | | 760.45 |
| MAIN STREET | 40.12 | 0.00 | | 0.00 | 40.12 | 0.00 | 40.12 | | 40.12 |
| TOTAL | \$3,483,289.26 | \$64,551,642.78 | \$1,290,502.83 | \$606,552.26 | \$67,350,981.47 | \$38,644,799.76 | \$28,706,181.71 | \$530,749.92 | \$29,236,931.63 |
| GARBAGE | 694,369.27 | 15,116,613.88 | 420,769.11 | 30,446.75 | 15,420,660.79 | 8,717,367.37 | 6,703,293.42 | | 6,703,293.42 |
| SANITARY | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 |
| STORMWATER | 53,851.29 | 891,933.23 | | 1,692.58 | 947,477.10 | 542,947.97 | 404,529.13 | | 404,529.13 |
| GRAND TOTAL | \$4,231,509.82 | \$80,560,189.89 | \$1,711,271.94 | \$638,691.59 | \$83,719,119.36 | \$47,905,115.10 | \$35,814,004.26 | \$530,749.92 | \$36,344,754.18 |

| | |
|--|---------------|
| Total from Rates Financial Transaction Summary | 36,017,439.77 |
| Overpayments | -327,314.41 |
| Difference | 0.00 |

ANALYSIS OF RECOVERY ACTION

| | |
|--|-----------------------|
| Rate accounts greater than 6 months less than 12 months in arrears | 825,832.94 |
| Rate accounts greater than 12 months less than 18 months in arrears | 215,353.94 |
| Rate accounts greater than 18 months in arrears | 29,349.04 |
| TOTAL rates and charges under instruction with Council's agents | \$1,070,535.92 |

ATTACHMENT 2

COMPARISON OF BUDGET TO ACTUAL

| DESCRIPTION | ORIGINAL BUDGET | REVISED BUDGET | ACTUAL | BALANCE STILL REQD. | % RAISED |
|--------------------------|-----------------|----------------|-------------|---------------------|----------|
| RESIDENTIAL | 44,722,100 | 44,722,100 | 44,860,580 | (138,480) | 100.31% |
| BUSINESS | 14,996,800 | 14,996,800 | 15,113,750 | (116,950) | 100.78% |
| FARMLAND | 403,500 | 403,500 | 373,824 | 29,676 | 92.65% |
| MINING | 13,400 | 13,400 | 13,422 | (22) | 100.16% |
| LOAN | 4,184,500 | 4,184,500 | 4,190,067 | (5,567) | 100.13% |
| TOTALS | 64,320,300 | 64,320,300 | 64,551,643 | (231,343) | 100.36% |
| INTEREST CHARGES | 306,100 | 306,100 | 165,966 | 140,134 | 54.22% |
| LEGAL COSTS RECOVERED | 950,000 | 950,000 | 447,117 | 502,883 | 47.06% |
| PENSIONERS - Sec 575 | (1,690,000) | (1,690,000) | (1,711,272) | 21,272 | 101.26% |
| PENSIONERS SUBSIDY | 929,500 | 929,500 | 941,200 | (11,700) | 101.26% |
| SUB TOTAL | 64,815,900 | 64,815,900 | 64,394,653 | 421,247 | 99.35% |
| DOMESTIC WASTE CHARGES | 14,825,000 | 14,825,000 | 14,733,093 | 91,907 | 99.38% |
| COMMERCIAL WASTE CHARGES | 322,400 | 322,400 | 383,521 | (61,121) | 118.96% |
| SANITARY INCOME | 1,000 | 1,000 | 0 | 1,000 | 0.00% |
| STORMWATER MNGMNT | 882,000 | 882,000 | 891,933 | (9,933) | 101.13% |
| GRAND TOTALS | 80,846,300 | 80,846,300 | 80,403,201 | 443,099 | 99.45% |

| COLLECTIONS AS A % OF: | TOTAL RECEIVABLE | TOTAL LEVIED | TOTAL RECEIVABLE | TOTAL LEVIED |
|------------------------|------------------|--------------|-----------------------|--------------|
| RESIDENTIAL | 56.53% | 58.82% | | |
| BUSINESS | 60.16% | 63.02% | RATES | 59.87% |
| FARMLAND | 53.04% | 51.62% | SANITARY | 0.00% |
| LOAN | 56.58% | 60.03% | STORMWATER | 60.87% |
| ALL RATES | 57.38% | 59.87% | TOTAL RATES & CHARGES | 59.87% |
| | | | | 57.61% |

ATTACHMENT 3

RATES STATISTICS

| No. of documents Issued | July | August | September | October | November | December | January | February | March | April | May | June | Jan-12 |
|--------------------------------|--------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|--------|
| Rate Notices | 48,326 | 65 | | 285 | | | 88 | | | | | | 129 |
| Electronic - DoH | 5,673 | | | | | | | | | | | | 41,257 |
| Instalment Notices | | | | 42,003 | | | 42,014 | | | | | | 5,804 |
| Electronic - DoH | | | | 5,025 | | | 5,602 | | | | | | |
| Missed Instalment Notices | | | 8,296 | | | 7,497 | | | | | | | |
| - Pensioners > \$15.00 | | | 478 | | | 466 | | | | | | | |
| Notice to new owner | 208 | 74 | 32 | 63 | 35 | 29 | 37 | | | | | | 40 |
| 7-day Letters - Council issued | | | 1,716 | | | 1,869 | | | | | | | |
| - Pensioners > \$500.00 | | | 120 | | | 109 | | | | | | | |
| 7-day Letters - Agent Issued | | | 628 | | | | 607 | | | | | | 724 |
| Statement of Claim | 212 | 27 | 16 | 233 | 18 | 18 | 252 | | | | | | 255 |
| Judgments | 12 | 71 | 17 | 17 | 68 | 12 | 32 | | | | | | 31 |
| Writs | 23 | 12 | 62 | 12 | 13 | 35 | 37 | | | | | | 33 |
| eRates | 1,154 | 1,176 | 1,184 | 1,200 | 1,209 | 1,219 | 1,223 | | | | | | 1,085 |
| Arrangements | 331 | 318 | 403 | 351 | 298 | 401 | 353 | | | | | | 376 |

4.3 Sundry Debtors Report - January 2013

Reporting Officer

Acting Manager Financial Services

Attachments

1. Debtors Summary to 31 January 2013
2. Ageing of Sundry Debts to 31 January 2013

Purpose

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

Report

Debts outstanding to Council as at 31 January 2013 were \$1,464,098 reflecting an increase of \$37,100 since December 2012. The ratio of outstanding debts to current invoices has increased from 26% in December to the current level of 32%. This debtor management ratio is a measure of the effectiveness of recovery efforts, however is impacted by Council policies as well as economic and social conditions.

Invoices Raised – January 2013

During the month, 880 invoices were raised totalling \$1,493,596. The majority of these are paid within a 30 day period however those that remain unpaid for greater than 90 days are detailed at the end of this report. The most significant invoices raised during the month have been in the following areas:

Government and Other Grants – \$1,080,015 - The main invoices relate to:

| | |
|---|-----------|
| Department of Premier & Cabinet (Local Government) Rates and Waste Pensioner Subsidy Claims | \$924,145 |
| Australia Council For The Arts – 2013 Music Program and 2013 Dance Program | \$66,000 |
| Roads & Maritime Services – Repair grant for Raby Road | \$61,600 |

Corporate administration – \$187,134 - The main invoices relate to:

| | |
|---|----------|
| SITA Australia Pty Ltd – Domestic Waste & Recycling Contract T05/11- Education Contribution | \$55,182 |
| Landcom – Stage 2 Kabbarli Child Care Centre Project – Vinyl, carpet and painting | \$50,380 |
| Department of Education and Training – Contributions to operating costs at Minto Library from October – December 2012 | \$50,229 |

Land and Building Rentals - \$81,143 - The main invoices relate to:

| | |
|--|----------|
| Aldi Stores - Macquarie Fields | \$22,432 |
| Nuvezo Pty Ltd - Dumaresq Street Cinema | \$22,229 |
| Glenquarie Hotel Pty Ltd - Glenquarie Shopping Centre, Macquarie Fields | \$18,392 |
| Caltex Oil Australia Pty Ltd - Macquarie Fields | \$15,062 |
| Mycorp Group Pty Ltd - BP Petrol Station, Macquarie Fields | \$13,018 |
| McDonalds Australia Limited - Glenquarie Shopping Centre, Macquarie Fields | \$7,413 |

Waste Collection Services - \$51,899 - Invoices relate to:

| | |
|---|----------|
| G & G Waste Services – Effluent removal for November 2012 | \$26,542 |
| Remondis Australia Pty Ltd – Effluent removal for November 2012 | \$25,357 |

Receipts to the value of \$1,456,496 have been received during the period, the most notable in the following areas:

| | |
|-----------------------------|-------------|
| Government and other grants | \$1,060,265 |
| Corporate administration | \$147,569 |
| Land and building rentals | \$87,583 |
| Waste collection services | \$26,542 |
| Shop and office rentals | \$25,411 |
| Healthy lifestyles | \$23,747 |

Sundry Debts outstanding – 31 January 2013

Debts exceeding 90 days of age totalled \$329,305 as at 31 January 2013. The major invoices relating to this balance include:

| | |
|--|----------|
| Australian Rail Track Corp - ARTC Occupancy Fees: June 2012 to August 2012 in accordance with ARTC Occupancy Schedule currently following up with Property and Support Section | \$84,257 |
| Transport for NSW - Various Invoices, currently following up with Property and Support Section | \$37,315 |
| Debtor 68316.9 - Retaining wall between Lot 1451 DP 703487 2 and 4 Brownlow Place, Ambarvale. Debtor is maintaining arrangement to pay \$450 per month as approved by Council | \$21,406 |
| Remondis Australia - Effluent charges for September 2012, Remondis were previously known as Thiess Services and had changed name in September 2012 which may be the cause of payment being held up | \$19,886 |
| Caltex Petrol Station - Glenquarie Shopping Centre land rental for the month (January 2012). In the process of reconciling the account with Caltex | \$14,353 |

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

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

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

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

During the month, 23 accounts progressed to recovery action. The defaulting debtors were issued a letter of demand on Council's letterhead advising that if the account was not settled or an appropriate arrangement was not made, the account will escalate to formal legal action through Council's agents.

Council's agents were instructed to proceed with one examination for unpaid licencing fees.

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

Officer's Recommendation

That the information be noted.

Having declared an interest in regard to Item 4.3, Councillor Chanthivong left the room and did not take part in debate nor vote on this item.

Committee's Recommendation: (Hawker/Lake)

That the Officer's Recommendation be adopted.

CARRIED

At the conclusion of the discussion regarding Item 4.3, Councillor Chanthivong returned to the room for the remainder of the meeting.

Council Meeting 26 February 2013

Having declared an interest in regard to Item 4.3, Councillor Chanthivong left the Chamber and did not take part in debate nor vote on this item.

Council Meeting 26 February 2013 (Kolkman/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 18

That the Officer's Recommendation be adopted.

At the conclusion of the discussion regarding Item 4.3, Councillor Chanthivong returned to the Chamber for the remainder of the meeting.

ATTACHMENT 1

DEBTORS SUMMARY 1 January 2013 to 31 January 2013

| DEBTOR TYPE/DESCRIPTION | ARREARS AT 31/12/2012 | RAISED THIS PERIOD | RECEIVED THIS PERIOD | BALANCE AT 31/01/2013 | % DEBT RATIO |
|-------------------------------|--------------------------|-----------------------|-------------------------|--------------------------|-----------------|
| Corporate Administration | 314,531 | 187,134 | 147,569 | 354,096 | 24.19% |
| Abandoned Items | 10,590 | 0 | 0 | 10,590 | 0.72% |
| Child Care Debts | 28,433 | 0 | 8,848 | 19,586 | 1.34% |
| Community Bus | 193 | 620 | 312 | 501 | 0.03% |
| Tennis Court Hire | 0 | 0 | 0 | 0 | 0.00% |
| Sportsground and Field Hire | 95,970 | 19,511 | 16,070 | 99,410 | 6.79% |
| Government and other Grants | 207,331 | 1,080,015 | 1,060,265 | 227,081 | 15.51% |
| Public Hall Hire | 25,250 | 11,716 | 10,344 | 26,622 | 1.82% |
| Health Services | 350 | 0 | 0 | 350 | 0.02% |
| Land and Building Rentals | 185,811 | 81,143 | 87,583 | 179,371 | 12.25% |
| Healthy Lifestyles | 6,315 | 24,312 | 23,747 | 6,879 | 0.47% |
| Library Fines and Costs | 177,416 | 0 | 0 | 177,416 | 12.12% |
| Shop Licence Fees | 47,007 | 5,051 | 12,440 | 39,618 | 2.71% |
| Pool Hire | 7,056 | 2,598 | 2,369 | 7,285 | 0.50% |
| Private Works | 64,601 | 0 | 700 | 63,901 | 4.36% |
| Road and Footpath Restoration | 36,904 | 0 | 11,621 | 25,283 | 1.73% |
| Shop and Office Rentals | 19,347 | 23,413 | 25,411 | 17,348 | 1.18% |
| Various Sundry Items | 219,601 | 6,185 | 22,674 | 203,112 | 13.87% |
| Waste Collection Services | 19,728 | 51,899 | 26,542 | 45,085 | 3.08% |
| | 1,426,998 | 1,493,596 | 1,456,496 | 1,464,098 | 100% |

ATTACHMENT 2

AGEING OF SUNDRY DEBTOR ACCOUNTS - 31 January 2013

| Description | Current Charges | Total 30 Days | Total 60 Days | Total 90+ Days | Balance Due | Previous Month 90+ days |
|-------------------------------|-----------------|----------------|----------------|----------------|------------------|-------------------------|
| Corporate Administration | 191,338 | 80,693 | 56,143 | 25,921 | 354,096 | 19,219 |
| Abandoned Items | 0 | 0 | 0 | 10,590 | 10,590 | 10,590 |
| Child Care Debts | 19,586 | 0 | 0 | 0 | 19,586 | 0 |
| Community Bus | 501 | 0 | 0 | 0 | 501 | 104 |
| Sportsground and Field Hire | 18,349 | 5,975 | 47,074 | 28,013 | 99,410 | 28,034 |
| Government and other Grants | 132,000 | 84,781 | 9,900 | 400 | 227,081 | 500 |
| Public Hall Hire | 8,708 | 8,999 | 4,853 | 4,061 | 26,622 | 2,104 |
| Health Services | 0 | 0 | 0 | 350 | 350 | 350 |
| Land and Building Rentals | 39,428 | 317 | 2,961 | 136,664 | 179,371 | 52,584 |
| Healthy Lifestyles | 1,357 | 2,872 | 1,297 | 1,355 | 6,879 | 1,531 |
| Library Fines and Costs | 177,416 | 0 | 0 | 0 | 177,416 | 0 |
| Shop Licence Fees | 4,518 | 3,475 | 4,685 | 26,940 | 39,618 | 21,077 |
| Pool Hire | 2,901 | 2,966 | 0 | 1,418 | 7,285 | 1,471 |
| Private Works | 1,189 | 23,875 | 0 | 38,837 | 63,901 | 33,615 |
| Road and Footpath Restoration | 0 | 8,713 | 7,799 | 8,770 | 25,283 | 5,258 |
| Shop and Office Rentals | 12,220 | 3,194 | 949 | 986 | 17,348 | 1,131 |
| Various Sundry Items | 7,142 | 165,757 | 5,271 | 24,943 | 203,112 | 43,174 |
| Waste Collection Services | 25,027 | 0 | 0 | 20,058 | 45,085 | 173 |
| | 602,245 | 391,617 | 140,931 | 329,305 | 1,464,098 | 220,913 |

4.4 Base Date 2012 General Valuation

Reporting Officer

Acting Manager Financial Services

Attachments

1. Change in Valuations from 2009 to 2012 by locality
2. Letter from the Valuer General

Purpose

Council has recently received a General Valuation of the Local Government Area from the Valuer General. This process involves the updating of the 1 July 2009 base date land values to 1 July 2012.

History

The Valuer General is required under the provisions of the *Valuation of Land Act 1916* to refresh land values used by council's for the purposes of calculating rates at least once every four years. Historically these values have been refreshed as at 1 July every three years, however this is at the discretion of the Valuer General and may be altered at any time.

Report

The Valuer General's Department supplied Council with the new land valuations in October 2012. These valuations have since been installed on to Council's computer database and further analysis has been conducted.

In total the valuation register increased from \$10.859b to \$11.230b, in percentage terms this represents an increase of 3.4%.

The Valuer General's Department has advised that valuation notices are to be issued to all land owners within the Local Government Area in January 2013. Ratepayers will have the opportunity to request a review of their land valuation if they believe it is too high or too low. Information regarding this process will be included with the valuation notice.

Comparisons of valuation changes have been grouped into the four rating categories, Residential, Farmland, Mining and Business. The average valuation changes from 2006 to 2012 for Residential land has been an increase of 7.18%, Farmland decreased by 0.75%, Mining remained unchanged and Business decreased 9.77%.

The most significant changes to Residential land values have been increases in Glen Alpine, Bow Bowing and St Andrews with increases between 21.9% and 18.8%. Farmland values in Gilead, Menangle Park and Campbelltown increased between 16% and 19% and Eschol Park, Blairmount and Denham Court decreased between 12% and 32%.

Land categorised as Mining remained unchanged, there are three properties related to the West Cliff coal mine that are valued for rating purposes based on the coal lease in the south east of the local government area.

Business land values for commercial premises such as shops, shopping centres, taverns, hotels and any other land that could not be categorised as being used for the purposes of residential, farming or mining varied between a 74% increase and a 17.6% decrease. The average change is a decrease of 9.77%.

The major shopping centres and industrial land values contributed most to the decrease of business land with average decreases of 10.5% and 19.8% respectively. The remaining commercial land has increased by an amount of 5.6% which is below the overall average.

Land values are used by Council in calculating the distribution of rates across the Local Government Area. For residential land where the land valuation has increased by more than the average of 7.18%, there will be increases to the individual ratepayer's annual rates above the rate pegging limit of 3.4%. Similarly where a land value has changed by less than the average, individual ratepayer's annual rates will be less than the 3.4% and in some cases will actually decrease. It is important to note that there is no direct correlation between the land value and the amount of increase in rates. The effect of these valuation increases on individual ratepayers will be subject to a presentation to Council as part of the annual budget process.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Hawker/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 26 February 2013 (Mead/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 17

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Changes in Land Valuations from 2009 to 2012 by locality

| Locality | Residential | Farmland | Mining | Business |
|------------------|-------------|----------|--------|----------|
| Airds | -0.78% | | | -9.96% |
| Ambarvale | 5.13% | | | -3.83% |
| Bardia | 8.14% | | | 74.22% |
| Blair Athol | 0.21% | | | 0.14% |
| Blairmount | 13.92% | -31.62% | | 10.39% |
| Bow Bowing | 19.05% | | | 0.00% |
| Bradbury | 11.10% | | | -1.91% |
| Campbelltown | 9.47% | 15.96% | | -6.45% |
| Claymore | -6.33% | | | -5.95% |
| Denham Court | -8.76% | -15.81% | | -3.54% |
| Eagle Vale | 12.18% | | | -3.27% |
| Englorie Park | 5.88% | | | 7.58% |
| Eschol Park | 10.39% | -12.16% | | 0.58% |
| Gilead | 1.84% | 18.89% | | 10.29% |
| Glen Alpine | 21.88% | | | -0.17% |
| Glenfield | 6.30% | -3.67% | | -0.15% |
| Ingleburn | 7.53% | | | -17.63% |
| Kearns | 8.46% | -1.13% | | -3.30% |
| Kentlyn | 0.52% | 1.65% | | 0.83% |
| Leumeah | 6.44% | | | -10.02% |
| Long Point | 18.40% | | | 0.00% |
| Macquarie Fields | 0.58% | | | -2.90% |
| Macquarie Links | 17.07% | | | 20.01% |
| Menangle Park | 3.51% | 16.19% | | |
| Minto | -0.39% | 1.59% | | -17.28% |
| Minto Heights | -1.18% | -2.58% | | |
| Raby | 9.74% | | | 0.41% |
| Rosemeadow | 4.52% | | | -11.23% |
| Ruse | 8.10% | | | 2.62% |
| St Andrews | 18.83% | | | 9.50% |
| St Helens Park | 13.23% | 9.07% | | 5.27% |
| Varroville | -2.11% | -9.37% | | 17.01% |
| Wedderburn | 3.85% | -4.41% | 0.00% | 0.00% |
| Woodbine | 9.59% | | | |
| Average | 7.18% | -0.75% | 0.00% | -9.77% |

ATTACHMENT 2

Office of the New South Wales Valuer General

Mr Paul Tosi
General Manager
Campbelltown City Council
PO Box 57
CAMPBELLTOWN NSW 2560

VG12/198

26 October 2012

Dear Mr Tosi

Regarding the 1 July 2012 valuation list

I have pleasure in furnishing the new 1 July 2012 valuation list for the valuation district of Campbelltown City Council, which I authenticate for the purposes of section 54 of the *Valuation of Land Act 1916*.

It contains:

1. The valuation list with file name 218_COUNCIL_VAL_LIST_24102012.DAT.
2. File layout.
3. District summary report.
4. Land values by zone summary.

The valuation list contains 50,070 entries, with a total land value of \$11,229,914,320.

The information supplied is restricted to Council's internal purposes.

If you wish to discuss any aspects of the valuation list please contact Jacqueline Lawlis, Team Leader, Land and Property Information, on 02 4275 9401. Jacqueline can also arrange for a presentation by our valuers to explain the new valuation to your officers and/or the Council if required.

Please acknowledge receipt of the 1 July 2012 valuation list on the attached form.

Yours sincerely



Philip Western
Valuer General



Level 3
1 Prince Albert Road
Queens Square
SYDNEY NSW 2000
AUSTRALIA

GPO Box 15
SYDNEY NSW 2001

DX 17 SYDNEY

T (61 2) 8258 7450
F (61 2) 8258 7475

www.lpi.nsw.gov.au



4.5 Quarterly Budget Review Statement as at 31 December 2012

Reporting Officer

Acting Manager Financial Services

Attachments

Quarterly Budget Review Statement for the period 1 October 2012 to 31 December 2012 (distributed under separate cover)

Purpose

A quarterly financial review has been conducted on the original income and expenditure estimates presented in the 2012-2013 budget. The adjustments relating to the review of the original budget allocations are presented for Council's consideration.

Introduction

The new planning and reporting framework for NSW Local Government has a greater focus on financial sustainability. In an effort to achieve consistency in reporting between councils, the Division of Local Government has introduced a set of minimum requirements and predefined templates to assist councils in meeting their legislative obligations. Collectively, these documents are known as the quarterly budget review statement (QBRS). The latest QBRS under the new reporting framework has been distributed under separate cover.

Report

In accordance with Clause 203 of the *Local Government (General) Regulations 2005*, the Responsible Accounting Officer is required to prepare a quarterly budget review of income and expenditure estimates and submit a report to Council. The QBRS 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 December 2012.

In June 2012, Council adopted a balanced budget for 2012-2013. There is no proposed change to the budget result in this review.

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

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

The following items are detailed with corresponding adjustments recommended following the completion of the quarterly financial review:

Coal Seam Gas Fighting Fund (1242) - \$40,000 increase in expenditure

Following the Council meeting held 18 December 2012, Council resolved to set aside funds to provide a series of community education forums across the local government area in regard to the effects of Coal Seam Gas exploration. Elton Consulting have been engaged to facilitate a range of forums as required by Council. These funds reflect the cost associated with Council's resolution.

Education and Care Services (various)

Due to occupancy rates, movement in salaries and fees received compared to the original budget, it has been necessary to amend movements in expenditure and income across the services.

Sydney Festival-Edge of Elsewhere (1819) - \$20,000 increase in expenditure

This program has received grant funding from the Australia Council which was not included in the original budget. The grant funding is now reflected within this review.

**Eagle Vale Central Customer Services (1995) - \$46,500 transfer of expenditure
Eagle Vale Library (2005) - \$30,000 transfer of expenditure**

There has been a reallocation of resources within the Healthy Lifestyles Section. It is proposed that savings from the centres above be redistributed to other cost centres such as Healthy Lifestyles Management, the Blood Transfusion Service, Health Education Promotion, Sporting Grounds and the Fishers Ghost Fun Run. It is also proposed that these savings be used to fund an anticipated shortfall in income from Library fines and facility hire.

City Services Directorate (2210) - \$70,000 transfer of expenditure

There has been additional salary costs in City Works that were not allocated within the original budget these were a result of a reconfiguration of the staff structure within the Division.

Works Depot (2810) - \$50,000 transfer of expenditure

Additional funds are required to fund the operations of the Works Depot due to increased costs in waste removal and maintenance of the depot. The costs will be offset by a saving in cost centre 2325 (Operational Services Management) due to a long term vacancy in that program.

Contributions to Emergency Services (2385, 2393, 2395) - \$94,000 decrease in expenditure

Council has been advised of the annual contribution to the emergency services (NSW Rural Fire Service (RFS), Fire and Rescue, State Emergency Service). The overall contribution has decreased when compared to what was anticipated in the original budget. The RFS and Fire and Rescue have reduced while the SES has increased.

Technical Services Administration (2995) - \$20,000 transfer of expenditure

Due to unforeseen staff circumstances there was a requirement to provide additional resources within this Section. The costs will be offset by a saving in cost centre 3095 (Project Design) due to a long term vacancy in that program.

Finance and Tax (3375) - \$37,000 reduction in income

When the original budget was prepared Council estimated that it would receive \$45,000 in discounts from contractors for early payment of accounts. A revision to the policy of receiving discounts has meant that the opportunity for reductions on invoices has greatly reduced. This adjustment reflects that reduction.

Employee Support (3735) – \$28,000 increase in expenditure

The Human Resources Section has experienced unforeseen leave requirements for several employees. This increase is required to fund the replacement staff. The costs will be partly offset by a saving in cost centre 3725 (Organisation Development) due to a vacancy in that program.

Summary

As reported to Council in previous years, the financial objective has been to budget a surplus to improve Council's liquidity ratio. As Council is aware, the liquidity ratio has improved significantly and reached a satisfactory level and as such, a balanced budget is proposed for the 2012-2013 financial year.

As per the Responsible Accounting Officer's statement, the 2012-2013 results continue to support Council's sound financial position. During 2012-2013 Council will review its financial strategy in line with the development of the 10 year Long Term Financial Plan, required by the Integrated Planning and Reporting Framework and determine the most appropriate and financially responsible action for future periods.

Officer's Recommendation

That the adjustments recommended in the Quarterly Budget Review Statement be adopted.

Committee's Recommendation: (Lake/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 26 February 2013 (Mead/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 17

That the Officer's Recommendation be adopted.

5. BUSINESS ASSURANCE

5.1 Six Monthly Progress Report against the Delivery Program

Reporting Officer

Manager Business Assurance

Attachments

Campbelltown City Council Six Monthly Progress Report against the 2012-2016 Delivery Program, July-December 2012 (distributed under separate cover)

Purpose

To advise Council of the progress in undertaking the principal activities outlined in the 2012-2016 Delivery Program.

History

It is a requirement of the *Local Government Act 1993*, that Council receive a progress report on the principal activities outlined in the 2012-2016 Delivery Program. The report replaces the Management Plan Quarterly Report.

Report

In 2012, Council adopted the 2012-2016 Delivery Program. The Delivery Program outlines the objectives, strategies, services and functions, programs of work and activities that Council will undertake during 2012-2016.

This report provides an update on the progress of the principal activities outlined in the plan. The principal activities of Council are defined as the services and functions it provides to the community. The report is required to indicate how Council's actions are contributing towards meeting the community vision.

Overall, the actions completed by Council are contributing to the community moving towards achieving the community vision.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Lake/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 26 February 2013 (Mead/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 17

That the Officer's Recommendation be adopted.

5.2 Audit Committee Update

Reporting Officer

General Manager

Attachments

1. Audit Committee Meeting Minutes – 8 May 2012 (distributed under separate cover)

The following confidential attachments have been distributed to Councillors under separate cover as their contents includes matters that if made publicly available may affect the security of Council, Council staff or Council property

2. Audit Committee Meeting Agenda – 8 May 2012 (distributed under separate cover)
3. Audit Committee Meeting Agenda – 26 June 2012 (distributed under separate cover)

Purpose

To update Council on the May and June Audit Committee meetings.

History

The Division of Local Government issued revised Internal Audit Guidelines under Section 23A of the *Local Government Act 1993* in September 2010. These Guidelines recommend the establishment of an Audit Committee to play a pivotal role in the governance framework of a Council.

Council approved the establishment of an Audit Committee consisting of two independent members, the Mayor, the Deputy Mayor and the Chairperson or a member of the Corporate Governance Committee in October 2010.

The Audit Committee was formed and had its inaugural meeting in February 2011 and its second meeting in October 2011. It is anticipated that the Audit Committee will meet three times per year.

Report

The Audit Committee met on 8 May 2012 to consider matters including the results of the second audit conducted in accordance with the Internal Audit Plan. The items considered at the meeting were:

- Internal Audit Report – Section 94 Revenue and Expenditure
 - 2012-2013 Internal Audit Plan
 - Internal Audit and Audit Committee Annual Report draft format
 - Internal Audit Actions Log
 - External Auditor's Report on Interim Audit for year ending 30 June 2012
 - Other requirements of the Audit Committee Charter.
-

The Audit Committee met again on 26 June 2012 to consider matters including the results of the third audit conducted in accordance with the Internal Audit Plan. The items considered at the meeting were:

- Internal Audit Report – Payroll and Leave Management
- Governance Health Check Module – Code of Meeting Practice
- Internal Audit and Audit Committee Annual Report
- Internal Audit Actions Log
- Other Internal Audit Activities.

Circulated under separate cover were the agenda papers for the May and June Audit Committee meetings that were considered. Minutes from the May meeting that were confirmed at the 26 June 2012 Audit Committee meeting were also circulated.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Lake/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 26 February 2013 (Mead/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 17

That the Officer's Recommendation be adopted.

6. HUMAN RESOURCES

6.1 Revised Policy - References/Letters of Recommendation and Letter of Service

Reporting Officer

Manager Human Resources

Attachments

Copy of Policy - References/Letters of Recommendation and Letter of Service

Purpose

To seek Councils endorsement of the revised Policy regarding References/Letter of Recommendation and Letter of Service.

Report

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

This policy provides guidance on the circumstances for issuing of References, Letters of Recommendation and Letter of Service and identifies who is authorised to issue these documents. References are the responsibility of the General Manager, Letters of Recommendation are the responsibility of Directors and Human Resources is responsible for Letter of Service.

The changes to the version of the policy attached relates to the contact for enquiries and proposed changes and amending Certificate of Service to Letter of Service.

Officer's Recommendation

1. That the revised References/Letters of Recommendation and Certificates of Service as attached to this report be adopted.
2. That the Policy review date be set at 30 March 2016.

Committee's Recommendation: (Lake/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 26 February 2013 (Mead/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 17

That the Officer's Recommendation be adopted.

ATTACHMENT 1

| | | | |
|---|---|---------------|--|
|  | | POLICY | |
| Policy Title | References/Letters of Recommendation and Letter of Service | | |
| Responsible Officer | Manager Human Resources | | |

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

Objectives

To provide guidelines on the issue of references, letters of recommendation and certificates of service.

Policy Statement

1. That the General Manager be authorised to sign a reference upon the request of an employee who has submitted their resignation and has served at least 2 years satisfactory service with Council.
2. An employee may also be issued with a reference under any time where it is required for the issue of a certificate of academic achievement or similar.
3. At the request of an employee the Director may issue a letter of recommendation direct to an organisation to which a job application is being made by the employee.
4. An employee may also request a **letter** of service from the Human Resources Section. The **letter** will provide details of the employee's period of employment, range of duties and current rate of pay.

END OF POLICY STATEMENT

7. INFORMATION MANAGEMENT AND TECHNOLOGY

No reports this round

8. GENERAL BUSINESS

8.1 Narellan Town Centre

Committee's Recommendation: (Borg/Chanthivong)

That Council write to the Premier and Minister for Planning:

- i. expressing Campbelltown Council's concern on the planned proposal to expand Narellan Town Centre to a size that would potentially accommodate more than 120,000 square metres of retail floor space.
- ii. expressing concern over the potential negative impacts arising from the proposal on the retail business centre hierarchy in the South West Sydney especially on the local business centres, future development and job creation in the Campbelltown Local Government Area.
- iii. outlining in detail the inconsistencies between this planning proposal and the well established planning strategies and principles of the NSW Government, including the Sydney Metropolitan Strategy and the Draft South West Sub Regional Strategy.

CARRIED

Council Meeting 26 February 2013 (Mead/Borg)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 17

That the Committee's Recommendation be adopted.

A **Division** was called in regard to the Resolution for Item 8.1 - Narellan Town Centre with those voting for the Motion being Councillors Borg, Brticevic, Chanthivong, Dobson, Glynn, Kolkman, Lound and Oates.

Voting against the Resolution were Councillors Greiss, Hawker, Lake, Matheson, Mead, Rowell and Thompson.

8.2 Potential renaming of Macquarie Fields Swimming Centre

Committee's Recommendation: (Hawker/Greiss)

That a report be presented to Council on the feasibility of renaming the Macquarie Fields Swimming Centre to the Kevin Wheatley VC Aquatic Centre when all current works are completed.

CARRIED

Council Meeting 26 February 2013 (Mead/Borg)

That the Committee's Recommendation be adopted.

Amendment (Glynn/Hawker)

That a report be presented to Council on the feasibility of renaming the Macquarie Fields Aquatic Centre (when all current works are completed) or other places of significance in honour of Kevin Wheatley VC or Ray Simpson VC.

Council Resolution Minute Number 17

That the above amendment be adopted.

Confidentiality Motion: (Kolkman/Greiss)

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

CARRIED

21. CONFIDENTIAL ITEMS

21.1 Townson Avenue, Minto - Deed of Agreement

Reason for Confidentiality

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

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

21.2 Review of Section 355 Committees

Reason for Confidentiality

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

- (a) personnel matters concerning particular individuals (other than councillors).

There being no further business the meeting closed at 6.40pm.

C Mead
CHAIRPERSON
