

Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 8 October 2013.

APOLOGIES

ACKNOWLEDGEMENT OF LAND

DECLARATIONS OF INTEREST

Pecuniary Interests

Non Pecuniary – Significant Interests

Non Pecuniary – Less than Significant Interests

ITEM	TITLE	PAGE
1.	COMMUNICATIONS AND MARKETING	4
1.1	Riverfest Post Event Report	4
2.	GOVERNANCE AND ADMINISTRATION	7
2.1	Conduct Review Panel	7
2.2	Local Government Election 2016	9
2.3	Proposed operating hours during the Christmas holiday period 2013-2014	11
3.	PROPERTY SERVICES	16
3.1	Demolition of Council Buildings	16
3.2	Community School Agreements - Department of Education	24
4.	FINANCIAL SERVICES	33
4.1	Investment report - August 2013	33
4.2	Monthly Rates Summary	37
4.3	Sundry Debtors Report - August 2013	42
4.4	Financial Assistance Grant 2013-2014	48
4.5	Community Consultation Proposed Rate Increase	52
5.	BUSINESS ASSURANCE	66
5.1	Revised Work Health and Safety Policy	66
6.	HUMAN RESOURCES	71
	No reports this round	71
7.	INFORMATION MANAGEMENT AND TECHNOLOGY	71
	No reports this round	71
8.	GENERAL BUSINESS	71
21.	CONFIDENTIAL ITEMS	71
21.1	Licence Agreement - Dredges Cottage	71

Minutes of the Corporate Governance Committee held on 8 October 2013

Present

His Worship the Mayor, Councillor C Mead
Councillor S Dobson (Chairperson)
Councillor F Borg
Councillor G Greiss
Councillor P Hawker
Councillor R Kolkman
Councillor P Lake
Director Business Services - Mr M Sewell
Acting Director City Works - Mr A Davies
Acting Manager Assets and Supply Services - Mr W Miller
Acting Manager Business Assurance - Mr C Taylor
Acting Manager Communications and Marketing - Ms A King
Acting Manager Customer Service - Mr P Macdonald
Manager Emergency Management and Community Safety - Mr R Blair
Manager Executive Services - Mr N Smolonogov
Acting Manager Financial Services - Mr A Butcher
Acting Manager Governance and Administration - Mrs B Naylor
Manager Property Services - Mr J Milicic
Policy and Governance Coordinator - Ms J Warner
Project Advisor - Mr J Dodd
Executive Assistant - Mrs D Taylor

Apology Nil

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

Also in Attendance

Following the conclusion of the Community Services Committee meeting Councillor D Lound attended the remainder of the Corporate Governance Committee meeting.

Mr Yuta Ando - Koshigaya exchange employee

Welcome

Council's General Manager welcomed both Koshigaya exchange employee, Mr Yuta Ando and Council's newly appointed Manager Emergency Management and Community Safety, Mr Richard Blair to the Corporate Governance Committee meeting.

Acknowledgement of Land

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

DECLARATIONS OF INTEREST

There were no Declarations of Interest at this meeting.

Pecuniary Interests

Nil

Non Pecuniary – Significant Interests

Nil

Non Pecuniary – Less than Significant Interests

Nil

1. COMMUNICATIONS AND MARKETING

1.1 Riverfest Post Event Report

Reporting Officer

Acting Manager Communications and Marketing

Attachments

Nil

Purpose

To provide Council with a summary of events and activities held as part of Riverfest 2013 and to report on the outcome of the event, which was held on Saturday 31 August 2013.

History

Riverfest was established by the Macarthur branch of the National Parks Association (NPA) in 2001 to educate residents about the vast biodiversity that makes up our area. In 2003, Campbelltown City Council, at the request of the NPA, took over the operational running of the event in partnership with the NPA.

Report

Riverfest was held on Saturday 31 August 2013 at Koshigaya Park from 11.00am until 3.00pm. The event provided a range of culturally and environmentally inspired live performances, information stalls, food stalls, activities and workshops aimed at educating and entertaining visitors.

Consultation meetings were held with the Macarthur Diversity Services Initiative (MDSI), National Parks Association of NSW Macarthur Branch, Macarthur Centre for Sustainable Living and the Georges River Combined Councils Committee in the lead up to Riverfest. Each meeting provided an opportunity to discuss the involvement of each organisation and what activities they planned to run at Riverfest. The outcome of these meetings was positive and provided a valuable contribution to the event. Events staff continue to maintain a positive working relationship with these organisations and are grateful for their involvement and support.

Cultural entertainment included a traditional Japanese dance performance, Bollywood dancing and a performance group. Other stage entertainment included popular children's television show character, Diego, who delivered an exciting and educational performance based around Spanish culture and animals. The stage entertainment also included an interactive live musical reptile show and a performance highlighting the importance of recycling and correctly disposing of rubbish.

In addition to the displays and interactive workshops hosted by community groups and various sections of Council, this year's event included workshops on worm farming and composting, planting vegetable seedlings in eco-inspired friendly paper pots, bindi making, fruit and vegetable carving and recycled arts and crafts. In total, there were 16 interactive workshops occurring throughout the day in addition to the stage entertainment and Discovery Trail.

The Discovery Trail again proved popular among our younger visitors. This year, 20 organisations took part in the Discovery Trail. Participants were encouraged to visit a minimum of eight stallholders to learn more about a particular environmental or cultural issue, and then answer a question relevant to that stall to obtain a passport stamp. 45 completed passports were entered into a draw for a chance to win one of three prize packs, or the major prize of a My First Garden kit, which was donated by Bunnings Campbelltown.

It was estimated that Riverfest was attended by approximately 5000 people over the course of the four hour event. Feedback received both on the day and post event has been positive.

The festival was well supported by the local police, St John Ambulance and SES, and involved the cooperation of many sections within Council.

Riverfest was supported by Macarthur Diversity Services Initiative and National Parks Association.

Riverfest was delivered within a budget of \$26,700, as adopted as part of the 2013-2014 operational plan. An outline of expenditure and income is provided below.

Equipment hire and contractor	\$9,629
Entertainment and workshops	\$12,310
Workshop materials	\$884
Salaries (event and operations staff)	\$3,307
Advertising	\$2,282
Miscellaneous (printing and signage)	\$474
Income (sponsorship and stallholders)	\$2,888

It is proposed that next year's Riverfest event be held on Saturday 30 August 2014.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Hawker/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting (Dobson/Hawker)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 224

That the Officer's Recommendation be adopted.

2. GOVERNANCE AND ADMINISTRATION

2.1 Conduct Review Panel

Reporting Officer

Acting Manager Governance and Administration

Attachments

Nil

Report

Council has recently sought expression of interests to form a panel of conduct reviewers as prescribed under the new Model Code of Conduct and procedures for local councils in NSW released by the Division of Local Government in December 2012.

At the briefing held in January 2013, information was presented to Council on the new Model Code of Conduct and procedures. Matters relating to a breach of the Code of Conduct require an assessment by a Complaints Coordinator other than the General Manager where these complaints may be referred to a member or to a combination of members that sit on the panel of conduct reviewers which are independent of Council.

To be eligible to be a member of a panel of conduct reviewers, a person must, at a minimum, meet the following requirements:

- a) an understanding of local government
- b) knowledge of investigative processes including but not limited to procedural fairness requirements and the requirements of the *Public Interest Disclosures Act 1994*
- c) knowledge and experience of one or more of the following:
 - i. investigations
 - ii. law
 - iii. public administration
 - iv. public sector ethics
 - v. alternative dispute resolution.

A person is not eligible to be a member of the panel of conduct reviewers if they are:

- a) a councillor
 - b) a nominee for election as a councillor
 - c) an administrator
 - d) an employee of a council
 - e) a member of the Commonwealth Parliament or any State Parliament or Territory Assembly
 - f) a nominee for election as a member of the Commonwealth Parliament or any State Parliament or Territory Assembly
 - g) a person who has a conviction for an indictable offence that is not an expired conviction.
-

Council received 24 applications in response to the expression of interest, from various individuals, companies and partnerships. These applicants have had experience within this field in dealing with similar circumstances. The recommended organisations to form a panel of conduct reviewers are Storey and Gough, Nemesis Consultancy Group and the Internal Audit Bureau.

These candidates are preferred as they have an intimate knowledge of local government and have conducted previous reviews as requested by the General Manager. All unsuccessful candidates will be notified by letter. Successful candidates will be inducted as required by Council's contractor and procurement procedures.

Officer's Recommendation

That Council appoint Storey and Gough, Nemesis Consultancy Group and the Internal Audit Bureau as members of the panel of conduct reviewers.

Committee's Recommendation: (Borg/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting (Dobson/Hawker)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 224

That the Officer's Recommendation be adopted.

2.2 Local Government Election 2016

Reporting Officer

Acting Manager Governance and Administration

Attachments

Nil

Purpose

To seek Council's agreement to engage the NSW Electoral Commission to conduct the 2016 Local Government Elections.

Report

Section 296 of the *Local Government Act 1993* was amended earlier this year to enhance the flexibility of councils to make decisions on the conduct of their elections. Among other things, the changes now allow councils to decide up to 18 months prior to an ordinary election to enter into a contract with the NSW Electoral Commission (NSWEC) to conduct all of their elections, referendums and polls. Councils may also decide to engage the NSWEC to conduct their individual elections (other than ordinary elections), referendums and polls at any time.

Council resolved in 2011, to enter into an agreement with the NSWEC for the conduct of the 2012 Local Government elections. Having regard to the success of the 2012 elections, it is recommended that the NSWEC be again retained to conduct the 2016 election for the Campbelltown Local Government Area. The Commission will safeguard Council by ensuring a fair and impartial election is conducted in accordance with the legislation and accept all responsibility. The Commission's level of expertise, experience and technological advantage will again ensure that the elections are carried out to the satisfaction of all stakeholders.

If Council agrees to engage the NSWEC for the conduct of the 2016 elections the appropriate resolution, as detailed in the officer's recommendation, must be made at least 18 months before the next ordinary election of councillors.

Officer's Recommendation

1. That Campbelltown City Council resolves:
 - i. pursuant to s. 296(2) and (3) of the Local government Act 1993 (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.
 - ii. pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.
 - iii. pursuant to s. 296(2) and (3) of the Act, as applied and modified by s.18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.
2. That the NSW Electoral Commission be advised of Council's decision.

Committee's Recommendation: (Hawker/Greiss)

That the Officer's Recommendation be adopted.

Amendment: (Mead/Kolkman)

That this matter be deferred to investigate alternative options to conduct the 2016 election and a further report be submitted to Council.

CARRIED

Council Meeting (Dobson/Hawker)

That the Committee's Recommendation (amendment moved Mead/Kolkman) be adopted.

Council Minute Resolution Number 224

That the Committee's Recommendation (amendment moved Mead/Kolkman) be adopted.

2.3 Proposed operating hours during the Christmas holiday period 2013-2014

Reporting Officer

Acting Manager Governance and Administration

Attachments

Nil

Purpose

1. To advise Council of the proposed operating hours over the 2013-2014 Christmas and New Year holiday period.
2. To seek Council's agreement to make a contribution to both the Indoor and Outdoor Staff Christmas functions.

History

Until 2012 the Civic Centre operated during the Christmas period with a skeleton staff. Council closed at 1.00pm on the last working day before Christmas and 3.00pm on the last working day before New Year's Day. The Customer Service function remained open until 4.30pm on both of these days.

In 2012 Council supported the closure of Council offices and Works Depot on Monday 24 December 2012 and Monday 31 December 2012 with staff taking annual or flexi leave for these days.

Council also provided a commitment to customer service through the provision of an after-hours call service, a Duty Officer and staff to respond to any emergency.

Report

Council employees are employed under the Local Government (State) Award 2010 with additional benefits being provided through Authorised Statements relating to flexible working arrangements and a nine day fortnight for the outdoor works staff. Under Clause 20C(ii) of the Award, Council may direct an employee to take annual leave by giving at least four weeks prior notification in a period of annual close-down of up to and including four weeks.

In line with previously adopted procedures, it is proposed that Council Offices will close at 1.00pm on Tuesday 24 December 2013 and will reopen at 8.30am on Monday 30 December 2013. Staff will be required to take annual leave or flexi time for Friday 27 December 2013.

The Council offices will also close at 3.00pm on Tuesday 31 December 2013 and reopen at 8.30am on Thursday 2 January 2014.

Quondong Visitor Information Centre

It is proposed that the hours of operation for Council's Quondong Visitor Information Centre be from:

- 10.00am - 2.00pm on 27 December 2013
- 10.00am - 4.00pm on 28/29 December 2013
- 10.00am - 2.00pm on 30/31 December 2013.

Education and Care Services

Service	Closure Date	Opening Date
All Long Day Care Centres	Close 6:00pm 20 December 2013	7 January 2014
Ingleburn Occasional Care Centre	Close of business 18 December 2013. (The centre is not funded to operate during school holidays periods.)	29 January 2014
Family Day Care	Office is closed on Public Holidays only	Care continues to be available every day of the year, i.e. care is available on public holidays, overnight and at weekends
Before and After School Care	18 December 2013	29 January 2014
Campbelltown City School Holiday Care	This service will operate from 19 to 20 December and 2 to 28 January 2014	
Raby School Holiday Care	This service will operate from 13 January to 28 January 2014	
Eagle Vale School Holiday Care	This school holiday care service will operate from 2 January to 24 January 2014	

As is past practice, all Long Day Care and Occasional Care Centres will have one child free day before the children return to allow staff time to prepare and plan for the year.

Leisure Services

Centre	Closure Date	Opening Date
Minto Indoor Sports Centre	20 December 2013 at 11:00pm	6 January 2014 at 11:00am
The Gordon Fetterplace Aquatic Centre	24 December 2013 at 6:00pm	26 December 2013 at 9:30am
	31 December 2013 at 6:00pm	1 January 2014 at 9.30am
Macquarie Fields Swimming Centre	24 December 2013 at 6:00pm	27 December 2013 at 6:00am
	31 December 2013 at 6:00pm	1 January 2014 at 9.30am
Eagle Vale Central	24 December 2013 at 6:00pm	27 December 2013 at 6:00am
	31 December 2013 at 6:00pm	1 January 2014 at 9.30am
Macquarie Fields Indoor Sports Centre	24 December 2013 at 6:00pm	27 December 2013 at 8:00am
	31 December 2013 at 6:00pm	2 January 2014 at 6:00am
Bicycle Education Centre	23 December 2013 at 3:00pm	2 January 2014 at 10:00am

2.3 Proposed Operating Hours During The Christmas Holiday Period 2013-2014

Council's fees and charges for the Leisure Centres identifies that the centres are closed for Christmas and Boxing Day each year. However Council at its meeting of 14 April 2009 resolved to open either The Gordon Fetterplace Aquatic Centre or the Macquarie Fields Swimming Centre on Boxing Day public holidays on an alternate basis. Accordingly, this year the Gordon Fetterplace Aquatic Centre will reopen on Thursday 26 December 2013 at 9.30am.

Healthy Lifestyles records indicate that a small number of patrons use the centres on Christmas Eve and New Year's Eve, therefore it is recommended that the centres close earlier on these days.

Macquarie Fields Swimming Centre and Eagle Vale Central will operate under normal opening hours on Friday 27 December 2013.

The Bicycle Education Centre will close Sunday 23 December 2013 and reopen on Thursday 2 January 2014. The centre will then open Sunday to Friday of the school holidays (closed on Saturdays) until Thursday 24 January 2014 inclusive. Entry will be free.

Swimming clubs, swim coaching squads, learn to swim, gymnastics and fitness classes are in recess during this period at all centres.

Library Services

Library	Closure Date	Opening Date
HJ Daley Library Glenquarie Library Greg Percival Library, Ingleburn Minto Community Library Eagle Vale Library	24 December 2013 at 1.00pm	30 December 2013 at 9.30am

Library	Closure Date	Opening Date
HJ Daley Library Glenquarie Library Greg Percival Library, Ingleburn Minto Community Library Eagle Vale Library	31 December 2013 at 5.00pm	2 January 2014 at 9.30am

Library usage records indicate that a relatively small number of customers use library services during the Christmas/New Year period. This is particularly evident during evening opening after 5.00pm. In order to provide a more flexible service during the Christmas/New Year period it is recommended that all libraries operate from 9.30am – 5.00pm from 16 December 2013, resuming standard night shift pattern from 3 January 2014.

The Home Library Service, which operates as a fortnightly service and consists of nine delivery runs by volunteers and library staff to household clients will cease operation from Friday 20 December 2013 and resume Monday 3 February 2014.

As in previous years it is proposed that library customers and users of Home Library will be allowed to borrow an increased number of items for extended loan periods throughout the holiday period from 2 December 2013, returning to normal loan periods and limits from 3 February 2014, for the start of the academic year.

Customers wishing to return material may do so using the return chutes, which are available at all library branches.

Campbelltown Arts Centre

Closure Date	Opening Date
Monday 23 December 2013	Thursday 2 January 2014

In previous years, Campbelltown Arts Centre has been closed between the Christmas/New Year period as usage records indicate low attendance rates during this time.

Staff Christmas Function

It has been normal practice for Council to contribute to the cost of the staff Christmas parties. In previous years Council has contributed \$2200 to both the Indoor and Outdoor Staff Christmas Parties. It is proposed that Council make a donation of \$2200 to each of the functions.

Officer's Recommendation

1. That Civic Centre close on Tuesday 24 December 2013 at 1.00pm and Tuesday 31 December 2013 at 3.00pm.
2. That Civic Centre close on Friday 27 December with staff taking annual or flexi leave for this day.
3. That the hours of operation for Council's Quondong Visitor Information Centre be:

10.00am – 2.00pm on 27 December 2013
10.00am - 4.00pm on 28/29 December 2013
10.00am - 2.00pm on 30/31 December 2013
4. That the holiday opening hours for Education and Care Services, Leisure Services, Library Services and the Campbelltown Arts Centre be approved and advertised in local papers as per previous years.
5. That Council make a contribution of \$2200 to both the Indoor and Outdoor Staff Christmas Functions.

Committee's Recommendation: (Lake/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting (Dobson/Hawker)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 224

That the Officer's Recommendation be adopted.

3. PROPERTY SERVICES

3.1 Demolition of Council Buildings

Reporting Officer

Manager Property Services

Attachments

1. Locality plan – Disability Resource Centre (contained within this report)
2. Locality plan – Macquarie Fields Community Hall (contained within this report)
3. Locality plan – Junction Road (contained within this report)
4. Locality plan – Bob Prenter Reserve (contained within this report)
5. Photographs of buildings (to be tabled - to view a copy of this attachment, contact Council's Corporate Support Coordinator on 4645 4405)

Purpose

To seek Council approval for the demolition of Council buildings which have been identified as providing potential safety issues. These facilities include the Disability Resource Centre, Campbelltown, Macquarie Fields Community Hall, former caretaker/foreman's cottage at Junction Road Waste Depot in Leumeah and the former caretaker cottage at Bob Prenter Reserve at Macquarie Fields.

Report

Following a review of a number of Council facilities, which included reference to building condition reports a number of buildings have been identified as having either a high safety risk or have reached the end of their asset life in respect to meeting current building standards. Each of the identified buildings is identified separately under the following headings.

Disability Resource Centre

Once a fire station, the building was used as the office of Council's Property Department from 1977 to 1982. Although the building was identified for demolition in 1982 upon representations from the Macarthur and Districts Association for Disabled the building was made available for use as a disability resource centre and subsequently occupied by Macarthur Disability Services Limited.

There have recently been access issues regarding the provision of safe access to the facility off the Civic Centre driveway. In response to these issues it is understood that Macarthur Disability Services will relocate its services from this building upon completion of the works required to their new property at Bradbury.

As the building age is approximately 50 years and given safety concerns arising from the location and use of the building it is recommended that the building be demolished upon Macarthur Disability Services vacating the site for its new premises at Bradbury.

Macquarie Fields Community Hall

Available Council records indicate the Macquarie Fields Community Hall was originally a demountable style building, relocated to the current site in the 1950's where it was used as a community hall. This hall is situated next to a cottage also owned by Council which is currently utilised by NSW South West Health as a baby health clinic.

Council has recently taken over the management of this hall from the previous Section 355 Management Committee. Based on a review of the facility allowing for its age and a condition report which identified a number of issues it is considered that this facility has a very limited life.

It should be noted that Council has previously undertaken significant investment in providing a new community facility at Ingleburn (Greg Percival Library and Community Centre) and that alternative facilities are also available at Glenquarie Neighbourhood Centre and Seddon Park Hall at Glenfield.

Council has continued bookings with the previous three permanent hirers and is no longer taking casual bookings for this facility. The existing permanent hirers have been advised that continued use of this facility would only be available for a short term and that they will be provided an opportunity to book alternate available Council facilities if approval is provided to demolish the hall.

Should approval be provided for the demolition of Macquarie Fields Hall it is intended to seek rezoning of the land which is currently zoned 9 Community Uses to a residential zoning in accordance with the adjoining residential land.

Former staff cottages – Junction Road and Bob Prenter Reserve

In the past upon acquiring land for public purposes which included properties with residential cottages, the cottages were retained in some instances to provide caretaker accommodation.

The majority of these caretaker cottages have since been demolished by Council on the basis that they were fibro cottages considerably aged and in poor/failing condition. Upon demolition, the footprint of the cottage has been consolidated with the balance of the surrounding Council reserves and depot sites.

The Junction Road cottage was used as a foreman's cottage by previous sanitary contractors. The employee provided passive security and maintained and kept operative a pumping station on the site. The previous long term occupant has passed away and the cottage is currently vacant.

In considering the future use of the cottage it is considered that based on its age and deteriorated condition it would make any future occupancy in its current state unacceptable. In order to meet the requirements of residential tenancies legislation and work health and safety legislation Council would be required to spend a significant amount renovating the property if it is not demolished.

Given that the building consists predominantly of fibro material it is recommended that Council consider demolition of this former caretaker cottage.

The cottage at Bob Prenter Reserve was originally purchased by Council in 1981 as part of the reserve area for the provision and operation of the Australian Rules Club at the site. The cottage has been occupied by the Campbelltown Australian Rules Football Club under subsequent lease and licence agreements with Council.

As a result of the provisions of the new Work Health and Safety legislation a review was undertaken of the property which has identified issues with the condition of the building. Given the age and poor condition of the building consisting predominately of fibro material it is recommended that Council consider demolition of this cottage. Removal of this cottage would also improve the amenity of the area.

It should be noted that Council staff have consulted with representatives of the Campbelltown Australian Football Club regarding the proposed demolition of the cottage.

In light of the above, all listed properties are considered to have workplace health and safety risks. The operation of the *Workplace Health and Safety Act, 2011* specifically Section 20(2), provides that Council is responsible for the potential risks to the health and safety of any person utilising the buildings and halls.

Accordingly it is recommended that Council provide approval for the demolition of the four nominated buildings. Subject to approval, Council staff will liaise with any existing occupants to provide appropriate notice.

Budget

Funding provision currently exists within the Assets, Waste and Property Section budgets for demolition of the subject buildings.

Subject to obtaining development application approval for the demolition of the cottages it is proposed to seek a quotation for demolition of all four buildings in order to determine if cost savings are available.

On this basis, it is recommended that Council provide approval to proceed with the demolition of all four nominated buildings.

Should the development applications be approved the buildings will be demolished in the 2013-2014 financial year.

Officer's Recommendation

1. That Council provide approval for the demolition of the four nominated buildings (Disability Resource Centre, Macquarie Fields Community Hall, Junction Road depot cottage and Bob Prenter Reserve cottage).
 2. That subject to development applications being approved, the subject facilities be demolished.
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Committee's Recommendation: (Lake/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting (Dobson/Hawker)

That the Officer's Recommendation be adopted.

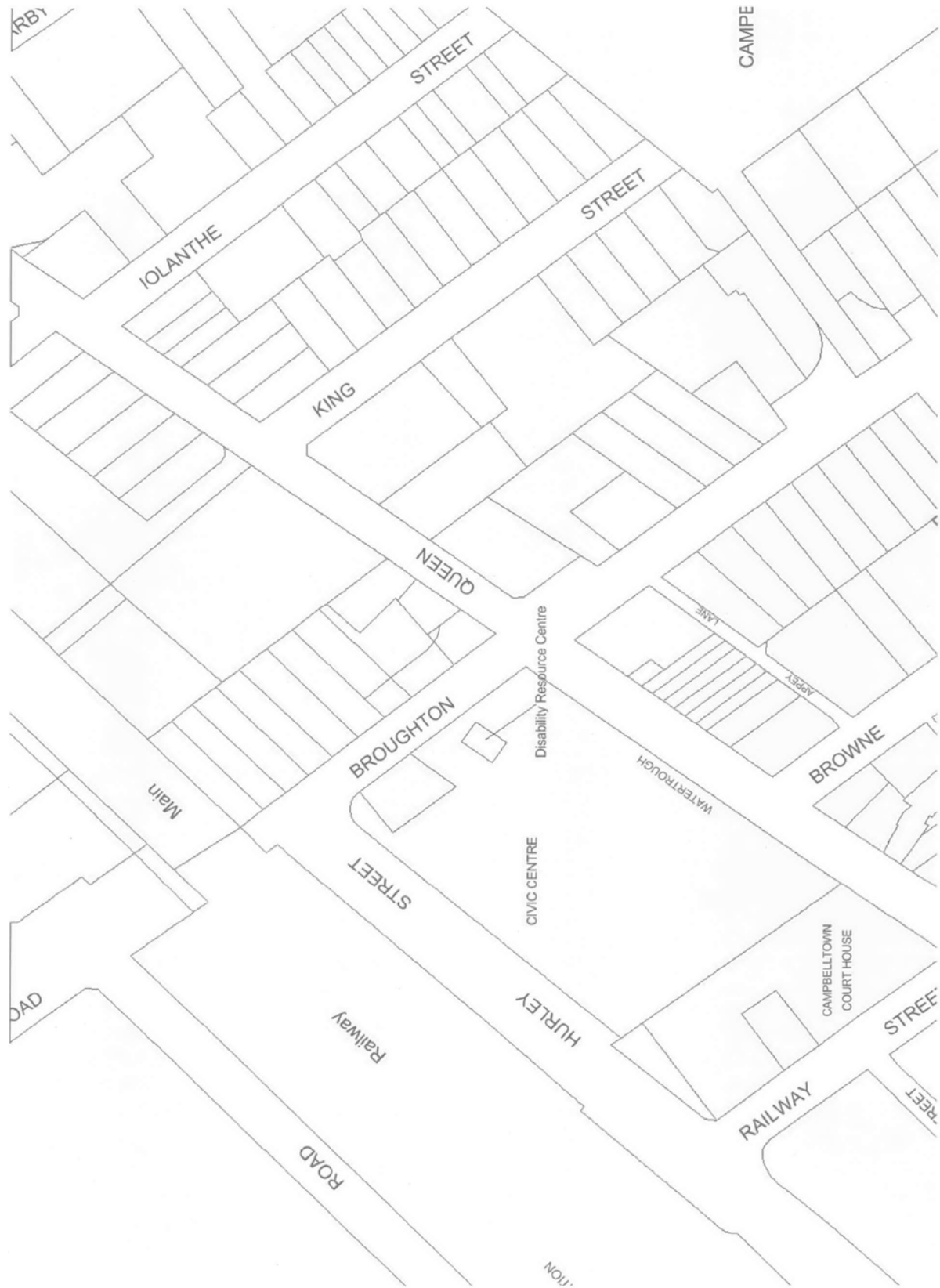
Amendment: (Lound/Brticevic)

1. That Council provide approval for the demolition of the four nominated buildings (Disability Resource Centre, Macquarie Fields Community Hall, Junction Road depot cottage and Bob Prenter Reserve cottage).
2. That subject to development applications being approved, the subject facilities be demolished.
3. That with regard to the cottage at Bob Prenter Reserve currently utilised by Campbelltown Australian Football Club and the Gaelic Athletic Association, following demolition, discussions be entered into with the clubs regarding storage and administration space.

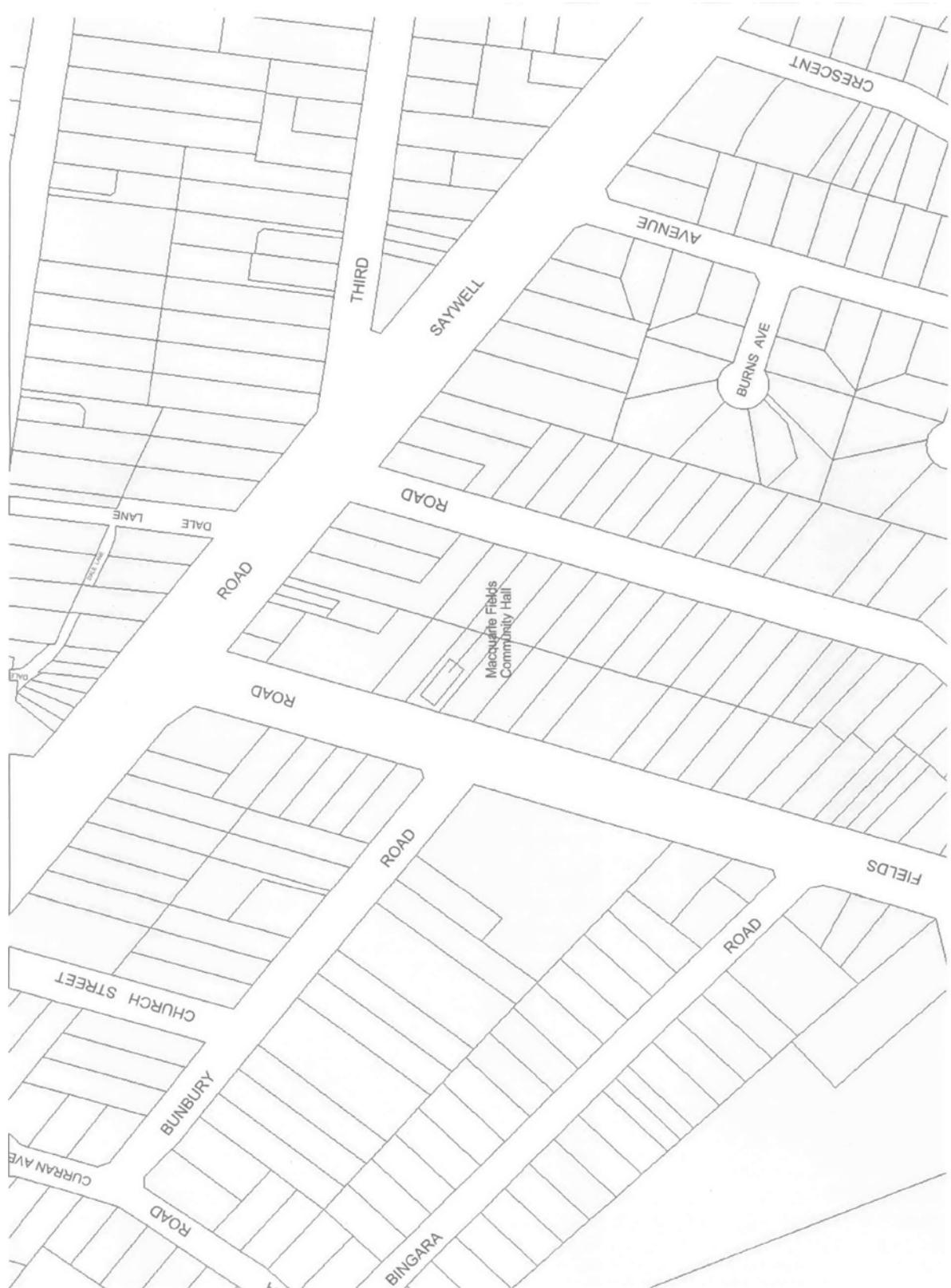
Council Minute Resolution Number 224

That the above amendment be adopted.

ATTACHMENT 1 – Disability Resource Centre



ATTACHMENT 2 – Macquarie Fields Community Hall



ATTACHMENT 3 – Junction Road



ATTACHMENT 4 – Bob Prenter Reserve



3.2 Community School Agreements - Department of Education

Reporting Officer

Manager Property Services

Attachments

1. Locality Plan - James Meehan High School (contained within this report)
2. Locality Plan - Sarah Redfern High School (contained within this report)

Purpose

To seek Council approval to mutually terminate the existing Deeds of Agreement involving the (James Meehan) Glenquarie Community Hall and Sarah Redfern Library and Hall with the NSW Department of Education and Communities (DEC).

Council approval is also sought to enter into Licence Agreements with DEC for Council to manage and operate the Sarah Redfern Playing Fields and to provide James Meehan High School with continuing access to the adjoining James Meehan Oval.

History

Council has previously entered into Deeds of Agreement for a period of 50 years with DEC regarding the shared management of facilities at James Meehan High School and Sarah Redfern High School.

Under the provisions of these agreements the shared facilities were to be managed by a joint Management Committee with both school and Council representatives on each committee.

Report

There are currently two Deeds of Agreement between Council and DEC regarding the shared management of community facilities which are situated on land owned by DEC. These relate to the Glenquarie Community Hall at James Meehan High School and the Library, Hall and playing fields at Sarah Redfern.

At the time these agreements were originally entered into it was based on a model promoted by DEC involving the shared use of the facilities. Given the passage of time since the inception of the community school agreements DEC have acknowledged that has moved away from this style of agreement particularly given security and WH&S safety issues.

(James Meehan) Glenquarie Community Hall

Council has previously entered into a Deed of Agreement with DEC for a period of 50 years which commenced on 1 October 1981 (18 years remaining). There is a termination clause in the agreement that The Minister or Council may at any time terminate by giving not less than 12 months notice in writing.

The agreement involved the construction and provision of the Glenquarie Community Hall on land owned by DEC and the availability for use by the School of James Meehan Oval which is owned by Council.

Under the agreement Council's obligations were to provide and maintain Glenquarie Community Hall and James Meehan Oval. Council is also responsible for cleaning maintenance, security and caretaker costs.

The care, control and management of the complex (Glenquarie Community Hall and James Meehan Oval) are vested in a Committee of Management (3 members education and 3 members Council).

The Glenquarie Community Hall is currently managed by DEC who arrange maintenance and repairs through their contractors, take bookings and collect income. Council's role is to provide caretaking services and security to the premises. James Meehan High School continues to have access to Council's James Meehan Oval.

The agreement also provides for exclusive use of the facilities by the school during school hours at no charge to the school. The Glenquarie Community Hall can be utilised by the community outside of school hours however it should be noted that Council also has other community facilities (Glenquarie Senior Citizens Centre and the Glenquarie Neighbourhood Centre) in the immediate vicinity.

Given the current situation it is an opportune time for Council to review the agreement as the Committee of Management has been inactive as the position originally intended under the agreement has changed over time.

These changes to the original intentions created under the Deed of Agreement include the following:

- DEC require their contractors to undertake the repairs within their procurement system
 - security fencing has been installed around James Meehan High School with access now only available with the prior approval of the school
 - the current annual cost to Council for the provision of a caretaker by Council (includes operations staff use at overtime rates)
 - as identified there are already existing community facilities including the Glenquarie Neighbourhood Centre in close proximity which is Council owned. There is potential for Glenquarie Neighbourhood Centre and increased utilisation of the Greg Percival Library and Community Centre at Ingleburn to cater for community bookings.
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Current Situation

Although the Deed of Agreement for the Glenquarie Community Hall provides that the agreement can be terminated with 12 months prior written notice by either party, Council staff have been liaising with the James Meehan High School Principal and DEC staff in order to mutually terminate the existing agreement.

As a result of the installation of security fencing around the school and the DEC policy restricting alcohol on school sites it was identified that the school should ideally have control of the Glenquarie Community Hall.

The benefit of mutually terminating the agreement to Council is an operational saving of \$115,000 per annum in caretaking costs and the opportunity to increase usage and income at Glenquarie Neighbourhood Centre and the Greg Percival Library and Community Centre at Ingleburn. In this respect it should be noted that James Meehan High School has provisionally accepted responsibility for the caretaking of the hall in anticipation of the existing Deed of Agreement being mutually terminated.

The Deed of Agreement also provides that if the Deed is terminated by either party that any funds held by the Management Committee will be split on a 50/50 basis. In this respect DEC which currently administers the funds held an amount of \$174,000 as at 30 June 2013. This amount has been identified to meet future maintenance and capital upgrade costs associated with the building.

DEC response – Glenquarie Community Hall

DEC have provided confirmation that they endorse the proposal to mutually terminate the agreement subject to the following conditions:

- in return for terminating the Deed of Agreement within three months of a jointly executed termination agreement, all funds currently held by the Management Committee will revert to the DEC
- Council agree to licence the James Meehan Oval to DEC, during school hours, for a 10 year period with a 10 year option at no cost to DEC. The Licence Agreement shall be executed at the same time as the termination agreement.

Under this proposal it is intended that James Meehan High School would still have access to the adjoining James Meehan Oval during the hours of 8.30am and 4.00pm during school weekdays. It is intended that no charge will be made by Council for use and enjoyment of James Meehan Oval for purposes of James Meehan High School during the nominated periods.

It is recommended that Council provide approval to terminate the existing Deed of Agreement for the Glenquarie Community Centre adopting these conditions proposed by DEC. Council would receive an ongoing operational cost saving of \$115,000 per annum and would also remove itself from any ongoing obligations in relation to the building.

Sarah Redfern

Council has previously entered into a Deed of Agreement with DEC for a period of 50 years which commenced on 25 May 1993 (30 years remaining). There is a termination clause in the agreement that The Minister or Council may at any time terminate by giving not less than 12 months notice in writing.

The agreement involved the construction and provision of the Sarah Redfern Library, hall and playing fields on land owned by DEC and the availability for use by the Sarah Redfern High School and Primary School. These facilities are located on land owned by DEC apart from a small section of the playing fields being located on Council land.

Under the agreement Councils obligations are to provide and maintain the sports hall, playing fields, library and proposed community hall. It should be noted that although under the agreement it was identified that a proposed community hall would be constructed on this site, this did not proceed given that a new Minto Community Centre has been provided as part of the One Minto Project.

The care, control and management of the complex (Sarah Redfern Library, hall and playing fields) is vested in the Committee of Management (3 members education and 3 members Council). This committee meets on a regular basis with full representation from both sides.

Under the provisions of the deed the Head Librarian and library staff are to be paid in equal shares of which Councils half share of these costs is currently \$130,000 per annum. There is also an annual cost to Council in maintaining the library collection of \$50,000 per annum. Council is also responsible for security, maintenance and cleaning of playing fields.

Current Situation

Although the Deed of Agreement for the Sarah Redfern facilities provides that the agreement can be terminated with 12 months prior written notice by either party, Council staff have been liaising with the Sarah Redfern school representatives and DEC staff in order to mutually terminate the existing agreement.

Given the changes in the availability of community facilities and changes in community standards surrounding child protection since the agreement was entered into all parties have acknowledged that it would be appropriate to review the need for the existing agreement.

It was subsequently proposed that the existing Deed would be mutually terminated and that DEC and Council would enter into a new Licence Agreement for a 10 year period where Council would manage and operate the exiting Sarah Redfern playing fields which are situated on land owned by DEC.

The mutual termination of the agreement would generate a potential operational saving of \$180,000 per annum in maintaining a library collection and Councils half share of the library administration staff costs.

Should Council approve a mutual termination of the agreement which also involves the use of the Sarah Redfern Playing Fields continued availability of the playing fields to the public would need to be secured under a new agreement with DEC. It is proposed that Council would enter in to a licence agreement over the playing fields owned by DEC.

In reference to the library, staff will work with DEC Officers and the School Community to effect an orderly transition to provide for exclusive school use of the Library. In this regard it is proposed that the Minto Community Library will close to the public at the end of the school year (Friday 20 December 2013).

Resources and Council assets would be allocated to other branch libraries as appropriate. Community information publicising the change to operations of Minto Library will be developed and distributed to the local community through the Library, website and other relevant means in order that appropriate public notice is provided regarding the transition of the library to exclusive school use.

Existing permanent Minto Library staff would be relocated to existing vacancies at other branch libraries.

It should be noted that the Deed of Agreement provides that if the Deed is terminated by either party that each parties component of fixed improvements based on the initial contribution of cost is to be valued by the Valuer General and distributed in accordance with the initial cost contribution. The Deed identifies that Council contributed 25% towards the cost of the small hall and 30% towards the cost of the Library.

The Committee of Management currently has funds of approximately \$40,000 for these facilities which would be retained by DEC.

DEC response - Sarah Redfern

DEC have provided confirmation that they endorse the proposal to mutually terminate the agreement subject to the following conditions:

- in terminating the agreement Council will not seek the provision that each parties component of the facilities be valued and distributed
- funds currently held by the Management Committee are retained by the Sarah Redfern Schools
- DEC enters into a new Licence Agreement with Council for the playing fields, outside of school hours, for a 10 year period with a 10 year option and at no cost to DEC
- Council to continue to manage and maintain the playing fields under a separate Licence Agreement for 10 years with a 10 year option.

It is also recommended that Council provide approval to terminate the existing Deed of Agreement for Sarah Redfern adopting these conditions proposed by DEC. Council would receive an ongoing potential operational cost saving of \$180,000 per annum and would also remove itself from any ongoing obligations in relation to the building.

Sports Playing Field Licence Agreements

As a condition of mutually terminating the existing Deeds of Agreement it has been identified by DEC that it wishes to enter into new Sports Playing Field Licence Agreements for James Meehan Oval and Sarah Redfern Sporting Fields.

It is proposed that a similar arrangement to the maintenance and operation of the sports playing fields as identified in the existing Deeds of Agreement would continue under new Licence Agreements which are identified as follows:

- the Government schools would have exclusive use and enjoyment of the sporting fields during the hours of 8.30am and 4.00pm during school week days
- no charge will be made by Council for the use and enjoyment of the sports playing fields for school purposes (DEC)
- Council will solely take bookings for the use of sports playing fields in accordance with its fees and charges
- the funds received for the hire of the sports playing fields shall be applied towards the payment of the running expenses of the sports playing fields and amenities
- to the extent that funds received for the hire of fields are insufficient to meet or cover the cost of running expenses, Council will then meet any shortfall of managing and operating the sporting fields
- Council will effect and keep afoot an adequate public liability risk insurance for the use of the sports playing fields.

It is also proposed that either party can terminate the proposed Licence Agreements for Sporting Fields with an appropriate notice period.

On this basis it is recommended that Council enter into a 10 year Licence Agreement with a 10 year option over DEC land for the management and operation of the Sarah Redfern Playing Fields on the above terms and conditions. This Licence Agreement would be over part of Lot 100 DP 716452.

It is also recommended that Council enter into a 10 year Licence Agreement with 10 year option over Council land being James Meehan Oval to DEC on the above terms and conditions. This Licence Agreement would be over part of Lot 1351 DP 1184784 which is Council owned land classified as operational.

Officer's Recommendation

1. That Council provide approval for the termination of the 2 existing school Deeds of Agreement for Sarah Redfern and James Meehan (Glenquarie Community Centre) facilities on the terms identified by the Department of Education and Communities as outlined in this report.
 2. That Council provide approval to enter into a 10 year Licence Agreement with 10 year option over Department of Education and Communities land for the management and operation of the Sarah Redfern Playing Fields on the terms outlined in this report.
 3. That Council provide approval to enter into a 10 year Licence Agreement with 10 year option over Council land to allow the Department of Education and Communities to use James Meehan Oval as a sporting field on the terms outlined in this report.
 4. That all documentation associated with the termination of the existing Deeds and the execution of the Licence Agreements for the Sarah Redfern Playing Fields and James Meehan Oval be executed under the Common Seal of Council, if required.
-

Committee's Recommendation: (Lake/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting (Dobson/Hawker)



That the Officer's Recommendation be adopted.

Council Minute Resolution Number 224

That the Officer's Recommendation be adopted.


ATTACHMENT 1



 <p>1:2,256 3 October 2013</p>	<p><i>DISCLAIMER: This map has been produced from Council records. If you intend to rely on the information shown you should contact Campbelltown City Council for verification. This map should not be reproduced without permission.</i></p>	 <p>campbelltown city council</p>
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ATTACHMENT 2



<p>N ↑ 1:3,153 3 October 2013</p>	<p><small>DISCLAIMER: This map has been produced from Council records. If you intend to rely on the information shown you should contact Campbelltown City Council for verification. This map should not be reproduced without permission.</small></p>	 <p>campbelltown city council</p>
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4. FINANCIAL SERVICES

4.1 Investment report - August 2013

Reporting Officer

Acting Manager Financial Services

Attachments

Investment portfolio performance as at 31 August 2013 (contained within this report)

Purpose

To provide a report outlining Council's investment portfolio performance for the month of August 2013.

Report

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

Council's Investment Portfolio as at 31 August 2013 stood at approximately \$85m. 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	August
Council Managed Funds	4.29%
Benchmark: 90 Day Bank Bill Index	2.79%

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	August
Council Managed Funds	4.63%
Benchmark: 90 Day Bank Bill Index	3.13%

Council's portfolio as at 31 August 2013 is diversified with 69% in term deposits of varying lengths of maturity which are managed in accordance with market expectations and Council's investment strategy, 23% in floating rate notes which gives Council a set margin above either 30 or 90 day bank bills, 7% in fixed rate bonds, 1% in funds in a short term at call account and a National Australia Bank offset facility which expires in 2014.

Duration profile	31 August
Short term at call	\$1,170,462
1 – 3 months	\$1,000,000
3 – 6 months	\$28,374,929
6 – 12 months	\$40,382,481
12 months +	\$14,000,000

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

Credit exposure	31 August
AAA to AA-	86%
A+ to A	7%
A- to BBB-	7%
Other approved deposit taking institutions	0%

Economic outlook

The Board of the Reserve Bank of Australia (RBA) left the cash rate unchanged at its present level of 2.5% at its meeting held 3 September, with the RBA appearing to have settled on a neutral monetary policy stance, citing recent soft economic data. The Board indicates that the value of the Australian dollar will be important in determining the course of monetary policy. While it has depreciated over recent months, it currently remains high and as such, the Board will continue to assess the outlook to foster sustainable growth in demand and inflation and adjust policy accordingly.

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: (Lake/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting (Dobson/Hawker)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 224

That the Officer's Recommendation be adopted.

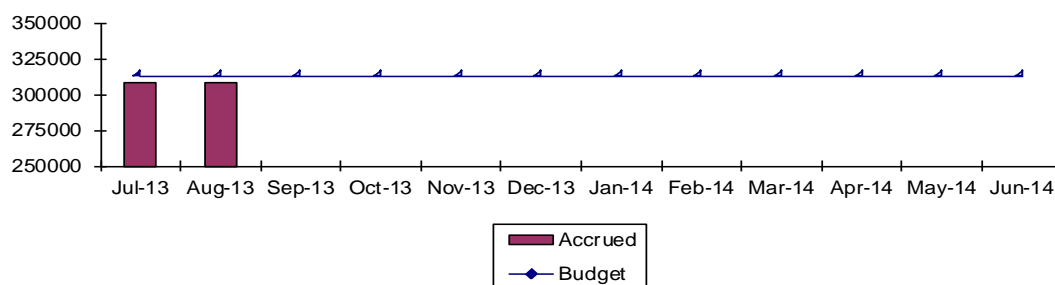
ATTACHMENT 1

CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO Summary August 2013

Benchmark UBS Warburg 90 Day Bank Bill Index
 Portfolio Balance \$84,927,871.52

Monthly Performance	Return (mth)	Return (pa)
UBSW 90 Bank Bill Index	0.24%	2.79%
Total Portfolio	0.36%	4.27%
<i>Performance to Benchmark</i>	+ 0.13%	+ 1.48%
Portfolio - Direct Investments	0.36%	4.29%
<i>Performance to Benchmark</i>	+ 0.13%	+ 1.50%
Short Term Call Account	0.25%	2.90%

Monthly Interest

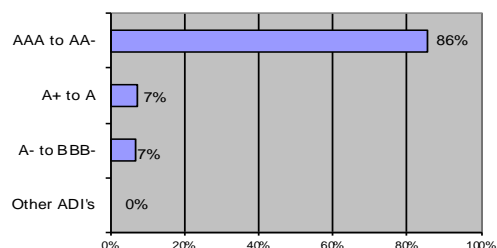


Year to Date Performance

Rolling 12 Month Period
 4.63% Council Managed Funds
 3.13% Benchmark

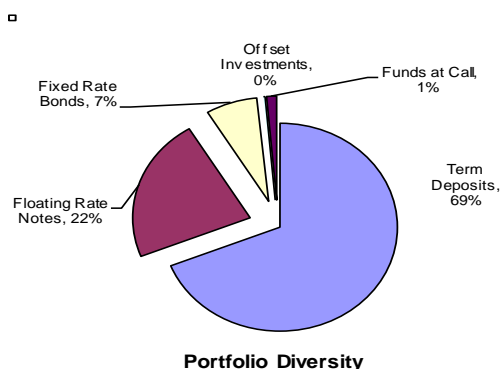
Interest Budget to Actual
 Budget to Period \$625,000
 Accrued to Period \$616,708

Credit Exposure



Securities

Institutions



	Amount Invested	% Portfolio
Funds at Call	\$ 1,170,461.73	1%
Suncorp Metway	\$ 6,115,137.78	7%
National Australia Bank	\$ 26,489,591.45	31%
ANZ Bank	\$ 3,500,000.00	4%
NSW Treasury	\$ 4,140,000.00	5%
Westpac Bank	\$ 11,133,664.63	13%
St George Bank	\$ 8,633,637.97	10%
Commonwealth Bank	\$ 12,500,000.00	15%
Bank Western Australia	\$ 5,245,377.96	6%
Bendigo/Adelaide Bank	\$ -	0%
Rural Bank	\$ 1,000,000.00	1%
Bank of Queensland	\$ 5,000,000.00	6%
Total	\$ 84,927,871.52	100%

4.2 Monthly Rates Summary

Reporting Officer

Acting Manager Financial Services

Attachments

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

Purpose

To provide details of the 2013-2014 Rates and Charges Levy and cash collections for the period ending 31 August 2013.

Report

Rates and Charges levied for the period 31 August 2013 totalled \$82,515,278 representing 98% of the estimated annual budget amount.

Receipts collected to the end of August totalled \$20,893,886. This amount represents 24.7% of all rates and charges due to be paid. In comparison, the amount collected in the same period last year was 23.9%.

The annual rates and charges notices issued in July became due for payment on 31 August. The preferred method of payment is BPay via phone and internet bank account payments with 47% of all payments made this way. Payments via Australia Post which include credit card payments over the phone or via the internet and over the counter cash represent the second most preferred payment gateway with 37%.

Debt recovery action during the month involved the issue of 31 Statements of Claim and 44 Writs. These matters are in relation to arrears carried forward from 30 June 2013.

Ratepayers who have purchased property and have a balance unpaid since the annual notices were issued will receive a 'Notice to New Owner' letter. This letter advises ratepayers the annual amount levied and any balance unpaid since their settlement occurred. During August, 91 of these notices were sent to ratepayers.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Hawker/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting (Dobson/Hawker)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 224

That the Officer's Recommendation be adopted.

ATTACHMENT 1

RATES SUMMARY

STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES

RATE - CHARGE	NET ARREARS 1/7/2013	NET LEVY FOR YEAR	PENSION REBATES	EXTRA CHARGES	TOTAL RECEIVABLE	CASH COLLECTED	NET AMOUNT DUE	POSTPONED RATES & INTEREST	GROSS AMOUNT DUE
RESIDENTIAL	2,489,704.10	46,614,508.01	1,290,880.57	157,592.26	47,970,923.80	11,379,066.84	36,591,856.96	340,693.79	36,932,550.75
BUSINESS	468,656.67	15,716,285.87		19,610.80	16,204,553.34	4,306,055.00	11,898,498.34		11,898,498.34
BUSINESS - IND	3,940.83	0.00		24.71	3,965.54	314.38	3,651.16		3,651.16
FARMLAND	12,880.47	349,852.92	884.94	61.96	361,910.41	115,046.62	246,863.79	139,768.09	386,631.88
MINING	0.00	13,929.61		0.00	13,929.61	13,929.61	0.00		0.00
LOAN	243,314.66	4,067,339.70		1,870.75	4,312,525.11	1,037,502.73	3,275,022.38	46,338.88	3,321,361.26
F5 ACCESS RAMPS	764.21	0.00		3.72	767.93	1.60	766.33		766.33
MAIN STREET	40.12	0.00		0.00	40.12	0.00	40.12		40.12
TOTAL	\$3,219,301.06	\$66,761,916.11	\$1,291,765.51	\$179,164.20	\$68,868,615.86	\$16,851,916.78	\$52,016,699.08	\$526,800.76	\$52,543,499.84
GARBAGE	735,268.06	15,803,518.07	778,900.88	6,620.29	15,766,505.54	3,809,760.99	11,956,744.55		11,956,744.55
SANITARY	0.00	0.00		0.00	0.00	0.00	0.00		0.00
STORMWATER	51,164.38	895,271.13		342.27	946,777.78	232,208.15	714,569.63		714,569.63
GRAND TOTAL	\$4,005,733.50	\$83,460,705.31	\$2,070,666.39	\$186,126.76	\$85,581,899.18	\$20,893,885.92	\$64,688,013.26	\$526,800.76	\$65,214,814.02

Total from Rates Financial Transaction Summary	65,002,817.43
Overpayments	-211,996.59
Difference	0.00

ANALYSIS OF RECOVERY ACTION

Rate accounts greater than 6 months less than 12 months in arrears	657,059.19
Rate accounts greater than 12 months less than 18 months in arrears	33,553.51
Rate accounts greater than 18 months in arrears	24,717.43
TOTAL rates and charges under instruction with Council's agents	\$715,330.13

ATTACHMENT 2

COMPARISON OF BUDGET TO ACTUAL

DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL	BALANCE STILL REQD.	% RAISED
RESIDENTIAL	46,699,900	46,699,900	46,614,508	85,392	99.82%
BUSINESS	15,792,500	15,792,500	15,716,286	76,214	99.52%
FARMLAND	415,500	415,500	349,853	65,647	84.20%
MINING	15,000	15,000	13,930	1,070	92.86%
LOAN	4,176,500	4,176,500	4,067,340	109,160	97.39%
TOTALS	67,099,400	67,099,400	66,761,916	337,484	99.50%
INTEREST CHARGES	368,900	368,900	27,811	341,089	7.54%
LEGAL COSTS RECOVERED	710,000	710,000	152,327	557,673	21.45%
PENSIONERS - Sec 575	(1,735,300)	(1,735,300)	(1,718,366)	(16,934)	99.02%
PENSIONERS - Sec 582	0	0	(352,300)	352,300	0.00%
PENSIONERS SUBSIDY	953,500	953,500	945,102	8,398	99.12%
SUB TOTAL	67,396,500	67,396,500	65,816,489	1,580,011	97.66%
DOMESTIC WASTE CHARGES	15,566,800	15,566,800	15,402,946	163,854	98.95%
COMMERCIAL WASTE CHARGES	358,800	358,800	400,572	(41,772)	111.64%
STORMWATER MINGMINT	894,000	894,000	895,271	(1,271)	100.14%
GRAND TOTALS	84,216,100	84,216,100	82,515,278	1,700,822	97.98%

COLLECTIONS AS A % OF:	TOTAL RECEIVABLE	TOTAL LEVIED	TOTAL RECEIVABLE	TOTAL LEVIED
RESIDENTIAL	23.72%	24.41%		
BUSINESS	26.57%	27.40%	RATES	25.24%
FARMLAND	31.79%	32.88%	WASTE	24.11%
LOAN	24.06%	25.51%	STORMWATER	25.94%
ALL RATES	24.47%	25.24%	TOTAL RATES & CHARGES	25.29%
			TOTAL RECEIVABLE	24.66%
			TOTAL LEVIED	25.29%

4.3 Sundry Debtors Report - August 2013

Reporting Officer

Acting Manager Financial Services

Attachments

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

Purpose

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

Report

Debts outstanding to Council as at 31 August 2013 are \$4,514,417, reflecting an increase of \$2,679,518 since July 2013. The ratio of outstanding debts to current invoices has decreased from 28% in July to the current level of 22%. 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 – August 2013

During the month, 1118 invoices were raised totalling \$3,313,677. 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:

Land and building rentals – \$2,866,336 – the main invoices relate to:

NSW Harness Racing Club – sale of Lot 2 DP 1187569, Menangle Park	\$2,750,000
Glenquarie Hotel Pty Ltd – Glenquarie Shopping Centre, Macquarie Fields	\$24,018
Nuvezo Pty Ltd – Dumaresq Street Cinema monthly rental	\$22,229
Aldi Stores (A Limited Partnership) – monthly rental	\$22,064
Caltex Oil Australia Pty Ltd – Macquarie Fields	\$15,062

Corporate administration – \$93,149 – the main invoices relate to:

University of Western Sydney – tutoring agreement for tutoring programme 2013-2014	\$32,917
Nuvezo Pty Ltd – land rates 2013-2014 and replacement of air conditioning	\$18,743
Aldi Stores (A Limited Partnership) – land rates 2013-2014 and Sydney Water account	\$13,434
Caltex Oil Australia Pty Ltd – Macquarie Fields land rates 2013-2014	\$6,149
Mycorp Group Pty Ltd – land rates 2013-2014, BP petrol station	\$5,657

Road and footpath restoration – \$76,961

Networks Alliance – kerb, gutter and driveway saw cuts, two pram ramp installations and concrete footpath restorations	\$76,961
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Sportsground and field hire – \$67,793 – the main invoices relate to:

West's Tigers Football Club – hire of Campbelltown sports stadium	\$22,000
YMCA – AGL electricity account	\$5,164
Sydney South West School Sport Association – hire of Campbelltown athletics centre	\$4,832
Southern Sydney Catholic Secondary Schools – hire of Campbelltown athletics centre	\$2,400
St Pauls Camden – hire of Campbelltown athletics centre	\$2,386

Waste collection services – \$58,815 – the main invoices relate to:

Remondis Australia Pty Ltd – effluent for July 2013	\$29,441
G & G Waste Services – effluent for July 2013	\$29,374

Receipts to the value of \$634,159 have been received during the period, the most notable in the following areas:

Waste collection services	\$198,412
Land and building rentals	\$115,160
Corporate administration	\$85,049
Sportsground and field hire	\$61,486
Road and footpath restoration	\$54,125

Sundry debts outstanding – 31 August 2013

Debts exceeding 90 days of age totalled \$357,526 as at 31 August 2013. The major invoices relating to this balance include:

Description	Date Invoiced	Balance
Roads & Maritime Services – Federal Grant – 2012-2013 National Building Blackspot Program – Project no. S/06744, account dispute has been resolved, payment expected end of September	30/05/13	\$115,637
Wests Tigers - hire of Campbelltown Sports Stadium, contact to be made to CEO in September	14/05/13	\$27,490
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	9/06/10	\$18,256
Caltex Petrol Station – Glenquarie Shopping Centre land rental for the month (January 2012). In the process of reconciling the account with Caltex	23/01/12	\$14,353
Macarthur Baseball League – various re-charges of electricity and Cleanaway, full payment expected by end of September	30/09/12	\$14,174

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

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

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

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

During the month, 18 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.

Nine accounts progressed to the first stage of formal legal recovery action. The defaulting debtors were issued a letter of demand by Council's agents, Executive Collections advising that if the account was not settled or an appropriate arrangement was not made, the account may be escalated to a Statement of Liquidated Claim.

Council's agents were instructed to proceed with four Statement of Liquidated Claims, three for unpaid health license fees, and the other for unpaid extra hall hire usage.

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

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Borg/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting (Dobson/Hawker)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 224

That the Officer's Recommendation be adopted.

ATTACHMENT 1

DEBTORS SUMMARY 1 August 2013 to 31 August 2013

DEBTOR TYPE/DESCRIPTION	ARREARS AT 31/07/2013	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 31/08/2013	% DEBT RATIO
Corporate Administration	152,079	93,149	85,049	160,178	3.55%
Abandoned Items	11,658	1,113	0	12,770	0.28%
Child Care Debts	19,194	0	484	18,710	0.41%
Community Bus	189	454	554	89	0.00%
Tennis Court Hire	0	0	0	0	0.00%
Sportsground and Field Hire	163,878	67,793	61,486	170,186	3.77%
Government and other Grants	714,407	0	15,400	699,007	15.48%
Public Hall Hire	9,591	36,937	18,932	27,596	0.61%
Health Services	350	0	0	350	0.01%
Land and Building Rentals	63,405	2,866,336	115,160	2,814,581	62.35%
Healthy Lifestyles	2,096	24,965	23,626	3,436	0.08%
Library Fines and Costs	174,497	0	0	174,497	3.87%
Shop Licence Fees	48,740	26,625	17,635	57,730	1.28%
Pool Hire	22,134	12,662	11,067	23,729	0.53%
Private Works	32,528	5,597	1,054	37,071	0.82%
Road and Footpath Restoration	172,937	76,961	54,125	195,773	4.34%
Shop and Office Rentals	21,119	26,484	19,277	28,327	0.63%
Various Sundry Items	42,809	15,785	11,898	46,696	1.03%
Waste Collection Services	222,722	58,815	198,412	83,125	1.84%
	1,834,899	3,313,677	634,159	4,514,417	100%

ATTACHMENT 2

AGEING OF SUNDRY DEBTOR ACCOUNTS - 31 August 2013

Description	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Administration	69,949	61,699	1,408	27,123	160,178	25,218
Abandoned Items	1,113	0	1,068	10,590	12,770	10,590
Child Care Debts	18,710	0	0	0	18,710	0
Community Bus	89	0	0	0	89	0
Sportsground and Field Hire	49,500	18,972	34,065	67,649	170,186	41,416
Government and other Grants	0	0	583,370	115,638	699,007	0
Public Hall Hire	20,366	1,141	1,627	4,463	27,596	2,287
Health Services	0	0	0	350	350	350
Land and Building Rentals	2,795,713	1,255	1,275	16,337	2,814,581	15,998
Healthy Lifestyles	2,203	678	272	283	3,436	228
Library Fines and Costs	174,497	0	0	0	174,497	0
Shop Licence Fees	21,932	2,535	4,550	28,713	57,730	28,403
Pool Hire	10,790	2,861	810	9,268	23,729	13,037
Private Works	6,182	2,514	0	28,375	37,071	28,825
Road and Footpath Restoration	77,416	99,790	0	18,567	195,773	48,018
Shop and Office Rentals	15,145	9,323	3,859	0	28,327	0
Various Sundry Items	11,369	4,370	1,277	29,680	46,696	23,450
Waste Collection Services	58,485	24,148	0	492	83,125	20,058
	3,294,027	229,285	633,580	357,526	4,514,417	257,877

4.4 Financial Assistance Grant 2013-2014

Reporting Officer

Acting Manager Financial Services

Attachments

Letter from NSW Local Government Grants Commission dated 29 August 2013 (contained within this report)

Purpose

To provide a report outlining Council's allocation of Financial Assistance Grant Funding for 2013-2014.

Report

Council received correspondence dated 29 August 2013 from the NSW Local Government Grants Commission advising the allocation of the 2013-2014 Financial Assistance Grant. The grant is made up of two components; the General Purpose component and a Local Roads component and is paid to local councils under the provisions of the *Commonwealth Local Government (Financial Assistance) Act 1995*.

Although there are two separately identified grant components, the total funds are paid to Council as unconditional grants and therefore may be used for any purpose according to Council's local priorities. Council allocates the General Purpose component to fund various operational activities, however the Local Road component, is specifically allocated for the renewal of Council's local roads network.

FINANCIAL ASSISTANCE GRANT

Year	General Purpose \$	Local Roads \$	Total entitlement \$	% change	CPI/Pop adjustment \$	Total payments \$
2009-2010	7,762,200	1,378,756	9,140,956	3.1%	(42,156)	9,098,800
2010-2011	8,251,816	1,464,742	9,716,558	6.3%	144,417	9,860,975
2011-2012	8,482,244	1,525,895	10,008,139	3.0%	30,834	10,038,973
2012-2013	8,745,250	1,554,544	10,299,794	2.9%	(229,919)	10,069,875
2013-2014	8,744,340	1,610,313	10,354,653	0.5%	(12,782)	10,341,871

The CPI adjustment for the 2012-2013 grant will be adjusted in the 2013-2014 financial year as per the details below.

Details of the amount allocated to Council for the 2013-2014 Financial Assistance Grant as compared to budget are shown in the table below:

Component	General Purpose \$	Local Roads \$	Total \$
2013-2014 entitlement	8,744,340	1,610,313	10,354,653
2012-2013 CPI adjustment	(7,023)	(5,759)	(12,782)
TOTAL	8,737,317	1,604,554	10,341,871
2013-2014 Budget	8,750,000	1,554,500	10,304,500
Adjustment required	(12,683)	50,054	37,371

The table above reflects an additional amount of \$37,371 in the 2013-2014 Financial Assistance Grant as compared to the current budget. This adjustment will be reflected in the September Quarterly Financial Review and it is proposed that the additional funds will be allocated to the Urban Road Reconstruction Program.

As has been the case previously, the Government announced as part of the Commonwealth budget that it would bring forward the first and second quarters of the 2013-2014 grant pool to all councils. This payment was made in June 2013. Acceleration of the funding was to assist in the Government's strategy of supporting economic growth and jobs and to enable Local Government to bring forward delivery of some services into early 2013-2014 when they may otherwise have been provided later in 2013-2014.

Council received an advance payment of \$5,318,050 which, although recognised as revenue in 2012-2013, in accordance with the Australian Accounting Standards, was placed in restricted funds to be reimbursed for expenditure in the 2013-2014 financial year.

Officer's Recommendation

1. That the information be noted.
2. That the additional funds be adjusted in the next quarterly review.

Committee's Recommendation: (Lake/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting (Dobson/Hawker)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 224

That the Officer's Recommendation be adopted.

ATTACHMENT 1



Local Government Grants Commission

NSW Local Government Grants Commission
5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541

OUR REFERENCE: A337107
YOUR REFERENCE:
CONTACT: Bruce Wright
(02) 4428 4132
bruce.wright@dlg.nsw.gov.au

SEP03'13 07:44:03 RCVD

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

29 August 2013

Dear Mr Tosi

The NSW Minister for Local Government, the Hon Don Page MP and the Commonwealth Minister for Regional Australia, Local Government and Territories, the Hon Catherine King MP, have approved the Grants Commission's recommendations for the 2013-14 financial assistance grants.

The 2013-14 estimated entitlement for Council is **\$10,354,653**. This consists of two components :

- a general purpose component of **\$8,744,340**
- a local roads component of **\$1,610,313**.

The local roads component comprises of a population and local road length formula amount of **\$1,470,134** and a bridge length formula amount of **\$140,179**.

The total grant is a general purpose grant with no conditions attached to the expenditure of these funds.

The payments consist of the 2013-14 estimated grants **LESS** an adjustment for 2012-13. The adjustment for Campbelltown City Council amounts to **\$12,782**, being made up of **\$7,023** for the general purpose component and **\$5,759** for the local roads component. This adjustment is necessary because the actual CPI and the NSW share of the national population varied from the Commonwealth estimates used to determine the 2012-13 grants.

An advance payment, based on half of the estimated 2013-14 funding, was paid to local authorities on 6 June 2013. The advance payment for Campbelltown City Council amounted to **\$5,318,050**. This amount was made up of **\$4,511,933** for the general purpose component and **\$806,117** for the local roads component.

T 02 4428 4132 F 02 4428 4199 TTY 02 4428 4209
E grants@dlg.nsw.gov.au
W <http://www.dlg.nsw.gov.au>
(follow the "Commissions & Tribunals" links)

- 2 -

The balance of grant payments for Campbelltown City Council, which total **\$5,023,821** and is made up of **\$4,225,384** for the general purpose component and **\$798,437** for the local roads component, is expected to be paid by way of instalments as set out in the following table:

<u>DATE</u>	<u>AMOUNT</u>
Not before 30 August 2013 :	\$1,255,955.25
Not before 18 November 2013 :	\$1,255,955.25
Not before 17 February 2014 :	\$1,255,955.25
Not before 16 May 2014 :	\$1,255,955.25

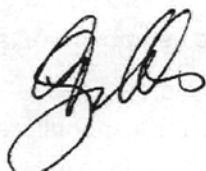
The 2013-14 estimated entitlement may be adjusted if the actual consumer price index or the NSW share of the national population varies from the estimates on which the estimated entitlement has been based.

A Commission circular (GC136) was e-mailed to Council on 29 August 2013 showing a schedule of councils' grant entitlements for 2013-14, together with background information about the grants. Further information is available from the Grants Commission's web site at www.dlg.nsw.gov.au (follow the "Commissions & Tribunals" links).

Should you require any further information please contact the Commission's Executive Officer, Bruce Wright, (02) 4428 4132.

I trust this information is of assistance.

Yours sincerely



Grahame Gibbs
Deputy Chairperson

4.5 Community Consultation Proposed Rate Increase

Reporting Officer

Acting Manager Financial Services

Attachments

1. Recommended Scenarios (contained within this report)
2. Special Rate Variation Community Engagement Strategy Summary 2013 (contained within this report)

Purpose

To provide Council with options to financially address the infrastructure backlog, including the process of community consultation and assessing the communities willingness and financial capacity to contribute through increased land rates.

History

Since 2000, Council have adopted to implement an additional rate increase of 1.65% in 2000-2001, a Special Rate Variation to address additional infrastructure funding of 3% and a general increase of 2% in 2005-2006.

Council were presented a range of budgetary issues at a briefing night held on 27 November 2012, there were also additional presentations to Council which addressed the infrastructure backlog at a briefing held on the 2 April 2013, and a follow up briefing held on the 17 September 2013.

Report

Background

At the briefing Council was informed of a number of financial issues, specifically as it relates to the gap in infrastructure funding. While Council's financial position is considered sound given a number of financial performance indicators, a number of reviews have highlighted the need to address infrastructure funding. The current standard of infrastructure and the lack of funding is an issue for all levels of Government. There is currently a range of reviews being conducted relating to various issues effecting Local Government in NSW.

The reviews that relate to the financial positions of councils include the Local Government Review Panel, a review by the Division of Local Government on the reporting of infrastructure, as well as a number of reviews on revenue raising capacity being conducted by Local Government NSW. Council has identified a substantial infrastructure backlog, currently valued at \$29.7million that if not addressed could increase to over \$80million in ten years.

In June 2013, the Division of Local Government prepared an audit report recommending a number of funding and financial strategies that may help councils to reduce their backlog and prevent the backlog from increasing. These strategies included the following:

- borrowings
- Local Infrastructure Renewal Scheme (LIRS)
- special rate variations
- grants from other levels of Government.

In addition to this is the Independent Local Government Review Panel's Future Directions for NSW Local Government that was released in April 2013. The review panel has noted that most councils are reporting operating deficits and this trend is considered to be unsustainable. The panel expects that sustainability will further deteriorate over the short term and that the large annual asset maintenance gap and current infrastructure backlogs are yet to be addressed. The recommendations of the Review Panel highlighted the need for councils to consider strengthening its revenue capacity through the mechanism of a Special Rate Variation, as well as the capacity to borrow additional funds.

The review panel have indicated that there is capacity for Local Government authorities to increase their revenue raising capacity through the levying of additional rates through a Special Rate Variation, and additional borrowings given the current level of borrowings by councils within NSW. As Council is aware, any Special Rate Variation is subject to community consultation and should be embedded within Council's Community Strategic Plan and associated documents relating to the Integrated Planning and Reporting framework.

The LIRS framework requires Council to submit financial information to State Treasury (TCorp) to assess Council's financial position. The analysis of Council's performance by TCorp was released in April 2013 and included a Financial Sustainability Rating (FSR) for all NSW councils. TCorp defined sustainability in the following terms, *"A local government will be financially sustainable over the long term when it is able to generate sufficient funds to provide the levels of service and infrastructure agreed with its community"*.

Council's short term position FSR advised by TCorp is considered moderate and the long term outlook is Negative. The long term rating reflects Council to be in a deteriorating position or at risk of being downgraded to Weak. Accordingly, TCorp recommends that Council needs to urgently consider options to address areas of poor performance and therefore avoid becoming more unsustainable.

If Council is to consider to address the backlog through a Special Rate Variation, a range of community consultation will be required in preparing all documents associated with the Integrated Planning and Reporting framework. Council will be required to present a case to The Independent Pricing and Regulatory Tribunal (IPART) which has been delegated the authority to approve Special Rate Variation, by the NSW Government. Previous conversations held with officers from IPART indicate that Council will be required to conduct a range of consultations with the community for gaining acceptance for any Special Rate Variation.

It should also be highlighted that there is a requirement for Council to consider a range of options to increase the revenue base including a Special Rate Variation, additional borrowings and asset rationalisation. The reviews on Local Government finances that have been conducted recently highlight the need for councils to strengthen their revenue base to provide more flexibility in addressing funding issues.

Consultation

In order to meet the requirements set out by IPART when applying for a Special Rate Variation, an extensive community engagement strategy is to be developed and implemented. Council currently employs various methods of engagement in its day to day operations and it is envisioned that these methods be utilised when consulting with the community about the Special Rate Variation. These methods include:

- education programs
- advertising
- community exhibitions
- face to face
- telephone survey
- technology
- mail outs
- community forums.

Options

Council has been collecting and maintaining a register of all its infrastructure assets which as at 30 June 2013 was valued at \$1.8billion. This information informs Council's asset management strategy, asset management plan and the backlog and funding gap calculation within the long term financial plan. It should be noted that Council continues to improve the collection of data relating to infrastructure and it should also be highlighted that Council has not as this stage collected all the information relating to the infrastructure backlog.

A number of scenarios were presented to Council at the briefing night held on 17 September 2013. These scenarios examined opportunities to increase funding sources on a variety of levels and revealed two options that will deliver on the infrastructure needs whilst minimising the impact on the community through increased land rates.

In the scenarios presented to Council there were a number of options that reflected a one off injection of funding through additional borrowings, Special Rate Variation, reducing levels of service that on a standalone basis, did not adequately address funding the infrastructure backlog. Council should present a range of options to the community to gauge their response in addressing the infrastructure backlog. It is proposed that the scenarios embedded within this report form the basis of the community consultation. These scenarios include:

Scenario 1 – This model is a projected ten year outcome based on the current position remaining unchanged; it does not include any increases in borrowing or land rates. Based upon the analysis undertaken by TCorp it is expected that Council's financial position would become increasingly unsustainable and progress towards being downgraded to weak.

The infrastructure backlog is projected to increase to \$88million with employee costs increasing to 91% of rate income in a ten year period. Flexibility within the operational budget will continue to be reduced which will make it increasingly difficult for Council to deal with ad-hoc funding requests that relate to the matching of grants or matters arising through unexpected circumstances.

Scenario 2 – This model includes two rate increases, one in 2014-2015 of an additional 5% followed by a second increase in 2015-2016 of a further additional 5%, plus \$10million borrowings under the LIRS scheme. Based upon the TCorp analysis this scenario will significantly improve the poor performing asset renewal ratio and improve the FSR from Moderate to Sound progressing towards Strong.

The backlog would be addressed by 2019-2020 and employee costs would remain relatively unchanged, moving from 82% to 83% of rate income. The average residential rate is estimated to increase by \$1.45 per week in the first year and \$1.57 in the second year.

Scenario 3 – This model includes one rate increase in 2014-2015 of an additional 8% plus \$10million borrowings under the LIRS scheme. Based upon the TCorp analysis this scenario would also significantly improve the poor performing asset renewal ratio and improve the FSR from Moderate to Sound. There will also be a contribution of \$1million per annum from the asset replacement reserve toward the infrastructure funding gap.

The backlog would be addressed by 2020-2021 and employee costs would remain relatively unchanged, moving from 82% to 85% of rate income. The average residential rate is estimated to increase by \$1.99 per week.

Conclusion

There is always a requirement on the organisation to review service provision, adopt the principals of continuous improvement and implement responsible social economic and environmental sustainable initiatives.

All of the above scenarios will continue to require the implementation of savings initiatives to bolster Council's operational surplus or minimise any operational deficit. It has been reported to Council through the Innovation and Performance Sub Committee, a number of cost saving initiatives have been implemented including a range of sustainability initiatives that provide ongoing savings to the Council in the delivery of services.

Infrastructure management has been an ongoing issue for all councils, in 2003-2004 recommendations were made for a significant increase to land rates in order to address the foreseeable backlog due to a funding gap in the maintenance program. Council adopted a significantly less increase which has impacted on subsequent years budgets capacity to deliver on infrastructure service needs.

Council is currently responsible for \$1.8billion worth of community infrastructure assets, a significantly large portion of these are non-income producing structures such as roads. These structures are deteriorating at a significant rate and proposals two and three above will enable council to maintain infrastructure to a standard that places Campbelltown in positive position and reinforces its status as a regional city.

It is recommended to Council that a series of community consultation take place highlighting the three scenarios within this report. This will give the community a clear understanding of the need to implement a Special Rate Variation, and where these additional funds will be spent. The range of consultation mechanisms highlighted in this report will be implemented during the consultation period.

Officer's Recommendation

1. That Council conduct a series of community consultation in relation to a Special Rate Variation requesting public submissions regarding the scenarios contained within this report.
2. That Council consider a further report after the consultation period to consider any submissions that are received in relation to a Special Rate Variation.

Committee's Recommendation: (Kolkman/Lake)

That the Officer's Recommendation be adopted.

Amendment: (Hawker/Kolkman)

1. That Council conduct a series of community consultation in relation to a Special Rate Variation requesting public submissions regarding the proposed additional 8% rate income and \$10 million borrowing under the LIRS scheme contained within this report.
2. That through the consultation process the community is assured that all funding raised through the additional 8% rate increase will be directed to the refurbishment and renewal of Council assets.
3. That as part of the broadening of Council revenue base through a rate increase, an independent review of all Council services and departments be undertaken to determine the best operational models to provide ongoing services, with a report back to council for the 2015-2016 budget preparation.
4. That Council consider a further report after the consultation period to consider any submissions that are received in relation to a Special Rate Variation.

CARRIED

Council Meeting (Dobson/Hawker)

That the Committee's Recommendation (amendment moved Hawker/Kolkman) be adopted.

Amendment: (Mead/Dobson)

1. That Council conduct a series of community consultation in relation to a Special Rate Variation requesting public submissions regarding the proposed additional 8% rate income and \$10 million borrowing under the LIRS scheme contained within this report.
 2. That through the consultation process the community is assured that all funding raised through the additional 8% rate increase will be directed to the refurbishment and renewal of Council assets.
 3. That as part of the broadening of Council revenue base through a rate increase, an independent review of all Council services and departments be undertaken to determine the best operational models to provide ongoing services, with a report back to council for the 2015-2016 budget preparation.
-

4. That Council consider a further report after the consultation period to consider any submissions that are received in relation to a Special Rate Variation.
5. That as part of the consultation process, Council provide an alternative option to the community that limits any additional borrowing to the subsidised Local Infrastructure Renewal Scheme. In addition a review of Council services be undertaken to determine the most feasible and appropriate model in delivering services or alternatively phasing out services therefore not requiring a special rate variation while still addressing the asset and infrastructure maintenance deficit.

LOST

Council Minute Resolution Number 224

That the Committee's Recommendation (amendment moved Hawker/Kolkman) be adopted.

A **Division** was called in regard to the Amendment for **Item 4.5** - Community Consultation - Proposed Rate Increase - with those voting for the Amendment being Councillor Mead.

Voting against the Amendment were Councillors Borg, Brticevic, Dobson, Glynn, Greiss, Hawker, Kolkman, Lake, Lound, Matheson, Oates, Rowell and Thompson.

Councillor Mead asked for his name to be recorded against the resolution in regard to Item 4.5 - Community Consultation - Proposed Rate Increase.

ATTACHMENT 1

SCENARIO 1 - base model	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Unrestricted Current Ratio											
Current Assets	96,583	101,544	105,415	109,864	112,754	116,273	119,840	123,447	126,544	130,295	134,111
less External Restrictions	26,458	27,119	27,797	28,492	29,205	29,935	30,683	31,450	32,237	33,042	33,868
Current Liabilities	31,937	33,393	34,229	35,183	35,948	36,656	37,508	37,759	38,673	39,617	40,551
less spec purpose liab	9,757	10,001	10,251	10,507	10,770	11,039	11,315	11,598	11,888	12,185	12,490
Ratio	3.1616	3.1816	3.2370	3.2976	3.3183	3.3704	3.4039	3.5166	3.5209	3.5452	3.5723
Debt Service Ratio											
Debt Serv Cost	4,681	4,675	4,463	4,694	5,051	4,838	4,732	4,768	4,215	4,231	4,319
Income from operations	131,364	128,725	132,013	137,398	141,317	146,558	152,020	157,717	163,656	169,848	176,307
less cap grants	681	698	715	733	752	770	790	809	830	850	872
less spec purpose grants/all conis	21,759	22,303	22,861	23,432	24,018	24,618	25,234	25,865	26,511	27,174	27,853
Ratio	4.30%	4.42%	4.12%	4.15%	4.33%	3.99%	3.76%	3.64%	3.09%	2.98%	2.93%
Rates Vs Employee Costs											
Rates and Annual Charges	62,615	65,224	67,207	69,890	72,725	75,416	78,206	81,100	84,100	87,212	90,439
Employee Costs	51,567	57,156	59,492	61,921	64,460	67,200	70,056	73,033	76,137	79,373	82,746
Costs as % of rates	82.36%	87.63%	88.52%	88.60%	88.64%	89.11%	89.58%	90.05%	90.53%	91.01%	91.49%
Asset Renewals											
Asset Renewals	11,132	12,723	10,605	10,830	11,067	11,344	11,627	11,918	12,216	12,521	12,834
Total Depn	23,011	26,297	26,690	27,089	27,494	27,907	28,326	28,750	29,182	29,619	30,063
Less Non Infrastructure Depn	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Ratio	48.38%	54.61%	44.76%	44.96%	45.18%	45.54%	45.91%	46.28%	46.66%	47.04%	47.42%
Backlog	29,703,000	32,339,101	37,553,760	43,018,100	48,733,958	54,676,499	60,854,027	67,275,099	73,948,441	80,883,058	88,088,348
Operating Result/Equity											
Operating Result (bef cap)	-6,709	-11,982	-12,934	-12,746	-14,793	-14,449	-14,849	-15,208	-16,482	-16,324	-16,847
Equity (Total)	1,829,044	1,818,762	1,806,966	1,795,384	1,781,770	1,768,517	1,754,881	1,740,905	1,725,674	1,710,620	1,695,062

SCENARIO 2 - additional 5% x 2 years + \$10million in loans											
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Unrestricted Current Ratio											
Current Assets	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
less External Restrictions	96,583	101,544	104,415	107,864	109,755	112,275	114,841	117,410	119,515	122,229	125,003
	26,458	27,119	27,797	28,492	29,205	29,935	30,683	31,450	32,237	33,042	33,868
Current Liabilities	31,937	33,393	34,914	35,881	36,660	37,383	38,249	38,480	39,420	40,342	41,251
less spec purpose liab	9,757	10,001	10,251	10,507	10,770	11,039	11,315	11,598	11,888	12,185	12,490
Ratio	3.1616	3.1816	3.1066	3.1281	3.1112	3.1256	3.1246	3.1977	3.1701	3.1675	3.1687
Debt Service Ratio											
Debt Serv Cost	4,681	4,675	4,463	5,525	5,881	5,668	5,564	5,599	5,046	5,062	5,150
Income from operations	131,364	128,725	135,272	144,321	148,495	154,001	159,741	165,721	171,956	178,456	185,232
less cap grants	681	698	715	733	752	770	790	809	830	850	872
less spec purpose grants/all conis	21,759	22,303	22,861	23,432	24,018	24,618	25,234	25,865	26,511	27,174	27,853
Ratio	4.30%	4.42%	4.00%	4.60%	4.75%	4.41%	4.16%	4.03%	3.49%	3.36%	3.29%
Rates Vs Employee Costs											
Rates and Annual Charges	62,615	65,224	70,466	76,813	79,903	82,860	85,926	89,105	92,402	95,820	99,366
Employee Costs	51,567	57,156	59,492	61,921	64,460	67,200	70,056	73,033	76,137	79,373	82,746
Costs as % of rates	82.36%	87.63%	84.43%	80.61%	80.67%	81.10%	81.53%	81.96%	82.40%	82.84%	83.27%
Asset Renewals											
Asset Renewals	11,132	12,723	22,364	17,921	18,414	18,957	19,416	19,892	20,586	20,999	21,330
Total Depn	23,011	26,297	26,690	27,089	27,494	27,907	28,326	28,750	29,182	29,619	30,063
Less Non Infrastructure Depn		3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Ratio	48.38%	54.61%	94.40%	74.39%	75.18%	76.11%	76.66%	77.25%	78.63%	78.89%	78.82%
Backlog	29,703,000	32,339,101	25,794,660	24,167,800	22,536,358	20,865,999	19,255,227	17,702,299	16,005,441	14,462,758	13,172,248
Operating Result/Equity											
Operating Result (bef cap)	-6,709	-11,982	-9,675	-5,970	-7,747	-7,124	-7,233	-7,192	-8,186	-7,599	-7,679
Equity (Total)	1,829,044	1,818,762	1,810,225	1,805,420	1,798,852	1,792,924	1,786,905	1,780,944	1,774,009	1,767,680	1,761,290

SCENARIO 3 - additional 8% rates + additional \$10million in loans											
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Unrestricted Current Ratio											
Current Assets	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
less External Restrictions	96,583	101,545	105,416	109,866	112,756	116,303	119,915	123,596	126,697	130,521	134,417
	26,458	27,119	27,797	28,492	29,205	29,935	30,683	31,450	32,237	33,042	33,868
Current Liabilities	31,937	33,491	34,490	35,478	36,527	37,483	38,619	39,200	40,391	41,698	43,061
less spec purpose liab	9,757	10,001	10,251	10,507	10,770	11,039	11,315	11,598	11,888	12,185	12,490
Ratio	3.1616	3.1684	3.2022	3.2588	3.2438	3.2661	3.2681	3.3384	3.3140	3.3029	3.2890
Debt Service Ratio											
Debt Serv Cost	4,681	4,675	4,561	5,126	5,677	5,893	6,139	6,527	6,326	6,694	7,133
Income from operations	131,364	128,725	137,228	142,807	146,924	152,372	158,051	163,970	170,141	176,573	183,280
less cap grants	681	698	715	733	752	770	790	809	830	850	872
less spec purpose grants/all conts	21,759	22,303	22,861	23,432	24,018	24,618	25,234	25,865	26,511	27,174	27,853
Ratio	4.30%	4.42%	4.01%	4.32%	4.65%	4.64%	4.65%	4.75%	4.43%	4.51%	4.62%
Rates Vs Employee Costs											
Rates and Annual Charges	62,615	65,224	72,422	75,298	78,332	81,231	84,236	87,353	90,585	93,937	97,412
Employee Costs	51,567	57,156	59,492	61,921	64,460	67,200	70,056	73,033	76,137	79,373	82,746
Costs as % of rates	82.36%	87.63%	82.15%	82.23%	82.29%	82.73%	83.17%	83.61%	84.05%	84.50%	84.94%
Asset Renewals											
Asset Renewals	11,132	12,723	18,319	18,737	19,175	19,580	19,848	19,941	20,587	20,620	20,535
Total Depn	23,011	26,297	26,690	27,089	27,494	27,907	28,326	28,750	29,182	29,619	30,063
Less Non Infrastructure Depn		3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Ratio	48.38%	54.61%	77.33%	77.78%	78.28%	78.61%	78.37%	77.44%	78.63%	77.46%	75.88%
Backlog	29,703,000	32,339,101	29,839,160	27,396,000	25,004,258	22,710,599	20,667,527	19,065,699	17,368,141	16,203,558	15,708,148
Operating Result/Equity											
Operating Result (bef cap)	-6,709	-11,982	-7,719	-7,509	-9,517	-9,190	-9,636	-10,105	-11,259	-11,148	-11,720
Equity (Total)	1,829,044	1,818,762	1,812,182	1,805,837	1,797,499	1,789,505	1,781,083	1,772,210	1,762,201	1,752,323	1,741,892

ATTACHMENT 2



Campbelltown City Council Special Rate Variation Community Engagement Strategy Summary 2013



A city of choice and opportunity in a natural environment

What is community engagement?

Community engagement is about involving the community in the process of decision making on issues that affect the community.

This engagement strategy is based on the International Association for Public Participation (IAP2) model. This is outlined in the Division of Local Governments Planning and Reporting Manual. The IAP2 model identifies and defines various levels of community engagement. The IAP2 terminology has been adapted for use in this engagement strategy.

The levels of community engagement to be adopted by Council include:

- **inform:** One way communication providing balanced and objective information to assist understanding about something that is going to happen or has happened
- **consult:** Two way communications designed to obtain public feedback about ideas, alternatives and proposals to inform decision making
- **involve:** Participatory process designed to help identify issues and views to ensure that concerns and aspirations are understood and considered prior to decision making.

Principles of Social Justice

The Division of Local Government's guidelines to Integrated Planning and Report state that any community engagement undertaken must consider the principles of social justice outlined in the Division of Local Government's *Social Justice Framework*. The social justice principles are:

- **equity:** There should be fairness in decision making, prioritising and allocation of resources, particularly for those in need. Everyone should have a fair opportunity to participate in the future of the community. The planning process should take particular care to involve and protect the interests of people in vulnerable circumstances
- **access:** All people should have fair access to services, resources and opportunities to improve their quality of life
- **participation:** Everyone should have the maximum opportunity to genuinely participate in decisions which affect their lives
- **rights:** Equal rights should be established and promoted, with opportunities provided for people from diverse linguistic, cultural and religious backgrounds to participate in community life.

Purpose

This Community Engagement Strategy is designed to provide equal opportunities for all stakeholders to participate in the Special Rate Variation (SRV) process by utilising a variety of methods to engage.

Scope

This Community Engagement Strategy is designed to aid Council in identifying the community's willingness and capacity to support an SRV.

Stakeholders

A stakeholder is defined as someone who may be affected by or have a specific interest in the decision or issue under consideration. It is important to develop a consistent approach to ensure equitable inclusion of all potential stakeholders who reflect the demographics of the community. Not only will this ensure a credible process and equitable representation, but the approach will help to develop community trust in the process.

Overview

In order to meet the requirements set out by IPART when applying for an SRV, an extensive community engagement strategy is to be developed and implemented. The suggested methods of community engagement are outlined below and summarised in Table 1.

Council currently employs various methods of engagement in its day to day operations and it is envisioned that these methods be utilised when consulting with the community about the SRV. The methods selected include:

Education programs

Prior to commencing any public community consultation, an internal education program is to be undertaken with all staff. The education sessions will provide staff with a general overview of what the SRV is and its intended use. It is vital that our staff have a good understanding of what it is we are asking the community for and where the community can find additional information relating to the SRV. Pocket cards and fact sheets will also be developed for staff to distribute to the community when asked about the SRV.

Advertising

Advertising is a one way form of communication which will be utilised to inform the community on the SRV application and why it is required. Information relating to the SRV will be placed in newspapers, on radio, flyers, on the website and Compass. These methods will be utilised across the LGA to increase awareness of the SRV and encourage people to participate in the engagement process.

Community exhibitions

Exhibitions offer the opportunity to present easy to read information in a public place, such as the Civic Centre, library foyers or shopping centres. These unmanned information stations will help to build the profile of the SRV and raise awareness across the community.

Face to face

For the purpose of the SRV, face to face communication will be utilised to inform and consult with the community. Information packs including questionnaires and surveys will be distributed in high traffic areas such as shopping centres, train stations and Council events such as the Festival of Fisher's Ghost. The information collected from the questionnaires and surveys will be used as part of the evidence to support an SRV when presenting to IPART.

Telephone survey

Telephone surveys provide an opportunity to engage a random sample of the community. The survey will be used to measure community support for the SRV within the LGA. This method of community engagement will be a key element in providing statistically valid information to IPART.

Technology

Council's website is an important tool to engage with the community, with thousands of visitors to the website each week. A web page will be developed, containing information on the SRV and will be utilised as a central hub and a point of reference in all other supporting information. An online survey will be developed and made available on the website as part of the consultative process. Council's existing presence on social media will be used to direct people to the information on the website. Feedback received from our existing social media may also be tapped into when providing evidence to IPART.

Mail outs

A mail out of a questionnaire across the LGA is an effective and efficient way to provide every household and business the opportunity to have their say. The questionnaire will direct people to the Council website if they wish to be further consulted or require additional information.

Community forums

Small community forums will be conducted to provide the community with the opportunity to be involved and give in depth information and views on the SRV. The forums will be used in addition to resident surveys as they allow any emerging issues to be explored in depth and in a less restrictive way.

Timeframes

The engagement process for the SRV will commence in October 2013 through to early 2014. The results will be presented to Council at the first briefing night of 2014.

Table 1 - Community engagement table

The following table highlights the Community Engagement Strategy approach to involving the relevant stakeholders. It describes the methods, stakeholders, resources\responsibility and timeframes that will be used to engage the community.

Level of Engagement	Method	Delivery	Resources\Responsibility	Timeframes
Inform	Education program (staff)	All staff to receive a briefing on the SRV application. Pocket cards and information sheets to be developed.	Governance, Business Assurance, Finance	Late October 2013
Inform	Advertising	Newspapers Compass Radio Messages on hold	Communications and Marketing	November 2013 – January 2014
Inform	Community exhibitions	Libraries Civic Centre Arts Centre Leisure Centres	Governance, Business Assurance, Council foyers	November 2013 – January 2014
Consult	Face to face surveys (questionnaires)	Across Campbelltown <ul style="list-style-type: none"> • Shopping centres • Train stations • Events (Fisher’s Ghost etc) • Utilise existing networks- Main street ambassador etc 	Minimum of six people. Business Assurance, Community Resources and Development, Finance	November 2013 – January 2014
Consult	Telephone survey	Statistically valid survey across the LGA.	Business Assurance	Late November 2013
Consult	Technology	Website Social media Online surveys	Information Management and Technology, Business Assurance	November 2013 – January 2014
Involve	Community forums	Several forums will be held across the City at a variety of locations and times to maximise the potential for the community to be involved	Community Resources and Development, Business Assurance	November 2013 – January 2014

5. BUSINESS ASSURANCE

5.1 Revised Work Health and Safety Policy

Reporting Officer

Acting Manager Business Assurance

Attachments

Revised Work Health and Safety Policy (contained within this report)

Purpose

To seek the endorsement of Council for the revised Work Health and Safety Policy.

History

The abovementioned policy was previously adopted by Council on 8 May 2012. The revised policy addresses the changes to the *Work Health and Safety Act 2011* and *Regulations 2011* and is consistent with related WHS documentation.

Report

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

A review of the Work Health and Safety Policy was undertaken to ensure the document continues to meet the relevant legislative requirements and is consistent with Council's Work Health and Safety Management System (WHSMS).

The review resulted in a number of re-wording changes to the document. The changes were minor and are consistent with the new *Work Health and Safety Act 2011*. The changes include:

- changing employee/staff to worker
- include standard paragraph under the Definitions heading.

The Policy has been reviewed and approved by Council's Health and Safety Committees.

Officer's Recommendation

1. That the revised Work Health and Safety Policy as attached be adopted.
2. That the Policy review date be set at 30 June 2016.

Committee's Recommendation: (Hawker/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting (Dobson/Hawker)

That the Officer's Recommendation be adopted.

Council Minute Resolution Number 224

That the Officer's Recommendation be adopted.

ATTACHMENT 1

		POLICY
Policy Title	Work Health and Safety (WHS) Policy	
Related Documentation	Authorised Statement – Work Health and Safety Management System (DocSet805711) Guideline - Injury Management Program (DocSet3008599) Guideline - Return to Work Program (DocSet3008598) Policy – Occupational Rehabilitation/Injury Management (DocSet1555279) Form – Work Health and Safety (WHS) Definitions Master List (DocSet3254002)	
Relevant Legislation/ Corporate Plan	<i>Work Health and Safety Act 2011</i> <i>Work Health and Safety Regulations 2011</i> <i>Workplace Injury Management and Workers Compensation Act 1998</i>	
Responsible Officer	General Manager	

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

Objectives

To document Council's commitment to providing and maintaining a safe and healthy work environment for its workers and members of the public, through the effective implementation of the Work Health and Safety (WHS) Policy and Work Health and Safety Management System (WHSMS). The objectives of this policy are:

1. To protect workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work or from specified types of substances or plant as is reasonably practicable, and
2. To provide for fair and effective workplace, representation, consultation, co-operation and issue resolution in relation to work health and safety, and
3. To encourage unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices, and assisting Council and workers to achieve a healthier and safer working environment, and
4. To promote the provision of advice, information, education and training in relation to work health and safety, and
5. To ensure compliance with the *Work Health and Safety Act 2011* and *Work Health and Safety Regulations 2011* through effective and appropriate compliance and enforcement measures, and

DATA AND DOCUMENT CONTROL		
Division: Business Services Section: Business Assurance DocSet: 1934711	Adopted Date: 25/3/86 Revised Date: 08/05/12 Minute Number: 79 Review Date: 30/06/15	Page: 1 of 3 Print Date:

Campbelltown City Council

6. To ensure appropriate scrutiny and review of actions taken by persons exercising powers and performing functions under the *Work Health and Safety Act 2011*, and
7. To provide a framework for continuous improvement and progressively higher standards of work health and safety, and
8. To maintain and strengthen the national harmonisation of laws relating to work health and safety and to facilitate a consistent national approach to work health and safety.

Policy Statement

1. Campbelltown City Council is committed to ensuring the health, safety and welfare of all persons in the workplace.
2. Campbelltown City Council is committed to:
 - a. A Risk Management approach to identify, assess, eliminate and control hazards which have the potential to harm persons in the workplace and ensure consistency with the nature of workplace activities and scale of WHS risks;
 - b. Complying with relevant WHS legislation and other requirements placed upon the organisation or to which the organisation subscribes;
 - c. Establishing measurable Key Performance Indicators (KPI's) and targets for WHS to ensure continuous improvement aimed at elimination of work related illness and injury;
 - d. The provision of appropriate WHS training to all workers
 - e. A consultative process to ensure all workers including where relevant contractors and labour hire workers are included in the decision making where there is an impact on workplace health and safety;
 - f. The dissemination of WHS information to all workers and where relevant contractors, labour hire workers suppliers, regulatory authorities, visitors and volunteers to the workplace;
 - g. The effective implementation of the Work Health and Safety policy;
 - h. Injury Management and timely return of workers to duties in accordance with the *Workplace Injury Management and Workers' Compensation Act 1998*.
3. Campbelltown City Council will develop, implement and keep under review a WHSMS for managing health, safety and welfare. This system will be supported by appropriate policies, authorised statements, procedures and forms that are implemented and reviewed on a regular basis.

Scope

The WHS Policy provisions will be implemented consistently in all areas of business activity and on all sites where business activities are undertaken.

Definitions

Definitions of the words used in this document are available on Form – Work Health and Safety (WHS) Definitions Master List (DocSet3254002). Should you require further clarification in relation to this document, please contact the WHS Unit.

DATA AND DOCUMENT CONTROL		
DocSet:1934711	Page: 2 of 3	Print Date:

Campbelltown City Council

Legislative Context

In accordance with the *Work Health and Safety Act 2011* and *Work Health and Safety Regulation 2011*, Council has adopted practices that meet these requirements.

Principles

Documentation including Authorised Statements, Procedures, Form, Risk Identifications, Work Method Statements (WMS), Safe Operating Procedures (SOP) and site specific procedures, to support this policy, are maintained by Council.

Responsibility

The General Manager has assigned to the Work Health and Safety Corporate Representative (WHSCR) the responsibility, authority and accountability for ensuring the WHSMS, including all elements of the WorkCover National Self-Insurers OHS Management System Audit Tool are implemented.

Effectiveness of this Policy

Key Performance Indicators (KPI's) will be identified and targets set to monitor and improve overall WHS performance. These KPI's will be reported monthly and quarterly to Executive. The KPI's will be reviewed annually to review WHS performance and evaluate the effectiveness of the overall WHSMS.

END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
DocSet:1934711	Page: 3 of 3	Print Date:

6. HUMAN RESOURCES

No reports this round

7. INFORMATION MANAGEMENT AND TECHNOLOGY

No reports this round

8. GENERAL BUSINESS

Nil.

Confidentiality Motion: (Borg/Lake)

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 Licence Agreement - Dredges Cottage

Reason for Confidentiality

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

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

There being no further business the meeting closed at 6.30pm.

S Dobson
CHAIRPERSON
