

Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 5 November 2013.

APOLOGIES

ACKNOWLEDGEMENT OF LAND

DECLARATIONS OF INTEREST

Pecuniary Interests

Non Pecuniary – Significant Interests

Non Pecuniary – Less than Significant Interests

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Minutes of the Corporate Governance Committee held on 5 November 2013

Present

His Worship the Mayor, Councillor C Mead
Councillor P Lake (Chairperson)
Councillor F Borg
Councillor S Dobson
Councillor G Greiss
Councillor P Hawker
Councillor R Kolkman
Acting Director Business Services - Mrs C Mears
Acting Director City Works - Mr G Mitchell
Acting Manager Business Assurance - Mr C Taylor
Acting Manager Communications and Marketing - Ms A King
Manager Executive Services - Mr N Smolonogov
Acting Manager Governance and Administration - Mrs B Naylor
Manager Human Resources - Mr B Clarence
Manager Operational Services - Mr A Davies
Manager Property Services - Mr J Milicic
Policy and Governance Coordinator - Ms J Warner
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 the following Councillors attended the remainder of the Corporate Governance Committee meeting:

Councillor Rowell
Councillor Lound

Mr Yuta Ando - Koshigaya exchange employee

Election of Chairperson

In the absence of the Chairperson, Councillor Dobson, Councillor Lake was elected to chair the meeting.

Councillor Dobson arrived at the meeting during the declarations of interest and declined to assume the chair when asked.

Acknowledgement of Land

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

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 Macarthur Visitor Guide 2013-2014

Reporting Officer

Acting Manager Communications and Marketing

Attachments

Nil

Purpose

To provide Council with information about the recently published Macarthur Visitor Guide 2013-2014.

History

At the Corporate Governance Committee Meeting dated 11 September 2007, Council adopted to support the proposal that a Macarthur Regional Visitor Guide be produced. A regional guide has been produced annually since 2008.

Report

The Macarthur Visitor Guide 2013/2014 has now been released. The visitor guide is a part of the marketing collateral and publications produced by the Campbelltown Visitor Information Centre as part of the Macarthur Regional Tourism Strategy and Action Plan 2012-2015.

The A4, 86 page guide, a collaborative project between Campbelltown and Camden Councils, is now in its fifth edition and complements the newly redeveloped Macarthur tourism website which went live earlier this year.

The visitor guide promotes the Macarthur region as a 'must see' tourist destination in Greater Sydney, highlighting the regions rich array of adventure, heritage and natural attractions. The guide gives visitors, and locals alike, the chance to discover all that's on offer in the region.

The guide features a complete list of all tourism operators in Macarthur. Council does not seek advertising support from tourism operators for inclusion in this guide. Category listings within the guide include:

- adventure experiences
- art and culture
- aviation
- children's activities and play centres
- cinemas and theatres
- farm activities
- wineries and breweries
- museums and historic properties open to the public
- parks, gardens, bushwalking venues
- guided tours
- shopping and markets
- sports facilities
- restaurants and cafes
- accommodation venues
- annual events.

The Macarthur Visitor Guide has been extensively distributed throughout the Macarthur Region and is available from:

- local tourism operators
- shopping outlets
- accommodation venues
- Council customer service counters including libraries, reception and the Campbelltown Arts Centre.

The Macarthur Visitor Guide has been distributed to all Accredited Visitor Information Centres throughout NSW including the Sydney Visitor Centres at Darling Harbour and The Rocks.

The guide is also distributed at the various tourism trade shows attended annually by Council staff including the Sydney Retirement and Lifestyle Expo, the Canberra Retirement and Lifestyle Expo, the Canberra Spring Leisure and Travel Expo, and the Sydney Holiday and Travel Show.

The Macarthur Visitor Guide is updated on an annual basis.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Hawker/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 12 November 2013 (Lake/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 252

That the Officer's Recommendation be adopted.

1.2 Website Statistics - July to September 2013

Reporting Officer

Acting Manager Communications and Marketing

Attachments

Nil

Purpose

To provide Council with information on the visitation patterns for Council's website during the July to September 2013 quarter.

Report

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

Using Google Analytics, statistics on the usage patterns of our website are obtained for reporting purposes, including information about the total number of visits, most commonly accessed pages and how users are accessing the site.

Since its launch in May 2012, the website has had more than 1,140,250 visits, with 60.2% of these being new or first time visitors, and the balance reflecting return visitors.

During the three month period from 1 July to 30 September 2013, the total number of visits to Council's website was 220,404, with 60% of these being new visitors to the site. The visitation during this period equates to an average of 73,468 visits per month.

Statistical data indicates that the average number of pages viewed during a visit to the site was 2.49, with the average duration spent on the site being 2.63 minutes.

A breakdown of total visits per month, including the top five pages viewed throughout each month (excluding the home page), is listed below. The number of visitors accessing the site via a mobile device (including tablets) is also indicated, with 22.8% of all site visits during the period being made from a mobile device (compared to 20.9% during the previous reporting period).

Month	Total site visits	Visits using mobile device	Most popular page views during month
July	71,619	15,791	Library – 21,584 Positions vacant information – 7,373 Current positions vacant – 7,112 Kerbside clean up information – 6,382 Dogs and cats for sale – 4,591
August	74,400	16,552	Library – 20,654 Kerbside clean up information – 6,915 Current positions vacant – 6,829 Positions vacant information – 6,821 Dogs and cats for sale – 4,741
September	74,385	18,006	Library – 19,376 Current positions vacant – 6,772 Positions vacant – 6,593 Kerbside clean up information – 6,368 Dogs and cats for sale – 4,635
Total visits	220,404	50,349	

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

1. Home page
2. Library
3. Positions vacant
4. Current positions vacant
5. Need a kerbside clean up
6. Dogs and cats for sale
7. Small dogs and puppies for sale
8. Animal Care Facility
9. Medium dogs for sale
10. Campbelltown Arts Centre
11. Large dogs for sale
12. Lost dogs
13. Cats and kittens for sale
14. Library branches
15. What's on
16. Careers
17. Waste and Recycling Services
18. Eagle Vale Central
19. Ongoing casual employment opportunities
20. Contact us.

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

1. Adopted Fees and Charges 2013-2014 – 892 times
2. Campbelltown Sustainable City Development Control Plan 2012 (Part 3) – 665 times
3. Campbelltown Sustainable City Development Control Plan 2012 (Part 2) – 453 times
4. Development forms and checklists, Land Use Application – 355 times
5. When do my bins get emptied? Garbage run maps – 353 times.

Most visitors (45.4%) accessed the website directly via the home page or another specific Council website page, with search engines (most commonly Google, Bing or Yahoo) being the second most common way of reaching the site. A significant number of visitors were also referred to the site through links on other pages, including Council's intranet, Facebook and SEEK.

Website improvements

During the reporting period, a number of enhancements have helped to improve the functionality of the site, including the first stage of an online development project, allowing users to view a full list of current development applications, as well as those determined since 1 July 2013. This project included the integration of ECM Access, permitting document retrieval from Council's internal document control system.

Work is currently underway on a number of future projects, including the development of a page framework and content for the Campbelltown Draft LEP community consultation process, in preparation for the upcoming exhibition period, and preparations for ensuring that the site is compliant with Web Content Accessibility Guidelines (WCAG) 2.0 AA by December 2014.

Other Council sites

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

During the reporting period of July to September, the Fisher's Ghost site attracted 5,441 visits. This is reflective of the time of year, with visitation anticipated to increase in the lead up to the annual festival in November (the site attracted 25,788 visits during the 2012 reporting period that included the duration of the festival itself).

The Visit Macarthur website attracted 14,486 visits from July to September. The site was recently redeveloped, with the new site launched on 19 February, providing much more functionality and mobile device compatibility.

eNewsletters

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

The eNewsletter is distributed via email on the first Wednesday of each month and is aimed at keeping subscribers updated on events, Council initiatives, things to do and places to visit, as well as directing traffic to the website through links to further information. There are currently 418 subscribers.

Council's Visitor Information Centre also produces a monthly eNewsletter dedicated to providing information about what's on across the Macarthur region. The What's On in Macarthur eNewsletter currently has 375 subscribers. The publication is also distributed to 117 local tourism operators and 128 visitor information centres across NSW each month.

The Campbelltown Arts Centre eNewsletter provides up-to-date information about the centre's programs and has a current subscription base of more than 1730. This is supported by an opt-in commercial galleries database and arts organisations database.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Borg/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 12 November 2013 (Lake/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 252

That the Officer's Recommendation be adopted.

2. GOVERNANCE AND ADMINISTRATION

2.1 Draft Meeting Calendar for 2014

Reporting Officer

Acting Manager Governance and Administration

Attachments

Draft 2014 Meeting Calendar (distributed under separate cover - to view a copy of this attachment, contact Council's Corporate Support Coordinator on 4645 4405)

Purpose

To submit for Council's consideration a draft meeting calendar for 2014.

Report

In preparing the draft calendar, consideration is usually given to the scheduling of the Local Government NSW Annual Conference. At the present time, Local Government NSW has yet to determine conference dates for 2014. The draft calendar has been prepared assuming the conference will be scheduled similarly to the 2013 conference which was held in early October.

It is a legislative requirement that a minimum of 10 Council meetings be held during the year. This draft calendar provides for 11 meetings.

The draft meeting calendar for 2014 provides for the first Committee Meeting to be held on 4 February 2014 and the first Council meeting to be held on 11 February 2014.

On receipt of confirmation of the dates for the 2014 Local Government NSW Annual Conference, the meeting calendar may need to be amended to incorporate the conference dates.

Officer's Recommendation

That the draft meeting Calendar for 2014 as outlined in the attachment be adopted.

Committee's Recommendation: (Kolkman/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 12 November 2013 (Lake/Kolkman)

That the Officer's Recommendation be adopted.

Amendment (Greiss/Thompson)

1. That the draft meeting Calendar for 2014 as outlined in the attachment be adopted.
2. That the following four Councillor Strategic Planning Days be added to the 2014 Meeting Calendar:
 - 1 March
 - 28 June
 - 13 September
 - 22 November.

Council Resolution Minute Number 252

That the above amendment be adopted.

2.2 Comparative Data 2011-2012

Reporting Officer

Acting Manager Governance and Administration

Attachments

1. Comparative Information on NSW Local Government – Measuring Local Government Performance 2011-2012 (to be tabled)
2. Comparative Information on NSW Local Government - Campbelltown City Council (distributed under separate cover - to view a copy of this attachment, contact Council's Corporate Support Coordinator on 4645 4405)

Purpose

To advise Council of the key outcomes of the Division of Local Government, Department of Premier and Cabinet Comparative Data for 2011-2012.

Report

Councils have been reporting on financial and other performance data for many years, with a focus on compliance with statutory requirements instead of overall sustainability. The extensive reviews which are currently taking place across the sector will help enable local government and assist councils to better serve their local communities in a more effective and sustainable way.

These reviews have led to a change in the way the comparative data is compiled and reported. The Division of Local Government (the Division) is also currently working to develop a new performance measurement framework with key performance indicators to give communities a better picture of how their council is performing.

In this publication, the current set of indicators are in three parts which present an overview of local government in NSW, a summary of each of the 152 councils, as well as detailed tables to allow for further comparison. The results from the NSW Treasury Corporation (TCorp) Report on the Financial Sustainability of the NSW Local Government Sector and the Local Government Infrastructure Audit conducted by the Division have also been incorporated into this publication.

The Australian Classification of Local Governments (ACLG) groups councils into 22 categories based on socioeconomic traits and their ability to deliver a range of services to the community. The Division's publication puts councils into 11 groups, as some of the ACLG groups contain either no NSW councils or only one or two.

Campbelltown is grouped with seven other large metropolitan fringe councils with populations in excess of 70,000 people – Blue Mountains, Gosford, The Hills, Hornsby, Liverpool, Penrith and Wyong.

The current indicators are designed to help both the community and councils assess their performance against areas such as financial sustainability, governance and service delivery, and also provide a broad range of demographic and socioeconomic indicators for each council. The enhanced transparency and public accountability assists in the benchmarking of performance and the development of industry best practice models.

In comparing the data, it is important to note that the measures in the report do not give a full picture of a council's performance when used on their own. There may also be factors which can affect the results such as industrial base of an area, demographic makeup and the range of functions undertaken by each council.

The information relating to Campbelltown may be used to assist in the preparation of strategies for Council's Integrated Planning and Reporting documents.

Overview of NSW local government

The Division's publication highlights some points of interest and change in the NSW local government sector since 2001:

- as an industry, local government looks after more than \$131b worth of assets (including cash, investments, infrastructure, plant and equipment, receivables, inventory), employs more than 45,000 people and contributes over \$9b to the economy
 - there will be significant growth in the population aged over 65 in the next five to 10 years, with 11 per cent of the NSW population reaching the age of 65
 - the amount of open space under the control of local government has reduced by more than 18 per cent, while there has been an increase in the amount and scope of infrastructure councils provide, adding more than 11,500km of roads and providing an extra 220 community centres
 - the number of development applications was nearly 32 per cent lower in 2011-2012 compared to 2006-2007, yet the total value of approved developments increased by 11 per cent over the same period
 - the majority of councils are reporting operating deficits, with only one-third recording a surplus in 2011-2012
 - the total infrastructure backlog for all councils (at 30 June 2012) was approximately \$7.4b, with \$4.5b of that related to roads and related assets (eg bridges, footpaths)
 - between 2007-2008 to 2011-2012, the total general rates income from residential ratepayers increased an average of 3.2 per cent per year, 3.4 per cent from businesses, 2.8 per cent from farmland and 5.8 per cent from the mining category
 - kerbside organic collections increased by about 65 per cent compared to 2005-2006, to 444,448 tonnes in 2010-2011.
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Metropolitan fringe council comparison

As mentioned earlier in this report, Campbelltown is grouped with seven other large metropolitan fringe councils with populations in excess of 70,000 people – Blue Mountains, Gosford, The Hills, Hornsby, Liverpool, Penrith and Wyong.

The following provides a snapshot of Campbelltown based on a set of performance indicators, in comparison with the metropolitan fringe group. The full publication can be accessed at

<http://www.dlg.nsw.gov.au/dlg/dlghome/documents/Comparatives/Comparative%20Publication%202011-12.pdf>.

	Blue Mountains	Campbelltown	Gosford	The Hills	Hornsby	Liverpool	Penrith	Wyong	Group Average
Local Government Area									
Five year population change (%)	2.8	2.1	3.0	5.6	3.7	8.3	3.4	6.7	4.4
Population aged <19 (%)	25.7	29.4	25.0	28.0	26.1	30.3	28.6	27.0	27.5
Population aged >20 <59 (%)	51.8	55.9	50.0	54.4	54.2	56.2	56.7	48.7	53.5
Population aged >60 (%)	22.4	14.7	25.0	17.6	19.7	13.4	14.7	24.3	19.0
Aboriginal & Torres Strait Islanders (%)	1.7	3.2	2.2	0.4	0.4	1.5	3.0	3.6	2.0
Language other than English (%)	5.1	25.2	5.3	28.5	28.4	49.8	14.6	4.0	20.1
Socio-economic index ranking (1 lowest)	125	58	115	149	143	88	109	56	N/A

	Blue Mountains	Campbelltown	Gosford	The Hills	Hornsby	Liverpool	Penrith	Wyong	Group Average
Council									
Number of Councillors	12	15	10	12	10	11	15	10	12
Population per Councillor	6,533	10,081	16,769	14,749	16,387	17,098	12,312	15,399	13,666
Number of equivalent full time staff	494	645	1,090	581	539	656	1,040	988	754
2011/12 revenue (\$'000)	102,758	128,577	239,507	192,837	115,572	197,254	208,267	238,043	177,852
Revenue per capita (\$)	1,311	850	1,428	1,090	705	1,049	1,128	1,546	1,138
Expenses per capita (\$)	1,410	864	1,498	663	707	722	1,015	1,531	1,051
Population density (residents per km ²)	54.75	484.22	178.34	441.80	354.46	615.66	456.23	208.07	349.19

Local Economy	Blue Mountains	Campbelltown	Gosford	The Hills	Hornsby	Liverpool	Penrith	Wyong	Group Average
Unemployment rate	4.9	7.4	6.1	4.2	4.8	7.0	5.5	7.8	6.0%
Average taxable income (\$)	45,821	41,044	42,756	54,921	55,348	41,261	44,083	38,815	45,506
Average household family size	3.0	3.2	3.0	3.3	3.2	3.4	3.2	3.0	3.2
Largest industry employer	Education and Health Care	Manufacturing	Health/social assistance	Retail trade	Health/social assistance	Manufacturing	Manufacturing	Retail trade	N/A
Value of DAs determined (\$000)	121,258	180,391	324,893	858,753	343,458	404,945	472,369	199,865	363,241
Tourist accommodation establishments	22	6	23	6	6	8	8	19	12

Public facilities and social factors	Blue Mountains	Campbelltown	Gosford	The Hills	Hornsby	Liverpool	Penrith	Wyong	Group Average
Number of public swimming pools	5	3	2	1	2	3	2	3	3
Number of public halls	18	21	47	27	31	26	51	50	34
Number of public libraries	6	5	8	5	5	5	4	5	5
Open public space (ha)	6,566	1,222	30,768	1,254	2,360	1,476	843	5,228	6,215
% pensioner rebate	18.0	14.2	20.5	12.7	13.6	14.8	14.9	23.1	16.5
Access to internet at home (%)	78.40	74.20	72.70	87.40	85.00	72.60	76.10	69.10	76.94

How councils manage	Blue Mountains	Campbelltown	Gosford	The Hills	Hornsby	Liverpool	Penrith	Wyong	Group Average
Average residential rate (\$)	1,128.55	817.16	789.93	937.86	936.40	928.70	957.01	798.43	911.75
Average business rate (\$)	2,467.75	5,208.93	2,296.38	1,769.42	2,646.06	5,624.39	5,885.90	2,930.43	3,603.66
Average farmland rate (\$)	1,826.39	5,567.16	938.84	1,532.22	1,535.71	3,006.71	2,986.77	1,985.40	2,422.40
Average mining rate (\$)	N/A	4,333.33	N/A	N/A	N/A	N/A	N/A	158,600	81,466.67
Average residential water and sewer bill (\$)	N/A	N/A	907.00	N/A	N/A	N/A	N/A	907.00	907.00
Average domestic waste charge (\$)	289.53	249.13	320.18	335.67	294.42	316.73	299.97	394.54	312.52
% of own source revenue	64.58	65.44	76.66	52.64	79.01	52.00	63.07	76.07	66.18
% grants of revenue	22.63	24.78	17.81	38.19	14.60	36.55	31.17	18.38	25.51
Operating performance ratio (%)	-13.73	-3.03	-7.36	7.41	-3.88	5.21	-5.33	-5.53	-3.28
Unrestricted current ratio (%)	2.18	2.66	1.65	9.65	1.76	1.83	1.32	2.01	2.88
Building and infrastructure renewal ratio (%)	53.55	39.84	67.45	155.51	61.74	69.65	33.98	79.76	70.19
Infrastructure backlog ratio (%)	5.79	3.13	4.36	7.42	1.08	23.45	6.78	8.21	7.53

Council performance	Blue Mountains	Campbelltown	Gosford	The Hills	Hornsby	Liverpool	Penrith	Wyong	Group Average
Governance and administration expenditure per capita (\$)	288.34	157.74	88.54	28.82	132.18	327.48	202.50	141.01	170.82
Environmental expenditure per capita (\$)	356.81	159.68	257.35	152.12	192.04	96.20	178.69	385.20	222.26
Water and sewer services expenditure per capita (\$)	N/A	N/A	501.11	N/A	N/A	N/A	N/A	536.49	518.80
Community services & amenities, housing & education expenditure per capita (\$)	75.12	151.60	120.51	168.83	107.14	110.73	165.30	133.93	129.15
Recreational and culture expenditure per capita (\$)	273.21	222.52	191.23	145.67	146.21	130.69	175.98	153.19	179.84
Public order, safety and health expenditure per capita (\$)	121.12	34.00	47.43	30.71	23.59	33.29	50.88	59.33	50.04
Other services expenditure per capita (\$)	172.98	49.24	140.42	15.05	23.27	11.30	65.00	139.07	77.04
Average kilogram kerbside dry recyclables collected per household/week	5.3	5.7	6.5	6.6	6.1	5.8	6.0	5.9	6.0
Average kilogram kerbside garden organics collected per household/week	N/A	6.6	6.0	7.8	6.9	6.1	12.2	6.9	7.5
Average kilogram kerbside residual waste collected per household/week	13.6	11.6	10.6	12.6	10.9	13.9	8.1	10.8	11.5
Total domestic diversion rate for council (%)	44.5	62.6	48.5	49.3	51.3	70.5	60.5	51.0	54.79
Roads, bridges and footpath expenditure per capita (\$)	122.85	89.33	151.46	122.11	82.97	12.58	176.35	190.04	118.46
Metre road length per capita	9.48	4.56	6.8	5.37	4.04	4.40	5.65	6.82	5.89
Mean gross days for development applications	85	89	76	87	62	88	68	56	76

Council performance	Blue Mountains	Campbelltown	Gosford	The Hills	Hornsby	Liverpool	Penrith	Wyong	Group Average
Number of development applications determined	707	626	1,174	1,318	820	1,151	1,208	1,015	1,002
Library services expenditure per capita (\$)	30.62	35.42	33.13	34.89	40.88	38.97	40.44	36.90	36.41
Library circulation per capita	7.32	4.75	5.33	7.98	7.89	4.34	4.17	5.78	5.95
Percentage of companion animals identified and registered (%)	62	68	69	62	79	53	53	63	63.68
Number of companion animals identified	29,265	46,836	54,580	45,560	39,464	39,732	65,979	56,185	47,200

2012 Local Government Elections

	LGA demographics	% pop in LGA	% councillor candidates in LGA	% councillors elected in LGA	% councillors state average
Blue M2ountains	male	49	63	92	73
	female	51	37	8	27
	ATSI	2	0	0	2
	disability	N/A	2	0	3
	NESB	5	0	0	8
	age <30 years	36	11	8	4
	age >30 <60 years	42	63	58	58
	age 60+ years	22	26	33	38
Campbelltown	male	49	71	80	73
	female	51	29	20	27
	ATSI	3	4	0	2
	disability	N/A	1	0	3
	NESB	25	23	33	8
	age <30 years	45	24	7	4
	age >30 <60 years	40	56	33	58
	age 60+ years	15	21	60	38
Gosford	male	49	63	60	73
	female	51	37	40	27
	ATSI	2	0	0	2
	disability	N/A	2	0	3
	NESB	5	10	0	8
	age <30 years	36	15	0	4
	age >30 <60 years	39	56	60	58
	age 60+ years	25	29	40	38

	LGA demographics	% pop in LGA	% councillor candidates in LGA	% councillors elected in LGA	% councillors state average
The Hills	male	50	72	75	73
	female	50	28	25	27
	ATSI	0	0	0	2
	disability	N/A	4	0	3
	NESB	29	7	0	8
	age <30 years	43	4	8	4
	age >30 <60 years	40	61	75	58
	age 60+ years	17	35	17	38
Hornsby	male	49	65	90	73
	female	51	35	10	27
	ATSI	0	0	0	2
	disability	N/A	0	0	3
	NESB	28	12	10	8
	age <30 years	36	12	30	4
	age >30 <60 years	38	47	40	58
	age 60+ years	25	41	30	38
Liverpool	male	50	71	73	73
	female	50	29	27	27
	ATSI	1	2	0	2
	disability	N/A	0	0	3
	NESB	50	32	45	8
	age <30 years	35	16	0	4
	age >30 <60 years	38	60	82	58
	age 60+ years	27	24	18	38
Penrith	male	50	54	67	73
	female	50	46	33	27
	ATSI	3	1	0	2
	disability	N/A	0	0	3
	NESB	15	5	7	8
	age <30 years	35	19	20	4
	age >30 <60 years	41	65	47	58
	age 60+ years	23	15	33	38
Wyong	male	49	60	80	73
	female	51	40	20	27
	ATSI	4	0	0	2
	disability	N/A	2	0	3
	NESB	4	4	0	8
	age <30 years	38	16	10	4
	age >30 <60 years	37	53	70	58
	age 60+ years	24	31	20	38

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Hawker/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 12 November 2013 (Lake/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 252

That the Officer's Recommendation be adopted.

2.3 Revised Policy - Donations to Individuals, Sports, Cultural and Arts Australian Representatives

Reporting Officer

Acting Manager Governance and Administration

Attachments

Revised policy - Donations to Individuals, Sports, Cultural and Arts Australian Representatives (contained within this report)

Purpose

To seek Council's endorsement of the Donations to Individuals, Sports, Cultural and Arts Australian Representatives policy.

History

The abovementioned policy was adopted by Council on 17 December 2002, was last reviewed on 26 July 2011 and is now due for review in accordance with the Records and Document Management Policy.

Report

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

The policy has been reviewed and some changes have been made. The majority of changes relate to grammar as highlighted in the attachment, however, reference to community organisations has been removed.

The provision of providing sponsorship to community groups is adequately covered in the policy Council's Sponsorship of Community Activities and Facilities, which is also due for review and is included in the Corporate Governance committee papers for 5 November 2013.

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

Officer's Recommendation

1. That the attached Donations to Individuals, Sports, Cultural and Arts Australian Representatives policy be adopted.
2. That the policy review date be set at November 2015.

Committee's Recommendation: (Hawker/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 12 November 2013 (Lake/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 252

That the Officer's Recommendation be adopted.

ATTACHMENT 1

		POLICY
Policy Title	Donations to individuals, sports, cultural and arts Australian representatives	
Relevant Legislation/ Corporate Plan	Section 356 <i>Local Government Act 1993</i>	
Responsible Officer	Manager Governance and Administration	

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

Objectives

To provide guidelines for the provision of financial assistance to residents of Campbelltown who are selected to represent Australia, either in the sports, cultural or the arts fields.

Policy Statement

This Policy aims to promote and enhance community well being by providing monetary funds through a consistent and equitable approach to the distribution of Council's donation budget, while endeavouring to ensure the local community needs can be addressed.

Scope

This Policy applies to requests for donations of money received by Council.

Legislative context

Section 356 of the *Local Government Act 1993* (as amended)

Principles

Eligible individuals

- An amateur athlete residing within the Campbelltown City area who has been selected either individually or as a member of a team by the representative National Association to represent his or her country and be entitled to wear the Australian Coat of Arms may be given a donation of \$500 towards meeting their expenses.
- An amateur musician, singer or artist residing in the Campbelltown City area who has been chosen to represent his or her country at some festival or event, or to study overseas to further their career, Council may donate the sum of \$500 towards meeting their expenses.
- That should any of the above be selected to represent Australia in a competition or tour more than once per calendar year, subsequent applications will be forwarded for individual consideration to the Sports Liaison Sub Committee and report to Council.

2.3 Revised Policy - Donations To Individuals, Sports, Cultural And Arts Australian Representatives

- Where any person has been chosen to represent his or her state, no contribution towards expenses will be considered.

Criteria for assessment

- Requests will only be considered on written application to Council, which will need to be received with sufficient notice to allow consideration of the application.
- Documentary evidence from the selection body and the residential status of the applicants should be provided.
- Recipients receiving sponsorship will be required to submit to Council a written report on the use of the funds provided and advice of the outcome of the event or endeavour.

Responsibility

That the Manager Governance and Administration be responsible for ensuring that appropriations from Council's donation budget are in accordance with the principles of this Policy.

Effectiveness of this policy

That the Policy will be reviewed on an annual basis to ensure the appropriate level of recognition.

END OF POLICY STATEMENT

2.4 Revised Policy - Sponsorship of Community Activities and Facilities

Reporting Officer

Acting Manager Governance and Administration

Attachments

Revised policy - Sponsorship of Community Activities and Facilities (contained within this report)

Purpose

To seek Council's endorsement of the Sponsorship of Community Activities and Facilities policy.

History

The abovementioned policy was adopted by Council on 17 December 2002, was last reviewed on 7 July 2010 and is now due for review in accordance with the Records and Document Management Policy.

Report

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

The Sponsorship of Community Activities and Facilities policy has been reviewed and found that only minor changes were required, as highlighted in the attachment. It is recommended that this policy be adopted and a new review date set.

Officer's Recommendation

1. That the attached Sponsorship of Community Activities and Facilities policy be adopted.
2. That the policy review date be set at November 2015.

Committee's Recommendation: (Dobson/Greiss)

That the Officer's Recommendation be adopted.

CARRIED


Council Meeting 12 November 2013 (Lake/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 252

That the Officer's Recommendation be adopted.

ATTACHMENT 1

	POLICY
Policy Title	Council's sponsorship of community activities and facilities
Related Documentation	Corporate sponsorship of Council activities Donations to individuals, sports, cultural and arts Australian representatives
Relevant Legislation/ Corporate Plan	Section 356 <i>Local Government Act 1993</i>
Responsible Officer	Manager Governance and Administration

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

Objectives

To provide encouragement and support to community based groups and organisations, based on the needs of such groups, by supplementing funds the groups raise for their own activities.

Policy Statement

This Policy provides guidelines and principles for the determination of sponsorship proposals.

Scope

This Policy applies to requests for sponsorship from community based groups and organisations.

Definitions

In kind - term to describe products or services provided in lieu of cash in exchange for sponsorship rights.

Sponsorship - the provision of a monetary, material or other benefit to an organisation generally without direct material benefit to the Council.

Sponsorship agreement - agreement signed by both parties outlining all aspects of the sponsorship, including benefits, communication and payment schedule.

Legislative context

Section 356 *Local Government Act 1993*

Principles

Eligible organisations

- Any groups seeking funds should have a community focus that seeks to directly enhance the lifestyle of or provide a service to a broad selection of the Campbelltown community.
- Organisations that encourage participation and involvement from a broad section of the community of the City of Campbelltown.

Eligible activities

- Festivals, special events and activities that will enhance the lifestyle of residents and provide a service to the resident or business community of the City of Campbelltown.
- Activities that promote the City of Campbelltown to the wider community.
- Individuals, schools, clubs and associations seeking donations for events such as presentations, fundraising events and fetes are not eligible.

Criteria for assessment

Applications will be assessed on the basis of:

- the level of funds being sought and the amount of Council funds available for sponsorship purposes
- the total cost of the proposal, level of funding that has been obtained from other sources and the degree of self financing
- the level of planning and research that has been undertaken to ensure feasibility of the project
- the level of recognition that Council will receive in response to any sponsorship provided
- any sponsorship does not indicate a commitment for recurring sponsorship by Council.

Procedure

Requests will only be considered on written application to Council, which need to be received by Council with sufficient notice to allow consideration of the application.

- Any group that receives sponsorship will be required to submit to Council a written report on the use of funds provided and an assessment of the effectiveness of the event or program. This report is to be provided within six months of receipt of the funding
- No further sponsorship will be considered if the above requirement is not satisfied.

Sponsorship principles

All proposals for sponsorship will take into consideration the following principles which have been developed from the Independent Commission Against Corruption (ICAC) Guidelines for Sponsorship in the Public Sector:

- a sponsorship arrangement shall not impose or imply conditions that would limit, or appear to limit, Council's ability to carry out its functions fully and impartially
 - there shall be no real or apparent conflict between the objectives and mission of Council and those recipients of sponsorship. Accordingly sponsorship will not be provided where an organisation has a legal or commercial dispute with Council
 - care shall be taken to ensure sponsorship does not affect regulatory or inspectoral responsibilities of Council during the life of the sponsorship
 - no employee of Council shall receive a personal benefit as a result of a sponsorship
 - sponsorship benefits shall be documented
 - sponsorship benefits shall be commensurate with the level of sponsorship.
-

Responsibility

The **Manager Governance and Administration** be responsible for ensuring that appropriations from Council's budget are in accordance with the principles of this Policy.

Effectiveness of this policy

The Policy will be reviewed in accordance with Council's adopted procedure for Policy Development and Review to ensure the criteria and general requirements comply with the legislative requirements and the ICAC **Guidelines** for Sponsorship in the Public Sector.

END OF POLICY STATEMENT

2.5 Policy - Internal Reporting Policy - Public Interest Disclosures Act

Reporting Officer

Acting Manager Governance and Administration

Attachments

Policy – Internal Reporting Policy – Public Interest Disclosures Act (contained within this report)

Purpose

To submit to Council for adoption the Internal Reporting Policy – Public Interest Disclosures Act.

Report

The abovementioned policy has been developed in accordance with Council's Record Management Policy and the adopted procedure for Policy Development and Review. This policy supersedes the Public Interest Disclosures Internal reporting policy.

Under section 6D of the *Public Interest Disclosures Act 1994* (the PID Act), public authorities including councils, are required to have a policy and procedures for receiving, assessing and dealing with public interest disclosures.

The NSW Ombudsman's model policy and guidelines were released in July 2013 on which this policy is based. The existing policy had three key concepts in the internal reporting system, however, the model policy now covers five key concepts.

The Internal Reporting Policy – Public Interest Disclosures Act establishes an internal reporting system for the reporting of:

- disclosures of corrupt conduct
- maladministration
- serious and substantial waste of public money
- government information contravention
- local government pecuniary interest contravention by Council, its staff, independent contractors and/or Councillors.

The policy provides more detailed information regarding the process of making a protected interest disclosure, such as the roles and responsibilities of staff, when a report will be protected, how to make a report, can a report be anonymous, who can receive a report within Council, feedback to staff who report wrongdoing and sanctions for making false or misleading disclosures.

Officer's Recommendation

1. That the Internal Reporting Policy – Public Interest Disclosures Act as attached to this report be adopted.
2. That the Policy review date be set at 12 November 2015.
3. That the Public Interest Disclosures Internal Reporting Policy (DW: 1911026) be rescinded.

Committee's Recommendation: (Kolkman/Borg)

That the Officer's Recommendation be adopted.

CARRIED


Council Meeting 12 November 2013 (Lake/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 252

That the Officer's Recommendation be adopted.

ATTACHMENT 1

	POLICY
Policy Title	Internal Reporting Policy - Public Interest Disclosures Act
Related Documentation	Code of Conduct Grievance and Dispute Handling Procedure Grievance and Dispute Handling Authorised Statement Workplace Investigations Authorised Statement
Relevant Legislation/ Corporate Plan	<i>Public Interest Disclosures Act 1994 (PID)</i> <i>Local Government Act 1993</i> <i>Government Information (Public Access) Act 2009 (GIPA)</i> <i>Independent Commission Against Corruption Act 1998 (ICAC)</i>
Responsible Officer	Manager Governance and Administration

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

Objectives

Under section 6D of the *Public Interest Disclosures Act 1994* (the PID Act), public authorities are required to have a policy and procedures for receiving, assessing and dealing with public interest disclosures. The definition of public authorities includes councils.

This policy is based on the NSW Ombudsman's model policy (July 2013) and the NSW Ombudsman's guidelines.

1. Policy Statement

The purpose of this policy is to provide a mechanism for Councillors, staff and independent contractors that encourages and facilitates the disclosure, in the public interest, of corrupt conduct, maladministration, serious and substantial waste, government information contravention and local government pecuniary interest contravention within Council, and ensures that any disclosure is used to achieve efficiency and effectiveness of Council's operations. To be protected by the Act, a disclosure must be made by a member of staff, independent contractor or Councillor to:

- an investigating authority
- the General Manager
- to another nominated officer of Council in accordance with this policy.

This policy is designed to complement normal communication channels between supervisors and staff. Staff are encouraged to continue to raise appropriate matters at any time with their supervisors, but as an alternative, have the option of making public interest disclosures in accordance with this policy.

The purpose of the PID Act is to ensure that public officials who wish to make disclosures under the legislation receive protection from reprisals, and that the matters raised in the disclosures are properly investigated.

The Act aims to encourage and facilitate the disclosure - in the public interest - of corrupt conduct, maladministration, serious and substantial waste and government information contravention in the public sector. This is achieved by:

- enhancing and augmenting established procedures for making disclosures
- protecting people from reprisals that might otherwise be inflicted on them because of these disclosures
- providing for those disclosures to be properly investigated and dealt with.

2. Principles

Council does not tolerate corrupt conduct, maladministration, serious and substantial waste of public money or government information contravention.

Council is committed to:

- the aims and objectives of the PID Act
- creating a climate of trust, where staff are comfortable and confident about reporting wrongdoings
- encouraging staff to come forward if they have witnessed what they consider to be wrongdoings within the Council
- keeping the identity of staff members disclosing wrongdoings confidential, wherever possible and appropriate
- protecting staff who make disclosures from any adverse action motivated by their reports
- dealing with reports thoroughly and impartially and if some form of wrongdoing has been found, taking appropriate action to rectify it
- keeping staff who make reports informed of their progress and the outcome
- encouraging staff to report wrongdoing within the Council, but respecting any decision to disclose wrongdoing outside the Council – provided that disclosure is made in accordance with the provisions of the PID Act
- ensuring managers and supervisors at all levels understand the benefits of reporting wrongdoing, are familiar with this policy, and aware of the needs of those who report wrongdoing.

This policy recognises the value and importance of contributions of staff to enhance administrative and management practices and strongly supports disclosures being made by staff, Councillors or independent contractors.

3. Roles and responsibilities of staff

This policy places responsibilities on people at all levels within Council:

3.1 Employees and independent contractors

Employees and independent contractors are encouraged to report known or suspected incidences of corrupt conduct, maladministration, serious and substantial waste or government information contravention in accordance with this policy.

All employees and contracted staff of Council have an important role to play in supporting those who have made legitimate disclosures. They must abstain from any activity that is or could be perceived to be victimisation or harassment of people who make disclosures. Further, they should protect/maintain the confidentiality of people they know or suspect to have made disclosures.

3.2 Nominated disclosure officers

Nominated disclosure officers are responsible for receiving and forwarding disclosures in accordance with this policy. Nominated disclosure officers will:

- (a) clearly explain to people making disclosures what will happen in relation to the information received
- (b) when requested, make arrangements to ensure that disclosures can be made privately and discreetly (if necessary, away from the workplace)
- (c) write and date any disclosures received orally (and have the person making the disclosure sign the document)
- (d) deal with disclosures impartially
- (e) forward disclosures to a disclosure coordinator for assessment
- (f) take all necessary and reasonable steps to ensure that the identity of people who make disclosures, and the person the subject of disclosures, are kept confidential
- (g) support people who make public interest disclosures and protect them from victimisation, harassment or other forms of reprisal.

3.3 Disclosure coordinators

The disclosure coordinators have a pivotal role in the internal reporting system. The disclosure coordinators will:

- (a) provide an alternative internal reporting channel to the General Manager and nominated disclosure officers
 - (b) impartially assess each disclosure to determine -
 - i. whether the disclosure appears to be a public interest disclosure within the meaning of the Act
 - ii. the appropriate action to be taken in relation to the disclosure, for example -
 - no action/decline
 - the appropriate person to take responsibility for dealing with the disclosure
 - preliminary or informal investigation
 - formal investigation
 - prosecution or disciplinary action
 - referral to an investigating authority for investigation or other appropriate action or
 - referral to the police (if a criminal matter) or the ICAC (if the matter concerns corrupt conduct).
 - (c) consult with the General Manager
 - (d) be responsible for carrying out or coordinating any internal investigation arising out of a disclosure, subject to the direction of the General Manager
 - (e) report to the General Manager on the findings of any investigation and recommended remedial action
 - (f) take all necessary and reasonable steps to ensure that the identity of people who make disclosures, and people the subject of the disclosures, are kept confidential
 - (g) support those who make disclosures and actively protect them from victimisation, harassment or any other form of reprisal
 - (h) report actual or suspected corrupt conduct to the General Manager in a timely manner to enable that officer to comply with the *ICAC Act*.
-

3.4 General Manager

Disclosures may be made directly to the General Manager rather than by way of the internal reporting system established under this policy. The General Manager will:

- (a) impartially assess each disclosure to determine:
 - i. whether the disclosure appears to be a public interest disclosure within the meaning of the Act
 - ii. the appropriate action to be taken in relation to the disclosure, for example -
 - no action/decline
 - the appropriate person to take responsibility for dealing with the disclosure
 - preliminary or informal investigation
 - formal investigation
 - prosecution or disciplinary action
 - referral to an investigating authority for investigation or other appropriate action; or
 - referral to the police (if a criminal matter) or the ICAC (if the matter concerns corrupt conduct).
- (b) receive reports from Disclosure Coordinators on the findings of any investigation and any recommendations for remedial action, and determine what action should be taken
- (c) conduct his/her own investigation if deemed necessary
- (d) take all necessary and reasonable steps to ensure that the identity of persons who make disclosures, and the persons the subject of disclosures, are kept confidential
- (e) have primary responsibility for protecting staff and contracted staff who make disclosures, or provide information to any internal or external investigation of a disclosure, from victimisation, harassment or any other form of reprisal
- (f) be responsible for implementing organisational reform identified as necessary following investigation of a disclosure
- (g) report criminal offences to the police and actual or suspected corrupt conduct to ICAC (under s.11 of the ICAC Act).

3.5 The Mayor

The Mayor may receive internal disclosures from any member of staff of Council, contracted staff or any Councillor concerning the General Manager or a Councillor. The Mayor will:

- (a) impartially assess each disclosure made to him/her about the General Manager or a Councillor to determine:
 - i. whether the disclosure appears to be a public interest disclosure within the meaning of the Act
 - ii. the appropriate course of action to be taken in relation to the disclosure (in consultation with the General Manager, if appropriate), for example -
 - no action/decline
 - the appropriate person to take responsibility for dealing with the disclosure
 - preliminary or informal investigation
 - formal investigation
 - prosecution or disciplinary action
 - referral to an investigating authority for investigation or other appropriate action; or
 - referral to the police (if a criminal matter) or the ICAC (if the matter concerns corrupt conduct)
 - conduct his/her own investigation if the disclosure is in relation to the General Manager and if deemed necessary
-

- (b) refer disclosures to the General Manager for appropriate action if they concern Council's administration, within the day to day responsibilities of the General Manager
- (c) protect/maintain the confidentiality of:
 - i. the identity of persons who make disclosures (unless any of the criteria in section 22 of the Act apply)
 - ii. the identity of persons the subject of the disclosures (unless disclosure is required to enable the allegations to be investigated or otherwise appropriately dealt with).

4. What should be reported?

You should report any wrongdoing you see within Council. Reports about the five categories of serious wrongdoing – corrupt conduct, maladministration, serious and substantial waste of public money, government information contravention, local government pecuniary interest contravention – will be dealt with under the PID Act as public interest disclosures and according to this policy.

a. Corrupt conduct

Corrupt conduct is the dishonest or partial exercise of official functions by a public official. For example:

- the improper use of knowledge, power or position for personal gain or the advantage of others
- acting dishonestly or unfairly, or breaching public trust
- a member of the public influencing a public official to use their position in a way that is dishonest, biased or breaches public trust.

b. Maladministration

Maladministration is conduct that involves action or inaction of a serious nature that is contrary to law, unreasonable, unjust, oppressive or improperly discriminatory or based wholly or partly on improper motives. For example:

- making a decision and/or taking action that is unlawful
- refusing to grant someone a licence for reasons that are not related to the merits of their application.

c. Serious and substantial waste in local government

Serious and substantial waste is the uneconomical, inefficient or ineffective use of resources that could result in the loss or wastage of local government money. This includes all revenue, loans and other money collected, received or held by, for or on account of Council. For example:

- poor project management practices leading to projects running over time
- having poor or no processes in place for a system involving large amounts of public funds.

d. Government information contravention

A government information contravention is a failure to properly fulfil functions under the *Government Information (Public Access) Act 2009* (GIPA Act). For example:

- destroying, concealing or altering records to prevent them from being released
 - knowingly making decisions that are contrary to the legislation
 - directing another person to make a decision that is contrary to the legislation.
-

e. Local government pecuniary interest contravention

A local government pecuniary interest contravention is a failure to fulfil certain functions under the *Local Government Act 1993* relating to the management of pecuniary interests. These include obligations to lodge disclosure of interests returns, lodge written declarations and disclose pecuniary interests at Council and Council committee meetings. A pecuniary interest is an interest that someone has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to them. For example:

- a senior Council staff member recommending a family member for a Council contract and not declaring the relationship
- a General Manager holding an undisclosed shareholding in a company competing for a Council contract.

f. Other wrongdoing

Although reports about the previous five categories of conduct can attract the specific protections of the PID Act, you should report all activities or incidents that you believe are wrong. For example:

- harassment or unlawful discrimination
- reprisal action against a person who has reported wrongdoing
- practices that endanger the health or safety of staff or the public.

These types of issues should be reported to a supervisor, in line with Council's policies. Staff should refer to the intranet under corporate documents for other related policies, including the Code of Conduct.

Even if these reports are not dealt with as public interest disclosures, Council will consider each matter and make every attempt to protect the staff member making the report from any form of reprisal.

5. When will a report be protected?

Council will support any staff who report wrongdoing. For a report to be considered a public interest disclosure, it has to meet all of the requirements under the PID Act:

- the person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing
- the report has to be made to one or more of the following:
 - a position nominated in this policy – see section 9 (b), (c) & (d) below
 - the General Manager
 - one of the investigating authorities nominated in the PID Act – see section 10 below.

Reports by staff and councillors will not be considered to be public interest disclosures if they:

- mostly question the merits of government policy, including policies of the governing body of Council
 - are made with the sole or substantial motive of avoiding dismissal or other disciplinary action.
-

6. How to make a report

You can report wrongdoing in writing or verbally. You are encouraged to make a report in writing as this can help to avoid any confusion or misinterpretation.

If a report is made verbally, the person receiving the report must make a comprehensive record of the disclosure and ask the person making the disclosure to sign this record. The staff member should keep a copy of this record.

If you are concerned about being seen making a report, ask to meet in a discreet location away from the workplace.

7. Can a report be anonymous?

There will be some situations where you may not want to identify yourself when you make a report. Although these reports will still be dealt with by Council, it is best if you identify yourself. This allows us to provide you with any necessary protection and support, as well as feedback about the outcome of any investigation into the allegations.

It is important to realise that an anonymous disclosure may not prevent you from being identified. If we do not know who made the report, it is very difficult for us to prevent any reprisal action.

8. Maintaining confidentiality

Council realises many staff will want their report to remain confidential. This can help to prevent any action being taken against you for reporting wrongdoing. We are committed to keeping your identity, and the fact you have reported wrongdoing, confidential. However, there may be situations where this may not be possible or appropriate. We will discuss with you whether it is possible to keep your report confidential.

If confidentiality cannot be maintained, we will develop a plan to support and protect you from risks of reprisal. You will be involved in developing this plan. You will also be told if your report will be dealt with under Council's Code of Conduct, as this may mean certain information will have to be tabled at a Council meeting.

If you report wrongdoing, you should only discuss your report with those dealing with it. This will include the disclosures coordinator and the General Manager. If you discuss your report more broadly, you may affect the outcome of any investigation.

Where your complaint is made under Council's Code of Conduct and relates to the General Manager or a Councillor, you may be required to discuss it with a conduct reviewer.

9. Who can receive a report within Campbelltown City Council?

You are encouraged to report general wrongdoing to your supervisor. However, the PID Act requires that – for a report to be a public interest disclosure – it must be made to a public official in accordance with Council's disclosure procedures.

Any supervisor who receives a report that they believe may be a public interest disclosure, must refer the staff member making the report to one of the positions listed below. If you are Council staff and your report involves a Councillor, you should make it to the General Manager. If your report relates to the General Manager, you should make it to the Mayor.

The following positions are the only staff within Council who can receive a public interest disclosure.

a. General Manager

You can report wrongdoing directly to the General Manager. The General Manager is responsible for:

- deciding if a report is a public interest disclosure
- determining what needs to be done next, including referring it to other authorities
- deciding what needs to be done to correct the problem that has been identified
- ensuring that there are systems in place to support and protect people who report wrongdoing
- dealing with disclosures made under the Council's Code of Conduct in accordance with the procedures
- referring actual or suspected corrupt conduct to ICAC.

b. Mayor

If you are making a report about the General Manager, you should make your report to the Mayor. They are responsible for:

- deciding if a report is a public interest disclosure
- determining what needs to be done next, including referring it to other authorities
- deciding what needs to be done to correct the problem that has been identified
- dealing with disclosures made under Council's Code of Conduct in accordance with procedures.

The Mayor must make sure there are systems in place in Council to support and protect staff who report wrongdoing. If the report is about the General Manager, the Mayor is also responsible for referring actual or suspected corrupt conduct to the ICAC.

c. Disclosures coordinator

The disclosures coordinator has a central role in dealing with reports made by staff and Councillors. They receive them, assess them, and refer them to the people within Council or contracted by the Council who can deal with them appropriately. Council's disclosure coordinator is:

- Manager Governance and Administration.

d. Disclosures officers

Disclosures officers are responsible for receiving, forwarding and/or dealing with reports made in accordance with this policy. Council's disclosure officers are:

- Manager Business Assurance
 - Manager Executive Services.
-

10. Who can receive a report outside of Campbelltown City Council?

Staff and Councillors are encouraged to report wrongdoing within Council, but internal reporting is not your only option. If you follow the guidance below, you can make a public interest disclosure to:

- an investigating authority. If your report is about the General Manager and the Mayor, you may wish to consider making it to an investigating authority
- a Member of Parliament or a journalist, but only in limited circumstances outlined below.

a. Investigating authorities

The PID Act lists a number of investigating authorities in NSW that staff and Councillors can report wrongdoing to and the categories of wrongdoing each authority can deal with.

In relation to Council, these authorities are:

- the Independent Commission Against Corruption (ICAC) - for corrupt conduct
- the Ombudsman - for maladministration
- the Director General of the division of Local Government, Department of Premier and Cabinet - for disclosures about local government agencies
- the Information Commissioner - for disclosures about a government information contravention.

You should contact the relevant authority for advice about how to make a disclosure to them. Contact details for each investigating authority are provided at the end of this policy.

You should be aware that it is very likely the investigating authority will discuss the case with Council. We will make every effort to assist and cooperate with them to ensure the matter is dealt with appropriately and there is a satisfactory outcome. We will also provide appropriate support and assistance to staff who report wrongdoing to an investigating authority.

b. Members of Parliament or journalists

To have the protections of the PID Act, a person reporting wrongdoing to a Member of Parliament (MP) or a journalist must have already made substantially the same report to one of the following:

- the General Manager
- a person nominated in this policy
- an investigating authority in accordance with the PID Act.

Also, Council or the investigating authority that received the report must have either:

- decided not to investigate the matter
 - decided to investigate the matter, but not completed the investigation within six months of the original report
 - investigated the matter but not recommended any action as a result
 - not told the person who made the report, within six months of the report being made, whether the matter will be investigated.
-

Most importantly – to be protected under the PID Act – if you report wrongdoing to an MP or a journalist, you will need to be able to prove that you have reasonable grounds for believing that the disclosure is substantially true and that it is in fact substantially true.

If you report wrongdoing to a person or an organisation that is not listed above, you will not be protected under the PID Act. This may mean you will be in breach of legal obligations or Council's Code of Conduct by, for example, disclosing confidential information.

For more information about reporting wrongdoing to other bodies, contact the disclosures coordinator or the NSW Ombudsman's Public Interest Disclosures Unit. Their contact details are provided at the end of this policy.

11. Feedback to staff who report wrongdoing

The individual who reported wrongdoing will be told what is happening in response to their report. When you make a report, you will be given:

- an acknowledgement that your disclosure has been received
- the timeframe for when you will receive further updates
- the name and contact details of the people who can tell you what is happening.

The PID Act requires that you are provided with an acknowledgement letter and a copy of this policy within 45 days after you have made your report. We will attempt to get this information to you within two working days from the date you make your report.

After a decision is made about how your report will be dealt with, you will be given:

- information about the action that will be taken in response to your report
- likely timeframes for any investigation
- information about the resources available within Council to handle any concerns you may have
- information about external agencies and services you can access for support.

This information will be given to you within 10 working days from the date you make your report.

During any investigation, you will be given:

- information on the ongoing nature of the investigation
- information about the progress of the investigation and reasons for any delay
- advice if your identity needs to be disclosed for the purposes of investigating the matter, and an opportunity to talk about this.

At the end of any investigation, you will be given:

- enough information to show that adequate and appropriate action was taken and/or is proposed to be taken in response to your disclosure and any problem that was identified
- advice about whether you will be involved as a witness in any further matters, such as disciplinary or criminal proceedings.

Behaviour of all people involved in the PID process needs to adhere to Council's Code of Conduct. A breach of the Code of Conduct could result in disciplinary action.

12. Protection against reprisals

The PID Act provides protection for people reporting wrongdoing by imposing penalties on anyone who takes detrimental action substantially in reprisal for them making the public interest disclosure.

Council will not tolerate any reprisal action against staff who report wrongdoing. The criminal penalties that can be imposed include imprisonment or fines. Detrimental action is also misconduct that justifies disciplinary action. People who take detrimental action against someone who has made a disclosure can also be required to pay damages for any loss suffered by that person.

Detrimental action means action causing, comprising or involving any of the following:

- injury, damage or loss
- intimidation or harassment
- discrimination, disadvantage or adverse treatment in relation to employment
- dismissal from, or prejudice in, employment
- disciplinary proceedings.

a. Responding to reprisals

Council will act to protect staff who report wrongdoing from reprisals. When a report is received, we will ensure that a thorough risk assessment is conducted. This will identify any risks to the member of staff who reported the wrongdoing, as well as strategies to deal with those risks.

If you believe that detrimental action has been or is being taken against you or someone else who has reported wrongdoing in reprisal for making a report, you should tell your supervisor, the disclosures coordinator or the General Manager immediately, or in the case of an allegation of reprisal by the General Manager, to the Mayor.

All supervisors must report any suspicions they have that reprisal action against a staff member is occurring, or any reports that are made to them, to the disclosures coordinator or the General Manager.

If the disclosures coordinator becomes aware of reprisal action against a person who has made a disclosure, they will:

- ensure a senior and experienced member of staff, who has not been involved in dealing with the initial disclosure, will investigate the suspected reprisal
- give the results of that investigation to the General Manager for a decision
- give the results of that investigation to the Mayor for a decision if the allegation of reprisal action is about the General Manager
- if it has been established that reprisal action is occurring against someone who has made a disclosure, take all steps possible to stop that activity and protect the member of staff who made the disclosure
- take appropriate disciplinary or criminal action against anyone proven to have taken or threatened any action in reprisal for making a disclosure.

If you report reprisal action, you will be kept informed of the progress of any investigation and the outcome.

The General Manager may issue specific directions to help protect against reprisals, including:

- issuing warnings to those alleged to have taken reprisal action against the member of staff who made the disclosure
- relocating the member of staff who made the disclosure or the subject officer within the current workplace
- transferring the member of staff who made the disclosure or the staff member who is the subject of the allegation to another position for which they are qualified
- granting the member of staff who made the disclosure or the subject officer leave of absence during the investigation of the disclosure.

In relation to staff who make reports, such directions will only be made if the member of staff agrees to it. The disclosures coordinator will make it clear to other staff that this action was taken in consultation with the staff member and with management support, and it is not a punishment.

If you have reported wrongdoing and feel that any reprisal action is not being dealt with effectively, contact the Ombudsman or the ICAC, or the Chief Executive of the Division of Local Government - depending on the type of wrongdoing you reported. Contact details for all these investigating authorities are included at the end of this policy.

b. Protection against legal action

If you make a disclosure in accordance with the PID Act, you will not be subject to any liability and no action, claim or demand can be taken against you for making the disclosure. You will not have breached any confidentiality or secrecy obligations and you will have the defence of absolute privilege in defamation.

13. Support for those reporting wrongdoing

Council will make sure that staff who have reported wrongdoing, regardless of whether they have made a public interest disclosure, are provided with access to any professional support they may need as a result of the reporting process such as stress management, counselling services, legal or career advice.

We also have staff that will provide support those who report wrongdoing. They are responsible for initiating and coordinating support, particularly to those who are suffering any form of reprisal.

All supervisors must notify the disclosures coordinator if they believe a staff member is suffering any detrimental action as a result of disclosing wrongdoing.

14. Sanctions for making false or misleading disclosures

It is important that all staff and Councillors are aware that it is a criminal offence under the PID Act to wilfully make a false or misleading statement when reporting wrongdoing. It may also be a breach of Council's Code of Conduct and may result in disciplinary action. In the case of Councillors, such disciplinary action may be taken under the misconduct provisions of the *Local Government Act 1993* and may include suspension or disqualification from civic office.

15. Support for the subject of a report

Council is committed to ensuring staff who are the subject of a report of wrongdoing are treated fairly and reasonably. If you are the subject of a report, you will be:

- treated fairly and impartially
- told your rights and obligations under our policies and procedures
- kept informed during any investigation
- given the opportunity to respond to any allegation made against you
- told the result of any investigation.

16. More information

More information around public interest disclosures is available on our intranet. Staff and Councillors can also access advice and guidance from Council's disclosure coordinator, disclosure officers and the NSW Ombudsman's website at www.ombo.nsw.gov.au

17. Resources

The contact details for external investigating authorities that staff can make a public interest disclosure to or seek advice from are listed below.

For disclosures about corrupt conduct:

Independent Commission Against Corruption (ICAC)

Phone: 02 8281 5999

Toll free: 1800 463 909

Tel. typewriter (TTY): 02 8281 5773

Facsimile: 02 9264 5364

Email: icac@icac.nsw.gov.au

Web: www.icac.nsw.gov.au

Address: Level 21, 133 Castlereagh Street, Sydney NSW 2000

For disclosures about maladministration:

NSW Ombudsman

Phone: 02 9286 1000

Toll free (outside Sydney metro): 1800 451 524

Tel. typewriter (TTY): 02 9264 8050

Facsimile: 02 9283 2911

Email: nswombo@ombo.nsw.gov.au

Web: www.ombo.nsw.gov.au

Address: Level 24, 580 George Street, Sydney NSW 2000

For disclosures about serious and substantial waste:

Auditor-General of the NSW Audit Office

Phone: 02 9275 7100

Facsimile: 02 9275 7200

Email: mail@audit.nsw.gov.au

Web: www.audit.nsw.gov.au

Address: Level 15, 1 Margaret Street, Sydney NSW 2000

For disclosures about breaches of the GIPA Act:

Information Commissioner

Toll free: 1800 463 626

Facsimile: 02 8114 3756

Email: oinfo@oic.nsw.gov.au

Web: www.oic.nsw.gov.au

Address: Level 11, 1 Castlereagh Street, Sydney NSW 2000

For disclosures about local government agencies:

Division of Local Government in the Department of Premier and Cabinet

Phone: 02 4428 4100

Tel. typewriter (TTY): 02 4428 4209

Facsimile: 02 4428 4199

Email: dlg@dlg.nsw.gov.au

Web: www.dlg.nsw.gov.au

Address: 5 O'Keefe Avenue, Nowra, NSW 2541

Effectiveness of this policy

This policy will be reviewed by Council annually to ensure it meets the object of the legislation, and facilitates the making of disclosures under the Act.

END OF POLICY STATEMENT

3. PROPERTY SERVICES

3.1 Classification of Land - Lot 1 DP 534120 and Lot 20 DP 819745

Reporting Officer

Manager Property Services

Attachments

Nil

Purpose

To inform Council that following the recent purchase of 14 Browne Street Campbelltown being Lot 1 DP 534120 and exchange of contracts for the purchase of 12 Browne Street, Campbelltown being Lot 20 DP 819745 an advertisement was placed in the local newspapers notifying the community of Council's proposal to classify the land as 'operational'.

History

Council at its meeting of 18 June 2013 approved the purchase of Lot 20 DP 819745 (14 Browne Street) and on 13 August 2013 approved the purchase of Lot 1 DP 534120 (12 Browne Street). Council also supported the classification of the subject lands as 'operational' in accordance with the provisions of Section 31 of the *Local Government Act 1993*.

The purchase of 14 Browne Street (Lot 20 DP 819745) settled on 1 October 2013. In respect to 12 Browne Street (Lot 1 DP 534120) the vendor requested a delayed settlement for a period of up to six months with contracts exchanged on 27 August 2013. The delayed settlement does not affect the classification of the subject land.

Report

In accordance with section 34 of the *Local Government Act 1993* Council was required to advertise its proposal to classify Lot 20 DP819745 and Lot 1 DP 534120 as operational land pursuant to Section 31 of the *Local Government Act 1993*.

In this respect an advertisement was placed in the local newspapers allowing 28 days for any interested party to respond to Council in relation to the classification of the subject land.

The 28 day period closed on 17 October 2013. No correspondence was received in relation to the classification of the subject land as 'operational'.

Accordingly it is recommended that Council adopt the 'operational' classification of the subject land being 12 and 14 Browne Street, Campbelltown (Lot 1 DP 534120 and Lot 20 DP 819745) in accordance with the purpose for which the properties were purchased.

Officer's Recommendation

That Council adopt the 'operational' classification for No. 14 Browne Street, Campbelltown being Lot 1 DP 534120 and No. 12 Browne Street, Campbelltown being Lot 20 DP 819745.

Committee's Recommendation: (Hawker/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 12 November 2013 (Lake/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 252

That the Officer's Recommendation be adopted.

3.2 Classification of Land - Lots 16 and 17 DP 1160121

Reporting Officer

Manager Property Services

Attachments

Nil

Purpose

To inform Council that following the recent purchase of Lots 16 and 17 DP 1160121 situated off Glenfield Road, Glenfield an advertisement was placed in the local newspaper notifying the community of Councils proposal to classify the land as 'operational'.

History

Council at its meeting of 16 July 2013 approved the purchase of Lots 16 and 17 DP 1160121 situated off Glenfield Road, Glenfield. Council also supported the classification of the subject lands as 'operational' in accordance with the provisions of Section 31 of the *Local Government Act 1993*. The purchase of these two lots settled on 25 September 2013.

Report

The two parcels of land being Lots 16 and 17 DP 1160121 were created as a result of the subdivision of the Glenfield Road Urban Release Area and are respectively zoned 6(a) Open Space (identified as potential future road) and 1(d) Rural Future Urban.

These parcels were created from an original holding situated off Glenfield Road, Glenfield and as a result of the subdivision these parcels are now situated off the recently created Britannia Drive, Glenfield.

In accordance with Section 34 of the *Local Government Act 1993* Council was required to advertise its proposal to classify Lots 16 and 17 DP 1160121 as operational land pursuant to Section 31 of the *Local Government Act 1993*.

In this respect an advertisement was placed in the local newspapers allowing 28 days for any interested party to respond to Council in relation to the classification of the subject land.

The 28 day period closed on 17 October 2013. No correspondence was received in relation to the classification of the subject land as 'operational'.

Accordingly it is recommended that Council adopt the 'operational' classification of the subject land being Lots 16 and 17 DP 1160121 situated off Glenfield Road, Glenfield.

Officer's Recommendation

That Council adopt the 'operational' classification of the properties being Lots 16 and 17 DP 1160121 situated off Glenfield Road, Glenfield.

Committee's Recommendation: (Dobson/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 12 November 2013 (Lake/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 252

That the Officer's Recommendation be adopted.

3.3 Proposed Closure of a section of MacDonald Road, Edmondson Park South

Reporting Officer

Manager Property Services

Attachments

Locality Plan (contained within this report)

Purpose

To seek Council approval for the closure of a section of MacDonald Road, Edmondson Park in order to assist UrbanGrowth NSW with the development of Edmondson Park South.

History

Council and UrbanGrowth are currently finalising a Voluntary Planning Agreement in relation to land proposed to be developed in the suburb of Edmondson Park South. The project site comprises an area of approximately 413 hectares and is located to the north west of the M5 Motorway and lies approximately 40 km to the south west of Sydney CBD. Approximately 153 hectares of the site is located within the Campbelltown LGA.

A report has previously been submitted to Council on the 13 August 2013 in which Council endorsed the VPA for public exhibition. The VPA includes provision for a section of MacDonald Road owned by Council to be closed and transferred to UrbanGrowth for a nominal amount and UrbanGrowth to construct and dedicate a new section of MacDonald Road to Council at no cost.

Report

The proposed Edmondson Park South development consists of a mix of residential, employment, retail, education, conservation and open space uses and will accommodate approximately 10,000 people.

In order to facilitate the overall development a section of public road being MacDonald Road, Edmondson Park is required to be closed.

Upon closure of the former section of MacDonald Road a new road proposed to be named MacDonald Road will be created within the new subdivision which will include new road pavements, kerbs, footpaths, cycle ways, bus shelter, street trees, lighting and line marking.

3.3 Proposed Closure Of A Section Of Macdonald Road, Edmondson Park South

In exchange for the relocation and upgrade of MacDonald Road the VPA will require Council to transfer those parts of the existing MacDonald Road to be closed, to UrbanGrowth NSW for a nominal amount. The risk of remediating and relocating services in the old section of MacDonald Road is to be borne by UrbanGrowth NSW.

It is proposed that a section of MacDonald Road having an area of approximately 1.75 hectares for which Council is the roads authority will be closed and that UrbanGrowth will build a new section of MacDonald Road and dedicate the land to Council at no cost having an area of approximately 2.09 hectares in return for the transfer of the closed section of MacDonald Road.

The transfer and dedication of the respective sections of land and road between Council and UrbanGrowth are to be dealt with in a VPA. It should be noted that Council has previously resolved to endorse the draft Edmondson Park South Voluntary Planning Agreement and Explanatory Note for the purpose of public exhibition subject to the matters raised by Council's solicitor being addressed to the satisfaction of the General Manager in accordance with the provisions of the Environmental Planning and Assessment Act and Regulation for a period of 28 days.

In the interim given the significant lead time required to undertake the statutory process to formally close a road, UrbanGrowth has requested that Council commence the process. It should be noted that any proposed transfer of the closed section of Council's road and dedication and construction of the new section will be subject to the provisions of the VPA.

On this basis if the necessary statutory approvals are obtained for the closure of the relevant section of MacDonald Road no transfer would take place unless the VPA or alternative legal agreement is in place.

Should Council approve the closure of the subject section of MacDonald Road an advertisement will be placed in the local newspapers advertising the proposed closure. Following receipt of any correspondence an application will then be forwarded to NSW Trade and Investment, Crown Land for final approval.

Accordingly it is recommended that Council approve the closure of a section of MacDonald Road Edmondson Park and that an application be forwarded to NSW Trade and Investment, Crown Land for approval to close the subject section of MacDonald Road.

It is also recommended that any remediation works and existing easements located within the proposed road closure be either extinguished or relocated at a cost to UrbanGrowth.

Officer's Recommendation

1. That Council provide approval for the closure of a section of MacDonald Road, Edmondson Park in accordance with the terms and conditions outlined in the body of the report.
2. That an application be forwarded to NSW Trade and Investment, Crown Land for approval to close the subject section of MacDonald Road and that subject to approval the land be classified as operational land in accordance with Section 31(2) of the *Local Government Act 1993*.
3. That Council note that under the proposed VPA that the section of MacDonald Road proposed to be closed would be transferred to UrbanGrowth for a nominal \$1 subject to UrbanGrowth constructing the new section of MacDonald Road and dedicating it as public road at no cost to Council.
4. That any remediation works and existing easements located within the road proposed to be closed be either extinguished or relocated at no cost to Council.
5. That all documentation associated with the closure of the subject section of road and extinguishment and/or creation of easements be executed under the Common Seal of Council, if required.

Committee's Recommendation: (Borg/Greiss)

That the Officer's Recommendation be adopted.

CARRIED**Council Meeting 12 November 2013 (Lake/Kolkman)**

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 252

That the Officer's Recommendation be adopted.

ATTACHMENT 1



4. FINANCIAL SERVICES

4.1 Investment Report - September 2013

Reporting Officer

Manager Financial Services

Attachments

Investment portfolio performance as at 30 September 2013 (contained within this report)

Purpose

To provide a report outlining Council's investment portfolio performance for the month of September 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 30 September 2013 stood at approximately \$92m. 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	September
Council Managed Funds	4.20%
Benchmark: 90 Day Bank Bill Index	2.52%

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	September
Council Managed Funds	4.56%
Benchmark: 90 Day Bank Bill Index	3.02%

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

Duration profile	30 September
Short term at call	\$1,173,344
1 – 3 months	\$0
3 – 6 months	\$21,591,518
6 – 12 months	\$54,965,633
12 months +	\$14,328,005

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

Credit exposure	30 September
AAA to AA-	84%
A+ to A	8%
A- to BBB-	8%
Other approved deposit taking institutions	0%

Economic outlook

The Reserve Bank of Australia Board (RBA) left the cash rate unchanged at the present level of 2.5% at its meeting held on 1 October. The RBA suggest that growth will remain below trend in the near future with an expected pick up towards the end of 2014 and that inflation was expected to remain on target.

Previously the RBA appeared confident that the recent small decrements in the value of the Australian dollar would assist in achieving a rotation of growth, however since the October Board meeting the Australian dollar has again strengthened, which if it doesn't start to weaken, increases the risk that the RBA may need to cut official rates again.

In the coming months the RBA will closely assess improvements in the housing market, with house prices, particularly in Sydney and Perth, accelerating. The RBA will be mindful that any decisions to further reduce official interest rates may overstimulate the housing market and cause increases in already high housing prices.

Summary

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

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

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Hawker/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 12 November 2013 (Lake/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 252

That the Officer's Recommendation be adopted.

ATTACHMENT 1

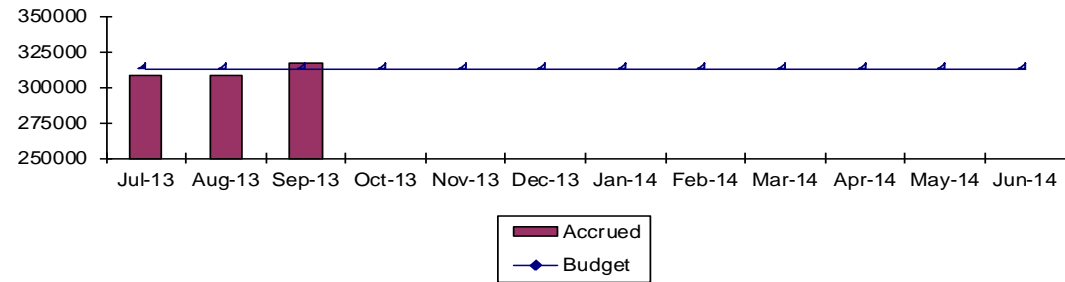
CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO Summary September 2013

Benchmark UBS Warburg 90 Day Bank Bill Index
 Portfolio Balance \$92,059,500.63

Monthly Performance	Return (mth)	Return (pa)
UBSW 90 Bank Bill Index	0.21%	2.52%
Total Portfolio	0.34%	4.18%
<i>Performance to Benchmark</i>	+ 0.14%	+ 1.66%
Portfolio - Direct Investments	0.35%	4.20%
<i>Performance to Benchmark</i>	+ 0.14%	+ 1.68%
Short Term Call Account	0.24%	2.90%

□

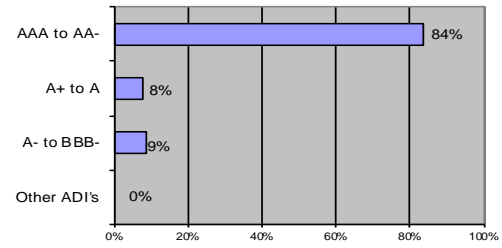
Monthly Interest



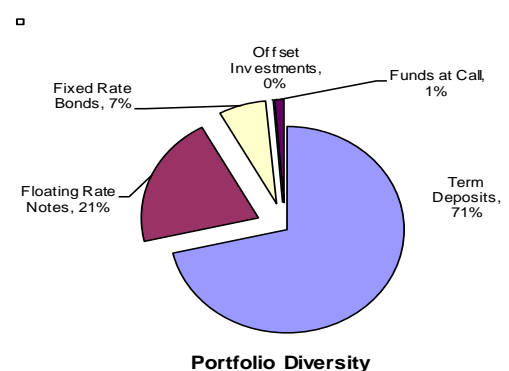
Year to Date Performance Credit Exposure

Rolling 12 Month Period
 4.56% Council Managed Funds
 3.02% Benchmark

Interest Budget to Actual
 Budget to Period \$937,500
 Accrued to Period \$933,235



Securities Institutions



	<i>Amount Invested</i>	<i>% Portfolio</i>
Funds at Call	\$ 1,173,344.59	1%
Suncorp Metway	\$ 7,115,137.78	8%
National Australia Bank	\$26,581,707.15	29%
ANZ Bank	\$ 3,500,000.00	4%
NSW Treasury	\$ 4,140,000.00	4%
Westpac Bank	\$13,146,338.88	14%
St George Bank	\$ 8,657,594.27	9%
Commonwealth Bank	\$12,500,000.00	14%
Bank Western Australia	\$ 7,245,377.96	8%
Bendigo/Adelaide Bank	\$ 2,000,000.00	2%
Rural Bank	\$ 1,000,000.00	1%
Bank of Queensland	\$ 5,000,000.00	5%
Total	\$92,059,500.63	100%

4.2 Monthly Rates Summary - September 2013

Reporting Officer

Manager Financial Services

Attachments

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

Purpose

To provide Council with an update on the collection of rates and charges together with a comparative budget to actual financial result for the month ending 30 September 2013.

Report

Rates and charges levied up to 30 September 2013 totalled \$82,591,800, representing 98.1% of the estimated budget for the year.

Receipts collected to the end of September totalled \$27,091,335. In percentage terms this amount represents 31.9% of all rates and charges due to be paid. In comparison, the amount collected for the same period last year was 31.8%.

Debt recovery action during the month involved the issue of 8405 Missed Instalment Reminder Notices totalling \$2,448,383 to ratepayers with an outstanding balance of less than \$500. Ratepayers with outstanding balances exceeding \$500 received a seven-day letter of demand requesting their urgent attention to payment of the amount due or suitable arrangements to be made. These letters were issued to 1879 ratepayers with a total debt of \$2,135,398. Instruction to Councils agents, Executive Collections, was subsequently made to issue a second seven-day letter to 698 ratepayers who had either failed to pay the amount due. Interest charges aside, no additional costs have been incurred by defaulters at this stage. Formal legal action commenced in early October 2013. A reduction in the amount outstanding has been realised on these matters of \$1,495,124 since the issue of the second seven-day letter.

Ratepayers who have purchased property since the annual notices were issued have been issued a 'Notice to New Owner' letter. This letter advises ratepayers the annual amount levied and any balance unpaid since settlement occurred. During September, 41 of these notices were sent to ratepayers.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Greiss/Dobson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 12 November 2013 (Lake/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 252

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	46,614,323.73	1,298,462.62	196,500.73	48,002,065.94	14,869,828.53	33,132,237.41	342,925.74	33,475,163.15
BUSINESS	468,656.67	15,731,430.56		27,608.25	16,227,695.48	5,531,996.67	10,695,698.81		10,695,698.81
BUSINESS - IND	3,940.83	0.00		37.27	3,978.10	314.38	3,663.72		3,663.72
FARMLAND	12,880.47	342,445.58	884.94	166.70	354,607.81	141,531.16	213,076.65	140,633.15	353,709.80
MINING	0.00	13,929.61		0.00	13,929.61	13,929.61	0.00		0.00
LOAN	243,314.66	4,067,110.13		3,605.62	4,314,030.41	1,349,336.35	2,964,694.06	46,633.44	3,011,327.50
F5 ACCESS RAMPS	764.21	0.00		5.61	769.82	1.60	768.22		768.22
MAIN STREET	40.12	0.00		0.00	40.12	0.00	40.12		40.12
TOTAL	\$3,219,301.06	\$66,769,239.61	\$1,299,347.56	\$227,924.18	\$68,917,117.29	\$21,906,938.30	\$47,010,178.99	\$530,192.33	\$47,540,371.32
GARBAGE	735,268.06	15,825,255.14	782,615.70	12,831.62	15,790,739.12	4,882,385.94	10,908,353.18		10,908,353.18
SANITARY	0.00	0.00		0.00	0.00	0.00	0.00		0.00
STORMWATER	51,164.38	896,820.53		672.76	948,657.67	302,011.00	646,646.67		646,646.67
GRAND TOTAL	\$4,005,733.50	\$83,491,315.28	\$2,081,963.26	\$241,428.56	\$85,656,514.08	\$27,091,335.24	\$58,565,178.84	\$530,192.33	\$59,095,371.17

Total from Rates Financial Transaction Summary	58,854,442.27
Overpayments	-240,928.90
Difference	0.00

ANALYSIS OF RECOVERY ACTION

Rate accounts greater than 6 months less than 12 months in arrears	955,156.20
Rate accounts greater than 12 months less than 18 months in arrears	90,242.86
Rate accounts greater than 18 months in arrears	37,664.64
TOTAL rates and charges under instruction with Council's agents	\$1,083,063.70

ATTACHMENT 2

COMPARISON OF BUDGET TO ACTUAL

DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL	BALANCE STILL RECD.	% RAISED
RESIDENTIAL	46,699,900	46,699,900	46,614,324	85,576	99.82%
BUSINESS	15,792,500	15,792,500	15,731,431	61,069	99.61%
FARMLAND	415,500	415,500	342,446	73,054	82.42%
MINING	15,000	15,000	13,930	1,070	92.86%
LOAN	4,176,500	4,176,500	4,067,110	109,390	97.38%
TOTALS	67,099,400	67,099,400	66,769,240	330,160	99.51%
INTEREST CHARGES	368,900	368,900	57,133	311,767	15.49%
LEGAL COSTS RECOVERED	710,000	710,000	174,915	535,085	24.64%
PENSIONERS - Sec 575	(1,735,300)	(1,735,300)	(1,728,001)	(7,299)	99.58%
PENSIONERS - Sec 582	0	0	(353,963)	353,963	0.00%
PENSIONERS SUBSIDY	953,500	953,500	950,400	3,100	99.67%
SUB TOTAL	67,396,500	67,396,500	65,869,724	1,526,776	97.73%
DOMESTIC WASTE CHARGES	15,566,800	15,566,800	15,421,355	145,445	99.07%
COMMERCIAL WASTE CHARGES	358,800	358,800	403,901	(45,101)	112.57%
STORMWATER MNGMNT	894,000	894,000	896,821	(2,821)	100.32%
GRAND TOTALS	84,216,100	84,216,100	82,591,800	1,624,300	98.07%

COLLECTIONS AS A % OF:

	TOTAL RECEIVABLE	TOTAL LEVIED	TOTAL RECEIVABLE	TOTAL LEVIED
RESIDENTIAL	30.98%	31.90%		
BUSINESS	34.09%	35.17%	RATES	32.81%
FARMLAND	39.91%	41.33%	WASTE	30.85%
LOAN	31.28%	33.18%	STORMWATER	33.68%
ALL RATES	31.79%	32.81%	TOTAL RATES & CHARGES	32.74%

4.3 Sundry Debtors Report - September 2013

Reporting Officer

Manager Financial Services

Attachments

1. Debtors summary to 30 September 2013 (contained within this report)
2. Ageing of sundry debts to 30 September 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 30 September 2013.

Report

Debts outstanding to Council as at 30 September 2013 are \$1,229,644, reflecting a decrease of \$3,284,773 since August 2013. The ratio of outstanding debts to current invoices has increased from 22% in August to the current level of 36%. 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 – September 2013

During the month, 939 invoices were raised totalling \$757,634. 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 – \$218,091 – the main invoices relate to:

Glenquarie Hotel Pty Ltd – two month rental, Glenquarie Shopping Centre, Macquarie Fields	\$48,037
Nuvezo Pty Ltd – Dumaresq Street Cinema two month rental	\$44,459
Aldi Stores (A Limited Partnership) – two month rental Macquarie Fields	\$44,128
Caltex Oil Australia Pty Ltd – two month rental Macquarie Fields	\$30,124
Mycorp Group Pty Ltd – two month rental Macquarie Fields	\$26,688

Government and other grants – \$95,271 – the main invoices relate to:

Roads and Maritime Services – road safety officer grant 2013-2014 program	\$52,800
Australian Council for the Arts – 2014 music grant for Campbelltown Arts Centre	\$27,500
National Library of Australia – 2013 community heritage grant	\$14,971

Various sundry items – \$85,270 – the main invoices relate to:

Admark Property Group – standing plant and road occupancy fees associated with development	\$34,285
Lang O'Rourke Australia – road, standing plant and parking space occupancy	\$19,508
Aland Developments – work zone, standing plant and road occupancy	\$19,485
Wollondilly Shire Council – building assessment report 20 Margret street Picton	\$2,200
Camden Council – asset inspection and system development and half cost of southern highlands spring visitors guide	\$1,825

Corporate administration – \$77,791 – the main invoices relate to:

Coal and Allied – 2013 Parliament of NSW Aboriginal art prize partnership contribution	\$63,250
State Emergency Services – reimbursement for renovation work of SES PPE room	\$3,410
Campbelltown Catholic Club – 2013 sponsorship of the Fishers Ghost art award	\$3,300
Bradbury Ambarvale Soccer Club – Cleanaway invoice and AGL electricity account	\$2,471
YMCA – Cleanaway invoice, Veolia environmental services invoice, Grade One monitoring account and Telstra account	\$1,819

Waste collection services – \$63,260 – the main invoices relate to:

Remondis Australia Pty Ltd – effluent for August 2013	\$33,956
G & G Waste Services – effluent for August 2013	\$27,078
Veolia Water Network Services – effluent for August 2013	\$2,227

Receipts to the value of \$4,042,407 have been received during the period, the most notable in the following areas:

Land and building rentals	\$2,971,283
Government and other grants	\$664,088
Sportsground and field hire	\$76,769
Road and footpath restoration	\$72,720
Various sundry items	\$39,359

Sundry debts outstanding – 30 September 2013

Debts exceeding 90 days of age totalled \$337,525 as at 30 September 2013. The major invoices relating to this balance include:

Description	Date Invoiced	Balance
West's Tigers – hire of Campbelltown Sports Stadium, contact to be made to CEO by General Manager	30/05/13	\$55,000
NSW Land and Housing Corporation – Campbelltown Arts Centre Aboriginal arts project. Awaiting project commencement in December 2013	25/06/13	\$50,000
Department of Premier and Cabinet – pensioner subsidy claim, payment expected December	28/06/13	\$37,719
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	\$17,806
Caltex Petrol Station – Glenquarie Shopping Centre land rental for the month (January 2012). In the process of reconciling the account with Caltex. A meeting has been organised with Caltex in October	23/01/12	\$14,353

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

All debts that age by 60 days or more are charged a statement administration fee of \$5.50 per statement. Debtors are contacted by telephone, email or in writing to make suitable arrangements for payment 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, 60 accounts progressed to recovery action. The defaulting debtors were issued a letter of demand on Council's letterhead, advising that if the account was not settled or an appropriate arrangement was not made, the account will escalate to formal legal action through Council's agents.

Council's agents were instructed to proceed with one Statement of Liquidated Claim for unpaid license fees and one Judgment for unpaid extra hall hire and cleaning fees.

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

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Borg/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 12 November 2013 (Lake/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 252

That the Officer's Recommendation be adopted.

ATTACHMENT 1

DEBTORS SUMMARY 1 September 2013 to 30 September 2013

DEBTOR TYPE/DESCRIPTION	ARREARS AT 31/08/2013	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 31/09/2013	% DEBT RATIO
Corporate Administration	160,178	77,791	27,235	210,734	17.14%
Abandoned Items	12,770	0	0	12,770	1.04%
Child Care Debts	18,710	0	0	18,710	1.52%
Community Bus	89	721	263	547	0.04%
Tennis Court Hire	0	0	0	0	0.00%
Sportsground and Field Hire	170,186	35,827	76,769	129,245	10.51%
Government and other Grants	699,007	95,271	664,088	130,191	10.59%
Public Hall Hire	27,596	39,569	28,377	38,788	3.15%
Health Services	350	0	0	350	0.03%
Land and Building Rentals	2,814,581	218,091	2,971,283	61,390	4.99%
Healthy Lifestyles	3,436	26,133	27,301	2,268	0.18%
Library Fines and Costs	174,497	0	0	174,497	14.19%
Shop Licence Fees	57,730	20,175	24,543	53,362	4.34%
Pool Hire	23,729	6,633	12,299	18,064	1.47%
Private Works	37,071	23,875	25,123	35,822	2.91%
Road and Footpath Restoration	195,773	17,877	72,720	140,931	11.46%
Shop and Office Rentals	28,327	47,140	48,901	26,566	2.16%
Various Sundry Items	46,696	85,270	39,359	92,608	7.53%
Waste Collection Services	83,125	63,260	24,148	122,237	9.94%
	4,514,417	757,634	4,042,407	1,229,644	100%

ATTACHMENT 2

AGEING OF SUNDRY DEBTOR ACCOUNTS - 30 September 2013

Description	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Administration	70,686	59,610	54,948	25,490	210,734	27,123
Abandoned Items	0	1,113	0	11,658	12,770	10,590
Child Care Debts	18,710	0	0	0	18,710	0
Community Bus	547	0	0	0	547	0
Sportsground and Field Hire	2,577	29,876	5,556	91,236	129,245	67,649
Government and other Grants	42,471	0	0	87,720	130,191	115,638
Public Hall Hire	31,610	2,163	1,004	4,011	38,788	4,463
Health Services	0	0	0	350	350	350
Land and Building Rentals	41,305	2,108	1,255	16,721	61,390	16,337
Healthy Lifestyles	448	906	627	287	2,268	283
Library Fines and Costs	174,497	0	0	0	174,497	0
Shop Licence Fees	13,677	9,865	1,600	28,221	53,362	28,713
Pool Hire	6,333	890	1,929	8,911	18,064	9,268
Private Works	1,189	4,194	2,514	27,925	35,822	28,375
Road and Footpath Restoration	17,877	76,961	30,976	15,116	140,931	18,567
Shop and Office Rentals	9,418	10,320	6,828	0	26,566	0
Various Sundry Items	64,153	4,697	4,370	19,388	92,608	29,680
Waste Collection Services	62,930	58,815	0	492	122,237	492
	518,995	261,518	111,607	337,525	1,229,644	357,526

4.4 2013-2014 Loan Borrowing Allocation

Reporting Officer

Manager Financial Services

Attachments

Nil

Purpose

To seek Council's endorsement to enter into a loan contract with a recommended financial institution in accordance with the borrowing strategy outlined in Council's Operational Plan.

History

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

Council in adopting the 2013-2014 budget, requested a loan allocation of \$5m with the associated repayments provided for in Council's 2013-2014 budget. An application for subsidised funding under the Local Infrastructure Renewal Scheme has been approved for this allocation to specifically address the backlog in road infrastructure renewal.

Report

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

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

Of the four banks that did respond to the tender, all have quoted for terms up to 10 years on a fully amortising facility on both a fixed and variable rate basis. Westpac Banking Corporation however, provided very limited information in its response and was the only bank to not submit a credit approved offer. As such, Westpac's response has been discounted from the funding evaluation. Details of the responses were as follows:

Fixed Rate	ANZ	CBA	NAB	WBC
10 Year	6.08%	6.10%	5.58%	Response Discounted
7 Year	5.39%	5.32%	5.29%	Response Discounted
5 Year	4.78%	4.74%	5.04%	Response Discounted

Variable Rate	ANZ	CBA	NAB	WBC
10 Year	180 day BBSW + 215bp	180 day BBSW + 217bp	180 day BBSW + 226bp	Response Discounted
7 Year	180 day BBSW + 183bp	180 day BBSW + 174bp	180 day BBSW + 203bp	Response Discounted
5 Year	180 day BBSW + 153bp	180 day BBSW + 146bp	180 day BBSW + 181bp	Response Discounted

Note: The Bank Bill Swap Rate (BBSW) or the Bank Bill Swap Bid Rate (BBSY) are commonly used market reference rates for Australian dollar bills of exchange. At the time of the tender evaluation, the indicative 180 day BBSW was 2.59%. The rates quoted are indicative and are based on pricing as at 27 September 2013.

Given that interest rates are currently at historically low levels, and are anticipated to remain fairly stable in the near future, it is proposed to draw down these funds in November. However, given the period between these indicative quotes and the proposed draw down date, an updated indicative rate will be obtained from the three accepted tenderers: Australia and New Zealand Banking Corporation, Commonwealth Bank of Australia and National Australia Bank following Council's endorsement of the recommendation of this report.

Under the conditions of the Local Infrastructure Renewal Scheme Funding Agreement, the loan must be fully amortised and not exceed 10 years. It is recommended that Council accept the initial indicative offer from National Australia Bank which provided the most attractive rate of 5.58% for a 10 year fixed period. It is also recommended that Council delegate authority to the General Manager to accept a 10 year fixed rate offer other than National Australia Bank, should the Commonwealth Bank of Australia or Australia and New Zealand Banking Group provide a more attractive fixed rate pricing when the updated indicative responses are obtained.

Officer's Recommendation

1. That Council accept the initial quote from National Australia Bank for an amount of \$5m for a 10 year fixed term, based on the indicative pricing provided, however final quotes are to be obtained from all accepted tenderers prior to drawdown of the funds, of which the General Manager has delegation to accept.
2. That Council delegate the Mayor and General Manager to authorise the necessary documentation.
3. That the Mortgage Deed and security documents be executed under the Common Seal of Council, if required.

Committee's Recommendation: (Dobson/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 12 November 2013 (Lake/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 252

That the Officer's Recommendation be adopted.

5. BUSINESS ASSURANCE

No reports this round

6. HUMAN RESOURCES

6.1 Rescinded Policy - Secondary Employment

Reporting Officer

Manager Human Resources

Attachments

Secondary Employment Policy (contained within this report)

Purpose

To rescind the Secondary Employment Policy that has been identified as being redundant due to being transferred to an Authorised Statement.

History

The abovementioned policy was adopted by Council on 7 September 1993 and is now due for review in accordance with Records and Document Management Policy.

Report

The Secondary Employment Policy refers to an internal administrative matter for employees and therefore is no longer required as a policy. An Authorised Statement has been created to replace the policy.

The Authorised Statement – Secondary Employment was endorsed by Executive on 18 September 2013.

Officer's Recommendation

That policy – Secondary Employment be rescinded.

Committee's Recommendation: (Borg/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 12 November 2013 (Lake/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 252

That the Officer's Recommendation be adopted.

ATTACHMENT 1

		POLICY	
Policy Title	Secondary Employment		
Related Documentation	Outside Employment Form		
Relevant Legislation/ Corporate Plan	Local Government Act Code of Conduct		
Responsible Officer	Manager Human Resources		

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

Objectives

The aim of this policy is to provide the framework for identifying conflicts of interest that may arise from employees engaging in employment or business outside Council. The mechanisms for notifying, approving, prohibiting and reviewing secondary employment are detailed in this Policy, and the appeals process to be used if an employee wishes a prohibition to be reviewed.

Policy Statement

The terms "work outside of Council" and "outside work" refer to secondary employment for the purpose of this policy. All references to "paid work outside Council" or "paid outside work" in this policy are to be understood to mean private employment or contract work, for remuneration.

Scope

This policy applies to all employees of Campbelltown City Council.

Legislative Context

Section 353 (2) of the Local Government Act 1993.
Council's Code of Conduct - clauses 7.26 and 7.27.

Principles

1. Employees must not engage in paid or honorary work outside Council which relates to the business of Council or which might conflict with their Council duties unless they have notified the General Manager and he/she has given approval. (s.353 of Local Government Act). An existing or prospective employee who is already participating in paid outside work which may represent a conflict of interest, is required to notify the General Manager in writing.

It is the employee's responsibility to inform the General Manager of any paid work outside Council which relates to the business of Council or which may conflict with Council duties. When notification is to be made, then it is to be made in the form as attached to this Policy.

-
2. The General Manager may prohibit an employee from engaging in paid outside work where it presents a conflict with their Council duties.

The General Manager may make the termination of paid outside work a condition of commencement or continuation of employment with Council. An employee who engages or continues to engage in paid outside work after being prohibited from doing so by the General Manager may be subject to a range of actions as detailed in this Policy.

Applications to engage in outside employment should be addressed to the General manager and forwarded through the Director for recommendation.

On receipt of a notification in the required form, the General Manager will advise the employee that the notification has been received and set a date by which his/her determination of the matter will be provided. A written notification will be made within a reasonable time. If the General Manager prohibits the secondary employment, the reason(s) for this decision will be advised in writing.

The General Manager may delegate his/her authority to deal with all or any part of this Policy and procedure to an appropriate alternate officer.

The General Manager may prohibit employees from engaging in paid outside work if, in his/her opinion, the hours of work, work arrangements or nature of duties jeopardise the health, safety and efficiency of the employee, co-workers or members of the public.

The General Manager may also prohibit employees from engaging in paid outside work if that work directly or indirectly conflicts or potentially conflicts with the business of Council or with the employee's function, duties or responsibilities at Council.

Outside work is not to be carried out on Council premises, using Council assets or facilities of any kind, using Council information or resources, unless such use is lawfully authorised and proper payment is made where appropriate. Outside work is not to be carried out within the hours of work for the employee's Council position.

3. If the General Manager has a reasonable suspicion, based on facts and circumstances known to the General Manager, that an employee may be engaged in private employment or contract work outside the service of the Council that relates to the business of Council or might conflict with the member's Council duties, in circumstances where that work or employment has not been notified to the General Manager in accordance with this Policy, the General Manager may, by request in writing, require the employee to disclose any secondary employment and any reasonable particulars relating to that employment.
4. Employees who are considering entering into outside work should consider the following:
- Is the outside organisation, person or entity in, or entering into a contractual relationship with Council?
 - Is Council in a regulatory relationship with the outside organisation, person or entity?
 - Will the hours of work conflict in any way with his/her Council duties, or his/her health and safety?
 - Will there be sufficient rest time away from both forms of work to enable the employee to present for work fit and alert and be able to work efficiently and to the standard required?
 - Will the outside work involve him/her in litigation against another Council or directly in written or oral submission before another Council?
 - Will performance of the outside work impact negatively on Council's image and credibility?
 - Will performance of the outside work require release of confidential information which is known to the employee, but not available to the general public?
-

-
- Is there any other conflict of interest, or potential conflict of interest, between the employee's Council duties and those involved in the outside work?

Answering "yes" to any of the above questions is likely to result in the General Manager prohibiting performance of the outside work.

5. The General Manager will not unreasonably prohibit outside work.
6. Approved notifications will be valid for no more than one year, and will be reviewed annually in June. Previously approved notifications will not necessarily be continued, although continuing approval will not be unreasonably withheld.
7. The General Manager may prohibit previously approved notifications if:
 - An employee is transferred to another position or location within Council and the paid work being undertaken conflicts with the employee's Council duties in the new position or location; or
 - Circumstances change which, in the General Manager's opinion, create a conflict of interest or a potential conflict of interest; or
 - Issues arise from the performance of outside work which affect the employee's health, safety or attendance for duty.
8. Breaches of the Policy may result in counselling or disciplinary action which may ultimately result in dismissal, depending on the severity, scale and importance of the matter. The more severe sanctions will ordinarily only apply when there is repeated and deliberate concealment of pertinent information, failure to disclose, or continuation of prohibited outside work.
9. Council reserves the right to vary or revoke this Policy.
10. Notification of secondary employment is to be made on the prescribed form. For existing employees, notification should be completed and forwarded to the General Manager prior to engaging in the outside work. Prospective employees will be advised of their obligation to notify the General Manager of existing or potential outside work in staff inductions.

Where outside work has previously been approved, any change to the conditions of the outside work, which could result in a conflict of interest arising, must be advised by completion of a new Notification Form as soon as the changed conditions become known.

The General Manager will keep a Register of Notifications of Secondary Employment. Each notification will be endorsed as being either approved or prohibited and a copy forwarded to the employee.

Initial approvals will be for the period from the date of notification to the next anniversary of the common review date. Thereafter, approvals will be granted for twelve months from the date of the common review period.

Employees will be advised that their notification has been approved by return of a copy of the appropriately endorsed notification.

11. Employees who have been advised that the General Manager prohibits them from engaging in outside work, must cease this work within fourteen days, or at a later date as approved in writing by the General Manager. The General Manager will base his/her decision to approve delayed termination of prohibited outside work on the circumstances of the particular case.

Delayed termination of outside work will not be approved if a clear conflict of interest situation is currently evident. To apply for delayed termination, the employee should apply in writing to the General Manager within fourteen days of receiving the Prohibition, stating the

circumstances, and any matter he/she wishes the General Manager to take into account when considering the matter.

12. Approvals will be reviewed annually in June. The common review date will be 1 July for all Notifications.

The purpose of the review is to ascertain if circumstances warrant continuation or prohibition of the outside work.

If the outside work is allowed to continue, the employee will be advised in writing by the General Manager.

In the case of prohibition, the General Manager will give the employee reasonable notice during which time the employee will terminate his/her engagement in outside work. The reason or reasons for the prohibition will also be advised in writing.

13. Any appeal against a decision by the General Manager or his/her delegate to prohibit outside work, should be dealt with by Council's Grievance and Dispute Handling Policy and Procedure.

Responsibility

All staff members who are engaged in Secondary Employment have a responsibility to comply with this Policy. The General Manager will ensure that the Policy is reviewed on a regular basis and communicated to all staff.

Effectiveness of this Policy

The Policy will be reviewed in accordance with Council's adopted procedure for Policy development and review to ensure the framework to manage potential conflicts of interest arising from Secondary Employment is effective and meets current legislative requirements.

END OF POLICY STATEMENT

DOCUMENT HISTORY AND VERSION CONTROL RECORD

Contact for inquiries and proposed changes

Name	Brian Mortimer
Position/Section	Manager Human Resources
Contact Number	

Version Number	Revised Date	Authorised Officer	Amendment Details

7. INFORMATION MANAGEMENT AND TECHNOLOGY

No reports this round

8. GENERAL BUSINESS

Nil.

21. CONFIDENTIAL ITEMS

21.1 Arts Centre Cafe Licence Agreement

Reason for Confidentiality

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

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

21.2 Macarthur Community Options occupation of 14 Browne Street, Campbelltown

Reason for Confidentiality

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

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

21.3 New Licence and Proposed Extension Works to be undertaken at Briar Cottage, Waterhouse Place Airs

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 5.59pm.

P Lake
CHAIRPERSON
