

Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 11 June 2013.

APOLOGIES

ACKNOWLEDGEMENT OF LAND

DECLARATIONS OF INTEREST

Pecuniary Interests

Non Pecuniary – Significant Interests

Non Pecuniary – Less than Significant Interests

ITEM	TITLE	PAGE
1.	COMMUNICATIONS AND MARKETING	4
1.1	Revised Policy - Corporate Communications	4
1.2	Support of national referendum strategy campaign	10
2.	GOVERNANCE AND ADMINISTRATION	14
2.1	Council scholarships with the University of Western Sydney	14
2.2	Conduct of the 2012 Local Government Elections	16
2.3	Request for contribution to legal assistance for Mid-Western Regional Council	18
3.	PROPERTY SERVICES	22
3.1	Expression of Interest Ground Lease - Blaxland Road	22
3.2	Jessie Thompson Building - Browne Street, Campbelltown	25
3.3	Subdivision of Council Land - Farrow Road, Campbelltown	30
4.	FINANCIAL SERVICES	35
4.1	Investment report - May 2013	35
4.2	Monthly Rates Summary - May 2013	39
4.3	Sundry Debtors Report - May 2013	44
4.4	Stocktake of Stores and Materials	50
4.5	Revised Policy - Payment of Wages and Salaries	53
4.6	Minutes of the Innovation and Performance Sub Committee held on 7 May 2013	57
4.7	Local Government Remuneration Tribunal	71
4.8	NSW Treasury Financial Assessment and Benchmarking Report	73
5.	BUSINESS ASSURANCE	79
5.1	Audit Committee Charter and Internal Audit Charter	79

ITEM	TITLE	PAGE
5.2	Insurance Renewal 2013-2014	89
6.	HUMAN RESOURCES	92
	No reports this round	92
7.	INFORMATION MANAGEMENT AND TECHNOLOGY	92
	No reports this round	92
8.	GENERAL BUSINESS	92
21.	CONFIDENTIAL ITEMS	92
21.1	Expression of Interest for Purchase of Property	92

Minutes of the Corporate Governance Committee held on 11 June 2013

Present

- Councillor C Mead (Chairperson)
- Councillor F Borg
- Councillor A Chanthivong
- Councillor G Greiss
- Councillor P Hawker
- Councillor R Kolkman
- Councillor P Lake
- Director Business Services - Mr M Sewell
- Director City Works - Mr J Hely
- Manager Assets and Supply Services - Mr W Miller
- Manager Business Assurance - Mrs M McIlvenny
- Acting Manager Communications and Marketing - Ms P Gismondo
- Acting Manager Customer Service - Mr P Macdonald
- Acting Manager Financial Services - Mr A Butcher
- Acting Manager Governance and Administration - Mrs B Naylor
- Manager Property Services - Mr J Milicic
- Coordinator Procurement and Contracts - Mrs K Stares
- Internal Auditor - Ms M Brockwell
- Executive Assistant - Mrs D Taylor

Apology Nil

Acknowledgement of Land

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

DECLARATIONS OF INTEREST

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

Pecuniary Interests

Non Pecuniary – Significant Interests

Non Pecuniary – Less than Significant Interests

Councillor Chanthivong advised that he is an employee of Transport NSW and if he considers there may be a perceived conflict necessitating him to declare an interest, he will do so and if appropriate, leave the room.

1. COMMUNICATIONS AND MARKETING

1.1 Revised Policy - Corporate Communications

Reporting Officer

Acting Manager Communications and Marketing

Attachments

Revised Policy - Corporate Communications

Purpose

To review the attached policy in accordance with Council's adopted procedures.

Report

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

The Corporate Communications Policy has been reviewed, with minor amendments which are highlighted in the attachment.

Reference to major reports in the policy has also been updated to reflect the development of documents in relation to the Integrated Planning and Reporting framework.

It is recommended that the revised Corporate Communications Policy as attached to this report be adopted.

Officer's Recommendation

1. That policy – Corporate Communications be adopted.
2. That the policy review date be set at 30 December 2014.

Committee's Recommendation: (Borg/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 18 June 2013 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

ATTACHMENT 1

		POLICY
Policy Title	Corporate Communications	
Related Documentation	Media Policy	
Relevant Legislation/ Corporate Plan	Principle Activity 5 - Developing a Dynamic Organisation	
Responsible Officer	Manager Communications and Marketing	

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

Objectives

1. To ensure that all corporate communications within and from Council are presented in an effective and consistent format, to strengthen the professional image of Council.
2. To ensure a contemporary, consistent and positive public presence for Campbelltown City through widespread utilisation of the Campbelltown City Council corporate identity including the logo, emblems, colours and sub-graphics in an appropriate and consistent manner.

Policy Statement

Background

Corporate Communications

Corporate communications play an important role in the way Council is viewed by residents, visitors and businesses.

Every message and document presented to the public needs to strengthen and enhance the image of Council that is trying to be communicated - that Campbelltown City Council is professional, competent, unified and a leader in local government.

This policy aims to ensure consistency of delivered content and Council's corporate image, as well as to provide corporate branding quality control. All corporate communications are to be approved by either the appropriate Section Manager and/or Manager Communications and Marketing, prior to being released to the public. This includes, but is not limited to, all documentation which is intended for the public under Council's name and/or bears Council's logo - flyers, pamphlets, booklets, street signage, posters, major reports (ie State of the Environment Report, Annual Report, Community Report and those associated with the Integrated Planning and Reporting framework), websites, invitations, advertising, etc. This excludes letters to individuals or groups, as they are not intended for the general public.

DATA AND DOCUMENT CONTROL		
Division: Business Services Section: Communications and Marketing DW: 2017946	Adopted Date: 7/7/10 Revised Date: 00/00/00 Minute Number: 178 Review Date: 30/12/12	Page: 1 of 4 Print Date: 6/06/13

Campbelltown City Council

This will ensure that all published material is consistent in style, spelling, grammar and language usage across the whole of Council. The goal is to present Council in the most professional way possible, through the effective use of communication tools and resources.

Scope

This policy applies to all Campbelltown City Council staff and all manner of corporate communications under Council's name and/or bears Council's logo which is intended for public use.

Principles

To assist with this, a Corporate Style Guide for the use of Council's logo, colours and approved sub-graphics has been developed, along with a Corporate Communications Quick Reference Guide. It is the responsibility of each Section Manager to ensure that all documents intended for the public which bear Council's name and/or logo, are created in line with these guides.

1. All corporate communication intended for public viewing or use, must feature the Council logo in the full corporate colours (where possible). The approved sub-graphics can also be used in addition to the logo, but not without, should further visual depth be required.
2. **The Section Manager and/or Manager Communications and Marketing is to sign off on all corporate communications intended for the public, which includes Council's name and logo (excluding letters to individuals or groups, as they are not intended for the general public).**
3. The Corporate Communications Quick Reference Guide, created in line with Council's Plain English Style Guide and the Corporate Style Guide must be used when creating corporate communications of any kind. These guides detail appropriate use of font sizes, language, numbers, dates, Council logo and sub-graphics size and colour.
4. **Manager Communications and Marketing is to view all major corporate documentation before it is published, to ensure that material is in line with Council style (as per the Corporate Communications Quick Reference Guide and Corporate Style Guide). Major documents are to be determined in consultation with the Directors and General Manager and include, but are not limited to, the State of the Environment Report, Annual Report, Community Report and those associated with the Integrated Planning and Reporting framework.**

Campbelltown City logo, colours and sub-graphics

The Campbelltown City Council logo shall be used wherever possible in Council applications, such as signage, vehicle identification, advertising, publications, certificates, letterheads, web applications, badges, certificates and staff uniforms. The sub-graphics have been derived from Council's vision statement of "A City of Choice and Opportunity in a Natural Environment" and can be used, in conjunction with the full logo, to add interest on corporate literature.

This policy covers any use of Campbelltown City Council's logo, crest and coat of arms and sub-graphics on any Council related applications and by any organisation other than Campbelltown City Council.

Council's colours, as used in the logo, are:

Leaf Green: Pantone 582
CMYK: C:22, M:9, Y:100, K:39
RGB: R:135, G:136, B:0

DATA AND DOCUMENT CONTROL		
DW: 2017946	Page: 2 of 4	Print Date: 6/06/13

Campbelltown City Council

Navy Blue: Pantone 655
CMYK: C:100, M:80, Y:12, K:63
RGB: R:0, G:32, B:78

Burgundy: Pantone 202
CMYK: C:10, M:97, Y:61, K:48
RGB: R:130, G:36, B:51

1. The use of navy blue, burgundy and leaf green shall be encouraged in official signage, interior décor and external identification as part of a program to develop a consistent and contemporary presence for Council offices and properties.
2. Groups representing Campbelltown City shall be encouraged to adopt colours similar to navy blue, burgundy and leaf green as their official livery, whenever opportunities to review existing colour schemes arise.
3. Community groups, sporting clubs and other external organisations must seek approval through Council's Manager Communications and Marketing prior to making use of the official Campbelltown City logo. The sub-graphics are to be used for Council applications only.
4. The Manager Communications and Marketing must approve any marketing material featuring Council's logo, which is intended for the public.
5. The use of the Council Crest incorporating a mural crown and white swan shall be encouraged as the official emblem for groups representing the City of Campbelltown.
6. The use of the Campbelltown City Coat-of-Arms bearing the motto "Be mindful" shall be reserved for specific official occasions where the dignity of proceedings would be enhanced through the application of a heraldic device.
7. The use of Council's Coat-of-Arms is restricted to official Council purposes only.

Responsibility

The Manager Communications and Marketing is to sign off on all major Council corporate communications intended for the public, which includes Council's name and/or logo. The Manager Communications and Marketing must also review and approve any marketing material featuring Council's logo, which is intended for use by organisations other than Campbelltown City Council.

Effectiveness of this policy

Manager Communications and Marketing to review the policy on an annual basis to ensure this policy remains effective.

END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
DW: 2017946	Page: 3 of 4	Print Date: 6/06/13

Campbelltown City Council

DOCUMENT HISTORY AND VERSION CONTROL RECORD

Contact for inquiries and proposed changes

Name	Bernice Naylor
Position/Section	Manager Communications and Marketing
Contact Number	4645 4476

Version Number	Revised Date	Authorised Officer	Amendment Details

1.2 Support of national referendum strategy campaign

Reporting Officer

Acting Manager Communications and Marketing

Attachments

Nil

Purpose

To seek Council's endorsement of proposed plans to support the Australian Local Government Association's national referendum strategy campaign through localised marketing initiatives.

History

Council at its meeting of 12 April 2011 resolved:

'That Campbelltown City Council declares its support for financial recognition of Local Government in the Australian Constitution so that the Federal Government has the power to fund Local Government directly and also for inclusion of Local Government in any new preamble to the Constitution if one is proposed and calls on all political parties to support a referendum by 2013 to change the Constitution to achieve this recognition.'

Report

Local government is seeking an amendment to Section 96 of the Australian Constitution so that it would read: "Parliament may grant financial assistance to any state or to any local government body formed by State or Territory legislation on such terms and conditions as the Parliament sees fit."

The words reflect the recommendations of the Government's own expert panel and make it clear that local government will remain a state responsibility. The amendment is being sought in order to make specific provision in the Australian Constitution in relation to the granting of financial assistance to local government bodies.

Council at its meeting of 26 March 2013 resolved:

'That Council support the Local Government NSW national advertising campaign to achieve constitutional recognition of Local Government and request Local Government NSW to firstly seek internal funding before coming to Councils to seek recovery of costs incurred.'

Following the Council meeting of 26 March 2013, a letter was forward to Local Government NSW advising them of the above resolution and to date no response has been received.

Following a significant campaign initiated by the Australian Local Government Association (ALGA), on 9 May 2013 it was announced that it is the Australian Government's intention to proceed with a referendum to recognise local government in the Australian Constitution.

The referendum will be held on the same day as the 14 September federal election, and will ask voters to cast their vote on 'financial' recognition, enabling the Commonwealth to continue to provide direct funding to local services and local communities.

For the referendum to succeed, councils across NSW are expected to play a major role in promoting the reasons why it is important for our sector to continue to receive direct federal funding and to support the national Vote 'Yes' campaign as it rolls out state-wide.

Council's formal position is one of support for the constitutional change. Council has previously had Councillor representatives on the board of the Local Government Shires Association of NSW (now LGNSW), along with senior staff participated in initial workshops to gauge interest in conducting a referendum in recognition of local government within the constitution.

As a declaration of Council's support of the case for constitutional change to ensure that the Australian Government can continue to directly fund community services, a series of marketing initiatives are proposed to support ALGA's ongoing Vote 'Yes' campaign initiatives including the following strategies:

- the addition of a dedicated page on Council's website with links to ALGA factsheets and 'The Case For Change' document
- inclusion of the Vote 'Yes' campaign information in an upcoming edition of Council's monthly eNewsletter and on Council's corporate Facebook page
- inclusion of the Vote 'Yes' campaign message in any material used to promote Local Government Week activities
- internal promotion of the campaign through inclusion in Council's staff newsletter and intranet message boards
- provision of any available promotional material from ALGA at Council's community events
- the addition of a Vote 'Yes' message on Council's public notice advertisements in both local papers, in the lead up to the referendum.

These initiatives would be rolled out from Wednesday 19 June 2013. It should be noted that, other than the placement of advertisements in local papers, the above initiatives will be at no cost to Council.

In addition, a Council officer will attend a Local Government NSW PR network meeting in late June that will focus on ALGA's national referendum campaign strategy and the role of NSW councils in supporting the campaign initiatives.

Officer's Recommendation

That Council support ALGA's campaign for constitutional recognition via the following means:

- i. the addition of a dedicated page on Council's website with links to ALGA factsheets and 'The Case For Change' document.
- ii. inclusion of the Vote 'Yes' campaign information in an upcoming edition of Council's monthly eNewsletter and on Council's corporate Facebook page.
- iii. inclusion of the Vote 'Yes' campaign message in any material used to promote Local Government Week activities.
- iv. internal promotion of the campaign through inclusion in Council's staff newsletter and intranet message boards.
- v. provision of any available promotional material from ALGA at Council's community events.
- vi. the addition of a Vote 'Yes' message on Council's public notice advertisements in both local papers, in the lead up to the referendum.

Committee's Recommendation: (Kolkman/Lake)

That Council support ALGA's campaign for constitutional recognition via the following means:

- i. the addition of a dedicated page on Council's website with links to ALGA factsheets and 'The Case For Change' document.
- ii. inclusion of the Vote 'Yes' campaign information in an upcoming edition of Council's monthly eNewsletter, Compass magazine and on Council's corporate Facebook page.
- iii. inclusion of the Vote 'Yes' campaign message in any material used to promote Local Government Week activities.
- iv. internal promotion of the campaign through inclusion in Council's staff newsletter and intranet message boards.
- v. provision of any available promotional material from ALGA at Council's community events.
- vi. the addition of a Vote 'Yes' message on Council's public notice advertisements in both local papers, in the lead up to the referendum.

CARRIED

Council Meeting 18 June 2013 (Mead/Lake)

That the Committee's Recommendation be adopted.

Amendment (Mead/Greiss)

That the information be noted.

LOST

Council Resolution Minute Number 122

That the Committee's Recommendation be adopted.

A **Division** was called in regard to the Resolution for Item 1.2 - Support of national referendum strategy campaign with those voting for the Motion being Councillors: Borg, Brticevic, Chanthivong, Dobson Glynn, Hawker, Kolkman, Lake and Lound.

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

2. GOVERNANCE AND ADMINISTRATION

2.1 Council scholarships with the University of Western Sydney

Reporting Officer

Acting Manager Governance and Administration

Attachments

Nil

Purpose

To update Council on the scholarships program with the University of Western Sydney.

History

Council at its meeting held 26 March 2013, Community Services Committee Item 6.1 – UWS Medical Scholarship and Ian Porter Scholarship, resolved that a report be presented detailing Council's partnership in the University of Western Sydney (UWS) Medical and Ian Porter Scholarships. It was also resolved that an appropriate function be held to acknowledge the recipients of both scholarships.

Report

Council's support for local students who choose to study at the UWS Campbelltown campus has been ongoing for more than 10 years.

The aim of the scholarships is to encourage local students to study at UWS, as well as act as ambassadors for the local area and within the local community.

The Campbelltown City Council Scholarship was established in 2001 to support students from the Campbelltown Local Government Area (LGA), studying any undergraduate degree at the UWS Campbelltown campus. This scholarship was awarded to the applicant who received the highest entry score for students living in Campbelltown and studying on the Campbelltown campus. Valued at \$2000 per annum for the duration of the degree, a total of 13 students were awarded this scholarship.

In 2009, the Campbelltown City Council Scholarship was replaced with the Campbelltown City Council Medical Scholarship, valued at \$3000 per annum for the duration of the degree. Applicants must have lived in the Campbelltown LGA for at least 12 months prior to starting at UWS and must demonstrate involvement with, and contributions to, the community. To date, there have been five scholarships awarded.

The Ian Porter Scholarship was established in 2006, dedicated to the memory of the late Ian Slade Porter, former General Manager of Council. The scholarship is available to students studying any undergraduate degree at UWS and is valued at \$2500 per annum for three years. To date, there have been six scholarships awarded.

Both the Campbelltown City Council Medical Scholarship and the Ian Porter Scholarship are awarded annually to first year students. At any one time, Council can be supporting up to eight students.

In recognition of the efforts of both past and current recipients of all the Council scholarships, a civic function will be held on Thursday 20 June.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Hawker/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 18 June 2013 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

2.2 Conduct of the 2012 Local Government Elections

Reporting Officer

Acting Manager Governance and Administration

Attachments

Nil

Purpose

To advise Council of the progress of the Joint Standing Committee (the Committee) on Electoral Matters.

Report

The Joint Standing Committee on Electoral Matters, NSW Parliament has commenced an inquiry into the conduct of the 2012 Local Government elections.

The NSW Electoral Commission (NSWEC) provided its report to the Committee at the end of April 2013. This report covers the NSWEC's performance against the standards in the 2012 Local Government Service Charter. The report is an important part of the NSWEC's public accountability.

The report is composed of three parts. The first part addresses not only performance against the targets in the Service Charter, but also services provided to electors, councils, candidates and political parties, the costing model and stakeholder feedback. Part two contains the reports of elections in individual councils. Part three contains supplementary material including the independently undertaken elector surveys.

Following public release by the Joint Standing Committee of the submissions it received, including the NSWEC's report, Council will be forwarded a report on its elections. The report will describe the election in terms of when the poll was declared, the nominations received, candidates, enrolment, participation and informality rates, election costs, advertising expenditure, election services (Elector Enquiry Centre, website usage, Braille voting, the Returning Officer, staffing, and pre-poll and election day voting places). This report will be specific to Campbelltown, with the wider election issues discussed in part one of the larger report.

Under current legislation, Council is required to decide whether to have the Electoral Commission administer its 2016 election within 12 months after the previous ordinary election of councillors. However, legislation will be presented in the upcoming sitting of parliament seeking to change the existing provisions to enable councils to defer committing to using the Electoral Commission for the next election to no later than 15 months before the next local government election.

Following the receipt of the NSW Electoral Commission report and the passing of the proposed changes to the *Local Government Amendment (Conduct of Elections) Bill 2013*, a further report will be presented to Council to determine the process for the conducting of the 2016 local government elections.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Greiss/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 18 June 2013 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

2.3 Request for contribution to legal assistance for Mid-Western Regional Council

Reporting Officer

Acting Manager Governance and Administration

Attachments

1. Letter from LGNSW dated 18 April 2013 advising of approval for legal assistance to Mid-Western Regional Council
2. Letter from LGNSW dated 14 May 2013 requesting financial contribution to legal assistance

Purpose

To advise Council of a request from Local Government NSW (LGNSW) for financial assistance to assist Mid-Western Regional Council with a matter before the Land and Environment Court.

Report

Council received a letter from LGNSW on 18 April 2013, advising that the Board of LGNSW approved an application for legal assistance by Mid-Western Regional Council.

Mid-Western Regional Council currently has a matter before the Land and Environment Court, with a mining company challenging the council's categorisation of land as mining for ratings purposes. The council argue that if they can defend their categorisation in court, it will have benefits for all councils. The present requirements of the *Local Government Act, 1993* (the Act) are for councils to categorise all rateable land as residential, farmland, mining or business. The category should best fit the current or permitted use of each rating assessment in accordance with the Act's definitions.

Properties categorised mining are limited to the industry of mining coal or metaliferous material and loosely defined as land "used or held for any mining purpose". The Mid-Western Regional Council is presenting a case for change on the current definition to be more robust and include land used for other 'mining' activities that is not directly associated with the current extractive industries.

LGNSW is seeking a voluntary financial contribution of \$6149.98 from Council to assist with the above.

It is considered the issue faced by the Mid-Western Regional Council is not substantial enough to affect all councils. LGNSW criteria in their Legal Assistance Policy and Guidelines also states that the matter which requires financial assistance must be before the NSW Court of Appeal or the High Court of Australia.

It is recommended that Council does not make a financial contribution.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Lake/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 18 June 2013 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

ATTACHMENT 1



APR23'13 08:08:48 RCVD

Our ref: R90/0377-03 - out 21405

18 April 2013

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

Dear Mr Tosi

Approval of Legal Assistance Mid-Western Regional Council

At its meeting of 4 April 2013, the Board of Local Government New South Wales approved an application for legal assistance by Mid-Western Regional Council.

Mid-Western Regional Council currently have a matter before the Land and Environment Court challenging Council's categorisation of land for ratings purposes when Council have determined land which is used for mining purposes to be appropriately categorised, notwithstanding that the land is not located within the boundaries of a mining lease.

The relevant land is owned by a mining company and may be used for such purposes as a passive buffer for the attenuation of noise, for the disposal of excess mine water, for environmental offset and other purposes relating to the mining of coal.

Council argue that if they are able to defend their categorisation in Court that it will have major benefits for all councils.

Although the matter does not strictly fall within the Legal Assistance Policy and Guidelines, in that it is not a matter before the New South Wales Court of Appeal or the High Court of Australia, the Board concluded that the matter was of importance to all councils in that mining, including coal seam gas mining, was a major issue for local government and the application should therefore be supported.

A letter seeking your support by way of voluntary contribution will be forwarded to you in the near future.

Please do not hesitate to contact me on (02) 9242 4125 if you have any questions on this matter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'F/Loveridge'.

Frank Loveridge
Legal Officer

ATTACHMENT 2



Our ref: R90/0240-02-out 21478

14 May 2013

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

MAY21 '13 07:58:23 RCUD

Dear Mr Tosi,

Advice re: Contribution to Legal Assistance

The Association recently wrote to your Council outlining the successful application for legal assistance by Mid-Western Regional Council.

As set out in that letter, Mid-Western Regional Council currently has a matter before the Land and Environment Court challenging Council's categorisation of land as mining for ratings purposes.

The Association's Board considered that this matter is of importance to all local government especially taking into consideration the recent Coal Seam Gas issues that have occurred throughout the State.

Your financial contribution is now sought in this matter. Please find attached an invoice with your contribution amount of \$6149.98.

You are reminded that there is no obligation for a council to provide assistance.

Please do not hesitate to contact me on (02) 9242 4125 if you have any questions on this matter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'F/L', positioned above the printed name.

Frank Loveridge
Legal Officer

3. PROPERTY SERVICES

3.1 Expression of Interest Ground Lease - Blaxland Road

Reporting Officer

Manager Property Services

Attachments

1. Aerial photo (Lot 24 DP788268) to be tabled
2. Aerial photo (part site subject to EOI) to be tabled

Purpose

To seek Council approval to proceed with an Expression of Interest (EOI) process for the long term ground lease of Council land situated between Farrow Road (link road) and Blaxland Road, Campbelltown (being part of Lot 24 DP 788268).

Report

Council owns a significant parcel of land situated between Farrow Road, the rail corridor, Narellan Road and Blaxland Road at Campbelltown being Lot 24 DP 788268. This land has a total area of approximately 24.6 hectares and is zoned Part 4(b) Industrial and Part 6(a) Local Open Space under Campbelltown LEP 2002.

This land is currently vacant and occupies a prominent position adjacent to Campbelltown CBD and is in close proximity to Campbelltown Railway Station. The completion of Farrow Road (link road) has significantly improved access to this parcel of land and created the opportunity to consider development.

The construction of the link road has created a parcel of land situated between the link road and Blaxland Road, an area of approximately 3.849 hectares (subject to survey). A survey is currently being undertaken to formally make the link road a public road, which will delineate the residual parcels as separate lots.

This section of land which is subject to the EOI for ground lease is zoned 4(b) Industrial and is classified as operational land.

It should be noted that Campbelltown has adopted the Campbelltown/Macarthur Structure Plan which identifies this specific site for future development. This site has previously been nominated by Council as part of the Urban Activation Precinct (UAP) to encourage development for a future business park in this locality. This nominated site was not one of the eight sites selected for precinct nomination which was announced in March 2013 by the State Government.

It is proposed to proceed to an EOI for a ground lease under the sites existing 4(b) zoning subsequent to any rezoning adopted as part of the Comprehensive LEP process. As part of any EOI process, interested parties will be required to rely on their own planning advice in respect to permissible uses.

Council has received numerous unsolicited approaches concerning the potential sale/lease of the site, particularly in relation to its potential commercial/industrial use.

Given the strategic location and demand for the site, it is recommended that Council retain ownership and consider an EOI process for the long term lease of the site for a period of up to 50 years.

A long term ground lease has been considered to allow any interested parties to potentially amortise the significant capital costs associated with developing the site. A long term lease would also allow Council to retain ownership of the site in which decisions can be made to its future use once a lease expires.

EOI process

It is proposed that as part of the EOI process, Council would obtain marketing submissions from appropriate real estate agents and engage a solicitor to prepare any associated documentation as required.

EOI submissions would need to address the following:

1. proposed annual lease rental
2. term including option periods
3. identify proposed uses
4. identify capital investment to be undertaken as part of any ground lease proposal
5. identify potential employment opportunities
6. minimum size requirements (ground lease area), which would allow Council to determine if multiple use can be accommodated to maximise ground lease income
7. provide concept designs addressing site access and treatment of the drainage channel
8. provide concept design plans detailing how the site would be developed.

On completion of the EOI process, Council will obtain valuations in respect to current market ground lease rentals for the site, and a further report will be provided to Council to advise of the outcome of the EOI process.

Budget impact

As the property is vacant, an opportunity exists for Council to pursue prospects for its long term ground lease, to provide a positive financial contribution to the development reserve fund.

Accordingly, it is recommended that Council provide approval to proceed to an EOI process as outlined, with a further report to be provided to Council on review of submissions.

Officer's Recommendation

That Council approve an Expression of Interest process, with a further report to be provided to Council on review of the submissions.

Committee's Recommendation: (Lake/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 18 June 2013 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

3.2 Jessie Thompson Building - Browne Street, Campbelltown

Reporting Officer

Manager Property Services

Attachments

Locality plan

Purpose

To seek Council approval to lodge a development application to demolish the Jessie Thompson building, once the existing occupants vacate the premises.

History

The Jessie Thompson building is located on Council owned land described as Lots 2, 3 & 5 DP 1129654 forming part of Mawson Park, fronting Browne Street and adjacent to Campbelltown Bowling Club. The building was officially opened on 27 November 1965 as a Senior Citizens Centre.

The Senior Citizens Centre was formally renamed to the Jessie Thompson building at a ceremony on 16 September 1980, in memory of the late Mrs Jessie Thompson, to honour her work as Foundation President of the Campbelltown Senior Citizen and Pensioners Club.

Council at its meeting held on 11 July 1989, resolved to relocate the Campbelltown and District Senior Citizens Club to a portion of the then existing library building on completion of the new library building.

At its meeting of 23 October 1990, Council considered a report which sought approval for the demolition of the Jessie Thompson building when it was vacated by the Campbelltown Senior Citizens, and the land added to Mawson Park for passive recreation purposes.

The reasons for demolition were due to major problems that included a leaking roof, damp areas at the rear of the building, poor ventilation, structural defects and a multitude of general maintenance works.

A building condition report was also obtained which identified that the earlier extensions to the building and subsequent roof leakages and surface drainage problems had resulted in cracking to the floor slab where the original building joined the extended building. It was noted in the report that due to the identified structural and multitude of general maintenance works, the building would have a useful life that would not exceed greater than five years.

The recommendations to demolish the building were not adopted by Council and it was resolved to retain the building and consider future options following relocation of the senior citizens.

Records indicate that the building was refurbished following the vacation of the senior citizens to increase the life span of the building and a formal interview process was undertaken by Council to determine the best candidate to occupy the vacated building. Campbelltown Migrant Services (now known as Macarthur Diversity Services) was chosen to occupy the building.

Council formally entered into a licence agreement with Campbelltown Migrant Services commencing on 27 April 1993 for a period of three years, with a three year option period with a minimum rental. This licence was terminated by Council in October 1995 when Campbelltown Migrant Services relocated its services to a commercial facility in Queen Street attracting a commercial rent.

Notwithstanding the relocation to the new premises, Campbelltown Migrant Services requested that it be granted continued use of the Jessie Thompson building for the purposes of operating a frail aged care program.

Council at its meeting of 22 July 1997 reconsidered the proposal to demolish the building however, resolved that due to the lack of accommodation for community purposes, the building be retained and refurbished only to satisfy Occupational Health and Safety Standards.

The building was refurbished to comply with Occupational Health and Safety Standards applicable at the time and on completion in 1997, was re-occupied by Campbelltown Migrant Services.

It should be noted that no formal lease or licence was entered into with either of the parties and that the occupation of the building was based on correspondence.

Report

As a result of increasing maintenance requests and structural issues with the building, a building condition report was undertaken on 1 October 2008.

The building condition report found that an overwhelming majority of the building's components and sub components received a condition rating of between 8 and 10. Condition 8 and 10 of the matrix used by Council to assess its assets read:

8. An asset in very poor overall condition with serviceability now being heavily impacted on by the poor condition. Maintenance cost would be very high and the asset would at a point where it needed to be rehabilitated.
10. An asset that has failed is no longer serviceable and should not remain in service. There would be an extreme risk in leaving the asset in service.

It was found that when the building was inspected that despite repeated termite eradications, ongoing termite attacks had continued and infested most parts of the building.

In light of the building condition, a briefing was provided to Council in 2009 seeking approval to demolish the building, noting the ongoing maintenance and structural issues with the building. It was identified that Council undertake maintenance and reassess the condition at a future point of time.

In the interim period, it would appear that Macarthur Diversity Services have undertaken their own repairs to the building in order that they could remain in occupation. The uses have also expanded as it is understood that playgroups and senior programs are operated from the building.

As a result of Occupational Health and Safety regulation, Council has recently commissioned hazardous materials reports for its buildings built prior to 2003 in order to compile an asbestos register. This report for the Jessie Thompson building identified a number of instances of asbestos in the building, including the vinyl floor coverings and ceilings.

Given the building's life had expired some time ago, despite numerous efforts by Council, it is considered appropriate in light of the amendments to the *Work Health & Safety Act* and the Hazardous Materials Building report to consider the demolition of the building.

It is considered that the cost of continually addressing the long standing maintenance problems is unsustainable, particularly when this would not extend the life of the building.

The building has experienced movement, significant termite damage and would not meet current building code of Australian Standards, even if repairs were undertaken. It has been identified that to adequately assess the termite damage, the ceiling would need to be removed and that replacement of the roof structure could be required. On this basis, the cost of seeking to rectify the major defects would not be considered feasible or cost effective.

It should be noted that in 2001, Council commissioned a report titled, '*Landscape Masterplan, Mawson Park, Campbelltown*' that identified the building does not address Mawson Park with its entry or its usage and also identified that the building was structurally unsound. This report supported the demolition of the building.

A review of Council's Heritage Study was undertaken by Paul Davies Heritage Architects Pty Ltd in 2009, which provided Heritage Inventory Sheets for each listed heritage item. The consultants were also asked to investigate the potential of listing several additional places and buildings, including Mawson Park, as heritage items.

The review identified that the Jessie Thompson building is not a significant feature of Mawson Park and its removal would not have a detrimental impact on the integrity or heritage significance of Mawson Park.

Taking into account all the issues outlined in this report, it is appropriate to conclude that the demolition of the building is inevitable. Subsequent to the demolition of the building, there would be definite cost savings to Council in respect to continued maintenance of a substantially aged building. The community will also benefit with an increase of passive recreation space through the extension of Mawson Park.

It is proposed that for the safety of Macarthur Diversity Services and its clients, that Council issue a Notice to Vacate. It should be noted that Macarthur Diversity Services already own their own premises in Lithgow Street, Campbelltown.

Macarthur Diversity Services will still have the ability to hire alternative Council community facilities, in accordance with Council's fees and charges. The availability of alternative space will be subject to any existing vacancies.

Officer's Recommendation

1. That Macarthur Diversity Services be issued with a Notice to Vacate the Jessie Thompson building.
2. That approval be granted for the lodgement of a development application to demolish the Jessie Thompson building and associated structures.

Committee's Recommendation: (Lake/Borg)

That the Officer's Recommendation be adopted.

CARRIED

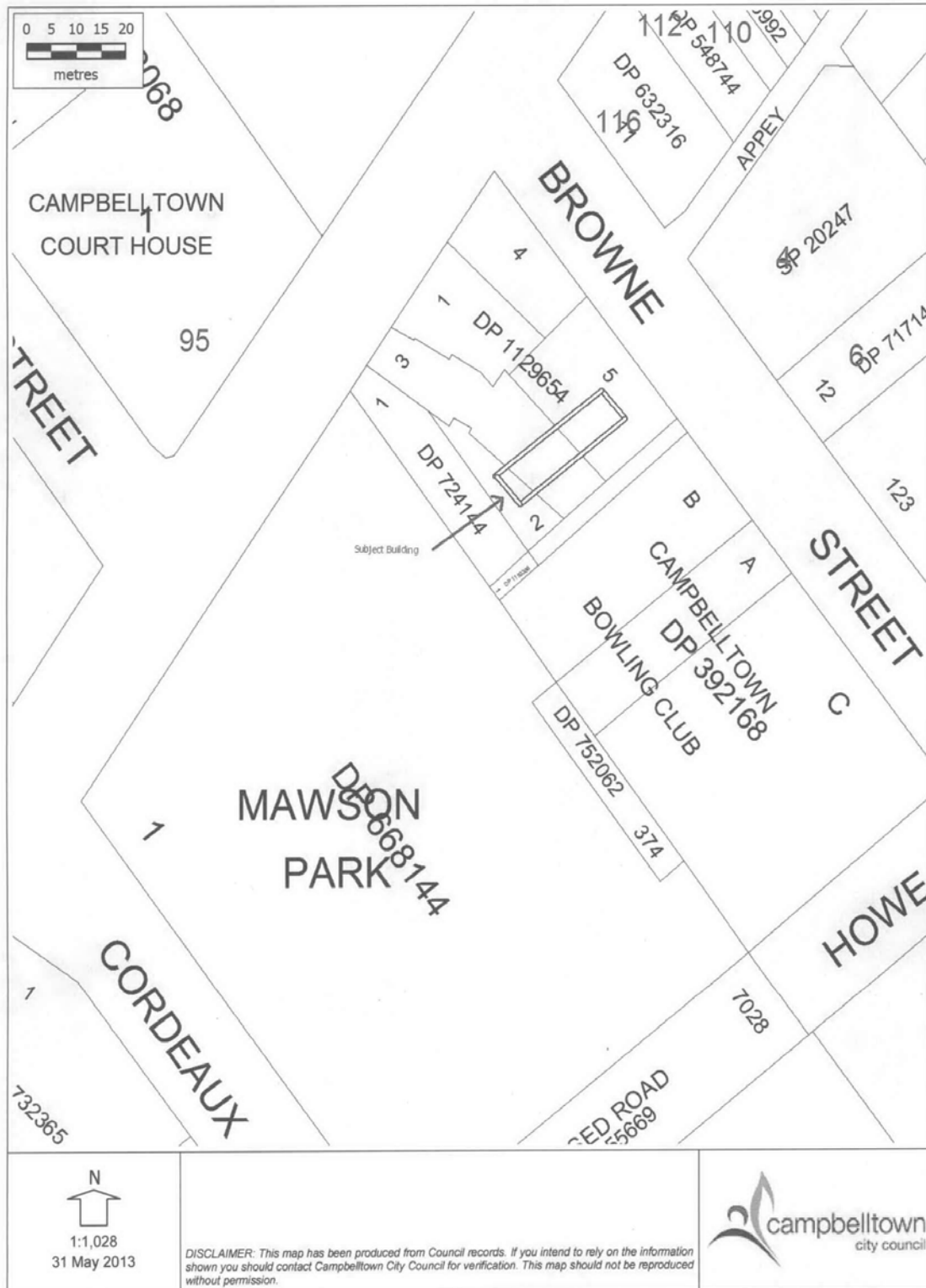
Council Meeting 18 June 2013 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

ATTACHMENT 1



3.3 Subdivision of Council Land - Farrow Road, Campbelltown

Reporting Officer

Manager Property Services

Attachments

Draft Survey Plan

Purpose

To seek Council approval for the lodgement of a development application for a subdivision to dedicate the Farrow Road extension as public road and to release and create an easement for drainage

Report

In December 2012, Council completed the construction of the Farrow Road extension that links Blaxland Road to Campbelltown railway station.

Subsequent to the completion of the road extension, a full survey has been commissioned to identify the current required road reserve, as well as identification of additional areas of land for potential future road widening purposes.

In order to formally dedicate Council land as public road, the lodgement of a development application will be required. The proposed subdivision layout is depicted in the draft survey plan attached to this report (attachment 1). The draft survey plan is intended to accompany the development application.

In addition to the proposed creation of public road, it is also intended that an easement for drainage purposes also be created, see sheet 3 of attachment 1. Arising from the construction of the vehicular bridge over the drainage channel, it was required that the existing drainage alignment be augmented. In this respect, the easement intended to be created reflects the augmented drainage alignment.

It is considered an opportune time to also release an easement on the now redundant drainage alignment. It should be noted, that the original easement benefits the adjoining private landowner and would therefore require their consent to the release. The position of the adjoining land owner will determine whether the original easement can be released.

On this basis, it is recommended that Council approval be provided for the lodgement of a development application over its land described as Lot 612 in DP 700314 and Lot 58 in DP 32311 to duly dedicate the Farrow Road extension as public road. It is also recommended that Council approval be provided for the potential release and creation of a drainage easement through Lot 58 in DP 32311.

Officer's Recommendation

1. That Council approval be provided for the lodgement of a development application over its land described as Lot 612 in DP 700314 and Lot 58 in DP 32311 to duly dedicate the Farrow Road extension as public road.
2. That Council approval be provided for the potential release and creation of a drainage easement through Lot 58 in DP 32311.
3. That all documentation associated with the lodgement of a development application be executed under the Common Seal of Council if required.
4. That all documentation associated with the potential release and creation of a drainage easement over Lot 58 DP 32311 be executed under the Common Seal of Council if required.
5. That should the development application be successful, all documentation associated with the registration of the subdivision of Council land described as Lot 612 in DP 700314 and Lot 58 in DP 32311 be executed under the Common Seal of Council if required.

Committee's Recommendation: (Lake/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

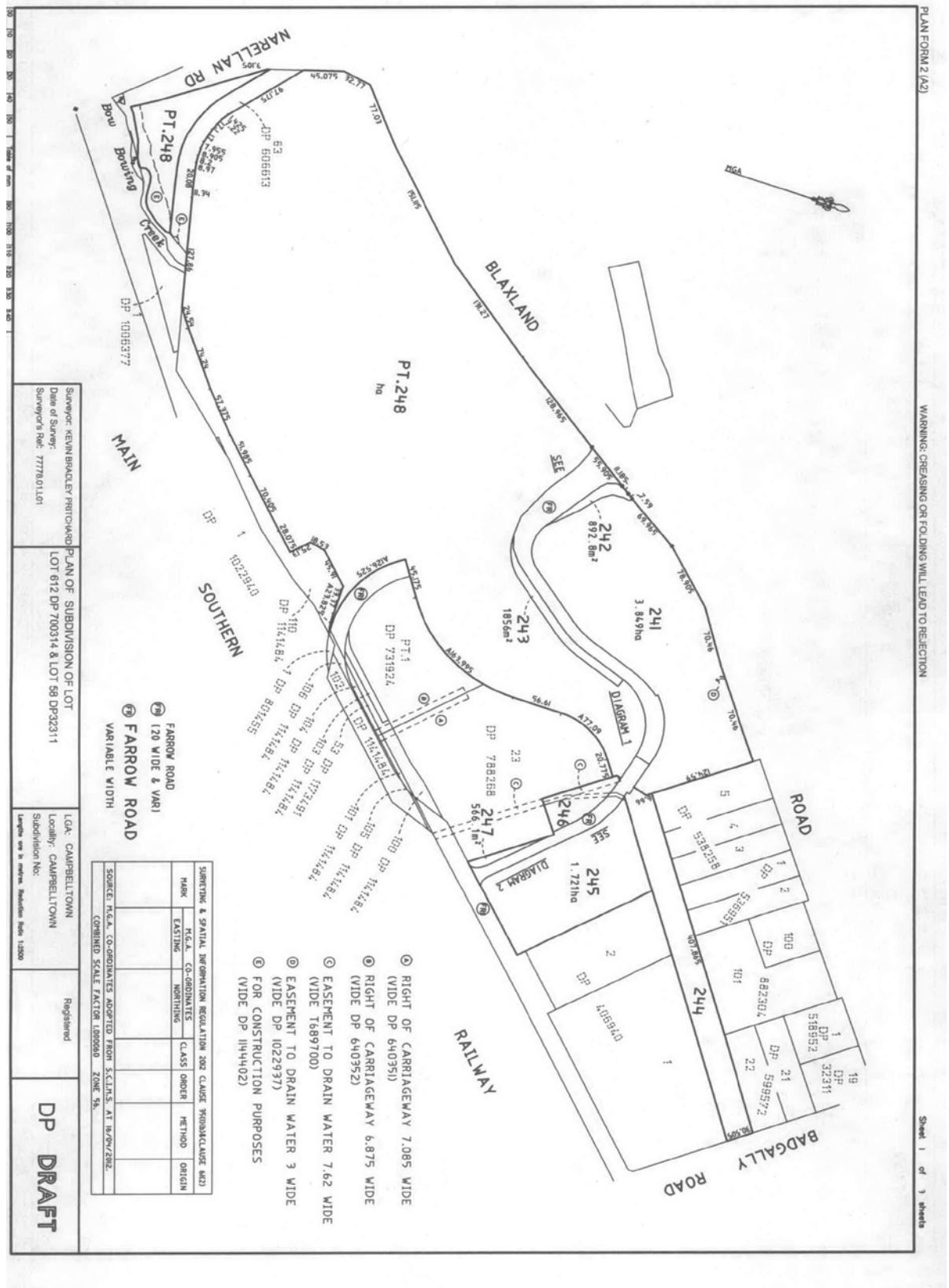
Council Meeting 18 June 2013 (Mead/Lake)

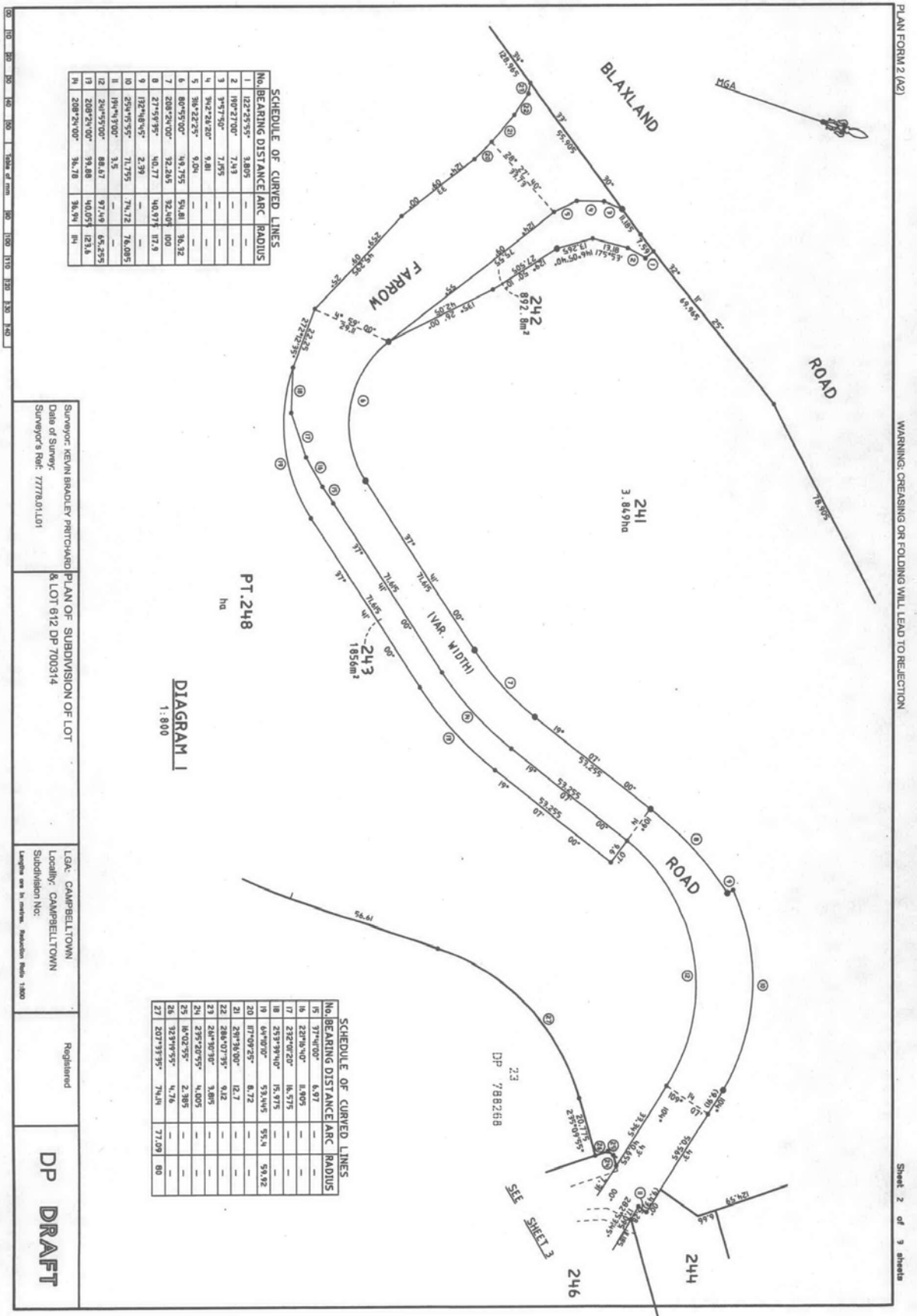
That the Officer's Recommendation be adopted.

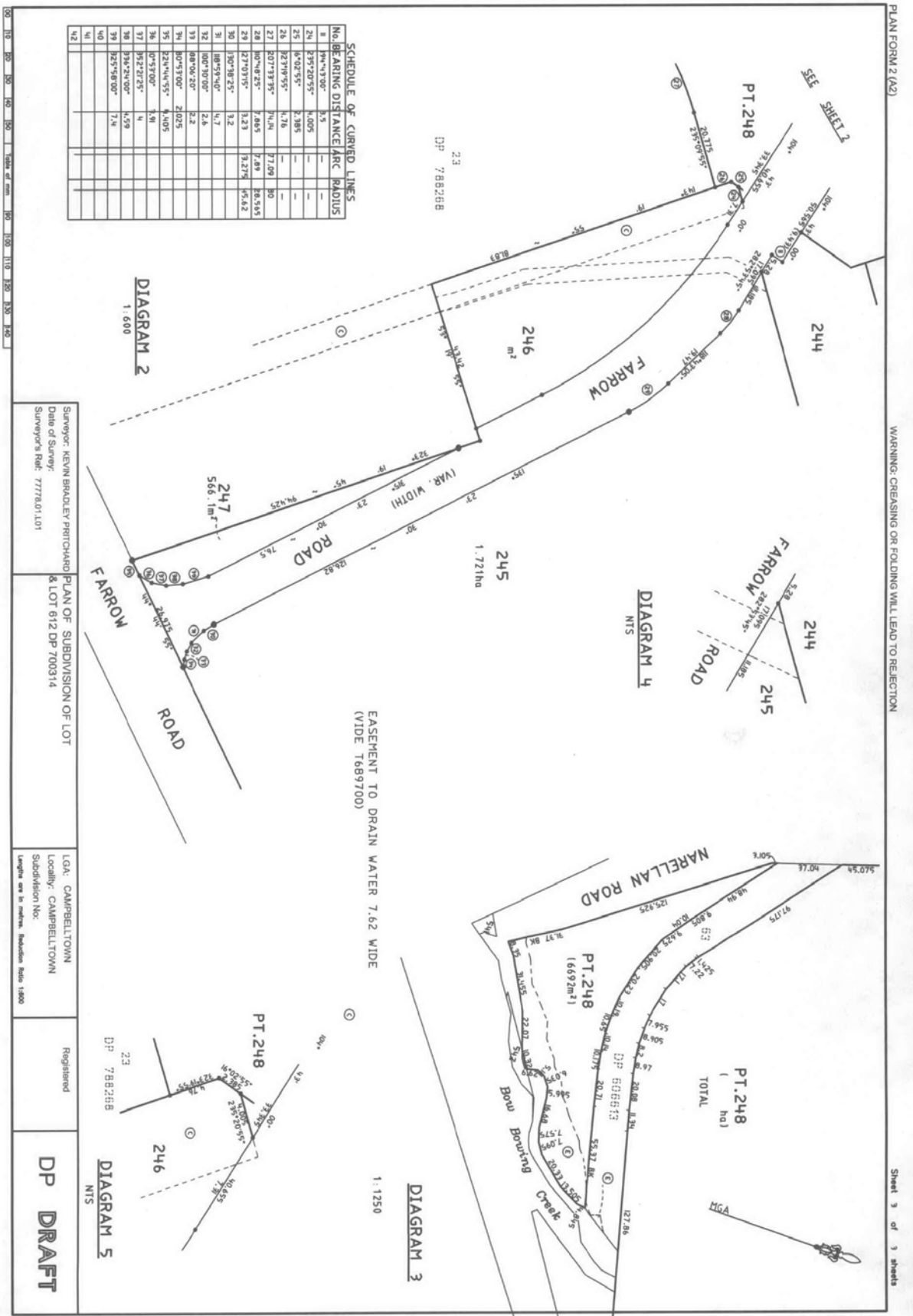
Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

ATTACHMENT 1







4. FINANCIAL SERVICES

4.1 Investment report - May 2013

Reporting Officer

Acting Manager Financial Services

Attachments

Investment portfolio performance as at 31 May 2013

Purpose

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

Report

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

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

Portfolio performance

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

Monthly annualised return	May
Council Managed Funds	4.62%
Benchmark: 90 Day Bank Bill Index	3.08%

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	May
Council Managed Funds	4.85%
Benchmark: 90 Day Bank Bill Index	3.29%

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

Duration profile	31 May
Short term at call	\$1,163,002
1 – 3 months	\$2,155,814
3 – 6 months	\$14,807,856
6 – 12 months	\$35,405,139
12 months +	\$27,300,000

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

Credit exposure	31 May
AAA to AA-	86%
A+ to A	10%
A- to BBB-	4%
Other approved deposit taking institutions	0%

Economic outlook

The Board of the Reserve Bank of Australia (RBA) left the cash rate unchanged from its present level of 2.75% at its meeting held 4 June, largely due to the depreciation of the Australian dollar in recent weeks taking some of the pressure off other parts of the economy. In the medium term however, economists are predicting lower interest rates, possibly to a level as low as 2% over the next 12 months, particularly as employment indicators are soft and inflation remaining consistent within the RBA's target rate of 2-3%.

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 18 June 2013 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

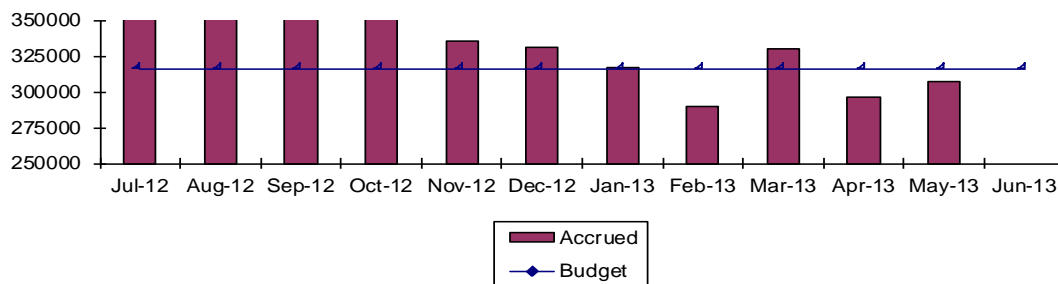
ATTACHMENT

CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO Summary May 2013

Benchmark UBS Warburg 90 Day Bank Bill Index
 Portfolio Balance \$80,831,811.24

Monthly Performance	Return (mth)	Return (pa)
UBSW 90 Bank Bill Index	0.26%	3.08%
Total Portfolio	0.39%	4.59%
<i>Performance to Benchmark</i>	+ 0.13%	+ 1.51%
Portfolio - Direct Investments	0.39%	4.62%
<i>Performance to Benchmark</i>	+ 0.13%	+ 1.53%
Short Term Call Account	0.29%	3.40%

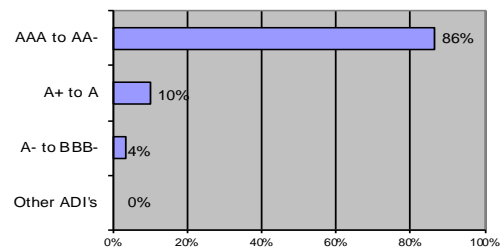
Monthly Interest



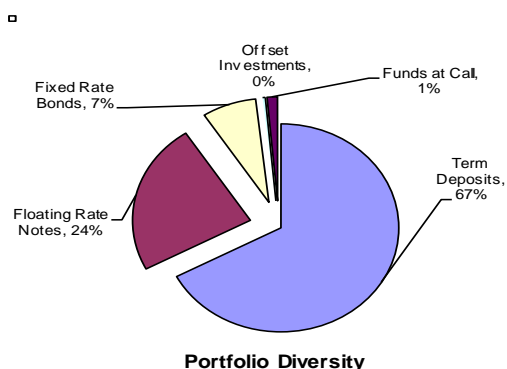
Year to Date Performance Credit Exposure

Rolling 12 Month Period
 4.85% Council Managed Funds
 3.29% Benchmark

Interest Budget to Actual
 Budget to Period \$3,471,875
 Accrued to Period \$3,644,462



Securities Institutions



	Amount Invested	% Portfolio
Funds at Call	\$ 1,163,002.46	1%
Suncorp Metway	\$ 8,065,479.52	10%
National Australia Bank	\$ 24,547,008.44	30%
ANZ Bank	\$ 3,500,000.00	4%
NSW Treasury	\$ 4,140,000.00	5%
Westpac Bank	\$ 11,048,493.09	14%
St George Bank	\$ 8,633,637.97	11%
Commonwealth Bank	\$ 12,500,000.00	15%
Bank Western Australia	\$ 4,234,189.76	5%
Bendigo/Adelaide Bank	\$ 3,000,000.00	4%
Rural Bank	\$ -	0%
Bank of Queensland	\$ -	0%
Total	\$80,831,811.24	100%

4.2 Monthly Rates Summary - May 2013

Reporting Officer

Acting Manager Financial Services

Attachments

1. Monthly rates summary
2. Actual to budget result
3. Rates statistics

Purpose

To provide details of the 2012-2013 Rates and Charges Levy and cash collections for the period ending 31 May 2013.

Report

Rates and charges levied for the period ending 31 May 2013 totalled \$80,643,139, representing 99.75% of the budget estimate.

Receipts collected to the end of May totalled \$74,748,277. In percentage terms, this amount represents 89.8% of all rates and charges due to be paid. In comparison, the amount collected in the same period last year was 89.1%.

The fourth instalment of rates and charges became due for payment on 31 May 2013. A review of payment channels has revealed the preferred method of paying rates remains with BPay phone and internet payments representing 46%, followed by Australia Post 39% and credit card by phone and internet with 8%.

Continued efforts have been made throughout the year to assist ratepayers in making suitable arrangements to clear any debts. As at the end of May, 327 ratepayers with a total arrears balance of \$403,845 have elected to manage their accounts through making suitable arrangements.

Ratepayers, who purchased property since the issue of the May instalment notices, have received a 'Notice to New Owner' letter. During the month, 13 of these notices were sent advising the amount raised by Council in annual rates and charges and the unpaid balance.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Kolkman/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 18 June 2013 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

ATTACHMENT 1

RATES SUMMARY

STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES

RATE - CHARGE	NET ARREARS 1/7/2012	NET LEVY FOR YEAR	PENSION REBATES	EXTRA CHARGES	TOTAL RECEIVABLE	CASH COLLECTED	NET AMOUNT DUE	POSTPONED RATES & INTEREST	GROSS AMOUNT DUE
RESIDENTIAL	2,584,300.01	44,863,354.91	1,316,652.32	772,215.71	46,903,218.31	41,471,926.19	5,431,292.12	331,384.13	5,762,676.25
BUSINESS	648,124.82	15,080,118.69		98,022.16	15,826,265.67	14,380,919.71	1,445,345.96		1,445,345.96
BUSINESS - IND	14,953.93	0.00		230.67	15,184.60	11,057.12	4,127.48		4,127.48
FARMLAND	-10,530.04	373,824.04	876.56	1,919.52	364,336.96	322,748.71	41,588.25	165,403.37	206,991.62
MINING	0.00	13,422.10		0.00	13,422.10	13,422.10	0.00		0.00
LOAN	244,319.52	4,188,642.06		15,952.73	4,448,914.31	3,924,713.66	524,200.65	49,321.02	573,521.67
F5 ACCESS RAMPS	2,080.90	0.00		34.68	2,115.58	1,353.38	762.20		762.20
MAIN STREET	40.12	0.00		0.00	40.12	0.00	40.12		40.12
TOTAL	\$3,483,289.26	\$64,519,361.80	\$1,317,528.88	\$888,375.47	\$67,573,497.65	\$60,126,140.87	\$7,447,356.78	\$546,108.52	\$7,993,465.30
GARBAGE	694,369.27	15,119,749.54	426,972.19	46,534.63	15,433,681.25	13,786,383.72	1,647,297.53		1,647,297.53
SANITARY	0.00	0.00		0.00	0.00	0.00	0.00		0.00
STORMWATER	53,851.29	892,518.94		2,590.97	948,961.20	835,752.83	113,208.37		113,208.37
GRAND TOTAL	\$4,231,509.82	\$80,531,630.28	\$1,744,501.07	\$937,501.07	\$83,956,140.10	\$74,748,277.42	\$9,207,862.68	\$546,108.52	\$9,753,971.20

Total from Rates Financial Transaction Summary	9,093,133.11
Overpayments	-660,838.09
Difference	0.00

ANALYSIS OF RECOVERY ACTION

Rate accounts greater than 6 months less than 12 months in arrears	718,475.69
Rate accounts greater than 12 months less than 18 months in arrears	103,275.20
Rate accounts greater than 18 months in arrears	17,756.99
TOTAL rates and charges under instruction with Council's agents	\$839,507.88

ATTACHMENT 2

COMPARISON OF BUDGET TO ACTUAL

DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL	BALANCE STILL RECD.	% RAISED
RESIDENTIAL	44,722,100	44,839,900	44,863,355	(23,455)	100.05%
BUSINESS	14,996,800	14,996,800	15,080,119	(83,319)	100.56%
FARMLAND	403,500	403,500	373,824	29,676	92.65%
MINING	13,400	13,400	13,422	(22)	100.16%
LOAN	4,184,500	4,184,500	4,188,642	(4,142)	100.10%
TOTALS	64,320,300	64,438,100	64,519,362	(81,262)	100.13%
INTEREST CHARGES	306,100	306,100	234,774	71,326	76.70%
LEGAL COSTS RECOVERED	950,000	950,000	661,760	288,240	69.66%
PENSIONERS - Sec 575	(1,690,000)	(1,690,000)	(1,744,501)	54,501	103.22%
PENSIONERS SUBSIDY	929,500	929,500	959,476	(29,976)	103.22%
SUB TOTAL	64,815,900	64,933,700	64,630,870	302,830	99.53%
DOMESTIC WASTE CHARGES	14,825,000	14,825,000	14,735,251	89,749	99.39%
COMMERCIAL WASTE CHARGES	322,400	322,400	384,499	(62,099)	119.26%
SANITARY INCOME	1,000	1,000	0	1,000	0.00%
STORMWATER MNGMNT	882,000	882,000	892,519	(10,519)	101.19%
GRAND TOTALS	80,846,300	80,964,100	80,643,139	320,961	99.60%

COLLECTIONS AS A % OF:	TOTAL RECEIVABLE	TOTAL LEVIED	TOTAL RECEIVABLE	TOTAL LEVIED
RESIDENTIAL	88.42%	92.44%		
BUSINESS	90.87%	95.36%	RATES	93.19%
FARMLAND	88.59%	86.34%	SANITARY	0.00%
LOAN	88.22%	93.70%	STORMWATER	93.64%
ALL RATES	88.98%	93.19%	TOTAL RATES & CHARGES	93.64%
				89.82%

ATTACHMENT 3

RATES STATISTICS

No. of documents issued	July	August	September	October	November	December	January	February	March	April	May	June	May-12
Rate Notices	48,326	65		285			88						
Electronic - DoH	5,673												
Instalment Notices				42,003			42,014			41,706			
Electronic - DoH				5,025			5,602			5,786			
Missed Instalment Notices			8,296			7,497			7,017				
- Pensioners > \$15.00			478			466			459				
Notice to new owner	208	74	32	63	35	29	37	32	19	24	23		27
7-day Letters - Council issued			1,716			1,869							
- Pensioners > \$500.00			120			109							
7-day Letters - Agent Issued			628				607						
Statement of Claim	212	27	16	233	18	18	252	11	15	251	15		28
Judgments	12	71	17	17	68	12	32	69	39	21	84		111
Writs	23	12	62	12	13	35	37	20	72	36	46		61
eRates	1,154	1,176	1,184	1,200	1,209	1,219	1,223	1,238	1,241	1,256	1,263		1,133
Arrangements	331	318	403	351	298	401	353	321	454	398	327		331

4.3 Sundry Debtors Report - May 2013

Reporting Officer

Acting Manager Financial Services

Attachments

1. Debtors summary to 31 May 2013
2. Ageing of sundry debts to 31 May 2013

Purpose

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

Report

Debts outstanding to Council as at 31 May 2013 were \$1,507,267, reflecting an increase of \$170,369 since April 2013. The ratio of outstanding debts to current invoices has decreased from 36% in April to the current level of 26%. 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 – May 2013

During the month, 1084 invoices were raised totalling \$977,985. The majority of these are paid within a 30 day period, however those that remain unpaid for greater than 90 days are detailed at the end of this report. The most significant invoices raised during the month have been in the following areas:

Government and other grants – \$337,505 – The main invoices relate to:

Road & Maritime Services – National Building Blackspot Program, Choose Right Buckle Right Program	\$138,267
Department of Resources, Energy & Tourism – Local Government Energy Efficiency Program (LGEEP)	\$58,437
Department of Attorney General & Justice – Crime protection grant funding	\$55,000
Sydney Metropolitan Catchment Management Authority – Botany Bay water quality improvement program	\$36,300
Australian Council for the Arts – 2012 theatre program presenter grant	\$27,500

Waste collection services – \$172,672 – The main invoices relate to:

Remondis Australia Pty Ltd – effluent for February to April 2013	\$97,862
G & G Waste Services – effluent for February to April 2013	\$74,491

Land and building rentals – \$116,929 – The main invoices relate to:

Glenquarie Hotel Pty Ltd – Glenquarie Shopping Centre, Macquarie Fields	\$24,018
Nuvezo Pty Ltd – Dumaresq Street Cinema	\$22,229
Aldi Stores (A Limited Partnership) – monthly rental	\$22,064
Caltex Oil Australia Pty Ltd – Macquarie Fields	\$15,062
Mycorp Group Pty Ltd – Land rental, BP petrol station	\$13,344
Endeavour Energy – compensation for grant of easements	\$7,413

Sportsground and field hire – \$109,681 – The main invoices relate to:

West's Tigers Football Club – hire of Campbelltown sports stadium	\$49,100
Total Event & Management Services Pty Ltd – commission on sales for April 2013	\$24,381
Freeman Catholic College – hire of Campbelltown Athletics Stadium – carnival	\$4,633
NSW Rugby League Academy – hire of Campbelltown Sports Stadium	\$2,475
St Mark's Coptic Orthodox College – hire of Campbelltown Athletics Stadium – carnival	\$2,045
Macquarie Fields High School – hire of Campbelltown Athletics Stadium – carnival	\$1,980

Receipts to the value of \$807,616 have been received during the period, the most notable in the following areas:

Land and building rentals	\$221,681
Corporate administration	\$169,484
Waste collection services	\$137,768
Sportsground and field hire	\$68,193
Pool hire	\$37,690
Shop and office rentals	\$37,685

Sundry debts outstanding – 31 May 2013

Debts exceeding 90 days of age totalled \$220,464 as at 30 April 2013. The major invoices relating to this balance include:

Remondis Pty Ltd – effluent for November 2012, in contact with Remondis to recover outstanding amount	\$19,886
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	\$19,600
Caltex Petrol Station – Glenquarie Shopping Centre land rental for the month (January 2012). In the process of reconciling the account with Caltex	\$14,353
Camden District Cricket Association – invoice carried over to pathway aged balance, debtor disputing account although some payment has been made on aged balance	\$9,960
Macarthur Baseball League – various recharges of electricity and cleanaway	\$8,300
Sydney Water – various restorations	\$8,200

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, six 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.

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

Council requested that further information be presented in regard to the sundry debtors report to include additional reporting lines for the ageing of sundry debtor accounts greater than 90 days. This would require a recoding of all debtors in excess of 90 days to accurately reflect the aging process. Work is ongoing to meet these reporting requirements.

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: (Hawker/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 18 June 2013 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

ATTACHMENT 1

DEBTORS SUMMARY 1 May 2013 to 31 May 2013

DEBTOR TYPE/DESCRIPTION	ARREARS AT 30/04/2013	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 31/05/2013	% DEBT RATIO
Corporate Administration	251,313	66,345	169,484	148,174	9.83%
Abandoned Items	10,590	0	0	10,590	0.70%
Child Care Debts	22,999	0	0	22,999	1.53%
Community Bus	245	0	156	89	0.01%
Tennis Court Hire	0	0	0	0	0.00%
Sportsground and Field Hire	118,883	109,681	68,193	160,370	10.64%
Government and other Grants	114,200	337,505	37,560	414,145	27.48%
Public Hall Hire	17,472	17,971	14,221	21,222	1.41%
Health Services	350	0	0	350	0.02%
Land and Building Rentals	167,948	116,929	221,681	63,196	4.19%
Healthy Lifestyles	7,043	24,420	25,620	5,843	0.39%
Library Fines and Costs	177,416	0	0	177,416	11.77%
Shop Licence Fees	41,417	26,030	12,673	54,775	3.63%
Pool Hire	62,695	3,041	37,690	28,046	1.86%
Private Works	40,675	62,220	6,693	96,202	6.38%
Road and Footpath Restoration	102,309	0	27,117	75,193	4.99%
Shop and Office Rentals	33,729	24,664	37,685	20,708	1.37%
Various Sundry Items	49,552	16,507	11,075	54,984	3.65%
Waste Collection Services	157,496	172,672	137,768	192,400	12.76%
	1,336,898	977,985	807,616	1,507,267	100%

ATTACHMENT 2

AGEING OF SUNDRY DEBTOR ACCOUNTS - 31 May 2013

Description	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Administration	46,302	63,835	11,709	26,327	148,174	82,159
Abandoned Items	0	0	0	10,590	10,590	10,590
Child Care Debts	22,999	0	0	0	22,999	0
Community Bus	89	0	0	0	89	0
Sportsground and Field Hire	95,233	12,771	7,114	45,253	160,370	59,184
Government and other Grants	304,145	0	110,000	0	414,145	100
Public Hall Hire	12,671	2,380	2,669	3,502	21,222	5,017
Health Services	0	0	0	350	350	350
Land and Building Rentals	46,307	1,270	339	15,280	63,196	14,908
Healthy Lifestyles	820	4,852	31	141	5,843	1,270
Library Fines and Costs	177,416	0	0	0	177,416	0
Shop Licence Fees	21,577	4,660	1,240	27,298	54,775	26,825
Pool Hire	1,053	12,546	12,809	1,639	28,046	1,316
Private Works	64,118	1,919	0	30,165	96,202	36,737
Road and Footpath Restoration	0	28,981	29,756	16,456	75,193	5,906
Shop and Office Rentals	13,970	6,738	0	0	20,708	1,151
Various Sundry Items	25,477	1,050	5,052	23,405	54,984	35,738
Waste Collection Services	172,342	0	0	20,058	192,400	25,529
	965,083	141,001	180,719	220,464	1,507,267	306,780

4.4 Stocktake of Stores and Materials

Reporting Officer

Acting Manager Financial Services

Attachments

List of stores and materials stocktake result

Purpose

To advise Council of the results of the stores and materials stocktake held at Council's Works Depot General Store on 18 May 2013.

Report

The *Local Government (General) Regulation 2005* requires Council to take all reasonable measures to ensure that the assets of, or under the control of, the Council are properly accounted for.

To assist in the control of Council's stores and material assets, stocktakes are held at least annually and six monthly where timeframes and resources allow. Spot checks are also carried out intermittently throughout the year.

The process involves physical counts of all stock items by Store staff, under the supervision of staff from Financial Services. The results of the count are then compared to the stock item balances contained in Council's financial management information system. A recount of variances is then carried out to confirm the original count. Once all counts are finalised, a discrepancy report is produced which details the recommended write off or write on of stock.

Council's total value of stock on hand is approximately \$209,000 and the stocktake carried out on 18 May 2013 resulted in a net write on of \$179.17. This is an excellent result and is largely representative of the manner in which the store is maintained together with the processes around the procurement and issue of inventory items.

Officer's Recommendation

1. That the information be noted.
2. That the necessary adjustments be made in Council's financial management information system.

Committee's Recommendation: (Greiss/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 18 June 2013 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

ATTACHMENT 1

STOCKTAKE OF STORES AND MATERIALS AT CENTRAL STORE 18 MAY 2013 LIST OF ADJUSTMENTS

Product No or Group	Description	Storage Units	Book Qty on Hand	Counted Qty	Difference	Adjustment Amount
100709	Wipes - Isowipe (Isopropyl Alcohol)	each	12	11	-1	-7.88
100676	Tape Duct/Gaffer 48MM X 25M Silver	roll	22	21	-1	-3.50
101958	Bottle empty for Liquid Dishwashing Detergent	each	25	30	5	4.80
101894	Tags Fuel Container ID 2 stroke	each	28	27	-1	-2.84
100678	Tree Tie Jute Webbing 50mm X 33m roll	roll	5	6	1	6.85
100382	Battery Alkaline AA Duracell	each	108	106	-2	-1.02
100722	Respirator Cartridge Dust/Fume/Mist	each	10	9	-1	-9.90
102742	Sweater Fluro Size XL	each	7	8	1	18.94
102743	Sweater Fluro Size XXL	each	6	5	-1	-19.45
100468	Glen 20 Disinfectant Aerosol 300gm	can	15	13	-2	-11.96
100650	Sheet Garnet Paper, 180 Grit	sheet	41	42	1	0.29
100651	Shovel D Handle Square Mouth Small	each	5	6	1	20.77
101183	Sign Flag Children Crossing R3-3ASLBR	each	3	4	1	23.11
100447	Chain Reg Link Galv PRO6 6mm	metre	13	5	-8	-18.44
100631	Rope Sisal Natural Laid 6mm	metre	284	250	-34	-3.74
101185	Sign No Stopping, Right Arrow R5-400	each	21	22	1	7.01
100521	Broom/Mop Handle 1.25M X 22mm	each	15	14	-1	-1.74
101137	Pedba-CAM2 bollard	each	12	14	2	210.00
100387	Plastic Garbage Bin with lid - 75L	each	7	8	1	18.66
101273	Window Wonder 5LT	drum	6	7	1	7.28
101820	Paint River Sandsunfast Lo Sheen Acrylic	drum	3	2	-1	-40.63
101821	Paint Tea Tree Sunfast Lo Sheen Acrylic	drum	2	1	-1	-44.33
102184	Bolt & Nut, HT, Hex Head, Black 5X 3/8, UNC	each	5	4	-1	-0.49
102196	Bolt & Nut, HT, Hex Head, BL 5 1/2 X 3/8, UNC	each	16	15	-1	-1.31
100951	Ring Pin, Bareco 11mm X 58mm. B6116	each	21	19	-2	-2.21
102568	Globe, Hella 219A	each	19	20	1	0.90
101434	Spark Plug. NGK BM6A	each	40	37	-3	-7.89
102453	Fuse Holder in-line 5AMP	each	3	2	-1	-2.01
101463	Battery Clamp Hold Down 7in. 26080	each	4	5	1	5.12
102541	Lamp, Hella 2037	each	2	3	1	7.23
103039	Nut M10 JDP14M7400	each	4	3	-1	-1.36
103049	Discharge cover - Kubota K567847113	each	3	2	-1	-50.36
101996	Kubota Dust Cover - K564734312	each	5	6	1	16.00
102392	Filter Fuel - SFC-880110	each	6	5	-1	-7.23
102267	Jockey, W/Clamp, 200mm, AL-KO No. 628100	each	4	5	1	110.00
100898	Milk UHT Full Cream 1 Litre	each	14	4	-10	-14.10
100899	Milk UHT Skim 1 Litre	each	100	82	-18	-25.38
Gain / (Loss)						179.19

4.5 Revised Policy - Payment of Wages and Salaries

Reporting Officer

Acting Manager Financial Services

Attachments

Payment of Wages and Salaries Policy

Purpose

To seek Council's endorsement on the Payment of Wages and Salaries Policy.

History

The abovementioned policy was adopted by Council on 5 July 1988, was last reviewed on 10 May 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 Payment of Wages and Salaries Policy has been reviewed and found that no changes were required. It is recommended that the policy be adopted and a new review date set.

Officer's Recommendation

1. That the Payment of Wages and Salaries Policy as attached to this report be adopted.
2. That the policy review date be set at 30 June 2015.

Committee's Recommendation: (Chanthivong/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 18 June 2013 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

ATTACHMENT 1

		POLICY
Policy Title	Payment of Wages and Salaries	
Relevant Legislation/ Corporate Plan	<i>Local Government (State) Award 2010</i>	
Responsible Officer	Manager Financial Services	

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

Objectives

To provide the payment of Wages and Salaries in the most cost effective and efficient manner.

Policy Statement

1. That all employees' Wages and Salaries be paid by direct credit to the employee's nominated bank, building society or credit union account.
2. Council's payroll is processed on a weekly basis.
3. That this policy be conditional on this method of payment being allowed by the various local government awards.
4. Wages Advance will be drawn where an employee does not receive the equivalent of a normal weeks pay.

Scope

Applies to all Council staff.

Definitions

Direct Credit	Electronic transfer of funds between Council's and employees bank accounts
Wages Advance	Make up pay processed outside of the normal payroll timeframes
Normal Week's Pay	Base pay rate for employee, excluding overtime and other non-standard allowances

DATA AND DOCUMENT CONTROL		
Division: Business Services Section: Financial Services DW: 1555272	Adopted Date: 5/7/88 Revised Date: 10/5/11 Minute Number: 84 Review Date: 31/3/13	Page: 1 of 2 Print Date:

Campbelltown City Council

Legislative Context

Section 11 of the *Local Government (State) Award 2010* states:

11. PAYMENT OF EMPLOYEES

- (i) Employees shall be paid either weekly or fortnightly or any other period by agreement on a fixed regular pay day.
- (ii) Council shall fix a regular payday, between Monday and Friday inclusive. Council may alter the payday if there is prior agreement with the employees affected and the employees shall not unreasonably withhold their agreement.
- (iii) Payment shall be by cash, cheque or direct credit to the employee's nominated account.

Principles

Wages and salaries are processed according to Payroll procedures, the Local Government State Award and other related procedures and policies.

Responsibility

It is the responsibility of all the payroll services staff to ensure that the wages and salaries are processed according to this policy.

Effectiveness of this Policy

The effectiveness of this policy will be measured by the percentage of eligible employees processed by payroll within the given timeframes.

END OF POLICY STATEMENT

DOCUMENT HISTORY AND VERSION CONTROL RECORD

Contact for inquiries and proposed changes

Name	Corinne Mears
Position/Section	Manager Financial Services
Contact Number	4645 4695

Version Number	Revised Date	Authorised Officer	Amendment Details

DATA AND DOCUMENT CONTROL		
DW:1555272	Page: 2 of 2	Print Date:

4.6 Minutes of the Innovation and Performance Sub Committee held on 7 May 2013

Reporting Officer

Acting Manager Financial Services

Attachments

Minutes of the Innovation and Performance Sub Committee held on 7 May 2013

Purpose

To seek Council's endorsement of the Minutes of the Innovation and Performance Sub Committee meeting held on 7 May 2013.

Report

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

Recommendations of the Innovation and Performance Sub Committee

Reports listed for consideration

7.1 Savings/Initiatives

That the information be noted.

7.2 City Works Projects

That the information be noted.

7.3 IM&T Technology Refresh - creating opportunity for local students

That the information be noted.

7.4 Campbelltown's Home Emergency Kit Project

That the information be noted.

7.5 Corporate Sustainability Fund

That the information be noted.

7.6 eLearning for Casual Workforce

That the information be noted.

7.7 eRecruitment (Ezi-Job)

That the information be noted.

7.8 Waste and Sustainability Improvement Payment (WASIP) program

That the information be noted.

8.1 Innovation and Performance Sub Committee

That the information be noted.

8.2 Shared Resources

That the information be noted.

8.3 Solar Panels

That the information be noted.

8.4 Spring Creek

That the information be noted.

8.5 Sustainable Energy

That the information be noted.

Officer's Recommendation

That the minutes be noted.

Committee's Recommendation: (Chanthivong/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 18 June 2013 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Minutes of the Innovation and Performance Sub Committee

Held Tuesday 7 May 2013
in Committee Room 3

Meeting commenced at 5.00pm

1. Acknowledgement of Land

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

2. Attendance and Apologies

Attendance: Councillor Sue Dobson (Chairperson)
Councillor Paul Lake
Councillor Ted Rowell
Mr Paul Tosi, General Manager
Mr Michael Sewell, Director Business Services
Mr Andrew Butcher, Acting Manager Financial Services
Mrs Michelle McIlvenny, Manager Business Assurance

Also in Attendance: Councillor Rudi Kolkman
Councillor Wal Glynn
Mrs Helen Brown, Acting Manager Information Management & Technology
Mr Max Dobbie, Management & Systems Accountant
Ms Beth Buckley, Executive Assistant

Apologies: Councillor Clinton Mead
Councillor George Greiss

Sub Committee's Recommendation (Dobson/Lake)

That the apologies from Councillors Mead and Greiss be received and accepted.

CARRIED

3. Declarations of Interest

There were no Declarations of Interest made at this meeting.

4. Minutes of Previous Meeting

Report

The Minutes of the Sub Committee Meeting held 19 April 2010 copies of which have been circulated to each Sub Committee member were adopted by Council at its meeting held on 1 June 2010.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation (Lake/Sewell)

That the information be noted.

CARRIED

5. Business Arising from Previous Minutes

There was no business arising from previous minutes.

6. Correspondence

There was no correspondence.

7. Reports

7.1 Savings/Initiatives

Purpose

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

History

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

Report

The delivery of cost effective services is a priority for all sections of Council. Many cost saving initiatives are identified and implemented by staff on a daily basis. Included in this report are a number of initiatives from various sections across the organisation. In summary, these are:

City Works Projects

Within the City Works Projects report, innovative measures and cost savings have been identified across a number of programs. The tree lopping annual contract has migrated to a panel format where the tenderers are selected in accordance with their pricing.

Green waste collected as a result of storm damage and where Council has removed trees as part of the maintenance program, are being recycled into 1440 cubic metres of mulching material for landscaping.

The innovative use of soil, recycled road materials and the lateral transfer of operational staff will provide savings to Councils' budget.

Various environmental initiatives in energy savings at the HJ Daley Library, Gordon Fetterplace and Eagle Vale Leisure Centres have already identified reductions in costs as well as consumption. Recently, solar panels were installed at the Arts Centre and Civic Centre which are anticipated to contribute to Council's reduction in energy consumption and costs.

IM&T Technology Refresh - creating opportunity for local students

During a recent roll out of updated PCs and laptops, students from TAFE were engaged to assist in the transfer of software from old computers onto new computers. Students also removed the old computers and installed the new computer on each staff members desk. Students were also provided a basic understanding of the process undertaken by Council in tendering and the asset management of new PCs and laptops.

Campbelltown's Home Emergency Kit Project

In 2010, the Local Emergency Management Committee (LEMC) were advised that Council had been successful in obtaining funds from the Natural Disaster Resilience Program that would enable the provision of 2300 Home Emergency Kits. These kits would then be distributed to at risk properties along the eastern bushland interface of Campbelltown residential areas.

Corporate Sustainability Fund

For the information of Innovation and Performance Sub Committee members is a report previously presented at the Planning & Environment Committee meeting on 19 March 2013. The report provides information on the Sustainability Fund for reimbursement of various initiatives that will assist in perpetuating ongoing cost benefits that reflect these initiatives.

eLearning for Casual Workforce

A report on the development and implementation of online learning for casual staff that had previously found it difficult in attending compulsory training due to the flexible working hours of their employment.

eRecruitment (Ezi-Job)

This report outlines the improved efficiency of the recruitment process by the implementation of Ezi-Job.

Waste and Sustainability Improvement Payment (WASIP) program

To inform the Innovation and Performance Sub Committee of work that has been undertaken through the Waste and Sustainability Improvement Program.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation (Lake/Dobson)

That the information be noted.

CARRIED**7.2 City Works Projects****Purpose**

The purpose of this report is to provide information on City Works projects that have provided savings or innovation.

History

Council continually strives to investigate different methods of road construction and initiatives that assist in the minimisation of cost without a reduction in quality.

Report

The following information is provided to indicate cost savings or innovation in various areas of Council's business units

Tree Lopping Contract

This year, Operations and Procurement staff identified a more efficient method of allocating tree lopping services by accepting three preferred suppliers. Tenderers form a panel and each fortnight, work is allocated to the least expensive tenderer, and then cascade to the remaining two suppliers. This process has seen the contracted hourly rates reduced by approximately 10% returning a saving of \$20,000 over the first five months of the new contract (\$48,000 per annum).

Green waste

Green waste material collected and recycled from trees that have been removed or trimmed as part of maintenance work or trees that have been damaged following a major storm event, have provided 1440 cubic metres of mulching material. The innovative reuse of material is then used in landscaping works resulting in a saving of approximately \$20,000 in maintenance programs.

Reuse of soil

The removal and reuse of 5000 tonnes of soil, has provided an approximate saving of \$30,000 to both the Farrow Road extension and Stage 2 Eagle Vale Drive construction projects.

Roadworks

The removal and reuse of 18,460 tonnes of road materials has provided an approximate saving of \$90,000 to the in situ stabilisation, car park construction, shoulder maintenance, and heavy patching of lower class roads.

Day Labour Initiatives

A number of walkways have been purchased by adjoining property owners, thereby reducing the resources required in the mowing of these. This resource has been transferred to the maintenance of Council's education and care services open areas. This has also resulted in the Open Space teams increasing their efficiency and meeting their scheduled programs. The estimated cost saving of this initiative is \$12,000.

Extreme climatic conditions and/or project deadlines have enabled staff to facilitate a lateral transfer into other areas of operations. This lateral transfer enables staff to build on their skill set and reduces the requirement for current and future contract hire. On a cyclic period of six weeks, a saving of \$18,000 was achieved.

Environmental Initiatives

The replacement of the HJ Daley Library air conditioning unit has resulted in significant savings in both consumption of energy and the ongoing cost.

The Gordon Fetterplace and Eagle Vale swimming centres have reduced gas consumption between 4%-7% through the use of pool blankets.

Recently Solar Photovoltaic cells were installed at the Arts Centre and Civic Centre. It is estimated that these will provide savings of approximately 10% and 15% respectively. The return on this investment will be within six years and the solar cells have an estimated life of 25 years. Once a 12 month analysis of the savings can be determined, a further report outlining the actual savings will be provided to the Innovation and Performance Sub Committee.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation (Rowell/Lake)

That the information be noted.

CARRIED

7.3 IM&T Technology Refresh -creating opportunity for local students

Purpose

To outline innovative and performance solutions within the IT infrastructure team designed to improve the performance and efficiency in Council's PC and laptop replacement program.

History

IM&T conduct a technology refresh on a three year cycle, replacing a third of the PCs and laptops at six monthly intervals in line with the lease agreements.

In 2008-2009, Council paid contractors to assist with the rollouts. Three to four contractors from various recruitment agencies were employed for 10 weeks at a cost of \$40-\$45 per hour, for up to 10 weeks for each of the three rollouts.

Council also paid an additional \$20 per PC (\$12,400) to the vendor to conduct the PC Standard Operating Environment (Software installation).

Report

In late 2010, Council staff was approached by the head teacher of South Western Sydney Institute of TAFE in regards to opportunities for work placement for students, as well as opportunities for teachers to knowledge share with IM&T.

IM&T has always supported local students from Years 10, 11 and 12, by providing them with work experience opportunities to meet the Board of Studies requirements for a period of one week. The IT infrastructure team have between 25-30 work experience and two TAFE work placement students each year. The work placement is conducted over an 8-12 week period around the student's TAFE commitments.

Given the high quality of the TAFE students, the Director Business Services was approached with the idea that IM&T give local students the opportunity to conduct voluntary work placement, followed by paid temporary employment, for major projects such as the telephony replacement project and the technology refresh projects.

The students were selected using formal recruitment processes, which included the submission of a resume and cover letter, as well as an interview.

IM&T completed the 2011-2012 technology refresh in December 2012, with all three refreshes conducted by local TAFE students supported by Council staff. The result was a smooth controlled rollout with minimal errors and much improved asset management.

Since this initiative began, IM&T have trained and mentored 15 TAFE students and continue to support the school work experience program.

Benefits

Benefits extend to both Council, as well as students participating in the work experience.

The benefits which Council receives include:

- mentoring opportunities and supervisory experience for staff
- developing working relationships and community spirit with the local TAFE
- students who are motivated and willing to learn
- projects are delivered efficiently and effectively

4.6 Minutes Of The Innovation And Performance Sub Committee Held On 7 May 2013

- savings in contractor wages
- savings in vendor imaging costs as this is now completed by staff and TAFE students.

Benefits for students include:

- hands on opportunity to conduct work placement in a modern environment
- opportunity to put the classroom theory into practice
- mentoring and training of technical and administrative skills by IM&T staff
- opportunity to work locally with flexibility around their TAFE commitments
- assistance with improving their resume and interview skills by IM&T staff.

Future

IM&T have recently expanded the work placement to students studying the Diploma of Web Development and are currently assisting Communications and Marketing in developing the appropriate relationship within the TAFE to expand the offer to marketing students to assist Council in the future.

At least three of the students who have attended work placement at Council have gone onto secure full time employment in 2012, and most are continuing with their Diploma courses.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation (Lake/Dobson)

That the information be noted.

CARRIED

7.4 Campbelltown's Home Emergency Kit Project

History

In 2009, the Campbelltown Local Emergency Management Committee (LEMC) initiated the formation of a Community Education Working Group. A number of emergency management issues were considered relating to the local Emergency Risk Management Plan and the Macarthur Bushfire Risk Management Plan.

The Community Education Working Group examined all practical ways LEMC members could work in partnership to promote emergency preparedness in the community. One of these was an annual community festival (Riverfest) and the second being a Home Emergency Kit Project.

In 2010, the LEMC were advised that Council had been successful in obtaining funds from the Natural Disaster Resilience Program that would enable the provision of 2300 Home Emergency Kits. These kits would then be distributed to at risk properties along the eastern bushland interface of Campbelltown residential areas.

Report

The kits contain a range of information from emergency service agencies that enable households to better prepare for any emergency. The kit satchel provided can also be used to hold the households' emergency documents and plans.

4.6 Minutes Of The Innovation And Performance Sub Committee Held On 7 May 2013

The kits were delivered by staff and volunteers from the LEMC, with the fire services taking a lead role. The door-to-door delivery of the kits provided an opportunity to engage with householders and discuss emergency preparedness. Advice on how homes might be better prepared, as well as determining whether the householder is elderly or disabled and could therefore be assisted through the RFS Aider program.

The delivery phase of the project also complemented Campbelltown's Emergency Risk Management Plan through the collection of key data from households. This will have further benefits in evacuation planning and residents will continue be asked for information about their plans in the event of a bushfire emergency.

In June 2011, Council submitted an application for the 2011 Australian Safer Communities Awards for the Home Emergency Kit project.

Council was successful as the State Winner for the 2011 Australian Safer Communities Award in the Local Government category. Council was presented with the Award at Parliament House on 14 October 2011 for the Campbelltown Home Emergency Kit project.

The local Rural Fire Service commenced distribution of the Home Emergency Kits to residents in the suburbs of Wedderburn, Kentlyn and Minto Heights.

At the international infrastructure and disaster management conference held in Canberra in August 2011, Council presented a paper on business continuity in local government and the Home Emergency Kit. There was particular interest in the project from regional councils in South West Queensland.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation (Lake/Rowell)

That the information be noted.

CARRIED

7.5 Corporate Sustainability Fund

Report

Attached for the information of the Innovation and Performance Sub Committee members is a copy of a Council report previously presented at the Planning & Environment Committee meeting on 19 March 2013. The report establishes a Sustainability Fund for reimbursement in various initiatives that will assist in perpetuating ongoing cost benefits that reflect these initiatives.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation (Rowell/Dobson)

That the information be noted.

CARRIED

7.6 eLearning for Casual Workforce

Purpose

To provide compulsory training to the casual workforce in accordance with Council policy.

History

Council has found it challenging in the past to ensure the casual workforce attend compulsory training in agreed timeframes. It was apparent that an alternative mode of delivery was required to meet this demand.

Report

Council has a large casual workforce of approximately 250 staff of which many are a part of the Community Services Division. Most of the casual workforce are students attending university, or full time employees with other organisations and have positions as a means of secondary employment. Compulsory training is often difficult to deliver as many casuals cannot attend during normal work hours. To address this, training had been delivered both during the evenings and on weekends. In addition to paying casuals to attend training, numbers at these sessions began to decline. It became obvious that alternative modes of delivery be investigated to address this concern.

In November 2012, three compulsory eLearning programs were introduced to the casual workforce: Staff Orientation, Equal Employment Opportunity and Code of Conduct. Since the inception of eLearning, additional programs for Sun, Heat, Sharps was launched. It is intended also provide both Work, Health and Safety and Manual Handling by mid 2013.

The benefits of eLearning to the casual workforce are considerable. The eLearning modules are made available on Council's recently redeveloped Internet page. This enables users to undertake modules prior to starting at Council and allows access from home at their leisure. Having staff complete compulsory training prior to commencing at Council ensures that on day one they can begin providing services to the community. The time saved by staff undertaking eLearning modules over a shorter period rather than attending longer face to face on site training programs, provides considerable resource savings.

With the positive feedback received to date, Council has begun to investigate utilising eLearning as a mode of refresher training to the entire workforce. An Emergency Procedures and Evacuation program is also now available to all staff.

The four programs launched would normally take 10 hours to complete in a face to face environment. Utilising eLearning, we are able to cut this time down to three hours realising considerable salary savings to all divisions especially as it relates to the casual workforce in Community Services.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation (Dobson/Rowell)

That the information be noted.

CARRIED

7.7 eRecruitment (Ezi-Job)

Purpose

To provide an update on the implementation and effectiveness of the new eRecruitment system, Ezi-Job

History

The recruitment process within Council was time consuming and required a substantial amount of resources, including the labour intensive nature of the process and the amount of paper and photocopying.

Each request to recruit staff involved paperwork being sent to Human Resources via a cumbersome multi step authorisation process. This was susceptible to documents being misplaced, delays and loss of confidentiality.

Received applications were copied and a set of each application was forwarded on to the chairperson and panel members to cull. A checklist needed to be completed and forwarded on to Human Resources prior to conducting interviews. Once interviews had been completed, a recommendation report would then be forwarded to Human Resources for approval by the General Manager.

Report

With the introduction of Ezi-Job, improved efficiency and visibility has been achieved together with providing the ability to:

- create and fill positions online
- improved authorisation processes
- communicate advertisements and recruitment activity directly with Communications and Marketing via 'Ezi-Ad'
- allow potential candidates to register for auto notification of relevant positions
- on line applications (including customised online questionnaires) and auto grading
- candidate tracking
- automated applicant responses and scheduling
- on line database of historical applicants
- online reporting capability.

Other benefits have occurred in the improvement of internal customer service levels by providing real time updates to the relevant Chairperson, panel members, Coordinators and Managers.

The Chairperson and panel members have the ability to progressively cull applications, which translates into a much faster recruitment process, as the culling can be completed on time. Previously, the cull stage of the process took up to four weeks to complete. In the past, files that have carried up to 250 applications have been printed and given to the relevant Chairperson. With the new system, the Chairperson and panel members complete culling online and in real time.

The structure of Ezi-Job works much like Council's organisational chart. The Director has the ability to view recruitment activity for their whole division, Managers have the ability to view their section and Coordinators can see their business unit. At any time, staff who are involved in the recruitment action are able to monitor progress. Human Resources and the Chairperson initiating the recruitment are able to see the status of the position.

As a result of the new process, each candidate will receive an outcome regarding their application in a timely manner. All correspondence is received via email, however, it is possible for correspondence to be sent by mail.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation (Rowell/Lake)

That the information be noted.

CARRIED**7.8 Waste and Sustainability Improvement Payment (WASIP) program****Purpose**

To inform the Innovation and Performance Sub Committee of work that has been undertaken through the Waste and Sustainability Improvement Program (WaSIP) which is a subsidy from the NSW Office of Environment and Heritage.

History

The State Government has always had a levy associated with land fill for domestic waste collections. This levy is enforceable under Section 88 of *Protection of the Environment Operations Act 1997* and has been the subject of significant increases over the past 10 years. This has resulted in the significant escalation of Council's domestic waste charge.

The State Government through the NSW Office of Environment and Heritage (OEH) implemented a system to encourage councils to increase recycling tonnages through an incentive based program, resulting in a proportional refund of the Section 88 levy. Initially this refund was associated purely through the domestic waste management stream being diverted into recycling, however the criteria was extended to include the following sustainability initiatives, biodiversity, climate change, energy, sustainability, transport, waste and water.

Report

The Sustainability Committee was implemented in 2010 to monitor progress ensuring that resources were fully utilised through the WaSIP program. These programs were associated with the criteria required and provided a significant reduction in energy consumption at a number of Council facilities.

It is important that Council, as the local authority, be seen as encouraging the reduction of energy through the implementation of sustainable initiatives within its facilities. The WaSIP program has enabled Council to escalate a range of initiatives that would not have been achieved had this funding not been made available. A list of projects that have commenced or been completed is attached to this report.

It should be noted that the WaSIP program has been extended for the 2012-2013 financial year, however is currently under review by KPMG on behalf of the OEH. The review by KPMG has proposed 17 recommendations to improve the waste levy, drive greater recycling, and better align future waste levy funding to stimulate infrastructure, combat illegal dumping and reduce littering. The outcome of these recommendations may see a reduction in the available resources to implement sustainability initiatives. Greater emphasis is being placed on additional funding to implement strategies to improve initiatives relating to illegal dumping and diversion of the waste stream into landfill.

The newly proposed program to replace WaSIP is called 'Waste Less, Recycle More: Waste and Resource Recovery Initiative'. Further information on the new initiative can be found at <http://www.environment.nsw.gov.au/resources/waste/130050WLRM.pdf>.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation (Rowell/Dobson)

That the information be noted.

CARRIED

8. General Business

8.1 Innovation and Performance Sub Committee

Councillor Lake congratulated the staff involved in preparing interesting and informative reports to the Innovation and Performance Sub Committee and would like to see the reports be presented to Council.

The Director Business Services advised that minutes of the Innovation and Performance Sub Committee will be presented at the next Corporate Governance Committee meeting.

Sub Committee's Recommendation (Lake/Dobson)

That the information be noted.

CARRIED

8.2 Shared Resources

Councillor Lake raised the possibility of achieving savings by utilising shared resources of the three councils of MACROC, ie one central print room for all three councils. Councillor Lake encouraged all ideas be sought on the resources that could be shared between MACROC councils.

Sub Committee's Recommendation (Lake/Dobson)

That the information be noted.

CARRIED

8.3 Solar Panels

Councillor Kolkman questioned the potential use of Campbelltown Stadium roof space for the installation of solar panels to generate power and then sell back to the grid.

The Director Business Services advised that this matter would be investigated and a report would be provided.

Sub Committee's Recommendation (Kolkman/Lake)

That the information be noted.

CARRIED

8.4 Spring Creek

Councillor Dobson advised that during peak rain falls, Spring Creek floods. Councillor Dobson questioned if it would be feasible for water collection tanks to be installed in Spring Creek to collect the water during peak rain fall for use during bushfire fighting purposes.

Sub Committee's Recommendation (Dobson/Rowell)

That the information be noted.

CARRIED

8.5 Sustainable Energy

Councillor Glynn congratulated the staff who initiated the installation of solar panels at Council facilities and informed the sub committee of new cogeneration devices available.

The General Manager advised that the sustainability projects have come out of the Sustainability Committee that implements the WaSIP.

Sub Committee's Recommendation (Lake/Dobson)

That the information be noted.

CARRIED

Councillor Sue Dobson
Chairperson
Meeting concluded at 5.55pm

4.7 Local Government Remuneration Tribunal

Reporting Officer

Acting Manager Financial Services

Attachments

Nil

Purpose

To advise Council that the Local Government Remuneration Tribunal has made a determination on the minimum and maximum fees payable to mayors and councillors for 2013-2014.

History

The Local Government Remuneration Tribunal was established to determine the categories for councils and the fees paid to mayors and councillors.

In accordance with Section 241 of the *Local Government Act 1993* (the Act), the Tribunal is required to make an annual determination by no later than 1 May 2012 on the fees payable to mayors and councillors to take effect from 1 July 2013.

Report

In accordance with Section 239 of the Act, the Tribunal is required to determine the categories of councils at least once every three years. The Tribunal last undertook a fundamental review of the categories in 2012.

The Local Government Remuneration Tribunal did not call for submissions from individual councils as part of the 2013 Annual Review. General submissions were not required however, the Tribunal did advise councils that they were still able to raise any issues of concern relevant to the review. The Tribunal wrote to the Presidents of the Local Government and Shires Association (Local Government NSW) in similar terms.

The Tribunal received three submissions from individual councils which sought consideration of the following:

- determine a maximum statutory increase of 2.5%
 - benchmark mayoral and councillor fees with State Members of Parliament
 - introduce a professional remuneration structure for councillors to improve accountability and performance.
-

In response to this review, the Tribunal found that no change is warranted to the existing categorisation framework, or to the current categorisation of individual councils. The Tribunal has reviewed the characteristics of each of the categories and found that they continue to adequately reflect the differences between the various types of councils. Campbelltown City Council is listed under the Metropolitan Centre Category.

The Tribunal is now required to have regard to the Government's wages policy when determining the increase to apply to the minimum and maximum fees for councillors and mayors. The public sector wages policy currently provides for a cap on increases of 2.5%.

The Tribunal has reviewed the key economic indicators, including the Consumer Price Index and Wage Price Index, and finds that the full increase of 2.5% is warranted. Therefore, pursuant to Section 241 of the *Local Government Act 1993*, the annual fees to be paid to Metropolitan Centre category councillors and mayors ranges from \$11,910 - \$22,240 per annum for Councillors, and \$25,320 - \$59,100 per annum for the position of mayor. The annual fees are effective 1 July 2013.

It is recommended that fees for Campbelltown councillors be \$22,240 and \$59,100 for the position of mayor.

Officer's Recommendation

That Council set a mayoral allowance effective 1 July 2013 of \$59,100 per annum and a remuneration fee of \$22,240 per annum for councillors for the 2013-2014 financial year, as recommended by the Local Government Remuneration Tribunal.

Committee's Recommendation: (Lake/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 18 June 2013 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

Councillor Mead asked that his name be recorded against the resolution of Item 4.7 - Local Government Remuneration Tribunal.

4.8 NSW Treasury Financial Assessment and Benchmarking Report

Reporting Officer

Acting Manager Financial Services

Attachments

Table outlining Ratings and Definitions

Purpose

To inform Council of the Financial Assessment and Benchmarking report conducted by NSW Treasury Corporation.

History

The NSW Treasury Corporation (TCorp) were appointed by the Division of Local Government (DLG) in December 2011 to prepare financial assessment reports on local councils who applied for interest subsidised loan funding, as part of the Local Infrastructure Renewal Scheme (LIRS) announced by the NSW Government.

In May 2012, the DLG announced that all councils would undergo a financial assessment by TCorp regardless of a LIRS application.

The Financial Assessment and Benchmarking Report issued by TCorp in September 2012 did not include under Section 5 Benchmarking and comparisons with other councils.

Report

On 5 April 2013, NSW Treasury issued Campbelltown City Council's Financial Assessment and Benchmarking Report (The Report). The Report provides an independent assessment by TCorp and remains unchanged other than the addition of benchmarking and comparisons with other Councils (Section 5).

The Report states that Council has been well managed over the review period (10 years) based on the following observations:

- Council's underlying performance has improved between 2009 and 2011
 - Council has satisfactory liquidity as indicated by an Unrestricted Current Ratio above the benchmark in all three years
 - Council's own source operating revenue ratio is above 60% in all three years, demonstrating Council has sufficient level of fiscal flexibility.
-

The Report also highlights Council's infrastructure backlog of \$31.8m in 2011, representing 3.7% of the infrastructure asset value of \$864.8m. The backlog has reduced over the last few years due to refinement of Council's Asset Management System and investigation processes. Public roads were noted as contributing most significantly to the backlog (75.3%).

TCorp observed in 2011, that Council has not spent sufficiently on asset renewal, maintenance or upgrades as indicated by the Building and Infrastructure Asset Renewal, Asset Maintenance and Capital Expenditure Ratios being below benchmark.

Council's Long Term Financial Plan projects net assets to decrease over the next 10 years due to increasing depreciation and limited funds to invest in renewal of Council's growing asset base. This indicates that Council will face increasing pressure on its assets and ability to deliver services at current levels, which could lead to financial sustainability issues in the longer term.

TCorp has undertaken an assessment of the financial capacity and sustainability of all 152 NSW councils. The Report now includes Council's performance with its peers within the DLG's comparative data Group 7. There are eight councils in this group.

As part of the assessment process, TCorp has developed a Financial Sustainability Rating (FSR) and Outlook for each council. The FSR has been determined based on TCorp's review and consideration of the historical and forecast financial results and against a set of benchmark indicators. TCorp has categorised the benchmark ratios into four broad categories and then considered the relative importance of each category in terms of a council's financial capacity and sustainability.

A core servicing function of local government is to maintain its assets and infrastructure through asset renewal and capital works, TCorp considered this to be an important factor in long term sustainability. Debt servicing has however, been given the least weighting as it is considered that councils are lowly geared.

Council has been assessed with an FSR of moderate and an Outlook of negative. In accordance with TCorp, Council is in a deteriorating position or at risk of being downgraded from moderate to weak. It is recommended that Council consider options for addressing the areas of poor performance however only where the FSR is lower than moderate, is a council considered being unsustainable.

The outlook is an assessment of the future movement of a council's FSR that will change as actions are undertaken to reduce the perceived risks such as completing asset management plans or obtaining approval for a special rate variation to increase investment in renewal capital expenditure.

TCorp's conclusion states that historically Council is considered to be in a sound financial position over the short to medium term. TCorp recommends Council investigate strategies to address the infrastructure funding gap and increase the capital expenditure program.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Hawker/Lake)

That a report be presented identifying options to address all the issues raised in the NSW Treasury Financial Assessment and Benchmarking Report and that this item be included for discussion at the Corporate Strategic Planning Day to be held on 22 June 2013.

CARRIED

Council Meeting 18 June 2013 (Mead/Lake)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 122

That the Committee's Recommendation be adopted.

ATTACHMENT 1

Rating	Definition
Very Strong	<ul style="list-style-type: none">• A local government with a very strong capacity to meet its financial commitments in the short, medium and long term.• It has a record of reporting operating surpluses.• It is highly likely to be able to manage unforeseen financial shocks and any adverse changes in its business without revenue and/or expense adjustments.• Its capacity to manage core business risks is very strong.
Strong	<ul style="list-style-type: none">• A local government with a strong capacity to meet its financial commitments in the short, medium and long term.• It generally has a record of operating surpluses and may occasionally report minor operating deficits. It is able to address its operating deficits, manage major unforeseen financial shocks and any adverse changes in its business with minor revenue and/or expense adjustments.• The expense adjustments are likely to result in only minor changes to the range of and/or quality of services offered.• Its capacity to manage core business risks is strong.
Sound	<ul style="list-style-type: none">• A local government with an adequate capacity to meet its financial commitments in the short, medium and long term.• While it is likely that it may have a record of minor to moderate operating deficits, the local government is expected to regularly report operating surpluses. It is likely able to address its operating deficits, manage major unforeseen financial shocks and any adverse changes in its business with minor or moderate revenue and/or expense adjustments.• The expense adjustments are likely to result in some changes to the range of and/or quality of services offered.• Its capacity to manage core business risks is sound.

Moderate	<ul style="list-style-type: none">• A local government with an adequate capacity to meet its financial commitments in the short to medium term and an acceptable capacity in the long term.• While it has some record of reporting minor to moderate operating deficits the local government may also have recently reported a significant operating deficit.• It is likely able to address its operating deficits, manage unforeseen financial shocks and any adverse changes in its business, with moderate revenue and/or expense adjustments. The expense adjustments are likely to result in a number of changes to the range of and/or quality of services offered.• Its capacity to manage core business risks is moderate.
Weak	<ul style="list-style-type: none">• A local government with an acceptable capacity to meet its financial commitments in the short to medium term and a limited capacity in the long term.• It has a record of reporting moderate to significant operating deficits with a recent operating deficit being significant. It is unlikely to be able to address its operating deficits, manage unforeseen financial shocks and any adverse changes in its business, without the need for significant revenue and/or expense adjustments.• The expense adjustments would result in significant changes to the range of and/or quality of services offered.• It may experience difficulty in managing core business risks.
Very Weak	<ul style="list-style-type: none">• A local government with a limited capacity to meet its financial commitments in the short to medium term and a very limited capacity long term.• It has a record of reporting significant operating deficits. It is highly unlikely to be able to address its operating deficits, manage unforeseen financial shocks and any adverse changes in its business without the need for structural reform and major revenue and/or expense adjustments.• The expense adjustments are likely to result in significant changes to the range of and/or quality of services offered and it may need the assistance from higher levels of government.• It has difficulty in managing its core business risks.
Distressed	<ul style="list-style-type: none">• A local government with a very limited capacity to meet its short term financial commitments and no capacity to meet its medium to long term financial commitments.• It has a record of reporting significant operating deficits.• To be able to address its operating deficits, meet its medium and long term obligations, manage unforeseen financial shocks and any adverse changes in its business, major revenue and expense adjustments and structural reform will be required.• The local government is unlikely to have the capacity to manage core business risks and may need assistance from higher levels of government.

Outlook	Definition
Positive	As a result of a foreseeable event or circumstance occurring, there is the potential for enhancement in the local government's capacity to meet its financial commitments (short and/or long term) and resulting change in its rating. However, it does not necessarily indicate that a rating change may be forthcoming.
Neutral	There are no known foreseeable events that would have a direct impact on the financial sustainability of the local government. It may be possible for a rating upgrade or downgrade to occur from a neutral outlook, if warranted by an event or circumstance.
Negative	As a result of a foreseeable event or circumstance occurring, there is the potential for deterioration in the local government's capacity to meet its financial commitments (short and/or long term) and resulting change in its rating. However, it does not necessarily indicate that a rating change may be forthcoming.

5. BUSINESS ASSURANCE

5.1 Audit Committee Charter and Internal Audit Charter

Reporting Officer

Internal Auditor

Attachments

1. Audit Committee Charter
2. Internal Audit Charter

Purpose

To provide Council with a revised Audit Committee Charter and Internal Audit Charter for approval.

History

Under the Internal Audit Guidelines issued by the Division of Local Government and Council's current Audit Committee Charter, the Audit Committee is required to review the Audit Committee Charter and the Internal Audit Charter every two years. Changes to the Charters are to be recommended to Council for approval.

Council were presented with a summary of the suggested changes to the Charters at a briefing on 30 April 2013.

The Audit Committee met on 6 May 2013 and endorsed the revised charters for recommendation to Council for approval.

Report

The attached Audit Committee Charter and Internal Audit Charter have been prepared after considering the following guidelines and best practice papers:

- Internal Audit Guidelines issued September 2010 by the Division of Local Government (Guidelines for NSW Local Government) which must be 'considered' under section 23A of the *Local Government Act 1993*
 - Treasury Policy Paper TPP 09-05 Internal Audit and Risk Management Policy for the NSW Public Sector issued August 2009 (mandated practice for NSW State Government)
 - Public Sector Internal Audit Better Practice Guide issued by the Australian National Audit Office in September 2012.
-

A number of changes have been made to both Charters as a result of the review. Some of the changes are purely cosmetic and/or provide more detail on practices already included in the current Charters.

The main changes to the Audit Committee charter predominantly relate to providing more details on the committee's responsibilities around:

- risk management
- governance
- reporting
- performance management
- communication
- working with the external auditor.

The Internal Audit Charter has been reviewed to provide more detail about the internal audit function including its purpose and responsibilities, authority, scope and methodology.

The Audit Committee has reviewed both Charters and recommended they be submitted to Council for approval.

Officer's Recommendation

1. That the revised Audit Committee Charter be adopted.
2. That the revised Internal Audit Charter be adopted.

Committee's Recommendation: (Chanthivong/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED


Council Meeting 18 June 2013 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

ATTACHMENT 1

 <p>campbelltown city council</p>	<p>BUSINESS ASSURANCE</p>
<p>Audit Committee Charter</p>	
<p>This charter sets out the objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements of Campbelltown City Council's Audit Committee (Committee).</p>	
<p>1. Objective</p>	
<p>The objective of the Committee is to provide independent advice and assistance to the General Manager on risk management, control, governance and its external accountability requirements.</p>	
<p>2. Authority</p>	
<p>The Council authorises the Committee, in consultation with the General Manager and within the scope of its role and responsibilities, to:</p>	
<ul style="list-style-type: none">• Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information)• Discuss any matters with the external auditor or other external parties (subject to confidentiality considerations)• Request the attendance of any employee or Councillor at Committee meetings• Obtain external legal or other professional advice considered necessary to meet its responsibilities.	
<p>3. Composition and Tenure</p>	
<p>The Committee will consist of:</p>	
<p><u>3.1 Members (voting)</u></p>	
<p>Mayor Deputy Mayor Chairperson Corporate Governance Committee Independent external member (not a member of the Council) Independent external member (an independent to be the Chairperson).</p>	
<p><u>3.2 Attendee (non-voting)</u></p>	
<p>General Manager Director Business Services Manager Business Assurance Internal Auditor</p>	
<p><u>3.3 Invitees (non-voting) for specific Agenda items</u></p>	
<p>Representatives of the external auditor. Other officers and Councillors may attend by invitation as requested by the Committee.</p>	
<p>The independent external members will be appointed for the four year term of Council, after which they will be eligible for extension or re-appointment following review of their performance.</p>	
<p>The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operations of Campbelltown City Council. At least one member of the Committee shall have accounting or related financial management experience, with an understanding of accounting and auditing standards in a public sector environment.</p>	

DATA AND DOCUMENT CONTROL

Section
DocSet:

Revised Date: 28/05/2013
Review Date: 18/06/2015

Version: #
Page 1

4. Role and Responsibilities

The Committee has no executive powers. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the General Manager as defined by the *Local Government Act 1993*.

The responsibilities of the Committee may be revised or expanded by the Council from time to time. The Committee's responsibilities are to consider material provided by the General Manger, via the Internal Auditor, on matters related to:

4.1 Risk Management

- Review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud.
- Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings.
- Review the impact of the risk management framework on its control environment and insurance arrangements.
- Review whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically.

4.2 Control Framework

Review if:

- Management has adequate internal controls in place, including over external parties such as contractors.
- Management has in place relevant authorised statements, policies and procedures and these are periodically reviewed and updated.
- Appropriate processes are in place to assess whether policies and procedures are complied with.
- Appropriate policies and procedures are in place for the management and exercise of delegations.
- Management has taken steps to embed a culture which is committed to ethical and lawful behaviour through reinforcement of the Code of Conduct.

4.3 External Accountability

- Note the completion of the annual financial statements and that they are supported by appropriate management sign-off on the statements and on the adequacy of internal controls.
- Review the external audit opinion, including whether appropriate action has been taken in response to audit recommendations and adjustments.
- To consider contentious financial reporting matters raised at the Committee meetings in conjunction with Council's management and external auditors.
- Note the completion of the annual report.
- Satisfy itself there are appropriate mechanisms in place to review and implement where appropriate relevant State Government reports and recommendations.
- Satisfy itself there is a performance management framework linked to organisational objectives and outcomes.

4.4 Legislative Compliance

- Determine whether management has appropriately considered legal compliance matters as part of its operations.
- Review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

4.5 Internal Audit

- Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit.
- Review the internal audit coverage and Internal Audit Plan, including ensuring the Plan has considered Council's risk framework, and approval of the Plan.
- Consider the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved Internal Audit Plan.

DATA AND DOCUMENT CONTROL

Section
DocSet:

Revised Date: 28/05/2013
Review Date: 18/06/2015

Version: #
Page 2

- Review all audit reports and consider issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices.
- Monitor the implementation of internal audit recommendations by management.
- Periodically review the Internal Audit Charter to ensure appropriate authority, access and reporting arrangements are in place.
- Periodically review the performance of Internal Audit.

4.6 External Audit

- Act as a forum between the Council, General Manager, senior management, internal audit and external audit.
- Review all external audit plans and reports in respect of planned or completed financial statements external audits, monitor the implementation of audit recommendations by management.
- Consider significant issues raised in relevant external audit reports and better practice guides, and ensure appropriate action is taken.

4.7 Responsibilities of Members

Members of the Committee are expected to:

- Understand the relevant legislative and regulatory requirements appropriate to Campbelltown City Council.
- Contribute the time needed to study and understand the papers provided.
- Apply good analytical skills, objectivity and good judgement.
- Express opinions frankly and ask questions as deemed necessary.

5. Reporting

By the first meeting after 30 June each year, Internal Audit via the General Manager will provide a performance report of:

- The performance of Internal Audit for the financial year.
- The approved Internal Audit Plan of work for the previous year showing the current status of each audit.

The performance report will be included with the Committee's annual report to Council.

6. Administrative arrangements

6.1 Meetings

The Committee will meet a minimum of three times per year. The need for any additional meetings will be decided by the Chair of the Committee in consultation with the General Manager, though other Committee members may make requests to the Chair for additional meetings.

A forward meeting plan, including meeting dates and agenda items, may be presented to the Committee for consideration each year.

In addition, at any time an individual Committee member may request a meeting with the Chair of the Committee.

6.2 Attendance at Meetings and Quorums

A quorum will consist of a majority of Committee members, including at least one independent member. Meetings can be held in person, by telephone or by video conference.

6.3 Secretariat

The Manager Business Assurance provides secretariat support to the Committee. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, prior to the meeting, and ensure minutes of the meetings are prepared and maintained. Minutes shall be approved by the Chair and circulated to each member within three weeks of the meeting being held and electronically filed on ECM.

DATA AND DOCUMENT CONTROL

Section
DocSet:

Revised Date: 28/05/2013
Review Date: 18/06/2015

Version: #
Page 3

6.4 Conflicts of interest

Councillors, council staff and members of council committees must comply with the applicable provisions of Council's Code of Conduct in carrying out the functions as council officials. It is the personal responsibility of council officials to comply with the standards in the Code and regularly review their personal circumstance with this in mind.

Committee members should also operate in line with clauses 16, 17 and 18 of Campbelltown City Council's Code of Conduct for Council Meetings.

Once a year the Committee members will provide written declarations to the General Manager stating they do not have any conflicts of interest that would preclude them from being members of the Committee.

Committee members must declare any conflict of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate to excuse them from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

6.5 Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

6.6 Assessment Arrangements

The Chair of the Committee will initiate review of the performance of the Committee at least once every four years. The review will be on a self-assessment basis (unless otherwise determined by the Chair) with appropriate input from management and any other relevant stakeholders, as determined by the Chair.

6.7 Review of Audit Committee Charter

At least once every two years, the Audit Committee will review the Audit Committee Charter.

Any changes to this Charter will be recommended by the Committee and formally approved by the Council.

Approved: Council Meeting **Date:**

DOCUMENT HISTORY AND VERSION CONTROL RECORD

Contact for inquiries and proposed changes

Name	Michelle Brockwell
Position/Section	Internal Auditor
Contact Number	Ext 4823

Version Number	Revised Date	Authorised Officer	Amendment Details


DATA AND DOCUMENT CONTROL

Section
DocSet:

Revised Date: 28/05/2013
Review Date: 18/06/2015

Version: #
Page 4

ATTACHMENT 2

	BUSINESS ASSURANCE
Internal Audit Charter	
<p>Introduction The General Manager has established the Internal Audit unit as a key component of Campbelltown City Council's governance framework.</p> <p>This Charter provides the framework for the conduct of the internal audit function in Council and has been approved by the General Manager on the advice of the Audit Committee.</p> <p>The Manager Business Assurance is responsible for the management of the internal audit function as a whole. The Internal Auditor reports to the Manager Business Assurance and performs the day to day activities of the internal audit function.</p> <p>This Charter is a formal statement of purpose, authority and responsibility for the internal auditing function within Council. The Charter:</p> <ul style="list-style-type: none">• establishes Internal Audit within Council and recognises the importance of such an independent and objective service to the organisation.• outlines the legal and operational framework under which Internal Audit will operate.• authorises the Manager Business Assurance to promote and direct a broad range of internal audits across Council and, where permitted, external bodies. <p>Purpose of Internal Audit Internal audit is an independent and objective assurance and business improvement activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to the evaluation and improvement of the effectiveness of risk management, control, and governance processes.</p> <p>Objectivity, Independence and Organisational Status Independence is essential to the effectiveness of the Internal Audit function. Internal audit activity must be independent, and internal auditors must be objective in performing their work. Internal auditors must have an impartial, unbiased attitude and avoid any conflicts of interest.</p> <p>Internal Audit shall have independent status within Council, and for this purpose shall be responsible directly through the Manager Business Assurance to the General Manager.</p> <p>Internal Audit shall be independent of the activities reviewed and therefore shall not undertake any operating responsibilities outside internal audit work. Neither shall Internal Audit staff have any executive or managerial powers, authorities, functions or duties except those relating to the management of Internal Audit. Internal Audit staff and contractors shall report to the Manager Business Assurance any situations where they feel their objectivity may be impaired. Similarly, the Manager Business Assurance should report such situations to the Audit Committee.</p> <p>The work of Internal Audit does not relieve the staff of Council from their accountability to discharge their responsibilities. All Council staff are responsible for risk management and the operation and enhancement of internal control. This includes responsibility for implementing remedial action endorsed by management following an internal audit.</p> <p>Internal Audit shall not be responsible for operational activities on a daily basis, or in the detailed development of new or changed systems, or for internal checking processes.</p>	

DATA AND DOCUMENT CONTROL

Section
DW#

Revised Date: 28/05/2013
Review Date: 30/XX/20XX

V#
Page 1

Authority and Confidentiality

Internal Auditors are authorised to have full, free and unrestricted access to all functions, premises, assets, personnel, records, information, accounts, files, monies and other documentation, as necessary to enable the Internal Audit function to meet its responsibilities.

All records, documentation and information accessed in the course of undertaking internal audit activities are to be used solely for the conduct of these activities. The Manager Business Assurance and individual internal audit staff are responsible and accountable for maintaining the confidentiality of the information they receive during the course of their work.

All internal audit documentation is to remain the property of Council, including where internal audit services are performed by an external third party provider.

Roles and Responsibilities

The Internal Audit function's role is to evaluate and contribute to the improvement of governance, risk management, and control processes using a systematic and disciplined approach.

In the conduct of its activities, the Internal Audit function will play an active role in:

- developing and maintaining a culture of accountability and integrity
- facilitating the integration of risk management into day-to-day business activities and processes, and
- promoting a culture of cost-consciousness, self-assessment and adherence to high ethical standards.

The services provided by Internal Audit may include all or some of the following:

- The examination and evaluation of the adequacy and effectiveness of systems of internal control, risk management, governance, and the status of ethical behaviour.
- Assessment of the economic and efficient use of resources.
- The examination of compliance with policies, procedures, plans and legislation.
- Assessment of the reliability and integrity of information.
- Assessment of the safeguarding of assets.
- Any special investigations as directed by the General Manager or the Audit Committee.
- Audit support activities such as assisting the Audit Committee to discharge their responsibilities, secretarial support for the Audit Committee, monitoring the implementation of agreed recommendations from internal audits and disseminating across Council better practice lessons learnt from audits undertaken.

Scope of internal audit activity

Internal audit reviews may cover all programs and activities of the Council and encompasses the review of financial and non-financial policies and operations.

Internal Audit Methodology

Internal Audit shall use the most appropriate methodology for each internal audit engagement, depending on the nature of the activity and the pre-determined parameters for the engagement.

Generally, internal audits will include:

- Planning
- Reviewing and assessing risks in the context of the audit objectives
- Examination and evaluation of information
- Communicating results
- Following up on implementation of audit recommendations.

Operating Principles

Internal Audit shall conform with:

- The Standards and Code of Ethics issued by the Institute of Internal Auditors.
- Relevant auditing standards issued by the Auditing and Assurance Standards Board.

DATA AND DOCUMENT CONTROL

Section
DW#

Revised Date: 28/05/2013
Review Date: 30/XX/20XX

V#
Page 2

Internal Audit Staff Requirements

Internal Audit staff shall:

- Possess the knowledge, skills, and technical proficiency essential to the performance of internal audits.
- Be skilled in dealing with people and in communicating audit issues effectively.
- Maintain their technical competence through a program of continuing education.
- Exercise due professional care in performing internal audit engagements.
- Conduct themselves in a professional manner.
- Conduct their activities in a manner consistent with the concepts expressed in the Standards and the Code of Ethics.

Reporting Arrangements

At each Audit Committee meeting the Manager Business Assurance shall submit a report summarising all audit activities undertaken during the period, indicating:

- Internal audit engagements completed or in progress.
- Outcomes of each internal audit engagement undertaken.
- Remedial action taken or in progress.

On completion of each internal audit engagement, Internal Audit shall issue a report detailing the objective and scope of the audit, and resulting issues based on the outcome of the audit. Internal Audit shall seek from the responsible senior executive an agreed and endorsed action plan outlining remedial action to be taken, along with an implementation timetable and person responsible. Responsible officers shall have a maximum of ten working days to provide written management responses and action plans in response to issues and recommendations contained in internal audit reports.

The Manager Business Assurance shall make available all internal audit reports to the Audit Committee. However, the work of Internal Audit is solely for the benefit of Council and is not to be relied on or provided to any other person or organisation, except where this is formally authorised via the General Manager by the Audit Committee or the Manager Business Assurance.

In addition to the normal process of reporting on work undertaken by Internal Audit, the Manager Business Assurance shall draw to the attention of the Audit Committee all matters that, in the Manager Business Assurance's opinion, warrant reporting in this manner.

Planning Requirements

Internal Audit uses a risk-based rolling program of internal audits to establish an annual Internal Audit Plan to reflect a program of audits over a 12 month period. This approach is designed to be flexible, dynamic and more timely in order to meet the changing needs and priorities of Council.

Internal Audit shall prepare an annual Internal Audit Plan for review and approval by the Audit Committee, showing the proposed areas for audit. The annual Internal Audit Plan shall be based on an assessment of the goals, objectives and business risks of Council, and shall also take into consideration any special requirements of the Audit Committee and the Senior Management.

The Manager Business Assurance has discretionary authority to adjust the Internal Audit Plan as a result of receiving special requests from management to conduct reviews that are not on the plan, with these to be approved at the next meeting of the Audit Committee.

Coordination with External Audit

Internal and external audit activities will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplication of effort.

Internal and external audit shall meet periodically to discuss matters of mutual interest and to facilitate coordination.

External audit will have full and free access to all internal audit scopes and reports.

Conflicts of Interest

DATA AND DOCUMENT CONTROL

Section
DW#

Revised Date: 28/05/2013
Review Date: 30/XX/20XX

V#
Page 3

Internal auditors are not to provide audit services for work which they may previously have been responsible. Whilst the Standards provide guidance on this point and allow this to occur after 12 months, each instance should be carefully assessed.

When engaging internal audit contractors, the Manager Business Assurance shall take steps to identify, evaluate the significance, and manage any perceived or actual conflicts of interest that may impinge on internal audit work.

Instances of perceived or actual conflicts of interest identified by the Manager Business Assurance or Internal Audit staff and contractors are to be immediately reported to the Audit Committee by the Manager Business Assurance.

Evaluation of Internal Audit

The Manager Business Assurance shall develop performance measures (key performance indicators) for consideration and endorsement by the Audit Committee, as a means for the performance of Internal Audit to be periodically evaluated.

The Manager Business Assurance shall oversee the development and implementation of a quality assurance and improvement program for Internal Audit, to provide assurance that internal audit work conforms to the Standards and is focused on continuous improvement.

Internal Audit shall also be subject to an independent quality review at least every five years. Such review shall be in line with the *Standards of Professional Practice in Internal Audit* and be commissioned by and reported to the Audit Committee.

Review of the Internal Audit Charter

The Manager Business Assurance shall periodically review the Internal Audit Charter to ensure it remains up-to-date and reflects the current scope of internal audit work.

Any changes to this Internal Audit charter are to be approved by the Audit Committee.

DATA AND DOCUMENT CONTROL

Section
DW#

Revised Date: 28/05/2013
Review Date: 30/XX/20XX

V#
Page 4

5.2 Insurance Renewal 2013-2014

Reporting Officer

Manager Business Assurance

Attachments

Insurance Register 2012-2013

Purpose

To inform Council about the renewal process of the insurance policies of Council.

History

Council undertakes an annual insurance renewal process. This process is primarily managed through Council's insurance broker, Jardine Lloyd Thompson (JLT). In preparing for this process, Council reviews the existing premium excesses and conditions to determine 'best value' for the organisation.

Report

The attachment to this report contains the details of each of the 2012-2013 insurance policies for Council operations, more specifically, the type of cover, the current insurer, the excess and premium paid. It also includes the contract cost for the insurance broker in line with the current contract.

Due to the length of the renewal process and the reporting cycle of Council, the price of the 2013-2014 policies is not available for reporting to Council prior to expiry of the policies. At the time of preparing this report, JLT had offered Council's current policy requirements to the market, to obtain quotes for the new policies.

It is anticipated that the renewals of all policies will be in line with budget estimates for 2013-2014, i.e. up to 10% more than current year policies.

The following policies have been put to the market for quote, with no change to the proposed excess, cover and conditions, Councillors and Officer's Liability, Motor Vehicle, Marine Hull, Personal Accident, Workers Compensation Excess of Loss, Property, Artworks, Public Liability and Professional Indemnity and Fidelity Guarantee.

Casual Hirer's Liability

This policy covers persons wanting to hire a Council facility for non-commercial or non-profit making purposes and less frequently than once per calendar month or 12 times per calendar year. The current policy has \$10m coverage. The insurance broker has recommended an increase in the casual hirer's liability to a \$20m coverage. The general increases in claims exposure due to an increase in legal fees, settlement costs and claims costs has a direct influence on the advice from Council's broker to increase the liability cover. Council's insurance broker has advised that there will only be a minimal increase in premium.

A further report to Council will detail the actual premiums and coverage details once the process has been completed.

Officer's Recommendation

1. That Council approve insurance renewals for those policies falling due on 30 June 2013.
2. That a further report be presented to Council outlining the actual cost of renewals, when available.

Committee's Recommendation: (Kolkman/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 18 June 2013 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Insurance Register 2012/2013

Coverage	2012/2013		
	Insurer	Excess	Premium (incl. GST)
Professional Indemnity/ Public Liability	Statewide	\$200,000	\$335,828.90
Property	Statewide	\$10,000	\$484,772.67
Motor Vehicle	Zurich	\$10,000	\$84,362.41
Workers Compensation Excess of Loss (XOL)	Liberty International Underwriters	\$1,000,000	\$32,587.50
Casual Hirer's Liability	Statewide	\$2,000	\$9,240.00
Marine Hull	Associated Marine Insurers (Zurich)	\$250	\$665.50
Art Works	Axa Art Ins Ltd	\$2,000	\$17,987.50
Councillors' and Officers' Liability	Zurich	NIL	\$52,112.50
Personal Accident	ACE Insurance	NIL	\$2,447.50
Fidelity Guarantee	Statewide	1% of claim or \$500	\$11,853.36
Insurance Broker Fee	Jardine Lloyd Thompson	N/A	\$61,468.00
		Total	\$1,093,325.84

6. HUMAN RESOURCES

No reports this round

7. INFORMATION MANAGEMENT AND TECHNOLOGY

No reports this round

8. GENERAL BUSINESS

Nil.

Confidentiality Motion: (Hawker/Greiss)

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

CARRIED

21. CONFIDENTIAL ITEMS

21.1 Expression of Interest for Purchase of Property

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 5.58pm.

C Mead
CHAIRPERSON
