

Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 12 August 2014.

APOLOGIES

ACKNOWLEDGEMENT OF LAND

DECLARATIONS OF INTEREST

Pecuniary Interests

Non Pecuniary – Significant Interests

Non Pecuniary – Less than Significant Interests

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Minutes of the Corporate Governance Committee held on 12 August 2014

Present

His Worship the Mayor, Councillor C Mead
Councillor F Borg
Councillor P Hawker
Councillor R Kolkman
Councillor P Lake
Director Business Services - Mr M Sewell
Acting Director City Works - Mr G Mitchell
Acting Manager Assets and Supply Services - Mr W Miller
Acting Manager Governance and Risk - Mr C Taylor
Manager Emergency Management and Facility Services - Mr R Blair
Manager Executive Services - Mr N Smolonogov
Manager Financial Services - Mrs C Mears
Manager Human Resources - Mr B Clarence
Manager Information Management and Technology - Mrs S Peroumal
Manager Property Services - Mr J Milicic
Executive Assistant - Mrs D Taylor

Apologies (Borg/Lake)

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

CARRIED

Chairperson

In the absence of the Chairperson, Councillor Dobson, His Worship the Mayor, Councillor Mead chaired the meeting.

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

Acknowledgement of Land

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

DECLARATIONS OF INTEREST

There were no Declarations of Interest at this meeting.

Pecuniary Interests

Nil

Non Pecuniary – Significant Interests

Nil

Non Pecuniary – Less than Significant Interests

Nil

1. GOVERNANCE AND ADMINISTRATION

1.1 Comparative Data 2012-2013

Reporting Officer

Acting Manager Governance and Administration

Attachments

1. Comparative Information on NSW Local Government – Measuring Local Government Performance 2012-2013 (to be tabled - due to large size of document, 353 pages)
2. Comparative Information on NSW Local Government - Campbelltown City Council (contained within this report)

Purpose

To advise Council of the key outcomes of the Division of Local Government, Department of Premier and Cabinet Comparative Data for 2012-2013.

Report

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

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

In this publication, the current set of indicators are in three parts which present an overview of local government in NSW, a summary of each of the 152 councils, as well as detailed tables to allow for further comparison. The results from the 2013 NSW Treasury Corporation (TCorp) Report on the Financial Sustainability of the NSW Local Government Sector and the Local Government Infrastructure Audit conducted by the Division have also been incorporated into this publication.

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

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

This publication presents stand-alone, individual snapshots of all 152 general purpose councils in NSW. It summaries demographic and socio-economic information about each local government area and draws out key data on council demographics, financial sustainability, infrastructure, expenditure, rating, community leadership and core council services.

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

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

Overview of NSW local government

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

- as an industry, local government is custodian of over \$134b worth of assets (including cash, investments, infrastructure, plant and equipment, receivables, inventory), directly employs more than 45,000 people and contributed over \$9b to the economy during 2012-2013
 - employment in the sector has increased by 8% over the past 10 years, reflective of the growth in the NSW population
 - the number of people receiving the pensioner rate rebate increased over the same period compared with an overall increase in the proportion of the NSW population aged over 65 of 1.7% over the last 10 years from 13.2% to 14.9%
 - the number of development applications was nearly 31 per cent lower in 2012-2013 compared to 2006-2007, yet the total value of approved developments has remained the same at \$22.3m
 - the amount and scope of infrastructure provided by councils has also grown in the past 10 years, with councils adding over 2,395km of roads to their networks, and providing an additional 120 community centres and town halls
 - the number of public swimming pools under council ownership has fallen marginally, this may reflect a 'consolidation' toward larger centralised aquatic centres
 - the number of councils recording an operating deficit is 98 (64%) for 2012-2013 compared to 100 councils (66%) for 2011-2012
 - the total infrastructure backlog for all NSW councils has fallen from approximately \$7.4b as at 30 June 2012 to \$6.2b as at 30 June 2013
-

- between 2008-2009 to 2012-2013, the total ordinary rates income from residential and business ratepayers increased an average of 3.8% per year, 3.2% from farmland ratepayers and 10.6% from the mining category.

Metropolitan fringe council comparison

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

The following provides a snapshot of Campbelltown based on a set of performance indicators, in comparison with the metropolitan fringe group. The full publication can be accessed by copying and pasting the below link in to your web browser

http://www.dlg.nsw.gov.au/dlg/dlghome/dlg_DocumentsIndex.asp?mi=3&ml=2§ionid=1&documenttype=6&title=&year=#CI

	Blue Mountains	Campbelltown	Gosford	The Hills	Hornsby	Liverpool	Penrith	Wyong	Group Average
Local population									
Five year population change (%)	3.3	3.7	4.5	8.5	4.9	10.6	5.4	8.0	6.1
Population aged <19 (%)	25.5	29.0	24.8	28.1	26.0	30.3	28.2	26.8	27.3
Population aged >20 <59 (%)	51.0	55.7	49.8	53.9	54.0	56.1	56.5	48.5	53.2
Population aged >60 (%)	23.5	15.3	25.4	18.0	20.0	13.7	15.3	24.7	19.5
Aboriginal & Torres Strait Islanders (%)	1.7	3.2	2.2	0.4	0.4	1.5	3.0	3.7	2.0
Language spoken other than English (%)	6.4	18.1	6.2	25.2	27.1	31.9	12.7	4.0	16.5
Socio-economic index ranking (1 low, 152 high)	125	58	115	149	143	88	109	56	n/a

Council	Blue Mountains	Campbelltown	Gosford	The Hills	Hornsby	Liverpool	Penrith	Wyong	Group Average
Number of Councillors	12	15	10	12	10	11	15	10	12
Population per Councillor	6,558	10,174	16,953	15,018	16,509	17,386	12,463	15,577	13,830
Number of equivalent full time staff	528	623	1,035	580	544	643	1,042	972	746
2012/13 revenue (\$'000)	95,876	131,364	252,456	186,135	126,274	191,454	217,163	247,602	181,041
2012/13 expenses (\$'000)	97,679	133,029	254,478	152,414	118,395	144,365	171,051	225,182	162,074
Residential pensioner rebates (%)	18	14	21	13	14	15	15	23	17
Population density (residents per km ²)	54.96	488.67	180.29	449.86	357.11	626.00	461.80	210.47	353.65

	Blue Mountains	Campbelltown	Gosford	The Hills	Hornsby	Liverpool	Penrith	Wyong	Group Average
Local economy									
SALM unemployment rate (%)	4.6	7.9	4.8	5.0	4.4	6.3	5.5	7.6	5.8
Average taxable income (\$)	45,821	41,044	42,756	54,921	55,348	41,261	44,083	38,815	45,506
Average household family size (no.)	3.0	3.2	3.0	3.3	3.2	3.4	3.2	3.0	3.2
Largest industry employer	Education and Training	Manufacturing	Health care / social assistance	Retail trade	Health care / social assistance	Manufacturing	Manufacturing	Retail trade	n/a
Value of DAs determined (\$000)	96,598	564,210	260,330	567,499	295,606	591,637	606,035	178,609	395,065
Active businesses in LGA	5,593	8,581	13,390	20,042	15,403	13,649	12,844	8,715	12,277

	Blue Mountains	Campbelltown	Gosford	The Hills	Hornsby	Liverpool	Penrith	Wyong	Group Average
Public facilities									
Public swimming pool complexes (incl rock pools) (no.)	5	3	10	1	3	3	2	4	4
Public halls (no.)	17	20	36	57	31	26	51	48	36
Public libraries (no.)	6	5	8	5	5	5	4	5	5
Open public space (ha)	6,556	1,119	30,768	1,322	2,360	1,599	868	3,180	5,972
Total road length (km)	739.9	701.8	1,137.7	956.4	663.9	839.4	1,050.2	1,047.6	892.1
Access to internet at home (%)	78.4	74.2	72.7	87.4	85.0	72.6	76.1	69.1	76.9

Finances	Blue Mountains	Campbelltown	Gosford	The Hills	Hornsby	Liverpool	Penrith	Wyong	Group Average
Avg ordinary residential rate (\$)	1,163.62	845.14	815.47	964.98	999.74	959.58	969.42	827.95	943.24
Avg ordinary business rate (\$)	2,615.44	5,418.61	2,333.12	1,849.51	2,781.90	5,739.97	5,992.59	3,054.62	3,723.22
Avg ordinary farmland rate (\$)	2,000.00	6,153.85	963.41	1,524.04	1,642.86	2,764.71	2,956.07	2,338.46	2,542.92
Avg ordinary mining rate (\$)	n/a	4,333.33	n/a	n/a	n/a	n/a	n/a	164,600	84,466.67
Total land value/total rate revenue (\$)	178.91	162.16	273.68	399.70	326.61	221.59	219.06	199.48	247.65
Typical residential water and sewer bill (incl usage) (\$)	n/a	n/a	981	n/a	n/a	n/a	n/a	975	978
Avg domestic waste charge (\$)	321.65	280.35	344.87	356.35	360.56	326.25	321.08	437.12	343.53
Own source revenue (%) (TCorp benchmark 60%)	73	68	77	55	79	57	63	78	69
Grants and contributions revenue (%)	19	26	18	39	14	32	32	17	24
Operating performance ratio (%) (TCorp benchmark > -4.0%)	-4.2	-5.3	-6.4	-12.6	2.4	0.2	1.0	2.9	-2.7
Unrestricted current ratio	2.3	3.2	2.7	11.1	2.0	2.1	1.2	1.9	3.3
Outstanding rates and annual charges (%)	4.0	4.8	6.9	3.1	2.9	5.5	4.8	6.1	4.8
Debt service cover ratio (TCorp benchmark > 2.0)	2.2	4.4	3.4	0.0	5.7	3.8	2.0	2.6	3.0
Cash expense cover ratio (mths) (TCorp benchmark > 3 mths)	1.9	0.3	2.2	8.6	4.7	5.3	3.4	4.9	3.9

Council services	Blue Mountains	Campbelltown	Gosford	The Hills	Hornsby	Liverpool	Penrith	Wyong	Group Average
Governance and administration expenditure per capita (\$)	292.69	157.18	95.82	198.25	117.42	295.42	164.97	23.78	168.19
Environmental expenditure (incl waste) per capita	322.32	27.12	258.80	153.47	198.41	128.78	166.29	272.04	190.90
Water and sewer services expenditure per capita (\$)	n/a	n/a	516.98	n/a	0.02	n/a	n/a	525.40	347.47
Community services, education, housing, amenities expenditure per capita (\$)	86.36	290.43	121.81	182.54	120.42	81.69	163.84	133.58	147.58
Recreational and culture expenditure per capita (\$)	223.75	222.89	193.97	137.41	141.10	153.70	173.12	141.38	173.42
Public order, safety and health expenditure per capita (\$)	90.62	22.34	47.69	24.78	23.73	28.40	51.65	62.19	43.92
Other services expenditure per capita (\$)	124.56	45.01	117.24	18.19	37.92	49.23	61.69	142.50	74.54
Library services expenditure per capita (\$)	32.02	38.10	32.24	34.02	41.58	39.34	39.61	29.10	35.75
Library circulation per capita (items)	7	5	5	8	8	4	4	5	6
Domestic waste not going to landfill (%)	42	68	50	48	53	70	64	50	56
Development applications (mean gross days)	80	100	66	73	73	85	72	40	74
Development applications determined (no.)	644	679	1,160	1,214	766	1,204	1,326	1,429	1,053
Companion animals microchipped (no.)	31,798	50,249	59,552	49,508	41,794	43,257	71,215	61,464	51,105
Companion animals microchipped and registered (%)	58	63	65	56	71	49	49	62	59

Community leadership	Blue Mountains	Campbelltown	Gosford	The Hills	Hornsby	Liverpool	Penrith	Wyong	Group Average
Development applications determined by Councillors (%)	5	3	1	0	5	2	1	2	3
Audited financial reports submitted by due date (Y/N)	Y	Y	Y	Y	Y	Y	Y	Y	n/a
Code of conduct complaints (no.)	1	0	4	0	0	0	1	5	1
Complaints investigated requiring action (no.)	0	0	2	0	0	0	0	4	1
Cost of dealing with code of conduct complaints (\$)	0	0	3,500	0	0	0	0	26,232	3,717
Population per EFT staff (no.)	149	245	164	311	303	297	179	160	226

Council assets	Blue Mountains	Campbelltown	Gosford	The Hills	Hornsby	Liverpool	Penrith	Wyong	Group Average
Roads, bridges and footpath expenditure per capita (\$)	100.99	106.71	148.78	131.11	78.12	17.66	133.46	144.76	107.70
Building and infrastructure renewal ratio (%)	47.7	52.10	89.30	135.1	52.7	110.3	53.6	71.9	76.6
Infrastructure backlog ratio (%) (TCorp benchmark <20%)	1.0	3.8	3.9	3.7	0.7	18.7	6.2	8.2	5.8
Road length per '000 capita (metre)	9.4	4.6	6.7	5.3	4.0	4.4	5.6	6.7	5.8
Asset maintenance ratio (TCorp benchmark >1.0)	1.0	0.8	0.7	1.5	0.9	0.8	1.2	0.9	1.0

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Lake/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

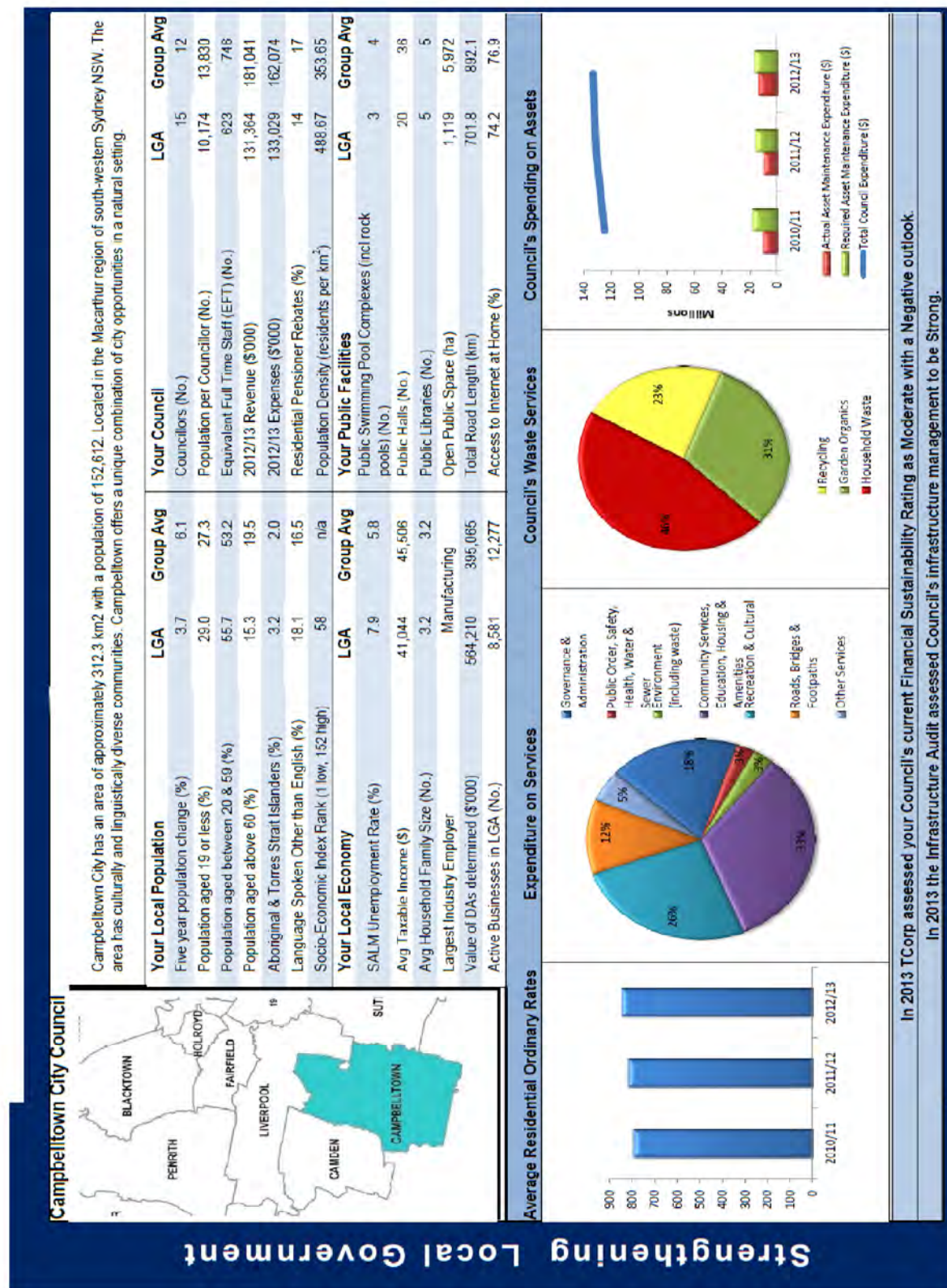
Council Meeting 19 August 2014 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 151

That the Officer's Recommendation be adopted.

ATTACHMENT 2



Contacting Council	Your Council's Finances	LGA	Group Avg	Your Council's Services	LGA	Group Avg
Cnr Queen & Broughton Streets Campbelltown NSW 2560	Avg Ordinary Residential Rate (\$)	845.14	943.24	Governance & Administration Expenditure per capita (\$)	157.18	168.19
Postal Address: PO Box 57, Campbelltown NSW 2560 Phone: 02 4645 4000 Fax 02 4645 4111	Avg Ordinary Business Rate (\$)	5,418.61	3,723.22	Environmental Expenditure (including waste) per capita	27.12	190.90
Email: council@campbelltown.nsw.gov.au	Avg Ordinary Farmland Rate (\$)	6,153.85	2,542.92	Water & Sewer Services Expenditure per capita (\$)	n/a	347.47
Web: www.campbelltown.nsw.gov.au	Avg Ordinary Mining Rate (\$)	4,333.33	84,466.67	Community Services, Education, Housing, Amenities Expenditure per capita (\$)	290.43	147.58
	Total Land Value / Total Rate Revenue (\$)	162.16	247.85	Recreational & Culture Expenditure per capita (\$)*	222.89	173.42
	Typical Residential Water and Sewer Bill (including usage) (\$)	n/a	978	Public Order, Safety & Health Expenditure per capita (\$)	22.34	43.92
	Avg Domestic Waste Charge (\$)	280.35	343.53	Other Services Expenditure per capita (\$)	45.01	74.54
	Own Source Revenue (%) (TCorp Benchmark 60%)	68	69	Library Services Expenditure per capita (\$)	38.10	35.75
	Grants & Contributions Revenue (%)	26	24	Library Circulation per capita (Items)	5	6
	Operating Performance Ratio (%) (TCorp Benchmark > 4.0%)	-5.3	-2.7	Domestic waste not going to land fill (%)	68	56
	Unrestricted Current Ratio	3.2	3.3	Development Applications (mean gross days)	100	74
	Outstanding Rates & Annual Charges (%)	4.8	4.8	Development Applications determined (No.)	679	1,053
	Debt Service Cover Ratio (TCorp Benchmark >2.0)	4.4	3.0	Companion Animals microchipped (No.)	50,249	51,105
	Cash Expense Cover Ratio (Mths) (TCorp Benchmark > 3 mths)	0.3	3.9	Companion Animals microchipped and registered (%)	63	59
	Your Council's Community Leadership					
	Development Applications determined by Councilors (%)	3	3	Your Council's Assets		
	Audited Financial Reports submitted by due date (Y/N)	Y	n/a	Roads, Bridges and Footpath expenditure per capita (\$)	105.71	107.70
	Code of Conduct Complaints (No.)	0	1	Building & Infrastructure Renewal Ratio (%)	52.1	76.6
	Complaints investigated requiring action (No.)	0	1	Infrastructure Backlog Ratio (%) (TCorp Benchmark <20%)	3.8	5.8
	Cost of dealing with Code of Conduct Complaints (\$)	0	3,717	Road Length per '000 capita (metre)	4.6	5.8
	Population per EFT Staff (No.)	245	226	Asset Maintenance Ratio (TCorp Benchmark >1.0)	0.8	1.0
	Comparative Information on NSW Local Government Measuring Local Government Performance 2012-13 Office of NSW Local Government					
	See Appendix 1 for definitions, calculations & benchmarks See Appendix 3 for Council Groups					

Demographics of Population of LGA

Category	Population Councilors	Or State Avg
<20	~65%	~65%
20-40	~35%	~35%
>40	~10%	~10%

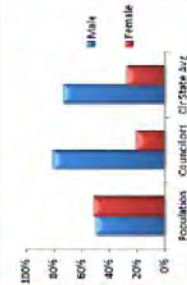
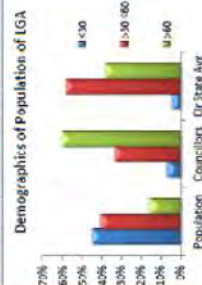
Population Councilors Or State Avg

Category	Population Councilors	Or State Avg
Male	~85%	~85%
Female	~15%	~15%

Population Councilors Or State Avg

Category	Population Councilors	Or State Avg
AFSI	~85%	~85%
NESB	~15%	~15%

Comparative Information on NSW Local Government
Measuring Local Government Performance 2012-13
Office of Local Government



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

Reporting Officer

Acting Manager Governance and Administration

Attachments

Revised Policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors (contained within this report)

Purpose

1. to review the Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors Policy:
 - i) to ensure that it complies with the *Local Government Act 1993*, the *Local Government (General) Regulation 2005* the guidelines and circulars issued by the Office of Local Government (OLG) and recommendations from Independent Commission Against Corruption (ICAC) Publications and takes into account best practice and is benchmarked against similar sized councils
 - ii) to ensure that there is clear accountability and transparency of expenses incurred and the provision of facilities provided to Councillors.
2. to seek Council's endorsement in principle of the revised Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors Policy for the purpose of Public Exhibition in accordance with the *Local Government Act 1993*.

Background

This policy is made under sections 252-254 and in accordance with section 23A, of the *Local Government Act 1993* (The Act) and section 403 of the *Local Government (General) Regulation 2005* (The Regulations). The Act requires that the Council must annually adopt a policy concerning the payment of expenses, incurred or, to be incurred by, and the provision of facilities to the Mayor and Councillors in relation to discharging the functions of civic office.

The Act requires Council to review and submit its Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors Policy to the Director General of the OLG within 28 days of adoption by Council, even if it proposes to adopt an unchanged policy. Current policies must be submitted by 30 November each year.

Before amending or adopting this policy, Council must give public notice of its intention, and allow at least 28 days for public submissions. Any public submissions received will be considered and appropriate changes made and reported to Council prior to the adoption of the policy.

Report

The abovementioned policy has been developed in accordance with Council's Record Management Policy and the adopted procedure for Policy Development and Review. This policy was last reviewed and adopted by Council on 26 February 2013.

As part of the review investigations were undertaken to ensure all the requirements from the Act, the Regulations, the OLG and ICAC were incorporated and that the policy supports Council's adopted Code of Conduct. The revised policy has included best practice and is benchmarked against similar sized councils.

It was noted that the OLG in reviewing a significant number of Council's Payment of Expenses and Facilities policies identified low levels of compliance in the areas of monetary limits, policy review requirements, private benefits and Council approval processes. These specific issues identified by OLG have been addressed in the revised policy and the opportunity was also taken to reword and reformat the policy to enhance transparency.

In accordance with advice received from the Department of Planning and Infrastructure NSW a fee has been included for payment to any councillor elected to the Joint Regional Planning Panel (JRPP) in acknowledgement of their additional responsibilities and attendance at each meeting of the JRPP.

Detailed below are the significant changes to the policy that ensure compliance with all relevant authorities, Acts and Regulations:

- inclusion of a table identifying specific monetary limits/quantities of equipment and facilities available to Councillors during their term of office
- expansion of the policy objectives
- addition of requirements for making and adopting of this policy
- details of the legislative provisions with which the policy must comply
- inclusion of documented approval arrangements processes to ensure expenses are approved by the appropriate level of management and recorded
- inclusion of specific timeframes relating to the reimbursement of expenses
- reviewed protocol for returning of facilities and equipment at the conclusion of the Councillors term of office
- inclusion of a schedule of audit of expenses and facilities
- clarification of spouse and partner expenses
- clarification of travel arrangements and expenses
- clarification of private benefits and loyalty points schemes
- Joint Regional Planning Panel attendance fee
- Option for the Mayor to use his/her private vehicle throughout the mayoral term.

Conclusion

Should Council be the subject of any enquiry into the Provision of Expenses and Facilities to the Mayor, Deputy Mayor and Councillors, and this policy comes under scrutiny there will be a level of assurance that this policy has fulfilled all expectations of external authorities.

1.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor,
Deputy Mayor And Councillors

It is recommended that Council endorse the draft Policy on Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors for the purpose of public exhibition.

Officer's Recommendation

1. That the information contained in this report on the draft Policy on the Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors be endorsed in principle.
2. That Council advertise for 28 days a public notice of its intention to adopt the amended Policy on the Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors.
3. That a further report be presented to Council at the conclusion of the exhibition period to consider any public submissions received and/or for final adoption of the policy.

Committee's Recommendation: (Lake/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 19 August 2014 (Mead/Hawker)


That the Officer's Recommendation be adopted.

Council Resolution Minute Number 151

That the Officer's Recommendation be adopted.

1.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

ATTACHMENT 1

		POLICY
Policy Title	Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors	
Related Documentation	Councils Code of Conduct ICAC Publication – No excuse for Misuse, Preventing the Misuse of Council Resources OLG Guidelines for Payment of Expenses and Provision of Facilities Model Code of Conduct for Local Councils in NSW 2013 OLG Circulars 11/27, 08/03, 08/24, 08/37, 07/22 and 06/57 Councils Internet and Email Usage Authorised Statement Related Policies, Authorised Statements, Procedures or forms to support this policy.	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i> <i>Local Government (General) Regulation 2005</i>	
Responsible Officer	Manager Governance and Risk	

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

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1.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

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1.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Part 1 - Introduction

1. Purpose of the Policy

The purpose of this Policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by Councillors.

The Policy comprises four parts being:

- Part 1 - Introduction – defines key terms and describes the legislative and reporting requirements that describe the policy's purpose, objectives and scope
- Part 2 - Payment of Expenses – describes the general and specific provisions, circumstances and Council procedures related to the payment of allowable expenses
- Part 3 - Provision of Facilities – outlines the general and specific provisions, circumstances concerning Councillor use of Council facilities and resources
- Part 4 - Other Matters – provides guidance on issues related to Councillor acquisition and return of facilities and dispute resolution.

2. Objectives and Coverage of this Policy

The objectives of this Policy are to:

- a) Ensure there is consistency in the application of reimbursement of expenses and provisions of facilities to Councillors in an equitable and non-discriminatory manner.
- b) Assist Councillors to represent the interests of residents and ratepayers of Campbelltown and to facilitate communication between the community and the Council.
- c) Provide Councillors with a level of support which will serve to encourage residents to seek election to civic office.

In absence of clear financial limits being set within the Policy, reference should be made to the table at clause 14 for further guidance.

3. Making and Adoption of this Policy

The *Local Government Act 1993* requires Council to review and submit its policy to the Director General of the Office of Local Government within 28 days of adoption by the Council, even if it proposes to adopt an unchanged policy. Current policies must be submitted by the 30 November each year.

Before adopting or amending this policy, the Council must give public notice of its intention, and allow at least 28 days for public submissions. Any public submissions received will be considered and appropriate changes made prior to the adoption of the policy.

Even if changes that are considered not substantial are proposed, the required annual adoption of this policy must still be subject to the public notification process outlined above.

At any time, other than the required annual adoption of this policy and if the proposed amendment is not substantial the Council is not required to provide public notice. The term "not substantial" should be taken to mean minor changes to the wording of the policy, or changes to monetary provisions or rates that are less than 5%. It also means minor changes to the standard of the provisions of equipment and facilities. Any new category of expenses, facilities and equipment included in the policy will require public notice.

1.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

4. Reporting Requirements

Council is required by Section 428 of the *Local Government Act 1993* to include in their annual report:

- A copy of this policy
- The total amount of money expended during the year on providing these facilities and payment of these expenses
- Additional information as required by the *Local Government (General) Regulation 2005*.

5. Legislative Provisions

Under Section 252(5) of the *Local Government Act 1993* this policy must comply with guidelines issued by the Department of Local Government for the Payment of Expenses and the Provision of Facilities to the Mayor and Councillors for Local Councils in NSW.

“A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.”

6. Other NSW Government Policy Provisions

This policy is consistent with the Model Code of Conduct for Local Councils in NSW, Office of Local Government – March 2013 and the Campbelltown Council Code of Conduct. The following parts of the Code are particularly relevant to s252 policies:

Use of Council resources:

- You must use Council resources ethically, effectively, efficiently and carefully in the course of your public or professional duties, and must not use them for private purposes (except where supplied as part of a contract of employment) unless this use is lawfully authorised and proper payment is made where appropriate
 - You must be scrupulous in your use of Council property including intellectual property, official services and facilities and should not permit their misuse by any other person or body
 - You must avoid any action or situation which could create the impression that Council property, official services or public facilities are being improperly used for your own or any other person or body's private benefit or gain
 - You must not use Council resources, property or facilities for the purpose of assisting your election campaign or the election campaign of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility
 - You must not convert any property of the Council to your own use unless properly authorised.
-

1.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

7. Approval Arrangements

Various approval arrangements are indicated throughout this policy and vary from Full Council resolution approval to Mayor (or Deputy Mayor in the case of a claim for the Mayor) and General Manager's approval.

The Manager Executive Services will assist Councillors with respect to seeking reimbursement of expenses incurred in their role as a Councillor, coordinating travel and accommodation arrangements, attendance at civic events, training and education, and the provision of facilities under this policy.

All claims for reimbursement must be made within three months of the date of the receipt and on the appropriate "Claim for reimbursement of expenses by Mayor, Deputy Mayor and Councillors Form" (appendix A).

Any claim will be reconciled with the receipts and authorised as follows:

1. Authorised by the General Manager and Mayor (or Deputy Mayor where claim is made by the Mayor) for spouse and partner expenses, advance payments, travel, accommodation, childcare and carer fees.
2. Authorised by two of the following positions, if the particular expense category does not require General Manager and Mayor (or Deputy Mayor in the case of a claim by the Mayor) approval. The General Manager, Mayor, Director of Business Services, Manager of Executive Services and Manager of Governance and Risk.

Part 2 - Payment of Expenses

8. General Provisions

General Allowance

In accordance with the *Local Government Act 1993*, Council will not permit the payment of an allowance to any Councillor that may be considered a general expense or allowance.

Annual fees

Mayor

Council will determine annually the fee to be paid to the Mayor in accordance with Section 249 of the *Local Government Act 1993*. This fee will be in addition to the Councillor's fee. This fee will be paid to the Mayor monthly in arrears as provided by Section 250 of the Act.

In the event that the Mayor stands aside, is incapacitated or voluntarily ceases to perform the functions of the Mayor for any reason, the Council may, by resolution, pay an additional fee to the Deputy Mayor for that period (on a pro rata basis) while he/she carries out the duties and responsibilities on behalf of the Mayor. This fee will be in addition to the Councillor's fee and will be deducted from the Mayoral fee. This fee will be paid to Councillors monthly in arrears as provided by Section 250 of the Act.

Deputy Mayor and Councillors

Council will determine annually the fee to be paid to the Councillors in accordance with Section 248 of the *Local Government Act 1993*. This fee will be paid to Councillors monthly in arrears as provided by Section 250 of the Act.

Advanced payment of expenses

This Policy allows for any Councillor to request advance payment of anticipated expenses covered by this Policy likely to be incurred attending any service or facility.

However Councillors must completely reconcile all actual expenses against the cost of the advance within three months of incurring that expense.

Spouse and Partner expenses

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

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

Specific expenses for Mayors and Councillors

Seminars and Conferences

Councillor attendance at conferences requiring overnight accommodation or air travel will be determined in open Council. The report to Council must detail the purpose of the trip, expected benefits, duration, itinerary, approximate costs.

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

Where approval at a meeting of Council is not possible, Councillor's attendance will be determined by the Mayor and the General Manager.

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

Following the event a written report should be provided to Council on the aspects of the conference relevant to Council's business and/or the local community.

Attendance at seminars, training and skills development sessions and the like that do not require overnight travel may be approved by the General Manager.

Who may attend conferences and seminars

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

Conference costs

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

Travel arrangements and Expenses

Councillors using their private vehicles to attend meetings of the Council or its Committees, Sub-Committees, Working Parties, Council briefings, Community Consultations or the like organised or authorised by the Council will be paid the kilometre rate set by the Local Government (State) Award but subject to any such payment not exceeding the amount noted below for when approval is given for a Councillor to use their private vehicle.

Councillors are to lodge claims for travelling expenses within a period of three months after which the expenses was incurred.

Where Councillors are attending any meeting conference, seminar or function outside the Local Government Area where practical, travel to and from the venue will be in a Council vehicle. Should travel in a Council vehicle be impractical, then the Councillor will make a request to the Mayor or General Manager (or the General Managers nominee) to authorise travel by flights, rail or in special circumstances private vehicle. All travel should be via the most direct route. Council will meet the cost of either the return first class travel by rail or return economy class airfare.

If approval is given for a Councillor to use their private motor vehicle to travel to a meeting, conference, seminar or function outside the Local Government Area a Councillor is able to receive the lesser of the cost of an economy airfare plus transfers to and from airports or the travel allowance based on the kilometre rate set by the Local Government (State) Award.

The Councillor is personally responsible for all traffic or parking infringements incurred while travelling in private or council vehicles on council business.

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

Interstate Travel

Council resolution approval is required prior to any interstate travel being undertaken by Councillors (excluding travel to ACT which may be authorised by Mayor and General Manager approval). The report to Council should include all details of the travel, including itinerary, expected costs and expected benefits.

Overseas Travel

Councillors wishing to undertake overseas travel must do so at their own cost.

Where the Mayor has been invited to officially represent Campbelltown overseas, a detailed report outlining the purpose of the trip, expected benefits, duration, itinerary and approximate costs, will be furnished to the Council as part of the Council Business Paper. Council must approve the international travel and payment of expenses relating to such travel.

1.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

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

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

After returning from overseas, a detailed report will be provided to a meeting of the Council on the aspects of the trip relevant to council business and/or the local community.

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

Loyalty points schemes

Councillors shall not be entitled to claim frequent flyer points relating to air travel authorised by this Policy. In circumstances where the Councillor has no option but to pay for air travel and frequent flyer points are accrued to his/her personal account, the Councillor will surrender the points to the airline upon reimbursement of the airfare by Council.

Accommodation

Council will meet the cost of accommodation for Councillors attending to Council business, inspections, meetings, conferences or functions outside the Council area which are authorised by the Council. Where approval at a meeting of Council is not possible, Councillor's attendance will be determined by the Mayor and the General Manager.

When travelling by motor vehicle to conferences or seminars Council will meet the accommodation and meal expenses of the Councillor for a maximum of two nights per trip when journeying to and from the conference or seminar venue. These expenses must be consistent with the Tax Determination 2013/16 or any determinations or policies of the Australian Tax Office that supersede it.

Sustenance

Council will meet the cost of reasonable sustenance and incidental expenses for Councillors attending to Council business, inspections, meetings, conferences, seminars or functions which are authorised by the Council, Mayor or General Manager in accordance with Australian Taxation Office's (ATO) Tax Determination 2013/16.

Stationary and postage

Stationery, business cards, christmas cards, diary, filing cabinet and briefcase, together with postage expenses will be determined as outlined in clause 14 of this policy.

Subscriptions

Subject to the approval of the General Manager annual subscriptions of periodicals up to the value outlined in clause 14 of this policy.

Joint Regional Planning Committee (JRPP) attendance fee

Council in accordance with advice received from the Department of Planning and Infrastructure NSW, determine a fee payable to each elected councillor JRPP member for attendance at JRPP meetings in order to recognise that membership of the regional panel brings additional responsibilities.

Training and Educational expenses

Councillors will be provided with any necessary training / education in the use of equipment supplied by the Council or in sessions relating to the Councillors civic functions and responsibilities or a recommendation that has been made by an external Agency for specific training to occur for a Councillor(s) by the OLG, the NSW Ombudsman or a Conduct Reviewer, or compulsory training as required by legislation.

Subject to Council resolution or approval under delegated authority by the Mayor or General Manager, Council will meet the full cost of attendance of Councillors at any of these sessions in the same manner as applicable to a Councillor's attendance at Conferences.

Carer and other related expenses

Council will meet reasonable cost of care arrangements including child care expenses and the care of elderly, disabled and/or sick immediate family members of Councillors to allow them to attend Council, Committee and Sub Committee Meetings, Council Briefings and Working parties at a maximum rate as negotiated with the General Manager. Carer costs will be paid to cover the period 30 minutes prior to the scheduled commencement time of the meeting and one hour after the conclusion of the meeting. Limits on reimbursement will be determined as outlined in clause 14 of this policy.

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

Insurance expenses and obligations

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

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

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

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

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

Legal expenses and obligations

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

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

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

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

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

Legal assistance will be provided subject to the following conditions:

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

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

1.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Part 3 - Provision of facilities

9. Mayor

Accommodation – A furnished office suite located on the Third Floor of the Administration Building including a facsimile machine and personal computer in the Mayor's office, fully serviced and maintained by Council. The ownership of this equipment is retained by Council.

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

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

Refreshments – Food and beverages in conjunction with civic functions and hosting meetings involving community groups and representatives. Beverage service in the Councillors' Lounge.

Insignia of Office – Mayoral Chain, badge and name plate indicating office held. Mayoral Chain remains the property of the Council.

Communication systems

A mobile telephone approved by the General Manager. A personal computer or laptop and iPad.

A combined printer, copier, scanner and facsimile machine, along with a four drawer filing cabinet will be provided in the Mayor's home and be fully serviced and maintained by Council within business hours. Call and data expenses will be determined as outlined in clause 14 of this policy.

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

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

Council vehicle – A Council vehicle to the value as outlined in clause 14 of this policy and approved by the General Manager together with a fuel card for official and associated use or:

Where the Mayor elects to use a privately owned vehicle, that Council reimburse the cost of the vehicle registration, CTP, comprehensive insurance and general service costs to a maximum of \$3000 per year. Each claim should be supported by the provision of receipts and approved by the General Manager. A fuel card will also be provided for official and associated use. The Mayor accepts all liability associated with insurance claims.

10. Deputy Mayor and Councillors

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

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

Refreshments – Beverage service in the Councillors' Lounge.

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

Insignia of Office (Deputy Mayor) – Medallion, badge and name plate indicating office held. Medallion remains the property of the Council.

1.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Communication system

A mobile telephone approved by the General Manager. A personal computer or laptop and an iPad.

A combined printer, copier, scanner and facsimile machine, along with a four drawer filing cabinet will be provided in the Councillors' home and be fully serviced and maintained by Council within business hours. Call and data expenses will be determined as outlined in clause 14 of this policy.

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

Office equipment – The provision of a photocopier, telephone facilities and a personal computer in the work area adjacent to the Councillors' offices, fully serviced and available for the use of all Councillors.

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

11. Private use of Equipment and Facilities

Councillors should not generally obtain private benefit from the provision of equipment and facilities. However, it is acknowledged that incidental use of Council equipment and facilities may occur from time to time. Such incidental private use is not subject to a compensatory payment.

In the event that private benefit that is not of an incidental nature does occur, the Mayor (or if the Councillor in question is the Mayor, then the Deputy Mayor) and the General Manager may request the Councillor to reimburse Council for the determined cost of the private benefit.

Part 4 - Other Matters

12. Returning of Facilities and Equipment by Councillors

The ownership of all equipment and consumables provided to Councillors is retained by Council. On completion of the term of office, or at the cessation of civic duties, Councillors are required to return all equipment and unused consumables issued by the Council within 28 days or seek the approval of the General Manager to acquire the equipment/consumables at the current market value based on the current depreciation rate and depending on the condition of the equipment.

Any call and data allowance provided under this policy is only applicable up until the last month of term of office held by a Councillor.

13. Effectiveness of this Policy

This Policy, once adopted, is to remain in force until 30 November 2015 unless it is reviewed beforehand by the Council in accordance with the provisions of Sections 253 and 254 of the Local Government Act 1993. The principles outlined in this policy will be audited on a three yearly basis with this audit frequency being increased to yearly if any unsatisfactory findings are identified in any audit review.

1.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

14. Summary of the limits to specific expenses (all fees GST inclusive)

Limits on Expenditure Table

The monetary limits prescribed in this policy set out the maximum amount that is payable in respect of any facility or expense. Any additional cost incurred by a Councillor in excess of any limit set shall be considered a personal expense that is the responsibility of the Councillors. In the case of special circumstances where it is impractical for the strict terms of this Policy to be applied the General Manager may authorise a one-off variation to the Policy to meet those special circumstances. One of variations to the Policy should then be reported to Council. The provision of equipment will be reviewed by the General Manager to ensure access to current technology.

	Expenses/Facility	Maximum Amount to be claimed	Frequency per Councillor
	Stationary (including Business Cards)	\$600	Per year
	Postage expenses	\$50	Per year
	Christmas Cards (postage paid by Council)	300 units	Per year
	Diary	\$100	Per term
	4 Drawer Filing Cabinet *	\$400	Per term
	Briefcase*	\$200	Per term
	Cab charge expenses	\$500	Per year
	Carers expenses	\$4000	Per year
	2 Subscriptions to resource materials	\$1000	Per year
	PC/Laptop computer with MS Office and Antivirus *	\$1800	Per term
	IPad*	\$900	Per term
	Data sim for IPad	\$30	Per month
	Fax/phone/printer/copier/scanner *	\$300	Per term
	Mobile phone *	\$2500	Per term
	Mobile phone call / data costs	\$350	Per month
	ADSL	\$70	Per month
	Printer consumables	\$500	Per year
	Seminars/conferences	\$150	Per day
	Joint Regional Planning Panel (JRPP) attendance fee	\$350	Per meeting
	Mayoral Vehicle	\$50 000	Per car
	Mayoral private vehicle reimbursable expense limit	\$3000	Per mayoral term

* supplied by Council

END OF POLICY STATEMENT

1.3 Six Monthly Progress Report against the Delivery Program

Reporting Officer

Acting Manager Business Assurance

Attachments

Campbelltown City Council Six Monthly Progress Report against the 2013-2017 Delivery Program, January - June 2014 (contained within this report)

Purpose

To advise Council of the progress in undertaking the principle activities outlined in the 2013-2017 Delivery Program.

History

It is a requirement of the *Local Government Act 1993*, that Council receive a progress report on the principle activities outlined in the 2013-2017 Delivery Program.

Report

In 2013, Council adopted the 2013-2017 Delivery Program. The Delivery Program outlines the objectives, strategies, services and functions, programs of work and activities that Council will undertake during 2013-2017.

The attachment to this report provides an update on the progress of the principle activities outlined in the Delivery Program. The principle activities of Council are defined as the services and functions it provides to the community. It is required to indicate Council's progress towards meeting the community vision.

The actions within each strategy are contributing to Council moving towards the community vision in its operations.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Kolkman/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 19 August 2014 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 151

That the Officer's Recommendation be adopted.

ATTACHMENT 1



2013-2017 Delivery Program Six Monthly Progress Report Jan-June 2014



Introduction

In June 2013, Council adopted the Integrated Planning and Reporting (IPR) framework. As a requirement of the *Local Government Act 1993*, a bi-annual progress report is to be submitted to Council, highlighting the key achievements of the principle activities, as well as any exceptions. Council's principle activities are defined as its services and functions as outlined in the Delivery Program. Council provides 27 services and nine functions as part of its operations.

Services

- Provision of environmental education
- Management of natural resources
- Regulation of environmental compliance
- Management of natural waterways
- Land use planning for the City
- Completion of Development Application assessments
- Support of MACROC
- Encouraging tourism to the Campbelltown region
- Promotion of City centres
- Provision of the road network
- Provision of a stormwater and drainage network
- Management of City traffic network
- Provision of the footpath and cycleway network
- Provision of education and care for children
- Provision of library services
- Provision of sport and recreational services
- Provision of services to targeted community groups
- Operation of the Campbelltown Arts Centre
- Provision of waste management
- Provision of community safety programs
- Provision of animal care services
- Provision of public health information and services
- Emergency bushland management
- Maintain the public spaces of the City
- Community events
- Community access to Council information
- Provision of customer service





Functions

- Governance
 - Business management
 - Work with State and Federal Governments
 - Human resources
 - Information technology
 - Management of activities to support organisational sustainability
 - Asset management
 - The management of Council's property assets
 - Financial management
-

This progress report identifies whether we, as a community, are moving towards the vision

"a connected community with opportunities to grow in a safe and natural environment"

The legend below describes if the principle activity (service or function) is moving towards or away from delivering on the community vision.

	Strongly progressing towards the vision
	Making progress towards the vision
	Shifting away from the vision
	Rapidly moving away from the vision



A sustainable environment

Strategy - 1.1 Promotion of sustainability

Function - 1.1.1 Management of activities to support organisational sustainability	Status
<ul style="list-style-type: none"> • Council's Sustainability Committee continues to meet periodically and develops policies and projects to improve Council's quadruple bottom line. • Council continues to implement its Energy Management Plan and Water Savings Action Plan. • Council continues to progress toward a sustainable organisation through the Sustainability Accounting Tool. 	→
Service - 1.1.2 Provision of environmental education	Status
<ul style="list-style-type: none"> • A number of workshops were provided to the community in cooperation with the Macarthur Centre for Sustainable Living with approximately 300 residents attending. Workshops topics included: <ul style="list-style-type: none"> ○ Green cleaning ○ Worm farming and composting ○ Garden to table cooking- summer salads and stir-fries ○ Simple and easy native gardening ○ Keeping chickens at home ○ No dig gardens and mulching ○ Winter vegetable gardens ○ Microwave cooking ○ Green cleaning ○ Worm farming and composting ○ Garden to table cooking- Preserving ○ Garden to table cooking- slow food cooking ○ Microwave cooking • Council coordinated a number of community clean up days at Council reserves. Through the events participants collected around 40 bags of rubbish as well as large items such as mattresses and vacuum cleaners. • Council provided environmental education services and advice through events such as the regional Platypus Information Evening and the Claymore Good Neighbour Event. • Council provided environmental education workshops at local primary schools focusing on catchment protection and improvement in partnership with the Keep Australia Beautiful Environmentors Program and the Australian Museum. • Council has been working with local primary schools to produce drain stickers educating the community on catchment health and litter reduction. • Catchment health program with Campbelltown Performing Arts High School developing actions to improve Marsden Park wetland. • Council child care centres have participated in Zoomobile workshops. The workshops provided an interactive learning experience allowing the children to learn and discover how animals move, what they eat and how they can help them survive in their environments. • Promotion of environmental issues and events through media and displays 	→



A sustainable environment

Strategy - 1.2 Protection of the natural environment

Service 1.2.1 - Management of natural resources	Status
<ul style="list-style-type: none"> The Noxious Weed and Pest Animal Strategy continued to be implemented. The ongoing works for the Part 5 Assessment Manual under the Environmental Planning and Assessment Act 1979 continued. Council continued to support the operation of Bushcare groups and a new group was initiated at Scattergood Reserve, St Helens Park. A number of bush regeneration and weed control activities in key biodiversity areas were completed. The implementation of the Tree Swap Program continued. Pest animal controls across high priority areas were completed. A number of submissions were made to the NSW Government on mining proposals and policy. Aquatic weed control was undertaken across 51 kilometers of waterway. Council completed a bush regeneration project in the Smith's Creek catchment aimed at enhancing Koala habitat. Council continued the preparation of a Koala Plan of Management. Council prepared a revised Noxious Weed Strategy. Council initiated a 'Sustainable Land Management Working Party' focusing on land and environmental asset enhancement and protection through project and policy development. 	→
Service 1.2.2 - Regulation of environmental compliance	Status
<ul style="list-style-type: none"> Council received 345 Customer Requests relating to Illegal Building/Development, Pollution and Rubbish Dumping. 122 Notices /Orders were issued under the Environmental Planning and Assessment Act 1979 and the Protection of the Environment Operations Act, 1997. 63 penalty notices were issued in relation to Environmental and Land Use offences 	→

Strategy - 1.3 Care for natural waterways

Service 1.3.1- Management of natural waterways	Status
<ul style="list-style-type: none"> The Water Quality Monitoring Program continued across the Local Government Area. Council continued to support the Georges River Combined Council's Committee and its programs. Council was successful in obtaining grant funding for the design and construction of a wetland for the Spring Creek catchment. Council's second annual Catch-a-Carp competition was held on Sunday 16 March 2014 at Eagle Vale Pond, Eagle Farm Reserve, Eagle Vale. The event was a great success, with 407 registered participants and many spectators coming along to enjoy the event. A total of 97 carp were caught across the three and a half hours of fishing. Council initiated a 'Sustainable Catchments Working Party' focusing on catchment enhancement and protection through project and policy development. 	→



A strong local economy

Strategy - 2.1 Encourage balanced development within the City

Service 2.1.1 - Land use planning for the City	Status
<ul style="list-style-type: none"> Council's draft Campbelltown Local Environmental Plan 2014 (CLEP 2014) was placed on public exhibition in June 2014. The CLEP 2014 seeks to adopt new planning controls based on state-wide standards and consolidate a range of planning instruments across the LGA. Draft amendments were made to the Sustainable City Development Control Plan Volume 1 in response to state government policy changes and other anomalies. The draft plan was placed on public exhibition in April 2014. Land use planning for urban release areas at Menangle Park, Edmonson Park, Gilead, Glenlee and East Leppington continued. Management of the Local Heritage Fund continued. Planning proposals for a range of development across the city continued to be assessed. Council initiated the development of a revised Structure Plan for the Ingleburn town precinct. Thus far council has undertaken extensive community consultation through workshops, stakeholder meetings, street stalls and a targeted engagement website. 	



Strategy - 2.2 Attraction of business to the local area to create jobs

Service 2.2.1 - Completion of Development Application assessments	Status
<ul style="list-style-type: none"> A total of 388 Development Applications and 123 Construction Certificate Applications were lodged within the reporting period with a net median DA assessment/determination timeframe of 40 days. Of those DA's lodged, 34 had a value of more than \$1 million, 13 had a value of more than \$5 million, 7 had a value of more than \$10 million, 3 had a value of more than \$20 million and one had a value of approximately \$100 million with one matter being determined by the Sydney West Joint Regional Planning Panel 	
Service 2.2.2 - Support of MACROC	Status
<ul style="list-style-type: none"> MACROC continued to promote the Macarthur region with the ongoing support of Campbelltown City Council. 	






A strong local economy

Strategy - 2.3 Promote Campbelltown as a regional City through the growth of the City's major business centres


Service 2.3.1 - Encouraging tourism to the Campbelltown region	Status
<ul style="list-style-type: none"> The Macarthur Regional Tourism Strategy and Action Plan 2012-2015, a collaboration between Campbelltown City Council and Camden Council, aims to develop and enhance the image of Macarthur and to promote the experiences available within the region. During this period, journalists from a wide range of media (including TV, radio, newspaper and magazine) participated in media familiarisation tours of the region, and 49 group tours were also coordinated. Tourism staff attended a number of trade shows and expos to promote the region to specific audiences, and a number of local promotions were also conducted to encourage local residents to explore their backyard. 	
Service 2.3.2 - Promotion of City centres	Status
<ul style="list-style-type: none"> Continued regular parking enforcement of public parking areas to encourage fair and convenient access to restricted parking spaces. Council continued to work with key business districts in the local area to help encourage business growth. 	

An accessible City

Strategy - 3.1 The development and implementation of infrastructure plans to support efficient movement around the City

Service 3.1.1 - Provision of the road network	Status
<ul style="list-style-type: none"> The annual roads rehabilitation program was completed which included more than 160 projects equivalent to 244,306m² of roads. The high profile road projects include asphalt resheeting work at Evelyn Street of Macquarie Fields, asphalt resheeting work at Henderson Road of Ingleburn, asphalt resheeting work at Riverside Drive of Airds, cementitious stabilisation at Lincoln Street of Minto and Microsurfacing at Copperfield Drive of Ambarvale. Repair Project works were completed on six car parks which included Fullwood Reserve Car Park, Macquarie Fields Leisure Centre Car Park (west), Macquarie Fields Leisure Centre Car Park (centre), Macquarie Fields Leisure Centre Equipment Car Park, Ingleburn Tennis Club Amenities Car Park, and Leumeah Railway Station Car Park. The expansion joints of Gilchrist Drive Road Bridge in both directions have been renewed. The timber deck and handrail of St Andrews Pedestrian Bridge have been replaced by concrete deck and galvanised steel handrail. More than 1742m of kerb and gutter was reconstructed. 	
Service 3.1.2 - Provision of a stormwater and drainage network	Status
<ul style="list-style-type: none"> Implementation of the annual Stormwater Pit Reconstruction program and the annual Capital Improvements program (Stormwater Systems) continued including repairs to 26 stormwater pits, 75m of stormwater related Kerb and Gutter and 5 stormwater headwalls. 	
Service 3.1.3 - Management of city traffic network	Status
<ul style="list-style-type: none"> The roundabout at Lancaster Road and Devon Road was reconstructed. Council continued to liaise with Roads and Maritime Services on the upgrades to Narellan Road. Council utilised traffic CCTV and classifiers to assist in traffic management strategies throughout the City. 	

Strategy 3-2 - The encouragement of the use of alternative transportation in, out and around the City

Service 3.2.1 - Provision of the footpath and cycleway network	Status
<ul style="list-style-type: none"> More than 2100m² of footpaths has been reconstructed. This includes footpaths on Rudd Road of Leumeah and footpaths on Cumberland Road of Ingleburn. More than 2000m² of new footpaths has been constructed. This includes Parkside Crescent of Campbelltown and Stranraer Drive of St Andrews. 	



A safe, healthy and connected community

Strategy - 4.1 The provision of a balanced range of services to the community

Service 4.1.1 - Provision of education and care for children	Status
<ul style="list-style-type: none"> Council continues to provide 9 Long Day Care, 1 Occasional Care Service, 1 Family Day Care Scheme, 2 Before and After School Care and 3 Vacation Care services. All services operate according to National Regulations and Licencing standards. Minto and Amber Cottage Early Learning Centre have completed the Assessment and Rating process and were rated as Exceeding under the National Quality Framework. Both the Mobile Toy and Book Library and Child and Family Centre continue to operate according to their funding guidelines and business plans. 	→
Service 4.1.2 - Provision of library services	Status
<ul style="list-style-type: none"> Library services continued to be provided across the Branch network, experiencing considerable growth in access to information and other networked resources. A range of programs were provided to over 18,000 attendees which the Library's collection was developed and reviewed in line with customer demand and collection strategies. 	→
Service 4.1.3 - Provision of sport and recreational services	Status
<ul style="list-style-type: none"> Campbelltown Sports Stadium continued to host Wests Tigers National Rugby League (NRL) matches, W-League and local football matches as well as school, zone, regional and state athletics carnivals. Four residents of Campbelltown were selected to represent Australia and were considered eligible for financial assistance from Council. Council's four Leisure Centres continue to offer a range of fitness and swimming activities including Active Over 50's programs. Learn to Swim and squad programs saw strong levels of participation during Term 1 and Term 2. The Bicycle Education Centre hosted a number of open days throughout the period. 	→
Service 4.1.4 - Provision of services to targeted community groups	Status
<ul style="list-style-type: none"> Tournament 11 of Midnight Basketball was held successfully International Women's Day, Seniors Week, Youth Week, Open Access Forums, and skate workshops were held Residents were engaged in projects to promote positive community spirit, access to local services and involvement in community activities. 	→



A safe, healthy and connected community

Service 4.1.5 - Operation of the Campbelltown Arts Centre	Status
<ul style="list-style-type: none"> Visual Arts programs completed include solo exhibitions by Jamil Yamani, Louisa Dawson, Fiona Davies and TV Moore and a group exhibition by The Friends (local artists). Dance programs completed included NAISDA (Indigenous) and Helsinki Dance Exchange (International). Music programs completed include Roger Knox (Indigenous) and Kiddies Cushion Concert (Children). Theatre programs completed include Jack and the Beanstalk: A musical fairy tale and Club Singularity by Theatre Kantanka. Michael Tuffery (C3West) undertook the creation of a major artwork within the Airds community. Public education programs completed include hosting 10 or more multi art form public education programs connected with dance, music, theatre and visual arts. Operations of the Arts Centre include 10 or more external hires per week and the operation of the Café. 	➡
Service 4.1.6 - Provision of waste management	Status
<ul style="list-style-type: none"> Campbelltown residents generated more than 25,000 tonnes of domestic waste during July to December 2013. The residents of Campbelltown have continued to exceed the NSW Government target of 66% diversion of domestic waste from landfill by 2014. 	➡
Service 4.1.7 - Provision of community safety programs	Status
<ul style="list-style-type: none"> Council, in conjunction with NSW Police continues to deliver information to the community on break and enter prevention, provision of vandal proof screws to secure your number plate, and domestic violence program. Council, in partnership with NSW Police are running education campaigns to help people better protect themselves from items being stolen from their cars. Council has undertaken a program to assist victims of repeat break and enters to secure their premises 	➡
Service 4.1.8 - Provision of animal care services	Status
<ul style="list-style-type: none"> Councils Animal Care Facility continued to operate with; <ul style="list-style-type: none"> 888 dogs seized, surrendered or abandoned and impounded. 688 dogs sold or released to owners or rescue organisations. 465 impounded cats seized, surrendered or abandoned and impounded. 121 impounded cats sold or released to owners or rescue organisations. 	➡



A safe, healthy and connected community

Service 4.1.9 - Provision of public health information and services	Status
<ul style="list-style-type: none"> Child immunisation clinics continue to be held twice per month. Free health education resources such as the HealthTips Newsletter continue to be available to residents. More than 2330 entrants participated in the 2014 Challenge Walk aimed at encouraging a healthy attitude to exercise. Council continue to liaise with The Australian Red Cross to host mobile blood donation clinics each month. Weekly HealthFocus article in Macarthur Advertiser newspaper. 	→
Service 4.1.10 - Emergency bushland management	Status
<ul style="list-style-type: none"> Coordinated planning continues with all stake holders using the all hazards approach. This process is largely focusing on isolated communities this calendar year. 	→

Strategy - 4.2 The provision of clean and safe public spaces

Service 4.2.1 - Maintain the public spaces of the City	Status
<ul style="list-style-type: none"> Playground Refurbishments at Kenny Reserve, Campbelltown Bike Educational Centre, Bellevue Park, and Trobriand Park have been carried out. New viewing platform at Eagle Farm Reserve was installed. Resurfacing Basketball Courts at Bradbury Park was completed. The ongoing implementation of annual mowing program for Parks, Reserves and Sporting Fields continued. The annual programs for maintenance repairs / replacement of Street and Park Furniture, Signs and Footpaths continued to be actioned. 	→

Strategy - 4.3 The provision of activities that foster a sense of community

Service 4.3.1 - Community events	Status
<ul style="list-style-type: none"> Council continued to coordinate high quality, popular festivals and events for the local community, with most activities associated with the events free to attend. During this period, 10 civic functions were successfully organised, along with three major events and award programs. Major events were Australia Day, Ingleburn Alive and the Mayor's Charity Race Night. Council consults with the community through a variety of means to obtain feedback on each event, including the use of social media, and staff regularly research for new ideas to make each event better. 	→



Responsible leadership

Strategy - 5.1 The encouragement of a collaborative approach across all levels of Government

Function 5.1.1 - Work with State and Federal Governments	Status
<ul style="list-style-type: none"> Customer Service continues to work with external government organisations such as Housing NSW, RMS and the Department of Planning to achieve outcomes for the community. Working with Local Emergency Services to ensure a coordinated effort to the delivery of services. Council works with Local Land Services to manage urban impacts on the natural resources in the area. Council works with Planning and Infrastructure NSW to adequately plan for the growth of the City and the region. Council works with Department of Primary Industries to manage noxious weeds and biosecurity issues Collaboration with the Office of Environment and Heritage for the koala plan of management and advice on threatened species matters. Council has focused on advocating for key infrastructure and services to benefit the Campbelltown LGA and Macarthur Region. Of particular notability is key transport connections, regional strategic planning, job creation, Sydney Metropolitan Strategy and recognition of Campbelltown and Macarthur as a Regional Centre. Work continues on a number of partners and significant projects including; UrbanGrowth and Department of Housing – Minto Urban Renewal, Airds-Bradbury Renewal and Claymore Renewal; UrbanGrowth - UWS Residential Release Area, Menangle Park Release Area, Edmondson Park Release Area; Department of Health - upgrade of Campbelltown Hospital. 	

Strategy - 5.2 The smooth running of Council's operations

Function 5.2.1 - Business management	Status
<ul style="list-style-type: none"> Business continuity Planning is progressing well with Plans for an exercise currently being developed. Councils Audit Committee met twice during this period. Councils internal auditor continued to conduct audits under the audit plan. 	



Responsible leadership

Function 5.2.2 - Human resources	Status
<ul style="list-style-type: none"> • The Leadership Excellence Program was launched in February for Executive and Managers with managers completing 360° reviews, attending workshops and coaching sessions. • The Human Resources Metrics Dashboard continues to be an effective tool for managers and supervisors to review the leave balances of staff. • Workforce Analytic Reporting has completed a full year with quarterly reports now identifying trends on key workforce planning data. • Another Intern Program was successfully completed; plans to commence a third program are underway. • Over 55s Survey completed by workers to determine workforce planning needs for our ageing workforce. Knowledge Management Plans to be completed with key stakeholders and retirement seminars will be developed and offered later this year. • Learning and development continues to be a focus with over 10 new L&D programs being trialled for both managers and staff. • A number of Authorised statements and policies have been updated. • Implemented the new Working with Children Check Screening Process. • Work continued for the preparation of the WorkCover Work Health and Safety Audit Scheduled for July 2014. 	



Responsible leadership

Function 5.2.3 - Information technology	Status
<ul style="list-style-type: none"> The upgrade of corporate applications occurred including Conquest 3.0 (asset management system), Finance One (financial management system), Chris21 (HR and payroll system), Contracts (Procurement system), ChemAlert and TCM (Care Manager system). A new Telstra contract has been recommended with potential to save Council up to 40% off current mobile phone bill costs. To improve speed and reliability, the core internet link to Civic Centre was upgraded, doubling the existing bandwidth. A review of functions in IM&T was completed as part of an ongoing commitment to better service delivery to Council. New wireless network access points are being installed in the Civic Centre to enable Council's mobile workforce. Scanning Software introduced to improve efficiencies in the Records Section and greater access to mobile technologies. Records review conducted to identify skills and knowledge gaps to improve recordkeeping throughout Council. Processes have been implemented to minimise costs resulting from Australia Post price increases. Council Meeting minutes from 1947 to 2013 have been scanned into Council's electronic record system (ECM). Online community engagement website implemented for community consultation for the Campbelltown Local Environment Plan (CLEP). Enhanced WHS site for Council's intranet was introduced. Strategic Direction is being developed for Council's: <ul style="list-style-type: none"> Project Framework Corporate System Review Online Strategy Information Management & Technology Strategy. Council is reviewing online accessibility to ensure WCAG 2.0 AA compliance. Improving Online Services including: <ul style="list-style-type: none"> Online Vehicle Crossing applications (residential driveways) Online Development Applications tracking 	
Function 5.2.4 - Governance	Status
<ul style="list-style-type: none"> Delegations register has been finalised. Work is continuing on the areas identified in the Governance Improvement Plan. A review was undertaken of the Payment of Expenses and Provision of Facilities to Councillors policy to ensure transparency in the process. A review of the Code of Meeting Practice policy was conducted to ensure efficiencies in Council meetings. 	



Responsible leadership

Strategy - 5.3 The transparent provision of information to the community to encourage participation in decision making

Service 5.3.1 - Community access to Council information	Status
<ul style="list-style-type: none"> Council coordinates a quarterly residential newsletter, Compass, which is distributed to more than 56,000 households. The newsletter keeps the community informed about what Council has been doing, as well as future plans. Council's monthly eNewsletter also has more than 500 subscribers. 	→
Service 5.3.2 - Provision of customer service	Status
<ul style="list-style-type: none"> Council is committed to a high level of customer service for the community delivered through the centralised customer service team for over the phone and in person transactions. Customer call wait times are continually monitored to maximize our response times. 	→

Strategy - 5.4 The sound management of public assets and funds

Function 5.4.1 - The management of Council's property assets	Status
<ul style="list-style-type: none"> New licence for Minto Indoor Sports Centre completed. New licence for Campbelltown Arts Centre Café completed. New Telstra Access Deed (off Warby Street). Leumeah Pedestrian Bridge opening. Exchange on purchase of 6-8 Broughton Street, Campbelltown. One Minto continuation of development. 	→
Function 5.4.2 - Asset management	Status
<ul style="list-style-type: none"> More than 4,000 works orders have been issued for reactive, preventative and programmed maintenance. Approximately 11,600 assets were inspected for condition assessment. Major renovations carried out at Macquarie Fields 50 meter outdoor pool. Also new Splash Park. Other work includes refurbishment of Eagle Vale N.H.C. and Campbelltown Library access toilets upgrade. 	→
Function 5.4.3 - Financial management	Status
<ul style="list-style-type: none"> Long term financial planning tool used to model key financial strategies to reach long term financial sustainability and ensure assets maintained at an appropriate condition. This resulted in the approval of a special rate variation of 11% with 8% to be directly applied to infrastructure asset renewal and maintenance. Council continued to manage investment and borrowings in accordance with the Long Term Financial Plan and associated policies. 	→

1.4 Annual Insurance Renewal 2014-2015

Reporting Officer

Manager Business Assurance

Attachments

1. Finalised 2014-2015 Insurance Register (contained within this report)
2. 24 June 2014 Council Report Annual Insurance Renewal 2014-2015 (contained within this report)

Purpose

To advise Council of the final costs for the insurance policies taken out by Council.

History

In June 2014, Council undertook the procurement process required for renewing the insurance policies falling due on 30 June 2014.

From time to time Council may receive rebates from insurers depending on the claims experience of the Council's in the insurance pool (mutual). During 2013-2014 Council was fortunate to receive a total rebate across the insurance portfolio of approximately \$25,168. This rebate is subject to good performance of the entire pool of insured Councils and can fluctuate depending on claims received.

Report

On 25 June 2014, Council received the 2014-2015 Renewal Report which outlined the policies and premiums provided by the insurance brokers, Jardine Lloyd Thompson (JLT) after negotiations with various underwriters.

The 2014-2015 policies and premiums vary slightly from 2013-2014 premiums. This includes minor changes to the motor vehicle policy which was previously with Zurich but has now moved into a pool with Statewide Mutual with Zurich remaining as the underwriter. In this case, JLT was able to negotiate a better policy and the way that Council reports plant and fleet resulting in a saving of \$7,810 on this policy.

The premiums are approximately \$12,300 more than the previous year.

It should be noted that future upgrades renewals over the next 12 months to Council's assets will increase the value of the assets and in turn will increase the Insurable Assets schedule, resulting in an increase in the insurance premium.

The attachment contains the details of the premiums paid for Council's 10 policies.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Borg/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 19 August 2014 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 151

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Insurance Register 2014/2015

Coverage	2014/2015		
	Insurer	Excess	Premium (incl. GST)
Professional Indemnity/ Public Liability	Statewide	\$200,000	\$355,234.70
Property	Statewide	\$10,000	\$507,242.97
Motor Vehicle	Statewide	\$10,000	\$76,414.58
Workers Compensation Excess of Loss (XOL)	Liberty International Underwriters	\$1,000,000	\$35,337.50
Casual Hirer's Liability	Statewide	\$2,000	\$11,550.00
Marine Hull	Associated Marine Insurers (Zurich)	\$250	\$677.50
Art Works	Axa Art Ins Ltd	\$2,000	\$18,259.50
Councillors' and Officers' Liability	Zurich	NIL	\$62,331.54
Personal Accident	ACE Insurance	NIL	\$2,620.20
Fidelity Guarantee	Statewide	1% of claim or \$500	\$11,033.62
Insurance Broker Fee	Jardine Lloyd Thompson	N/A	\$64,958.40
		Total	\$1,145,660.51

ATTACHMENT 2

Corporate Governance Committee Meeting 24/6/14

TITLE Annual Insurance Renewal 2014-2015

Reporting Officer

Manager Business Assurance

Attachments

Insurance Register 2013-2014

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 2013-2014 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 2014-15 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 2014-2015, of 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, Fidelity Guarantee and Casual Hirer's.

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.
 2. That a further report be presented to Council outlining the actual cost of renewals, when available.
-

Insurance Register 2013/2014

Coverage	2013/2014		
	Insurer	Excess	Premium (incl. GST)
Professional Indemnity/ Public Liability	Statewide	\$200,000	\$347,248.00
Property	Statewide	\$10,000	\$502,171.48
Motor Vehicle	Zurich	\$10,000	\$84,224.91
Workers Compensation Excess of Loss (XOL)	Liberty International Underwriters	\$1,000,000	\$34,237.50
Casual Hirer's Liability	Statewide	\$2,000	\$11,550.00
Marine Hull	Associated Marine Insurers (Zurich)	\$250	\$677.50
Art Works	Axa Art Ins Ltd	\$2,000	\$18,259.50
Councillors' and Officers' Liability	Zurich	NIL	\$58,144.90
Personal Accident	ACE Insurance	NIL	\$2,620.20
Fidelity Guarantee	Statewide	1% of claim or \$500	\$11,033.62
Insurance Broker Fee	Jardine Lloyd Thompson	N/A	\$63,189.10
		Total	\$1,133,356.81

1.5 Actuarial Report 2014

Reporting Officer

Manager Business Assurance

Attachments

Nil

Purpose

This report is to provide Council with information on the actuarial assessment completed for the 2013-2014 financial year as it relates to Council's Self-Insurance Licence for Workers Compensation.

Report

Campbelltown City Council enacted its Self-Insurance Licence for Workers Compensation on 1 July 2000. Under condition 3.4(a) of the licence, Council is required to have an actuarial report prepared by a qualified actuary, estimating Council's potential outstanding liability for its Workers Compensation claims each financial year. An independent external consultant (actuary) is contracted by Council to provide the actuarial report in meeting the requirements developed by WorkCover.

The 2014 report has been prepared in accordance with the Institute of Actuaries Professional Standard (PS300) relating to outstanding claims in general insurance as issued by The Institute of Actuaries of Australia. This report also provides results intended for accounting standards AASB137 as it related to the disclosure of provisions.

Statistics provided are as follows:

Claims Experience			
Year	No of Claims	No of Claims Outstanding	Estimated Ultimate Claim Costs (\$)
Earlier	763	3	170,000
2008-2009	76	0	0
2009-2010	88	2	170,000
2010-2011	82	3	125,000
2011-2012	93	6	75,000
2012-2013	66	5	100,000
2013-2014	64	15	190,000
Total	1232	34	830,000

In the 2013-2014 financial year, 64 claims were reported and 34 claims remain outstanding. Fifteen of the claims relate to 2013-2014 and 19 relate to earlier years. Of the 15 claims, 6 have a cautionary estimate. The 9 remaining are not considered serious and are just waiting finalisation.

Based on these claims figures, Council's outstanding liability has decreased in this financial year due to the ongoing emphasis on case management and changes in the Workers Compensation Legislation.

Actuarial Liability of Outstanding Claims as at 30 June 2014	
Current Component	\$500,000
Non-Current Component	\$1,550,000
Provision as at 30 June 2014	\$2,050,000

Security Deposit 2014-2015	
Estimated liabilities	\$2,150,000
50% Prudential Margin	\$1,080,000
Security Deposit	\$3,230,000

Council is required to lodge a bank guarantee or an investment with NSW Treasury Corporation (TCorp) to represent the security deposit for the Workers Compensation Licence. In the past Council was only in a position to accept the interest rates offered by TCorp, which were conservative when compared to those offered by other financial institutions. The Licence now contains provisions to allow TCorp to source interest rates from other approved financial institutions, giving Council the capacity to earn better returns on these invested funds. The investment that Council will hold has decreased to an amount of \$3.23m from \$3.34m. This is a \$110,000 return to Council.

Every effort is made to ensure a safe working environment for staff and this is reflected by Council's commitment to Work Health and Safety. Council continues to provide safety awareness, increased training and improvements in identifying risk profiles associated with all work activities undertaken.

In the finalisation of the 2013-2014 financial accounts, an amount of \$3.23m has been restricted for future liabilities in accordance with the legislation. This restriction is required to be fully cash backed. There is also an internal restriction for future unforeseen potential liabilities of \$2.4m.

The Workers Compensation vote in the budget has not increased for several years and provides for all expenses associated with the administration of the Workers Compensation Licence and also provides for three Safety Officers within Council's Work Health and Safety Unit.

Officer's Recommendation

That Council restrict funds of \$3.23m as per legislative requirements developed by WorkCover.

Committee's Recommendation: (Lake/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 19 August 2014 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 151

That the Officer's Recommendation be adopted.

2. PROPERTY SERVICES

No reports this round

3. FINANCIAL SERVICES

3.1 Valuer-General's prices for land valuation services provided to councils

Reporting Officer

Manager Financial Services

Attachments

Nil

Purpose

To provide Council with information regarding the Independent Pricing and Regulatory Tribunal's (IPART) determination on prices for land valuations from 1 July 2014 to 30 June 2019.

History

In January 2014, the NSW Premier provided the IPART terms of reference to make a new determination of the maximum pricing for valuations provided to local councils. Land valuations are calculated by the Valuer-General and used by local council's as the basis for calculating 'land rates'. IPART called for submissions from key stakeholders and of the 20 public submissions, 15 were submitted by local councils including Campbelltown City Council.

Report

On 30 May 2014, IPART released its determination and final report on the prices that the Valuer-General can charge for providing land valuation services to councils for a five year period commencing 1 July 2014.

The final determination has been consistent with the decisions announced in the draft report released in April 2014. IPART determined new pricing reflecting an assessment of the Valuer-General's efficient costs of providing land valuation services to local councils and to lower the allocation of costs to local councils from 40% to 34%.

IPART set its pricing using a 'building block' approach to calculate the Valuer-General's notional revenue requirement in providing land valuation services to both local government and the Office of State Revenue. IPART then determined the portion of that revenue required to provide land valuation services to councils. In allocating costs to councils, IPART considered how much and how frequently the Valuer-General's services are used by councils and applied the following allocation approach based on:

1. usage share of mass valuations - allocating mass valuation contract costs based on the number of valuations received by councils as a portion of the total number of valuations issued by the Valuer-General annually
2. direct costs to councils - allocating other costs on an activity basis or client specific basis, where possible
3. frequency of valuations - allocating remaining costs based on the number of valuations received by councils as a portion of valuations conducted by the Valuer-General.

In accordance with this methodology, IPART has determined the maximum prices for land valuation services increase by 2.3% in 2014-2015, compared to the current price. This includes an estimate of 2.9% for inflation. In the following four years, prices will be limited to increases by the amount of inflation up until 30 June 2019.

This determination will increase Council's fee payable to the Valuer-General by \$9,800 for 2014-2015.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Borg/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 19 August 2014 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 151

That the Officer's Recommendation be adopted.

3.2 Expenditure Allocation Revote

Reporting Officer

Manager Financial Services

Attachments

Listing of Recommended Revote of Works from 2013-2014 financial year (contained within this report)

Purpose

To advise Council of the revote of funds for works incomplete by 30 June 2014.

Report

All expenditure authorisations lapse at the end of each financial year. There were a number of works where contracts had been let, or where Council staff had commenced the work prior to the end of June 2014. These works were within Council's budget for 2013-2014 and require a revote of funds to enable completion in 2014-2015.

Attached to this report is the list of works where a funding revote has been requested following discussions with senior staff from each Division and is now submitted for Council's consideration.

The total funds required from 2013-2014 are \$8,894,246. This compares to the previous two years where \$9,360,135 was revoted from 2012-2013 and \$12,476,030 was revoted from 2011-2012. This year's revote request is lower than the previous year, which continues the trend of recent years.

The circumstances of the revoted funds this year are detailed below.

Major projects, which were unfinished at the end of the financial year:

- Draft Campbelltown Local Environmental Plan (CLEP)
 - Sport and recreation projects
 - Asset Services road and bridge works
 - St Helens Park skate park
 - Building refurbishment works
 - S94 works
 - Flood mitigation works
 - Stormwater management projects
 - Major/minor works program
 - IM&T software projects.
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Large grants/contributions being received late in the year or unexpended at year end:

- Waste Performance Improvement Program
- Community Options projects
- Arts Centre, grant funded projects
- MACROC Regional Waste Strategy.

Projects which have yet to commence or fully take up available funds:

- Land Acquisition.

The sources of funding for the revoted funds are as follows:

- | | |
|-------------------------------------|-------------|
| • revenue (committed works reserve) | \$1,456,852 |
| • other reserve funds | \$636,951 |
| • loans | \$2,964,555 |
| • grants | \$1,714,642 |
| • contributions | \$2,121,246 |

All funds must be expended on the project that they were originally allocated to, according to the terms and conditions of the source of funding. A number of minor projects were not completed at the end of the financial year, however have now been finalised or are nearing completion.

Details of the major projects are outlined below.

Strategic Planning Projects - \$180,701

This revote is for a number of studies that have commenced and have not been completed including:

- Plans of Management \$40K
The majority of the funds were for the undertaking of studies and the implementation of plans of management for local reserves. The works were unable to be completed during the 2013-2014 financial year due to the focus on coal seam gas and long-wall mining issues during that year.
 - Draft Campbelltown Local Environmental Plan \$140K
Campbelltown City Council was required to integrate existing planning instruments and develop a comprehensive Draft Campbelltown Local Environmental Plan (CLEP) for the Local Government Area. The new Draft CLEP has replaced all existing Local Environmental Plans and Interim Development Orders and provides consistency for Council in its planning controls. Many studies and reviews have been undertaken and new strategies have been developed. These funds are required to finalise the implementation and deliver the Draft CLEP in the 2014-2015 year.
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Waste Performance Improvement Program - \$1,553,272

Council has received funding from the NSW Government's Waste and Sustainability Improvement Payments (WaSIP) Scheme in previous years. The funding is conditional on the approval of an action plan of works by the Office of Environment and Heritage which has been approved. These funds are required for the ongoing implementation of projects which are considered to provide significant benefits to Council and the community in the areas of energy and water reduction, environmental restoration, climate change, sustainable transport and sustainable purchasing. Projects are multi-year and continue to be implemented, facilitated by Council's Sustainability Committee.

In addition, grant funds were received late in the year under the Better Waste Recycling fund, which will be expended on projects which aim to reduce the amount of waste going to landfill.

Community Options Programs - \$138,738

The Macarthur Community Options Service provides aged and disability services that are funded by the State and Federal governments. These funds are mainly for ongoing services plus remaining surplus from previous years. The funding will be spent on additional clients and on costs to support the services until expended.

Department of Sport & Recreation Projects - \$713,140

In the last financial year Council was unsuccessful in applying (or partnering with other sporting organisations) Participation and Facility grants. Several are committed and due for completion in the 2015 financial year, these include Worrell Park power upgrade, Macquarie Fields Park viewing platform and Ingleburn Tennis Club refurbishment. There are also projects committed to as, per the Sport & Recreation grants program, in accordance with previous reports to Council.

Healthy Lifestyles has also received a number of requests from sporting groups regarding improvements required to amenities buildings. Healthy Lifestyles and Assets are currently assessing and prioritising Council's amenities buildings for upgrades. The funds allocated for these unsuccessful projects would be retained for use in these improvements.

Assets Services Projects - \$327,231

There were a number of works that were delayed or deferred for various reasons during the 2013-2014 financial year. These works include:

- bridge maintenance program
- finalisation costs of the pedestrian rail overbridge Leumeah
- road reconstruction program (bus route subsidy grant funds received in advance).

The majority of these works have either been completed or will be completed by September 2014.

St Helens Park Skate Park - \$594,596 (Section 94 funds)

Section 94 funds have been restricted for the completion of the skate park at St Helens Park. The works have been delayed pending confirmation of the recommended site. Council has now determined the location in St Helens Park. A development application has been lodged with Planning. Works are to commence in 2014-2015.

Building Assets Maintenance Program - \$204,418

There were a number of works that were delayed, deferred or incomplete for various reasons during the 2013-2014 financial year. These works include:

- demolition of various Council buildings, including the old disability centre on Broughton Street
- Sporting fields floodlighting audit
- Refurbishment of fire and alarm security systems at the cinema complex
- Refurbishment of the Macquarie Fields neighbourhood store.

Flood Mitigation Works/Drainage - \$241,536

A surplus has been achieved from prior projects that have come in under budget. These funds will be incorporated and expended with the next round of Flood Mitigation works.

Stormwater Management Projects - \$430,131

Funds are for the completion of various stormwater re-use and recycling schemes. A works program is in place for the balance of funds which were received in 2013-2014 and will be spent in accordance with Council's Management Plan.

Major Works Program - \$1,072,320

The majority of surplus funds from within the major works program are for the completion of the following projects:

- Finalisation of Park Central Road Widening, Parking Sites, Street Lighting and Park Equipment
- Epping Forest Drive/Eagle Vale Drive Intersection Upgrade
- Street Lighting Eagle Vale Drive
- Design, Plans and Tender Specifications for Badgally Road to Wynn Street (Stage 5).

Minor Works Program - \$282,530

Funds are for a variety of safety and amenity projects, including footpath baulks, solar lighting upgrades, bus shelter program, city signage programs and car parking.

Land Acquisition - \$1,406,583

These funds were included in previous budgets to fund various land purchases. The funds will be expended as opportunities arise for land acquisition. Council is currently negotiating with land owners regarding acquisition opportunities.

IM&T Software and Projects - \$344,800

There were a number of projects that were delayed or deferred for various reasons during the 2013-2014 financial year. These include:

- Records review including optical recognition of scanned documents
- Rollout of wireless access points within various Council buildings
- Strategic review of current VOIP system
- Various other projects including, eForms, a corporate search tool, Pathway smart client implementation and a community engagement tool.

Summary

It should be noted that the major contributing projects to the revote total are subject to funding through grants and loans. The combination of these projects amounts in total to \$4.7m of the proposed \$8.9m carry over. The balance of \$4.2m represents approximately 3% of total annual expenditure which is considered satisfactory.

Officer's Recommendation

That the works listed in the attachment, which were originally funded in the 2013-2014 budget and subsequent financial reviews, be reallocated for expenditure during 2014-2015.

Committee's Recommendation: (Borg/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED


Council Meeting 19 August 2014 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 151

That the Officer's Recommendation be adopted.

ATTACHMENT 1

<div>  <div> Listing of Recommended Revote of Funds from 2013-2014 Financial Year </div> </div>							
Cost Centre	Description	Funding Source					TOTAL
		Loans	Grants	Contribs	Reserves	Revenue	
1243	Environmental Projects	0	28,058	0	0	0	28,058
1255	Strategic Planning Projects	0	0	0	0	180,701	180,701
1361	Waste Performance Improvement Prog	0	377,245	1,176,027	0	0	1,553,272
1530	Children's Services Projects	0	67,769	0	0	0	67,769
1666	Community Options Programs	0	138,738	0	0	0	138,738
1730	Community Services Projects	0	0	78,218	0	0	78,218
1735	Youth Services Projects	0	13,265	0	0	0	13,265
1801	Arts Centre Projects	0	231,020	0	0	0	231,020
1920	Leisure Centre Projects	0	0	0	0	147,150	147,150
1935	Department Sport & Recreation Projects	168,300	210,980	59,960	0	273,900	713,140
2081	Library Services Projects	0	13,610	0	31,800	700	46,110
2235	Assets Services Projects	0	90,831	0	166,400	70,000	327,231
2320	RFS Hazard Reduction	0	12,600	0	0	0	12,600
2405	Emergency Services Project	0	0	0	0	73,100	73,100
2504	St Helens Park Skate Park	0	0	594,596	0	0	594,596
2510	Building Asset Maintenance Program	0	10,318	0	66,000	128,100	204,418
2828	Section 94 Projects	0	0	132,000	0	9,400	141,400
2989	Land Acquisition	1,406,583	0	0	0	0	1,406,583
3010	Flood Mitigation Study	0	0	0	0	46,000	46,000
3025	Flood Mitigation & Drainage	139,008	102,528	0	0	0	241,536
3027	Stormwater Management	0	83,000	0	347,131	0	430,131
3035	Cycleway Construction	22,065	0	0	0	0	22,065
3040	Footpath Construction	12,370	0	0	0	0	12,370
3050	Major Works Program	933,699	0	0	25,620	113,001	1,072,320
3055	Minor Works Program	282,530	0	0	0	0	282,530
3063	Road Safety Officer Projects	0	9,000	80,445	0	0	89,445
3091	Community Safety Officer Projects	0	19,643	0	0	0	19,643
3180	Community Events	0	0	0	0	20,000	20,000
3720	HR Project	0	0	0	0	35,000	35,000
3917	IM&T Software and Projects	0	0	0	0	344,800	344,800
4015	Customer Service Project	0	0	0	0	15,000	15,000
4150	Macro-Regional Waste Strategy	0	306,037	0	0	0	306,037
		2,964,555	1,714,642	2,121,246	636,951	1,456,852	8,894,246

4. HUMAN RESOURCES

No reports this round

5. INFORMATION MANAGEMENT AND TECHNOLOGY

No reports this round

6. GENERAL BUSINESS

Nil.

21. CONFIDENTIAL ITEMS

No reports this round

There being no further business the meeting closed at 5.39pm.

C Mead
CHAIRPERSON
