

Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 2 June 2015.

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 2 June 2015

Present

- Councillor P Hawker (Chairperson)
- Councillor F Borg
- Councillor S Dobson
- Councillor G Greiss
- Councillor R Kolkman
- Director Business Services - Mr M Sewell
- Director City Works - Mr W Rylands
- Acting Manager Assets and Supply Services - Mr W Miller
- Manager Emergency Management and Facility Services - Mr R Blair
- Manager Executive Services - Mr N Smolonogov
- Manager Financial Services - Mrs C Mears
- Manager Governance and Risk - Mrs M Dunlop
- Manager Human Resources - Mr B Clarence
- Manager Information Management and Technology - Mrs S Peroumal
- Manager Operational Services – Mr A Davies
- Manager Property Services - Mr J Milicic
- Manager Waste and Recycling Services - Mr P Macdonald
- Executive Assistant - Mrs K Peters

Apology (Greiss/Kolkman)

That the apology from Councillor Mead be received and accepted.

CARRIED

Election of the Chairperson (Greiss/Kolkman)

In the absence of the Chairperson, Councillor Hawker was elected as Acting Chairperson of the meeting.

Acknowledgement of Land

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

DECLARATIONS OF INTEREST

There were no Declarations of Interest at this meeting.

1. GOVERNANCE AND RISK

1.1 Local Government NSW Annual Conference 2015

Reporting Officer

Manager Governance and Risk

Attachments

1. Copy of letter from Local Government NSW (contained within this report)
2. LGNSW Conference Business Submission form (contained within this report)

Purpose

To advise Councillors of the 2015 Local Government NSW Conference.

Report

The 2015 Local Government NSW Conference will be held at Rosehill Gardens Racecourse from Sunday 11 October to Tuesday 13 October 2015.

The conference is the annual policy making event for councils. Councils work together with Local Government NSW to promote Local Government and advocate on behalf of their communities for local democracy, informed decision making and good governance.

The conference is the pre-eminent event of the Local Government event calendar, where Councillors come together to share ideas and debate issues contained within the conference business paper.

Motions

Councils will be able to submit motions for consideration of the conference. Motions will be included in the business paper for the conference where they:

1. are consistent with the objects of the Association (see Rule 4 of the Association's rules)
 2. relate to Local Government in NSW and/or across Australia
 3. concern or are likely to concern Local Government as a sector
 4. seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association
 5. have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws)
 6. are clearly worded and unambiguous in nature
 7. do not express preference for one or several members over one or several other members.
-

Further, for a motion to be included in the business paper for the conference, Council should resolve to submit the motion for consideration by the conference.

Councillors proposing a motion for the conference should put the proposed motion to Council for its consideration by Notice of Motion. Motions should identify the proposed category, the heading, details of the issue and the motion or proposed solution. Staff will lodge motions supported by Council via the electronic LGNSW Conference Business Sessions Submission Form. Motions should be lodged prior to Friday 24 August 2015.

Councils should identify motions relating to the following overall categories:

1. Industrial Relations and Employment
2. Economic
3. Environmental
4. Governance/Civic Leadership
5. Social Policy.

Details of what functions or issues fall in each category are set out in the LGNSW Conference Business Submission Form (attachment 2).

Issues identified by councils which fall outside of the selected issues will be considered by the Board prior to the conference and councils will be informed by the President of the outcome of these deliberations.

Please note, at the meeting of 21 April 2015, Council resolved to submit as a motion:

“that the Minister for Planning urgently reconfigure the Joint Regional Planning Panel structure to allow for two members to be Government appointees and three members be Local Government representatives.”

Voting

This year the conference will involve two types of voting with the development of two rolls of voters, one for voting in the elections for Office Bearers and the Board, and a separate roll of voters for voting on motions.

Council will be required to nominate the voting delegates for voting on motions and, where applicable, the names of their voting delegates for voting in the elections for Office Bearers and the Board. LGNSW will notify members of the number of both types of voting delegates that they are entitled to send to the conference in approximately July 2015. A further report will be presented to Council when the voting delegate information is available.

Councillors Greiss and Hawker are current members of the Local Government NSW Board and are entitled to attend the conference and vote in that capacity.

It has been Council's practice to authorise the attendance at the conference of any Councillor interested in attending, but not nominated as a voting delegate.

Officer's Recommendation

1. That Council authorise the attendance, of interested Councillors, the General Manager and Manager Executive Services to attend the 2015 Local Government NSW Conference.
2. That the registration fees and associated expenses be met in accordance with Council's Policy.
3. That a further report be provided to Council when further information regarding voting delegates has been released.

Committee's Recommendation: (Borg/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 9 June 2015 (Hawker/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 107

That the Officer's Recommendation be adopted.

ATTACHMENT 1



Our ref:R14/0020 Out:23602
(Adam Dansie)

MAY 07/15 10:00 AM

4 May 2015

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

Dear Mr Tosi

Local Government NSW Annual Conference 2015

The purpose of this letter is to provide members with important information about the Local Government NSW Annual Conference 2015 (Conference), including requirements arising under the rules of the Local Government and Shires Association of New South Wales ("the rules").

The Conference will take place from **Sunday 11 – Tuesday 13 October 2015** at Rosehill Gardens Racecourse, James Ruse Drive, Rosehill.

Details about the Conference, including information about the venue, sponsorship and accommodation options will be published on the Association's website as they become available. This will include specifics about the Gala Dinner, President's Opening Reception, Conference business sessions, voting, partners programs, and Early Bird pricing.

All attendees must register and online registration will open in early July on the LGNSW website.

Voting

This year the Conference will involve two types of voting.

Our rules mean that we will develop two rolls of voters, one for voting in the elections for Office Bearers and the Board, and a separate roll of voters for voting on motions.

Separate from Conference registration, members will need to nominate the names of their voting delegates for voting on motions and, where applicable, the names of their voting delegates for voting in the elections for Office Bearers and the Board. The Association will notify members of the number of both types of voting delegates that they are entitled to send to the Conference in approximately July 2015.

LOCAL GOVERNMENT NSW
GPO BOX 7003 SYDNEY NSW 2001
LG, 28 MARGARET ST SYDNEY NSW 2000
T 02 9242 4000 F 02 9242 4111
LGNSW.ORG.AU LGNSW@LGNSW.ORG.AU
ABN 49 853 913 882

Ordinary members will need to nominate the names of their delegate(s) for both types of voting (i.e. voting for the Board and voting on policy motions). Associate members will need to nominate the names of their delegate(s) for voting on motions. Forms for nominating the names of each member's delegate(s) will be made available on the Association's website in due course.

Each member must nominate its delegate(s) to the Conference by 18 September 2015.

Nominations received after the closing date will not be accepted, however a member may substitute the name(s) of its delegate(s) at any time, in accordance with Rule 34 of the Association's Rules.

Voting for Office Bearers and the Board

Ordinary members of the Association who are financial can vote in the elections for Office Bearers and the Board of the Association.

The Australian Electoral Commission (AEC) will be conducting the elections for the Office Bearers and Board of the Association.

To be eligible to vote in the elections for Office Bearers and the Board, Ordinary members must be "financial on the seventh (7th) day prior to the date upon which the Returning Officer calls for nominations for the elections". The precise date, which will be determined by the AEC, is expected to be approximately eight (8) weeks prior to the first business day of the Conference (i.e. approximately mid-August).

Voting on motions

Ordinary members and Associate members of the Association who are financial can vote on policy motions that require consideration by the Conference.

Motions

Councils will be able to submit motions for consideration of Conference online. This online facility will be made available on the Association's website.

The Board has resolved that motions will be included in the Business Paper for the Conference where they:

1. are consistent with the objects of the Association (see Rule 4 of the Association's rules);
 2. relate to Local Government in NSW and/or across Australia;
 3. concern or are likely to concern Local Government as a sector;
 4. seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
-

5. have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
6. are clearly worded and unambiguous in nature; and
7. do not express preference for one or several members over one or several other members.

Further, for a motion to be included in the Business Paper for the Conference the submitting member needs to provide accompanying evidence of its support for the motion to be included. Such evidence may include an extract of the minutes of the meeting at which the member resolved to submit the motion for consideration by the Conference.

To allow printing and distribution of the business paper, members are strongly encouraged to submit their motions by **24 August 2015**. The absolute closing date for submitting motions for inclusion in the Business Paper for the Conference is 14 September 2015.

Business Papers

It is our aim that a full Conference Business Paper be made available on the Association's website and forwarded to members approximately two weeks prior to the Conference. The Association's financial reports will be made available to members at least 21 days before the Conference.

Accommodation

We encourage attendees to pre-book accommodation listed on the website prior to registering online as you need to indicate where you are staying in order to book transfers in the registration process. These transfers will be priced at \$9.90 each way. There is plenty of parking at the Conference main venue for those wishing to drive instead.

Outstanding Service Awards

The Outstanding Service Awards will be presented at the Gala Dinner during the Conference. For information about the Awards, including where to apply and eligibility, please visit the Association's website at: www.lgnsw.org.au/member-services/long-service-awards.

Registration

Delegates, partners and attendees will be able to collect their voting cards and other Conference material at Rosehill Gardens Racecourse from the Conference registration desk on Sunday 11 October between 3.00pm – 7.00pm. The registration desk will be open during the President's Opening Reception which runs from 5.00pm to 7.00pm and on Monday 12 October from 7:30am.

Privacy Statement

The Association, which is regulated by the *Privacy Act 1988* (Cth), collects private information about registered attendees to the Conference such as names, addresses, telephone numbers, credit card information and email addresses. We use the private information you give us to process your registration and to send you information in relation to the Conference. If you choose not to provide some or all of the private information that we have sought, LGNSW may be unable to process your registration or it may result in you being unable to vote at the Conference. Further information about how LGNSW collects, holds and uses private information is contained in LGNSW's Privacy Policy which is available on the website at the following web address: <http://www.lgnsw.org.au/privacy>

I very much look forward to seeing you at the Conference in October.

Yours sincerely



Cr Keith Rhoades AFSM
President

ATTACHMENT 2

LGNSW Conference Business Sessions Submission Form

For assistance completing this form please contact Bilyana Mitrevski 02 9242 4035

Set out below are the definitions for the categories which are used to help sort motions into groups of like motions:

1. INDUSTRIAL RELATIONS & EMPLOYMENT

Industrial relations and employment related legislation; industrial awards and rates of pay; WHS and worker compensation compliance; human resources policy, practice and benchmarking; workforce planning and development; staff and councillor training and development; skills shortages; staff attraction, retention and productivity; employment security; workplace change; Code of Conduct; leadership and management capacity; capability framework; council governance.

2. ECONOMIC

Own source revenue (e.g. rates, fees, charges etc.); intergovernmental fiscal relations (e.g. grants, cost shifting etc.); financial management and governance including long term financial planning and asset management; financial sustainability; economic policy affecting Local Government; local and regional economic development (including tourism); transport (e.g. roads, bridges, airports, pedestrian and cycle facilities, rail); Local Water Utilities; stormwater and floodplain infrastructure; other infrastructure and disaster management and recovery.

3. ENVIRONMENTAL

Land use planning (including environmental, heritage conservation and development planning); ecologically sustainable development; waste management in accordance with the waste hierarchy and extended producer responsibility; natural resource management; protection of local, regional and state natural environments including air quality, rivers and waterways and biodiversity, biosecurity and weeds management; pollution prevention including energy consumption and soil contamination; environmental risk management through reduction of hazards and pollutants and remediation/rehabilitation of degraded environments; climate change mitigation and adaptation; and responsible resource consumption and conservation.

4. GOVERNANCE/CIVIC LEADERSHIP

Local Government legislative and regulatory settings (e.g. Australian and/or NSW Constitutional recognition; Local Government Act review); corporate governance (e.g. role differentiation for Mayors, Councillors, General Managers and senior staff; Codes of Conduct; Political donations); structural reform (e.g. amalgamations and/or boundary changes; shared resources and services); Local Government elections (e.g. financial impact of electoral reforms on councils; impact of electoral reforms); participation (e.g. women's participation rates as councillors; cultural diversity in leadership; other opportunities for citizens to genuinely participate in council processes); and policies and programs of other spheres of government that impact on Local Government governance or citizen involvement in local democracy.

5. SOCIAL POLICY

Social planning, social impact assessment, access, equity and social justice; community development and community cultural development; community halls and neighbourhood centres, ageing and disability services, women's services, youth services and children's care

and education services); issues of concern and interest to NSW Aboriginal and Torres Strait Islander Peoples; cultural services (performing and visual arts, art galleries, performing arts centres, museums, public art, community arts, festivals, celebrations, heritage, new media and digital arts); Libraries; Health services (regulatory activities reducing public health risks; promoting healthy lifestyles; immunisation, early childhood health centres or rural medical services); Recreation facilities and services; and crime prevention planning.

Council*

Contact person*

Email*

Contact phone*

Submissions

Issue 1

Category

Please select:
Industrial Relations and Employment
Economic
Environmental
Governance/Civic Leadership
Social Policy

Heading or Title

Details of issue

Motion or Proposed Solution

2. PROPERTY SERVICES

No reports this round

3. FINANCIAL SERVICES

3.1 Investment report - April 2015

Reporting Officer

Manager Financial Services

Attachments

Investment portfolio performance for the month of April 2015 (contained within this report)

Purpose

To provide a report outlining Council's investment portfolio performance for April 2015.

Report

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

Council's Investment Portfolio as at 30 April 2015 stood at approximately \$94m. Funds are currently being managed both by Council staff and Fund Managers and are in accordance with the *Local Government Act 1993*, *Local Government (General) Regulation 2005* and Council's Investment Policy.

Portfolio Performance

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

Monthly annualised return		April
Council Managed Funds		3.48%
Benchmark: AusBond Bank Bill Index		2.16%

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

Rolling year to date return		April
Council Managed Funds		3.75%
Benchmark: AusBond Bank Bill Index		2.62%

Council's portfolio as at 30 April 2015 is diversified with 63% in term deposits of varying lengths of maturity which are managed in accordance with market expectations and Council's investment strategy, 27% in floating rate deposits which gives Council a set margin above either 30 or 90 day bank bills, 6% in fixed rate bonds, 3% in funds in a short term at call account.

Maturity profile	30 April
Short term at call	\$3,247,624
0 – 3 months	\$32,120,916
3 – 6 months	\$21,558,349
6 – 12 months	\$7,157,041
12 months +	\$29,500,000

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

Credit exposure	30 April
AAA to AA-	76%
A+ to A-	21%
BBB+ to BBB-	3%
Other approved deposit taking institutions	0%

Economic outlook

The Board of the Reserve Bank of Australia (RBA) reduced the cash by 25 basis points and the cash rate is currently 2% which was announced on Tuesday 5 May 2015. The RBA meets on the first Tuesday of each month and as such any change in monetary policy on 2 June will be reported to Council at the next meeting.

The reduction on 5 May correlates with the RBA's quarterly statement on monetary policy which detailed weaknesses in the economy, particularly low commodity prices and high unemployment.

In interpreting the accompanying statement of monetary policy suggests the RBA has neared the end of the easing bias and we can expect a period of stability in the immediate term.

Summary

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

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

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Greiss/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 9 June 2015 (Hawker/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 107

That the Officer's Recommendation be adopted.

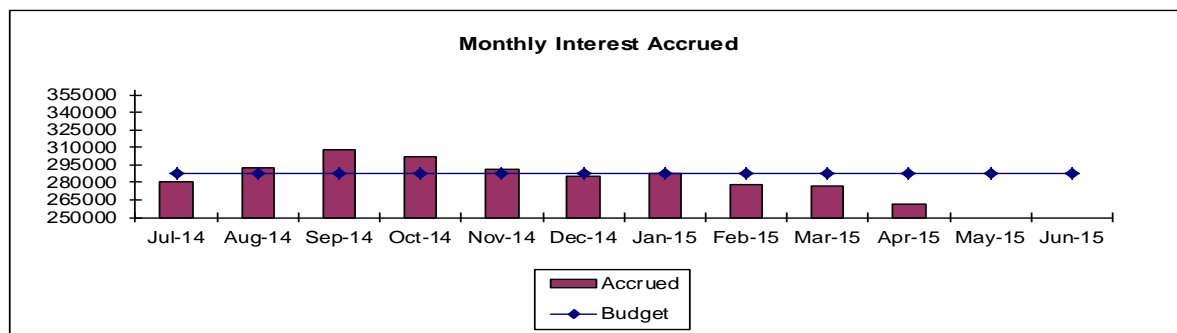
ATTACHMENT 1

CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO

Summary April 2015

Benchmark AUSBOND Bank Bill Index
Portfolio Balance \$93,583,930.69

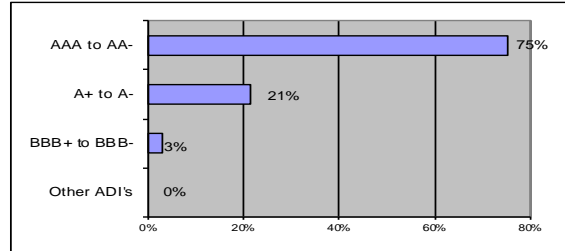
Monthly Performance	Return (mth)	Return (pa)
AUSBOND Bank Bill Index	0.18%	2.16%
Total Portfolio	0.28%	3.41%
<i>Performance to Benchmark</i>	+ 0.10%	+ 1.25%
Portfolio - Direct Investments	0.29%	3.48%
<i>Performance to Benchmark</i>	+ 0.11%	+ 1.32%
Short Term Call Account	0.20%	2.40%



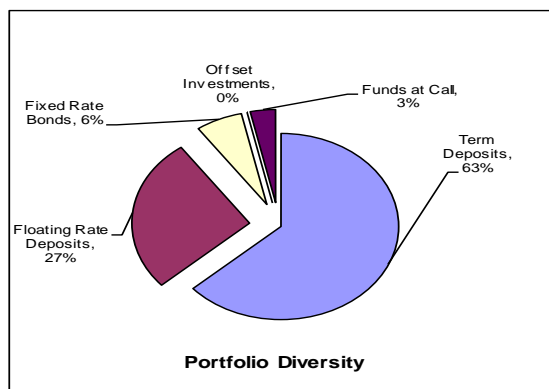
Year to Date Performance Credit Exposure (S&P Long Term Rating)

Rolling 12 Month Period
3.75% Council Managed Funds
2.62% Benchmark

Interest Budget to Actual \$2,875,000
Average Budget to Period \$2,862,732
Actual Accrued to Period



Securities Institutions



	Amount Invested	% Portfolio
NAB Funds at Call	\$ 3,247,624.28	3%
NSW Treasury	\$ 2,225,000.00	2%
National Australia Bank	\$ 33,774,299.13	36%
ANZ Bank	\$ 3,500,000.00	4%
Westpac Bank	\$ 9,947,558.36	11%
St George Bank	\$ -	0%
Commonwealth Bank	\$ 6,500,000.00	7%
Bank Western Australia	\$ 11,354,287.28	12%
AMP Bank	\$ 4,000,000.00	4%
Suncorp Metway	\$ 6,035,161.64	6%
ING Bank	\$ 4,000,000.00	4%
Rural Bank	\$ 2,000,000.00	2%
Bank of Queensland	\$ 4,000,000.00	4%
ME Bank	\$ 3,000,000.00	3%
	\$ 93,583,930.69	100%

3.2 Monthly Rates Summary - April 2015

Reporting Officer

Manager Financial Services

Attachments

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

Purpose

To provide details of the 2014-2015 Rates and Charges Levy and cash collections for the period ending 30 April 2015.

Report

Rates and charges levied for the period ending 30 April 2015 totalled \$93,399,659, representing 99.7% of the total annual budget estimate.

For the period ending 30 April 2015, receipts to the value of \$75,864,660 have been received. In percentage terms, 79.6% of all rates and charges due to be paid have been collected. The amount collected in the same period last year was 78.9%.

The fourth instalment of rates and charges notices were issued by post on 8 April 2015 to the 42,000 ratepayers who have chosen to pay their account in quarterly instalments. In addition to these, 1370 fourth instalment notices were distributed by email to ratepayers registered for eRates.

Debt recovery during the month involved the issue of 237 Statements of Claim on accounts that have continued to remain unattended to, despite requests from Council to either pay the amount due or enter into a satisfactory arrangement to clear the debt. Officers continue to provide advice and assistance to ratepayers experiencing difficulties in finalising their accounts. At present, 458 ratepayers are clearing their accounts through regular payments each week, fortnight or month.

Ratepayers who purchased property since the May instalment notices are issued with a 'notice to new owner' letter. During the month, 48 of these notices were sent advising the amount raised by Council in annual rates and charges and balance remaining unpaid.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Dobson/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 9 June 2015 (Hawker/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 107

That the Officer's Recommendation be adopted.

ATTACHMENT 1

RATES SUMMARY

STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES

RATE - CHARGE	NET ARREARS 1/7/2014	NET LEVY FOR YEAR	PENSION REBATES	EXTRA CHARGES	TOTAL RECEIVABLE	CASH COLLECTED	NET AMOUNT DUE	POSTPONED RATES & INTEREST	GROSS AMOUNT DUE
RESIDENTIAL	2,229,478.24	52,432,325.66	1,407,075.28	627,436.27	53,882,164.89	42,476,208.49	11,405,956.40	391,594.80	11,797,551.20
BUSINESS	505,760.07	17,253,530.72		70,250.17	17,829,540.96	14,206,946.68	3,622,594.28		3,622,594.28
BUSINESS - IND	2,596.47	0.00		19.15	2,615.62	2,515.32	100.30		100.30
FARMLAND	9,799.71	515,366.30	887.10	1,337.77	525,616.68	443,458.72	82,157.96	368,676.25	450,834.21
MINING	0.00	25,844.26		0.00	25,844.26	25,844.26	0.00		0.00
LOAN	221,327.81	-1,119.61		3,010.08	223,218.28	144,135.21	79,083.07	40,838.43	119,921.50
INFRASTRUCTURE	0.00	5,461,880.42		5,319.36	5,467,199.78	4,315,498.72	1,151,701.06	38,185.09	1,189,886.15
F5 ACCESS RAMPS	719.65	0.00		2.88	722.53	343.31	379.22		379.22
TOTAL	\$2,969,681.95	\$75,687,827.75	\$1,407,962.38	\$707,375.68	\$77,956,923.00	\$61,614,950.71	\$16,341,972.29	\$839,294.57	\$17,181,266.86
GARBAGE	672,970.21	17,148,127.76	820,265.71	32,219.48	17,033,051.74	13,396,477.68	3,636,574.06		3,636,574.06
STORMWATER	48,658.95	1,033,723.74		377.47	1,082,760.16	853,232.02	229,528.14		229,528.14
GRAND TOTAL	\$3,691,311.11	\$93,869,679.25	\$2,228,228.09	\$739,972.63	\$96,072,734.90	\$75,864,660.41	\$20,208,074.49	\$839,294.57	\$21,047,369.06

Total from Rates Financial Transaction Summary	20,455,070.99
Overpayments	-592,298.07
Difference	0.00

ANALYSIS OF RECOVERY ACTION

Rate accounts greater than 6 months less than 12 months in arrears	816,280.73
Rate accounts greater than 12 months less than 18 months in arrears	94,045.39
Rate accounts greater than 18 months in arrears	24,141.01
TOTAL rates and charges under instruction with Council's agents	\$934,467.13

ATTACHMENT 2

COMPARISON OF BUDGET TO ACTUAL

DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL	BALANCE STILL REQD.	% RAISED
RESIDENTIAL	51,874,900	52,405,700	52,432,326	(26,626)	100.05%
BUSINESS	17,321,100	17,253,100	17,253,531	(431)	100.00%
FARMLAND	407,200	407,200	515,366	(108,166)	126.56%
MINING	15,200	25,200	25,844	(644)	102.56%
INFRASTRUCTURE	5,414,300	5,485,300	5,461,880	23,420	99.57%
TOTALS	75,032,700	75,576,500	75,688,947	(112,447)	100.15%
INTEREST CHARGES	348,200	272,200	179,430	92,770	65.92%
LEGAL COSTS RECOVERED	840,000	840,000	560,542	279,458	66.73%
PENSIONERS - Sec 575	(1,774,400)	(1,819,400)	(1,849,302)	29,902	101.64%
PENSIONERS - Sec 582	(370,000)	(370,000)	(378,927)	8,927	0.00%
PENSIONERS SUBSIDY	975,920	975,920	1,017,116	(41,196)	104.22%
SUB TOTAL	75,052,420	75,475,220	75,217,808	257,412	99.66%
DOMESTIC WASTE CHARGES	16,805,600	16,805,600	16,715,609	89,991	99.46%
COMMERCIAL WASTE CHARGES	372,600	372,600	432,519	(59,919)	116.08%
STORMWATER MNGMNT	897,000	1,032,000	1,033,724	(1,724)	100.17%
GRAND TOTALS	93,127,620	93,685,420	93,399,659	285,761	99.69%
COLLECTIONS AS A % OF :					
RESIDENTIAL	TOTAL RECEIVABLE	TOTAL LEVIED	TOTAL RECEIVABLE	TOTAL LEVIED	
BUSINESS	78.83%	81.01%			
FARMLAND	79.68%	82.34%	RATES	79.04%	81.41%
INFRASTRUCTURE	84.37%	86.05%	WASTE	78.65%	78.12%
	78.93%	79.01%	STORMWATER	78.80%	82.54%
ALL RATES	79.04%	81.41%	TOTAL RATES & CHARGES	79.58%	81.45%

ATTACHMENT 3

RATES STATISTICS

No. of documents Issued	July	August	September	October	November	December	January	February	March	April	May	June	Apr-14
Rate Notices	50,437	77		279			165						41,705
Electronic - DoH	5,499												5,455
Instalment Notices				43,095			42,533			41,000			
Electronic - DoH				5,499			6,237			5,371			
Missed Instalment Notices			7,695			7,734			6,705				
- Pensioners > \$15.00			507			485			448				
Notice to new owner	202	86	37	80	38	41	51	26	22	48			39
7-day Letters - Council issued			1,818			2,058			2,054				
- Pensioners > \$500.00			138			97			134				
7-day Letters - Agent Issued			583				553		635				
Statement of Claim	213	34	14	231	17	13	229	19	26	237			243
Judgments	18	63	22	14	72	6	18	32	41	21			23
Writs	17	39	23	5	13	21	17	4	49	35			31
eRates	1,356	1,359	1,361	1,364	1,366	1,367	1,367	1,368	1,369	1,370			1,346
Arrangements	364	303	395	406	473	391	381	313	412	458			368

3.3 Sundry Debtors Report - April 2015

Reporting Officer

Manager Financial Services

Attachments

1. Debtors summary to 30 April 2015 (contained within this report)
2. Ageing of sundry debts to 30 April 2015 (contained within this report)

Purpose

To provide a report detailing the amount outstanding by type and age for sundry and miscellaneous debts for the period ending 30 April 2015.

Report

Debts outstanding to Council as at 30 April 2015 are \$3,023,493, reflecting a decrease of \$216,498 since March 2015. The ratio of outstanding debts to current invoices has increased from 6% in March to the current level of 10%. This debtor management ratio is a measure of the effectiveness of recovery efforts, however is impacted by Council policies as well as economic and social conditions.

Invoices raised – April 2015

During the month, 1115 invoices were raised totalling \$543,370. The majority of these are paid within a 30 day period. The most significant invoices raised during the month have been in the following areas:

Land and Building Rentals - \$139,453 - the main invoices relate to:

Aldi Stores - monthly rental Macquarie Fields	\$24,750
Nuvezo Pty Ltd - monthly rental Dumaresq Street Cinema	\$23,797
Glenquarie Hotel Pty Ltd - monthly rental Macquarie Fields	\$20,438
Telstra Corporation Limited - 3GIS access fees at various sites within the Campbelltown LGA and rent for Warby Street, Campbelltown	\$18,846
Optus Mobile Pty Limited - monthly rental Glen Alpine	\$15,478
Caltex Oil Australia Pty Ltd - monthly rental Macquarie Fields	\$15,062
Mycorp Group Pty Ltd - monthly rental Macquarie Fields	\$13,696

Waste Collection Services – \$107,454 – the invoices relate to:

G & G Waste Services - effluent removal for February and March 2015	\$57,188
Remondis Australia Pty Ltd - effluent removal for February and March 2015	\$41,499

Shop and Office Rentals – \$41,823 – the main invoices relate to:

Marcia Women's Refuge Incorporated - quarterly rent for 12 Browne Street, Campbelltown	\$12,375
Campbelltown Amcal Pharmacy - monthly rental Milgate Arcade	\$5,567
J & R Versteeg Pty Ltd - monthly licence fee Campbelltown Arts Centre Café	\$5,243
65462.4 - monthly rental Macquarie Fields Neighbourhood Store	\$4,202
67332.7 - monthly rental for Woodbine Neighbourhood Store	\$3,978

Various Sundry Items – \$41,704 – the main invoices relate to:

Camden Council - building assessment project for small, medium and large buildings	\$18,945
Mount Carmel High School - hire of various leisure facilities for school students	\$4,639

Government and other Grants – \$38,500 – the invoice relates to:

Greater Sydney Local Land Services - improving urban Koala habitat linkages and community stewardship - Smiths Creek, Ruse	\$38,500
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Receipts to the value of \$759,868 have been received during the period, the most notable in the following areas:

Government and other Grants	\$192,538
Various Sundry Items	\$130,891
Land and Building Rentals	\$120,198
Sportsground and Field Hire	\$87,561
Corporate Administration	\$48,422
Waste Collection Services	\$44,647

Sundry debts outstanding – 30 April 2015

Debts exceeding 90 days of age totalled \$154,484 as at 30 April 2015. The major invoices relating to this balance include:

Description	Date Invoiced	Balance at 30 April 2015
Debtor 68316.9 - retaining wall between Lot 1451 DP 703487, 2 and 4 Brownlow Place, Ambarvale. Debtor is maintaining arrangement to pay \$450 per month as approved by Council	09/06/10	\$8,806
Casper's Baseball Club - electricity charges. Club is experiencing financial difficulty, however have been making irregular payments to reduce the debt. Council continues to meet with club and Macarthur Baseball to resolve debt	17/12/12 to 31/01/15	\$7,503
Caltex Oil Australia Pty Ltd - dispute over market valuation review, this amount is subject to independent assessment	08/02/13 to 02/01/15	\$8,585

Insight Mercantile Pty Ltd – abandoned motor vehicle, unable to locate owner of the vehicle. Finance company acknowledges Councils power to sell an encumbered vehicle. The vehicle has gone to the auctioneer and was not sold at first auction, however will be put up for further auction in an attempt to sell the vehicle and recover the costs	18/07/14	\$2,799
GE Automotive – abandoned motor vehicle, unable to locate owner of the vehicle. Finance company acknowledges Councils power to sell an encumbered vehicle. The vehicle has gone to the auctioneer and was not sold at first auction, however will be put up for further auction in an attempt to sell the vehicle and recover the costs	05/07/12	\$5,709
74366.6 - motor vehicle accident at the Animal Care Facility, no response to letters sent. Continuing with further investigations to locate the debtor	05/06/14	\$1,970
Master Woodturning - land value associated with walkway closure adjoining 37 Lancaster Street, Ingleburn. Payment is expected in June 2015	20/11/14	\$54,129
Skagias Investments Pty Ltd - road restoration at 6 Lithgow Street, Campbelltown. Arrangement to pay \$3,500 per month, next payment is expected by the end of May 2015	01/12/14	\$4,020

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

All debts that age by 90 days or more are charged a statement administration fee of \$5.50 per statement. Debtors are contacted by telephone, email or in writing to make suitable arrangements for payment of the overdue debt. Where a suitable arrangement is not achieved or not maintained as agreed, a seven day letter is issued referencing referral to Council's debt recovery agents.

Matters referred to Council's recovery agent are conducted in accordance with relevant legislation and the *Civil Procedures Act 2001*. Formal legal recovery commences with a letter of demand (or letter of intent) providing debtors with at least 14 days to respond. In the event that no response is received, instructions are given to proceed to Statement of Claim allowing a further 28 days to pay or defend the action. Failing this, the matter will automatically proceed to judgment and continue through the *Civil Procedures Act 2001* process.

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

During the month, 10 accounts were issued a letter of demand on Council's letterhead, advising that if the account was not settled or an appropriate arrangement was not made, the account will escalate to formal legal action through Council's agents.

Council's agents were instructed to proceed with one Statement of Liquidated Claim, for unpaid meeting room hire and one Examination Order for unpaid hall hire.

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

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Borg/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 9 June 2015 (Hawker/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 107

That the Officer's Recommendation be adopted.

ATTACHMENT 1

DEBTORS SUMMARY 1 April 2015 to 30 April 2015

DEBTOR TYPE/DESCRIPTION	ARREARS AT 31/03/2015	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 30/04/2015	% DEBT RATIO
Corporate Administration	60,995	31,922	48,422	44,495	1.47%
Abandoned Items	6,662	0	0	6,662	0.22%
Education and Care Services	18,710	0	0	18,710	0.62%
Community Bus	145	224	112	257	0.01%
Sportsground and Field Hire	91,769	30,610	87,561	34,818	1.15%
Government and other Grants	2,544,574	38,500	192,538	2,390,536	79.07%
Public Hall Hire	18,636	28,183	27,183	19,637	0.65%
Health Services	350	0	0	350	0.01%
Land and Building Rentals	170,035	139,453	120,198	189,290	6.26%
Healthy Lifestyles	3,177	37,846	31,636	9,387	0.31%
Licence Fees	42,681	17,330	18,410	41,602	1.38%
Pool Hire	29,201	23,767	14,470	38,499	1.27%
Private Works	13,034	0	450	12,584	0.42%
Road and Footpath Restoration	36,875	4,553	6,583	34,846	1.15%
Shop and Office Rentals	19,331	41,823	36,769	24,385	0.81%
Various Sundry Items	199,578	41,704	130,891	110,392	3.65%
Waste Collection Services	23,672	107,454	44,647	86,479	2.86%
	3,239,991	543,370	759,868	3,023,493	100%

ATTACHMENT 2

AGEING OF SUNDRY DEBTOR ACCOUNTS - 30 April 2015

Description	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Administration	14,965	15,239	928	13,363	44,495	16,062
Abandoned Items	0	0	0	6,662	6,662	6,662
Education and Care Services	18,710	0	0	0	18,710	0
Community Bus	201	56	0	0	258	0
Sportsground and Field Hire	20,482	5,523	0	8,814	34,818	8,270
Government and other Grants	38,500	2,352,036	0	0	2,390,536	0
Public Hall Hire	10,665	3,763	1,681	3,528	19,637	4,481
Health Services	0	0	0	350	350	350
Land and Building Rentals	80,677	5,833	94,544	8,235	189,290	8,526
Healthy Lifestyles	7,161	89	446	1,691	9,387	2,446
Licence Fees	11,617	5,350	4,600	20,035	41,602	11,211
Pool Hire	19,632	1,006	16,233	1,628	38,499	1,708
Private Works	0	0	0	12,584	12,584	11,845
Road and Footpath Restoration	3,862	19,424	4,539	7,020	34,846	7,020
Shop and Office Rentals	13,534	5,972	4,880	0	24,385	0
Various Sundry Items	15,956	15,526	8,336	70,574	110,392	69,643
Waste Collection Services	86,479	0	0	0	86,479	0
	303,006	2,429,817	136,187	154,484	3,023,493	148,223

3.4 Minutes of the Innovation and Performance Sub Committee held 5 May 2015

Reporting Officer

Manager Financial Services

Attachments

Minutes of the Innovation and Performance Sub Committee held 5 May 2015 (contained within this report)

Purpose

To seek Council's endorsement of the minutes of the Innovation and Performance Sub Committee held 5 May 2015.

Report

Detailed below are the recommendations of the Innovation and Performance Sub Committee. Council officers have reviewed the recommendations and they are now presented for Council's consideration.

Recommendations of the Innovation and Performance Sub Committee

Reports listed for consideration

7.1 Savings/Initiatives

That the information be noted.

7.2 Long Day Care Capping

That the information be noted.

7.3 Waste diversion rates from Renew-Connect-Revitalise demolition projects

1. That the information be noted.
2. That Council consider in future contracts the savings that could be achieved from utilising recycled building materials.

7.4 Indian Myna Bird Action Program

That the information be noted.

7.5 Savings from large scale Photovoltaic systems

That the information be noted.

7.6 Macarthur Community Options Quality Systems

That the information be noted.

7.7 Telecommunications Contract

That the information be noted.

Officer's Recommendation

1. That the minutes be noted.
2. That Council consider in future contracts the savings that could be achieved from utilising recycled building materials.

Committee's Recommendation: (Kolkman/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 9 June 2015 (Hawker/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 107

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Minutes of the Innovation and Performance Sub Committee

Held Tuesday 5 May 2015 in Committee Room 3

Meeting Commenced: 5.32pm

1. Acknowledgement of Land

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

2. Attendance and Apologies

Attendance: Councillor Clinton Mead, Acting Chairperson
Councillor George Greiss
Mrs Lindy Deitz, Acting General Manager
Mr Michael Sewell, Director Business Services
Mrs Corinne Mears, Manager Financial Services
Mrs Monique Dunlop, Manager Governance and Risk

Also in Attendance: Councillor Paul Hawker
Mr Bruce McCausland, Manager Community Resources and Development
Mr Garry Mitchell, Manager Infrastructure
Mr Wayne Rylands, Director City Works
Mrs Gillian Vickers, Acting Manager Education and Care Services
Mrs Renee Winsor, Coordinator Environmental Planning
Mr Mitchell Clark, Environmental Project Officer
Mr Cliff Taylor, Business Review and Improvement Officer
Mr Andrew Bennison, Business Planning Officer
Ms Beth Buckley, Executive Support

Apologies: Councillor Paul Lake
Councillor Sue Dobson
Councillor Ted Rowell
Mr Paul Tosi, General Manager

Sub Committee's Recommendation: (Mead/Greiss)

That the above apologies be accepted.

CARRIED

3. Declarations of Interest

There were no Declarations of Interest made at this meeting.

4. Minutes of the Previous Meeting

The Minutes of the Innovation and Performance Sub Committee Meeting held 10 November 2014 copies of which have been circulated to each Sub Committee member were adopted by Council at its meeting held 9 December 2014.

Sub Committee's Recommendation: (Mead/Greiss)

That the information be noted.

CARRIED

5. Business Arising from Previous Minutes

There was no business arising from previous minutes.

6. Correspondence

There was no correspondence.

7. Reports**7.1 Savings/Initiatives****Purpose**

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

History

The Sub Committee has been presented with savings at previous meetings to the value of \$12,061,934. A list of savings is attached for the Sub Committee's information.

Report

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

Long Day Care Capping

A review of Eagles Nest and Minto Early Learning Centres was conducted in May 2014 which analysed daily utilisation at both services and examined the cost efficiencies of capping the centres. Eagles Nest and Minto Early Learning Centres operating at 39 places per day and staffed for this number of children, were found to be operating with utilisation closer to a 29 place service, much less than their licenced number of places. In September 2014, Eagles Nest and Minto Early Learning Centres were capped at 29 places per day requiring a staffing restructure. This review is projected to save Council an estimated \$24,400 in the Education and Care Services operating budget for the 2015-2016 financial year.

Waste diversion rates from Renew-Connect-Revitalise demolition projects

Council through the city-wide improvement program, Renew-Connect-Revitalise, is responsible for the maintenance and renewal of more than \$1.8b worth of public infrastructure and community assets. These assets include bridges, drainage systems, parks, sporting fields, amenities, playgrounds and community centres comprising of 220 buildings, 700 kilometres of road network, 375 kilometres of existing footpaths and cycle ways.

To date, a total of seven poor conditioned amenity blocks have been demolished and replaced with modern amenities. During the demolition stage, Council's elected contractor was encouraged to ensure environmentally appropriate waste management practices were followed. Waste materials included concrete, brick and steel. Of these materials, an average of 95% was diverted from landfill and provided to local recyclers. This is an outstanding achievement, showcasing Council's commitment to sustainable building works, and one which will be supported by more formalised sustainable facility guidelines in the near future.

3.4 Minutes Of The Innovation And Performance Sub Committee Held 5 May 2015

It is estimated that by sorting and recycling these waste materials, disposal costs per tonnage have been reduced by just under 90%. This is based upon current market rate differences between 'mixed' waste and sorted waste.

Council continues to reuse road base course and bituminous materials for car park maintenance and reconstruction, road fill in new road works and fire trail upgrades and maintenance. Concrete associated with the reconstruction of footpaths, kerbs and gutters are also provided to local recyclers.

Indian Myna Bird Action Program

Council launched an Indian Myna Trial Trapping Program in response to community concern which offered Indian Myna traps for loan to Campbelltown residents for a period of 60 days. The program was considered onerous and ineffective due to the large amount of time spent administering the program and delivering traps at an estimated annualised cost of \$20,000. The popularity of the program and interest from the local community highlighted demand for the program and an alternative service provision was sought. Consequently, an innovative Indian Myna Bird Action Program (IMBAP) was endorsed and is based on best practice methodology to educate the community in reducing the impacts of Indian Myna birds across the Campbelltown Local Government Area (LGA).

The IMBAP is run in partnership with three local men's sheds that are responsible for the supply and sale of traps which provides a self-funding service. Council then facilitates a one hour education workshop on minimum monthly basis at an estimated cost of \$1000 per year.

Savings from large scale Photovoltaic systems

The Innovation and Performance Sub Committee was previously presented with a report on energy and cost savings achieved from the installation of two large scale photovoltaic systems on the Civic Centre and Arts Centre during their first year of operation in 2014.

In early 2013, Council engaged Horizon Solar to conduct a large scale energy efficiency project targeted at Council's first and third highest energy consuming facilities, and aimed at reducing their energy consumption from grid-supplied electricity by at least 10%.

The project resulted in the installation of two photovoltaic systems installed at Campbelltown Civic Centre and Campbelltown Arts Centre. Collectively, the systems boast over 776 panels and are two of the largest systems installed on a local government facility in New South Wales.

During their second year of operation, the systems collectively saved just over 540,000 kWh of electricity and just over \$113,500 in cost when compared against the year prior to their installation.

Telecommunications Contract

As reported to Council on 1 July 2014, Council's previous telecommunications contract with Telstra under NSWBuy State Government Telecommunication Agreement expired. Following the report to Council, an agreement with Telstra under the Local Government Procurement (LGP) Services Agreement commenced in September 2014 for a two year term.

Analysis of Council's mobile voice and data services revealed that Council was only utilising approximately 25% of its total available mobile data allocation. Each month, however, a number of users exceeded their mobile data limit at an average cost of \$556.64 per month.

The new arrangement allows Council to allocate a minimal data allowance and pool any underutilised data for the consumption of other users. This is applicable to both mobile data and voice calls.

3.4 Minutes Of The Innovation And Performance Sub Committee Held 5 May 2015

Council has experienced an approximate 37% saving in mobile usage charges (voice and data) which equates to an annualised saving of \$47,000.

Savings on postage service

On 2 June 2014, Australia Post introduced a mail service 'Regular Mail' with a two to three day delivery service at a reduced cost of 60 cents to offset an enforced postage increase.

Each section of Council was consulted at that time and it was identified that the 'Regular Mail' service was sufficient.

In August 2014, the Executive Group agreed to trial a new 'Regular Mail' delivery service of two to three days, with items requiring faster delivery (Priority Mail) placed in a Priority Mail collection tray allocated to each section within Council.

This trial was conducted across Council over a six month period from August 2014 to February 2015. During this trial period, a saving of \$3,195 has been achieved with little to no disruption to Council services and the process changes are working well across Council. This result equates to an annualised saving of \$6,390.

Council will now continue using the Regular and Priority mail delivery services on an indefinite basis.

Online Bookings - Term and School Holiday Public Workshop Programs

In January to March 2015, Campbelltown Arts Centre implemented online bookings for its Term and School Holiday public workshop programs.

Previously these bookings were taken over the phone by Visitor Services Officers. This innovation allows workshop participants to access the majority of workshops online via the Campbelltown City Council website, and to book and pay with a credit card. Customers without access to the internet are still able to book via phone or in person. The new system is expected to lead to a more streamlined bookings process, greater flexibility for customers and staffing efficiencies.

Restoration Costs

In 2014 a Memorandum of Understanding (MOU) was signed between Sydney Water Corporation and 44 local government authorities. Campbelltown City Council in partnership with Randwick City Council developed the intervention, specification standards and acceptable criteria for full recovery of restoration costs. This MOU provides an avenue for quality community outcomes whilst underpinning an effective relationship between local government and Sydney Water.

The following benefits achieved:

- full electronic system for reporting, documenting, recording, works orders and invoicing - a paperless system
 - increased efficiencies in scoping, scheduling and implementation of works
 - improved quality of restorations
 - increased whole of life of asset
 - real value estimation of costs
 - sustained and effective relationship between Campbelltown City Council and Sydney Water Corporation
 - further developing MOU agreements with other utility organisations such as recently with NBN (Theiss).
-

3.4 Minutes Of The Innovation And Performance Sub Committee Held 5 May 2015

Opal Cards

Council introduced the use of Opal Cards for train, bus and ferry travel commencing January 2015.

The Opal cards avail Council to accurate travel charges reflective of travel time as opposed to time of purchasing the ticket. Previously employees would purchase a return ticket in the morning and be exposed to the full peak fare for the entire trip when the return trip may occur in off peak time.

Opal cards have the added benefit of a daily cap for travel, ie \$15 a day or \$60 per week excluding airport stations.

This new initiative also provides efficiency gains via the time saved by employees in not having to purchase a ticket at the point of travel, and administrative staff for the processing and reimbursement of each travel amount. Based on current usage, the financial cost savings are estimated to be \$1300 per annum.

The reported savings to the Innovation and Performance Sub Committee since its inception is now \$12,242,924.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation: (Mead/Greiss)

That the information be noted.

CARRIED

7.2 Long Day Care Capping

Purpose

To provide the Sub Committee with information on the capping of long day care places at Eagles Nest and Minto Early Learning Centres.

Report

Council's Education and Care Services has capped two long day care services to streamline service delivery and effectively manage utilisation.

Council currently has nine long day care services, licenced by the NSW Department of Education and Communities to offer a maximum number of child care places per day at each service. The services are staffed according to the number of child places on offer per day. Services are continually reviewed for cost efficiencies and to ensure they meet community demand.

In May 2014, a review of Eagles Nest and Minto Early Learning Centres was conducted which included analysing the daily utilisation at these services. Eagles Nest and Minto Early Learning Centres operated at 39 places per day and were staffed for this number of children. This review highlighted utilisation was closer to a 29 place service, significantly lower than the licenced number of places.

The review examined the cost efficiencies of capping Eagles Nest and Minto Early Learning Centres to 29 places per day which enabled operational costs to be lowered by reducing staffing at both services. In September 2014, Eagles Nest and Minto Early Learning Centres were capped at 29 places per day.

3.4 Minutes Of The Innovation And Performance Sub Committee Held 5 May 2015

The capping of these services is projected to save Council an estimated \$24,400 for this financial year. These savings have been reflected in the Draft 2015-2016 Operational Plan.

During March 2015, service utilisation averaged 78% at Eagles Nest Learning Centre and 82% at Minto Early Learning Centre.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation: (Greiss/Mead)

That the information be noted.

CARRIED

7.3 Waste diversion rates from Renew-Connect-Revitalise demolition projects

Purpose

To provide the Sub-Committee with information on waste minimisation activities associated with the demolition of buildings under Renew-Connect-Revitalise.

History

Renew-Connect-Revitalise is Council's city-wide improvement works program, which includes a range of new and renewal projects to ensure that Campbelltown continues to be a city of choice and opportunity, and a place our community is proud to call home.

Council is responsible for the maintenance and renewal of more than \$1.8b worth of public infrastructure and community assets, ranging from roads, bridges, drainage systems and footpaths to parks, sporting fields, amenities, playgrounds and community centres. This includes:

- the upkeep of more than 220 buildings
- maintenance of an extensive road network of around 700 kilometres
- maintenance of around 375 kilometres of existing footpaths and cycle ways.

Report

To date, a total of seven poor conditioned amenity blocks have been demolished and replaced with modern amenities. During the demolition stage, Council's elected contractor was encouraged to ensure environmentally appropriate waste management practices were followed. Waste materials included concrete, brick and steel. Of these materials, an average of 95% was diverted from landfill and provided to local recyclers. The attachment provides a graphical representation of waste diversion of each site. This is an outstanding achievement, showcasing Council's commitment to sustainable building works, and one which will be supported by more formalised sustainable facility guidelines in the near future. It is estimated that by sorting and recycling these waste materials, disposal costs per tonnage have been reduced by just under 90%. This is based upon current market rate differences between 'mixed' waste and sorted waste.

In addition to the above, Council continues to reuse road base course and bituminous materials for car park maintenance and reconstruction, road fill in new road works and fire trail upgrades and maintenance. Concrete associated with the reconstruction of footpaths, kerbs and gutters are also provided to local recyclers.

Officer's Recommendation

That this information be noted.

Sub Committee's Recommendation: (Mead/Greiss)

1. That the information be noted.
2. That Council consider in future contracts the savings that could be achieved from utilising recycled building materials.

CARRIED**7.4 Indian Myna Bird Action Program****Purpose**

To provide the Sub-Committee with information on a new and innovative service to the community, namely the Indian Myna Bird Action Program.

History

The Indian Myna bird is a pest animal which is commonly found in large numbers in urban areas due to the high availability of food and suitable habitat for breeding. The Indian Myna bird is renowned for its detrimental impacts to the local environment and native biodiversity.

In response to community concern, in 2007-2008, Council launched an Indian Myna Trial Trapping Program which offered Indian Myna traps for loan to Campbelltown residents for a period of 60 days. The program was considered onerous and ineffective due to the large amount of time spent administering the program and delivering traps at an estimated annualised cost of \$20,000. As reported to Council in June 2014, the popularity of the program and interest from the local community remained and an alternative service provision would be appropriate.

Report

An alternative program was developed, presented and endorsed by Council named Indian Myna Bird Action Program (IMBAP). The IMBAP is based on best practice methodology to reduce the impacts of Indian Myna birds across the Campbelltown Local Government Area (LGA).

The IMBAP is an education and action program run in partnership with Council and three local men's sheds. Whilst Council is responsible for administering and delivering the program, the three local men's sheds are responsible for the supply and sale of the traps.

The objectives of the program are to:

- empower and educate the community to reduce the impacts of pest species on human health and the environment
 - facilitate a humane trapping program that is acceptable to the community, animal welfare agencies and government
 - reduce the occurrence of Indian Myna birds in the Campbelltown LGA
 - facilitate strong cooperation between Council and the three local Men's Sheds to achieve the best results for the community and the environment
 - promote Council and community programs to a broad range of people.
-

3.4 Minutes Of The Innovation And Performance Sub Committee Held 5 May 2015

The innovative program is a self-funding service with the sale proceeds being reinvested into materials for the construction of new traps by the men's sheds. Council then facilitates a one hour education workshop on a minimum monthly basis at an estimated cost of \$1000 per year.

Interested community members can participate in the workshop, where they learn about:

- the effects of Indian Myna birds on human health and the environment
- effective trapping methods
- animal welfare protocols
- humane euthanasia and
- other simple methods to discourage Indian Myna birds.

The IMBAP was launched at Riverfest on 31 August 2014, with the first workshop being held on 24 October 2014. In its first three months, Council officers have facilitated a total of five workshops at various community venues across the LGA including St Helens Park, Campbelltown and Macquarie Fields. All workshops have been filled to capacity with the majority of feedback from participants being very positive.

Interest in the program continues to be very strong. The figures for the period between September to December 2014 are:

Participants in Education Workshops	148
Total traps sold by Men's Sheds	74
Indian Myna Action Program enquiries	340

The program is an innovative example showcasing how effective community engagement and partnership can contribute toward effective environmental management.

Officer's Recommendation

That this information be noted.

Sub Committee's Recommendation: (Greiss/Mead)

That the information be noted.

CARRIED

7.5 Savings from large scale Photovoltaic systems

Purpose

To provide the Sub Committee with information on the energy and cost savings achieved from the installation of two large scale photovoltaic systems on the Civic Centre and Arts Centre.

History

In early 2013, Council engaged Horizon Solar to conduct a large scale energy efficiency project. The project targeted Council's first and third highest energy consuming facilities, and aimed to reduce their energy consumption from grid-supplied electricity by at least 10%.

The project resulted in the installation of a 99 kW photovoltaic system at Campbelltown Civic Centre and a 96 kW photovoltaic system at Campbelltown Arts Centre. Collectively, the systems boast over 776 panels and are two of the largest systems installed on a local government facility in New South Wales.

3.4 Minutes Of The Innovation And Performance Sub Committee Held 5 May 2015

At the Innovation and Performance Sub Committee meeting in May 2014, the Sub Committee considered a report on the energy and cost savings achieved from the installation of two large scale photovoltaic systems on the Civic Centre and Arts Centre during their first year of operation.

This report is provided to showcase the savings achieved by the systems in their second year of operation. Savings have been benchmarked against consumption and cost information from the 12 months prior to installation.

Report

As with all projects of this nature, Council undertakes extensive monitoring and reporting of the systems effectiveness. This is achieved through Council's Sustainability Accounting Tool which captures consumption and cost information for six key sustainability areas: electricity, water, gas, fuel, paper and waste.

During their second year of operation, the systems collectively saved just over 540,000 kWh of electricity and just over \$113,500 in cost when compared against the year prior to their installation. The below table provides more specific information:

	Benchmark year 2012-2013	First year 2013-2014	Second year 2014-2015
Consumption (kWh)	2,461,580	2,116,454	1,921,262
Cost (\$)	406,689	375,588	292,910

Officer's Recommendation

That this information be noted.

Sub Committee's Recommendation: (Mead/Greiss)

That the information be noted.

CARRIED**7.6 Macarthur Community Options Quality Systems****Purpose**

To provide the Sub Committee with information on improved management systems and processes introduced in the Macarthur Community Options Service.

History

Council at its meeting of 9 December 2014 considered a report advising that Council had attained Third Party Verification for its disability services. All service providers funded by Ageing, Disability and Home Care were required to undertake Third Party Verification (TPV) of their performance against the NSW Disability Service Standards (NSW DSS) by 30 June 2015 to be eligible to receive future funding.

Report

In preparing for TPV, Macarthur Community Options (MCOP) developed and reviewed a number of organisational processes and systems to meet the requirements of the NSW Disability Service Standards. This work focused on continuous improvement and the MCOP Quality Management System and resulted in a number of new procedures and practices.

3.4 Minutes Of The Innovation And Performance Sub Committee Held 5 May 2015

Management review meetings were introduced to monitor the quality management system. A process map, organisational chart, register of office procedures and register of guidelines were developed for the Quality Manual. An audit plan, annual audit schedule, guidance tools and audit report templates were developed to ensure the ongoing compliance with processes and procedures.

A corrective action plan spread sheet was developed to report on and monitor follow up actions from Internal Audits.

The Disability Service Standards reflect contemporary practices that place people with disability at the centre of decision making and choice about their supports and services. Person centred approaches are therefore emphasized in the standards. MCOP staff undertook training to develop their knowledge and skill in building a person centred service.

Staff reviewed the Individual Assessment, Planning and Review Guideline and developed My Individual Plan templates to integrate the person centred approach and measurement of outcomes.

Clients of the service and carers were involved in consultations to ensure that people with disability were at the centre of all plans, systems and processes.

This work was represented graphically through the use of PATH (Planning Alternative Tomorrow's with Hope) a method for clarifying and recording an individual's or an organisation's steps towards a vision.

A range of Easy English Fact Sheets and posters relevant to the NSW Disability Service Standards were introduced to ensure that clients and carers were familiar with the standards and the quality of services they would receive. The Easy English Fact Sheets were translated into a number of different languages, in both written and audio formats.

The implementation and further development of these initiatives continues through the work of management review meetings and the MCOP Continuous Improvement Committee.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation: (Mead/Greiss)

That the information be noted.

CARRIED

7.7 Telecommunications Contract

Purpose

To provide the Sub Committee with information on the cost savings achieved from the recently signed telecommunications contract.

History

As reported to Council on 1 July 2014, Council's previous telecommunications contract with Telstra under NSWBuy State Government Telecommunication Agreement expired. Following the report to Council, an agreement with Telstra under the Local Government Procurement (LGP) Services Agreement commenced in September 2014 for a two year term.

3.4 Minutes Of The Innovation And Performance Sub Committee Held 5 May 2015

Report

Analysis of Council's mobile voice and data services revealed that Council was only utilising approximately 25% of its total available mobile data allocation. On occasions, mobile data limits were exceeded at an average cost of \$556.64 per month depending on operational requirements.

The new arrangement allows Council to allocate a minimal data allowance (150mb) to each mobile service, creating a total pool of more than 66Gb of mobile data for Council's use.

Council's mobile data-only devices (eg, iPads) are also contributing to, and drawing from, the pool of data.

Council is also able to pool voice call costs across all users under this arrangement. This enables users to be on a low data plan of \$10 per month, benefitting from \$10 worth of voice calls per month with underutilised amount pooled and utilised by other users.

In addition to the savings above, the contract offered Council the following benefits:

- ongoing competitive rates for fixed voice
- ongoing competitive rates for mobile voice
- flexibility to manage mobile phone fleet to suit Council requirements through online monitoring
- bill reporting system utilised to allocate costs within Council.

Council has experienced an approximate 37% saving in mobile usage charges (voice and data) which equates to an annualised saving of \$47,000 as detailed below:

Usage charges expenditure under previous contract (6 months)	\$62,884
Usage charges expenditure under current contract (6 months)	\$39,351

The savings have been reflected in the Draft 2015-2016 Operational Plan.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation: (Mead/Greiss)

That the information be noted.

CARRIED

8. General Business

There was no general business.

Next meeting of the Innovation and Performance Sub Committee will be held on Monday 2 November 2015 at 6.00pm in Committee Room 3.

Councillor Clinton Mead
Acting Chairperson

Meeting Concluded: 6.04pm

3.5 Stocktake of Stores and Materials

Reporting Officer

Manager Financial Services

Attachments

List of stores and materials stocktake result (contained within this report)

Purpose

To advise Council of the results of the stores and materials stocktake held at Council's Works Depot General Store on 9 May 2015.

Report

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

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

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

Council's total value of stock on hand is approximately \$200,000, and the stocktake carried out on 9 May 2015 resulted in a net write on of \$38.09. This is an excellent result and is largely representative of the manner in which the store is maintained together with the processes around the procurement and issue of inventory items.

Officer's Recommendation

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

Committee's Recommendation: (Greiss/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 9 June 2015 (Hawker/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 107

That the Officer's Recommendation be adopted.

ATTACHMENT 1

STOCKTAKE OF STORES AND MATERIALS AT CENTRAL STORE 9 MAY 2015 LIST OF ADJUSTMENTS

Product Number or Group	Description	Storage Units	Book Qty on Hand	Counted Qty	Difference	Adjustment Amount
103113	MICROMIST AEROSOL REFILL PREF PACK AIR N	CTN	1	0	-1	-76.78
100473	DOODLEBUG PAD HOLDER WITH HANDLE	EACH	2	1	-1	-27.01
100923	GRAFFITI REMOVER SAFEWIPES	EACH	40	38	-2	-44.00
101274	SPRAYER/ATOMISER - ADJUSTABLE NOZZLE	EACH	47	42	-5	-7.06
100974	EARPLUG DISPOSABLE FOAM CORDED GREEN	EACH	160	165	5	1.90
101682	SAFETY EARPLUG RESUABLE CORD ORANGE	PAIR	108	122	14	11.77
102702	TROUSERS GREEN SIZE 112ST	PAIR	3	2	-1	-18.97
102740	SWEATER FLURO SIZE M (CCC LOGO)	EACH	3	4	1	19.39
102743	SWEATER FLURO SIZE XXL (CCC LOGO)	EACH	8	7	-1	-19.88
102746	SHORTS DRILL GREEN CARGO KNEE LENGTH 82R	PAIR	15	16	1	15.79
102747	SHORTS DRILL GREEN CARGO KNEE LENGTH 87R	PAIR	9	8	-1	-16.24
102752	SHORTS DRILL GREEN CARGO K/L 112R	PAIR	3	4	1	16.24
102653	OVERALL COMB GREEN 87R EMBROIDERED	PAIR	1	2	1	36.80
103252	JACKET RAIN 4XL WITH 3M R/TAPE HIVIS TWO	EACH	3	2	-1	-37.80
103257	RAIN TROUSER/PANTS LARGE YELLOW WITH	EACH	8	7	-1	-17.40
103258	RAIN TROUSER/PANTS 2XLYELLOW WITH 3M R/	EACH	10	9	-1	-17.40
103259	RAIN TROUSER/PANTS XL YELLOW WITH 3M R/	EACH	8	9	1	17.40
100890	Laces Brown To Suit BLUNDSTONE BOOTS	PAIR	17	19	2	6.35
102684	BOOT SAFETY BLUNDSTONE LACE UP ANKLE 9.5	PAIR	3	4	1	85.09
101869	GLOBE ENERGY SAVER 15W BC N=75W	EACH	13	12	-1	-5.93
100441	CAULKING GUN TYPE JB SELLEYS	EACH	1	2	1	8.06
103119	RAISED PAVEMENT MKR-TEMP YELLOW CW	EACH	27	50	23	23.47
101916	OIL BABY 125ml	EACH	13	14	1	6.00
101831	PAINT ROLLER COVER 230mm/15mm	EACH	16	10	-6	-35.36
100600	PAPER SHEET GARNET,120GRIT	SHEET	4	2	-2	-0.50
100650	SHEET GARNET PAPER, 180GRIT	SHEET	34	33	-1	-0.29
100922	PAPER, GARNETT, 60 GRIT	SHEET	30	28	-2	-1.10
100589	PAINT BRUSH OLDFIELDS BUDGET 50MM	EACH	12	11	-1	-3.25
101191	SIGN WHITE BLANK SBR-P2245-NSW	EACH	15	14	-1	-5.81
102568	GLOBE. HELLA 219A	EACH	20	18	-2	-1.80
102588	LAMP MIDIVION PLUG BASE,BEACON	EACH	4	5	1	81.96
102480	FUSE, BLADE,BLUE,15 A 29715	PACK	4	3	-1	-12.97
101853	FILTER FUEL - FC-1115	EACH	4	3	-1	-11.84
103242	NUT FOR Kubota ZD331.	EACH	56	58	2	2.06
101574	BOLT BLADE.JARRETT	EACH	28	30	2	23.30
101769	FILTER AIR - HATZ4030100	EACH	1	2	1	29.88
102054	RF INDUSTRIES No. SW-1	EACH	3	2	-1	-25.00
101921	BELT - 2/B71 K-LINE	EACH	7	10	3	197.18

STOCKTAKE OF STORES AND MATERIALS AT CENTRAL STORE 9 MAY 2015

LIST OF ADJUSTMENTS

101305	BELT - B105	EACH	1	2	1	34.05
101924	BELT - B88 GATES	EACH	4	2	-2	-31.68
100769	BELT MULTIPLE V POWERBAND 2/B82	EACH	6	5	-1	-60.96
100770	BELT MULTIPLE V POWERBAND 2/B105	EACH	8	7	-1	-74.40
101313	B89 BELT JARRETT WING MOWER TM431R	EACH	10	9	-1	-25.16
Gain/(loss)						38.09

3.6 Revised Rate Recovery Procedures Policy

Reporting Officer

Manager Financial Services

Attachments

Revised Rate Recovery Procedures (contained within this report)

Purpose

To seek Council's endorsement of the revised Rate Recovery Procedures Policy.

History

The abovementioned policy was adopted by Council on 15 March 1977 and was last reviewed on 18 December 2012. The policy is now due for review in accordance with the Records and Document Management Policy.

Report

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

The Rate Recovery Procedures Policy has been reviewed and found that no changes were required. It is recommended that the policy be adopted and a new review date set.

Officer's Recommendation

1. That the revised Rate Recovery Procedures Policy as attached to this report be adopted.
2. That the Policy review date be set at 30 June 2018.

Committee's Recommendation: (Dobson/Greiss)

That the Officer's Recommendation be adopted.

CARRIED


Council Meeting 9 June 2015 (Hawker/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 107

That the Officer's Recommendation be adopted.

ATTACHMENT 1

 campbelltown city council		POLICY
Policy Title	Rate Recovery Procedures	
Related Documentation	Sundry Debtors Recovery Policy Hardship Policy	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i> <i>Civil Procedure Act 2005</i> <i>Corporations Act 2001</i>	
Responsible Officer	Manager Financial Services	

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

Objectives

To ensure the efficient and prompt recovery of all outstanding rates and charges from ratepayers.

Policy Statement

1. Issue of Original Rate Notice

Under the *Local Government Act 1993* rates are due in full on 31 August or as quarterly instalments. The due dates for each quarter are 31 August, 30 November, 28 February and 31 May each year. A ratepayer may approach Council and seek an arrangement to finalise the rate account. It must be stressed that recovery action will only apply to those ratepayers who have not made arrangements to finalise their rates, or who have defaulted on an existing arrangement.

2. One Week After Instalment Due Date

- a) Issue missed instalment notices on assessments with the current quarter rates owing and/or arrears with a combined total not exceeding \$500.00.
- b) Issue of a seven day letter notifying the commencement of legal action where the arrears of rates and charges exceeds \$500.00.
- c) In respect to (b) only, instructions to Council's agents be given to issue a second seven day letter where two or more full instalments remain outstanding and the balance exceeds \$500.00.

Note: Legal action will result in the issue of a Statement of Claim.

3. Arrangements to Pay

- a) All arrangements to pay outstanding rates are to be considered upon receipt of a request made in writing. Acceptable arrangements will be determined subject to all outstanding rates and charges being finalised within six months of the date of debt.
- b) Acknowledgment accepting the terms of arrangement be issued, confirming due dates and amounts agreed to be paid.

A default of payment arrangements shall be referred to legal recovery unless an alternative arrangement has been received prior to the date of payment as determined in point (b).

4. Further Action

- a) If ratepayers fail to respond to the letters of demand a Statement of Claim is registered and served. Defaulters have a period of 28 days to defend the Statement of Claim, if they are unsuccessful or fail to lodge a defence Judgement is obtained and actioned in the form of either a Garnishee Order, Examination Order or Writ.
- b) When rates have been outstanding on a property for a period of five years, Council may take action under Section 713 of the *Local Government Act 1993* to offer the property for sale at public auction in order to recover the outstanding rates.

5. Additional Action in Respect of Companies and Rented Premises

- a) Where companies continue to default after judgment is obtained, it is considered that action for the winding up of companies under Section 459 of the *Corporations Act 2001* should be contemplated. At this stage the matter be placed in the hands of Councils recovery agents.
- b) In appropriate circumstances, take action under Section 569 (2) of the *Local Government Act 1993* to serve notice upon a person in occupation of the land and demand that, as the rent falls due, it be paid to Council in liquidation of the amount of rate arrears. This is a valid discharge of the tenant's liability for rent.

Scope

This policy will be relevant to all ratepayers within the Local Government Area. It is anticipated to have a direct impact on less than 5,000 ratepayers

Definitions

Arrangement	An agreement accepted by Council or its agents to repay a debt within a specific period of time.
Court Instalment Order	Enforceable arrangement granted to the debtor by the court.
Examination Notice	Notice issued by recovery agent to ascertain debtor's financial affairs and negotiate a suitable payment arrangement.
Examination Order	Court issued order to have their financial affairs "examined" in the presence of a court official for the purposes of determining their capacity to make payments.
Garnishee	Court order to withhold funds from a debtors wage or bank account.

Judgment	Court issued statement acknowledging the debt recorded against the debtor.
Statement of Claim	Court issued document defining the amount due and the debt that is due to be paid. Debtors have 28 days from being served this document to lodge a defence.
Warrant	Enforceable arrest warrant issued by the court for Sheriffs' Office to arrest and present debtor to Registrar for examination.
Writ	Court issued document identifying goods to be sold in order to liquidate the judgement debt.

Legislative Context

The following Sections of the *Local Government Act 1993* are included and influenced by this policy:

Section 562, Section 564, Section 569, Section 712 and Section 713.

The following legislation is referred to during critical points of the recovery process:

Civil Procedure Act 2005, and
Corporations Act 2001

Principles

The Manager Financial Services will be responsible for administering the principles and that appropriate steps are taken to maintain a level of confidentiality with data supplied for the purposes of conducting a fair and equitable assessment.

Responsibility

The Manager Financial Services may delegate responsibility to the Revenue Accountant to ensure proper procedural documentation is maintained at a level satisfactory to Council and relevant legislation.

Effectiveness of this Policy

Key performance Indicators

- maintain or reduce unpaid rates and charges at a level considered acceptable to Council, no greater than 5%
- Monitor and report on the trends that emerge in defaulting ratepayer patterns.

END OF POLICY STATEMENT

3.7 Revised Payment of Wages and Salaries Policy

Reporting Officer

Manager Financial Services

Attachments

Revised Payment of Wages and Salaries Policy (contained within this report)

Purpose

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

History

The abovementioned policy was adopted by Council on 5 July 1988 and was last reviewed on 18 June 2013. The policy is now due for review in accordance with the Records and Document Management Policy.

Report

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

The Payment of Wages and Salaries Policy has been reviewed and it is proposed that minor wording changes as highlighted in the attachment are required. These changes have no material effect on the intention of the policy. It is recommended that the policy be adopted and a new review date set.

Officer's Recommendation

1. That the revised Payment of Wages and Salaries Policy as attached to this report be adopted.
2. That the Policy review date be set at 30 June 2018.

Committee's Recommendation: (Kolkman/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 9 June 2015 (Hawker/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 107

That the Officer's Recommendation be adopted.

ATTACHMENT 1

 campbelltown city council		POLICY
Policy Title	Payment of Wages and Salaries	
Related Documentation	Nil	
Relevant Legislation	<i>Local Government (State) Award 2014</i>	
Responsible Officer	Manager Financial Services	

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

Objectives

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

Policy Statement

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

Scope

Applies to all Council staff.

Definitions

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

Legislative Context

Section 11 of the *Local Government (State) Award 2014* states:

11. PAYMENT OF EMPLOYEES

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

Principles

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

Responsibility

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

Effectiveness of this Policy

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

END OF POLICY STATEMENT

3.8 2014-2015 Loan Borrowing Allocation

Reporting Officer

Manager Financial Services

Attachments

Nil

Purpose

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

History

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

Report

Council in adopting the 2014-2015 Operational Plan, requested a loan allocation of \$10m with the associated repayments provided for in Council's 2014-2015 budget. An application for subsidised funding under the Local Infrastructure Renewal Scheme (LIRS) was submitted with an allocation of \$8.5m toward the road infrastructure backlog and \$1.5m toward the building infrastructure backlog. Due to a large subscription for this subsidised funding, the Office of Local Government advised that one project per Council would be approved, and that Council was only successful for the road infrastructure backlog renewal backlog program of \$8.5m. Council at its meeting of 11 November 2014, endorsed to utilise reserves to fund the \$1.5m shortfall in LIRS funding via an internal borrowing facility.

In 2010, Council entered into a loan facility with Westpac Banking Corporation for \$2.5m financed over 10 years with an initial five year term and the balance after five years to be refinanced due to high interest rates during this period. The balance of this loan facility is due to be refinanced now and amounts to \$1.4m.

Council, through its financial advisor, Spectra Financial Services, prepared the tender for financial institutions to respond for the LIRS amount of \$8.5m on a fully amortising fixed rate basis, which is a condition of the LIRS funding agreement, and a renewal amount of \$1.4m on both a five year fixed and floating rate basis. Four responses were received from the following banks and were considered on the basis of tender compliance and pricing:

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

Details of the responses were as follows:

Detail	CBA	NAB	WBC	ANZ
Approval Status	Credit approved	Credit approved	Credit approved	Indicative
Compliance	Compliant	Compliant	Compliant	Non-compliant
Fixed rate LIRS \$8.5m 10 years fully amortising	4.36%	4.19%	4.30%	4.16%
Fixed rate Renewal \$1.4m 5 years fully amortising	3.54%	3.67%	3.74%	3.38%
Floating rate Renewal \$1.4m Benchmark Margin Line Fee	BBSW 1.05% 0.00%	Not supplied	BBSY +0.05% 0.51% 0.51%	Not supplied

Note: The Bank Bill Swap Rate (BBSW) or the Bank Bill Swap Bid Rate (BBSY) are commonly used market reference rates for Australian dollar bills of exchange.

Given that interest rates are currently at historically low levels, and are anticipated to remain fairly stable in the near future, it is not envisaged that adopting a floating rate strategy for the \$1.4m renewal loan, in anticipation of interest rates declining further, would provide a significant hedge against rate reductions. As such, it is proposed that Council adopt a fully amortising 10 year fixed rate facility for the \$8.5m LIRS funding and internally finance from reserves, the \$1.4m balloon payment of the existing renewal loan.

Whilst the ANZ pricing is indicatively 0.03% better, it is a non-complying offer in that credit approval is indicative and documentary requirements were not stated. National Australia Bank has provided a complying credit approved offer and the documentary requirements are known and acceptable.

It is recommended that Council accept the initial indicative offer from National Australia Bank to finance the LIRS \$8.5m funding for a 10 year fixed period. It is also recommended that Council delegate authority to the Acting General Manager to accept a 10 year fixed rate offer other than National Australia Bank, should the Commonwealth Bank of Australia or Westpac Banking Corporation provide a more attractive fixed rate pricing when the updated indicative responses are obtained.

Officer's Recommendation

1. That Council accept the initial quote from National Australia Bank for an amount of \$8.5m for a 10 year fixed term, based on the indicative pricing provided, however final quotes are to be obtained from accepted complying tenderers prior to drawdown of the funds, of which the Acting General Manager has delegation to accept.
2. That Council delegate the Mayor and Acting General Manager to authorise the necessary documentation.
3. That the Mortgage Deed and security documents be executed under the Common Seal of Council if required.
4. That Council internally finance from reserves \$1.4m balloon repayment renewal loan.

Committee's Recommendation: (Greiss/Dobson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 9 June 2015 (Hawker/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 107

That the Officer's Recommendation be adopted.

4. HUMAN RESOURCES

No reports this round

5. INFORMATION MANAGEMENT AND TECHNOLOGY

No reports this round

6. GENERAL BUSINESS

6.1 Lighting in Leash Free Areas

Committee's Recommendation: (Greiss/Hawker)

That a report be presented investigating the cost and feasibility of installing lighting in all designated Leash Free Areas across the Local Government Area.

CARRIED

Council Meeting 9 June 2015 (Hawker/Kolkman)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 107

That the Committee's Recommendation be adopted.

23. CONFIDENTIAL ITEMS

No reports this round

There being no further business the meeting closed at 5.49pm.

P Hawker
ACTING CHAIRPERSON
