

Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 14 June 2016.

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 14 June 2016

Present

His Worship the Mayor, Councillor P Hawker
Councillor C Mead (Chairperson)
Councillor F Borg
Councillor A Chanthivong
Councillor S Dobson
Councillor G Greiss
Councillor R Kolkman
General Manager - Ms L Deitz
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 Financial Services - Mrs C Mears
Manager Governance and Risk - Mrs M Dunlop
Manager Information Management and Technology - Mrs S Peroumal
Manager Operational Services - Mr A Davies
Manager Property Services - Mr J Milicic
Risk Coordinator - Mr W Kear
Procurement and Contracts - Mrs K Stares
Executive Assistant - Mrs K Peters

Apology (Mead/Greiss)

That the apology from Councillor Lake be received and accepted.

CARRIED

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.

1. GOVERNANCE AND RISK

1.1 Draft Parks, Reserves, Assets and Facilities Names Policy

Reporting Officer

Manager Governance and Risk

Attachments

Draft Parks, Reserves, Assets and Facilities Names Policy (contained within this report)

Purpose

To seek Council's endorsement of the revised Parks, Reserves, Assets and Facilities Names Policy.

History

Council adopted a Policy for the naming of public reserves in 1989 to comply with the *Geographical Names Act 1966* and the guidelines issued by the Geographical Names Board.

The abovementioned policy was reviewed and adopted by Council on 26 March 2013. The policy is now due for review in accordance with the Record Management Policy.

Report

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

The objectives of Council's Parks, Reserves, Assets and Facilities Names Policy are:

- to guide the naming of public places so that the official name can be assigned as a place name under the *Geographical Names Act 1966*
- to provide for the allocation of names to parts of public parks, reserves, facilities and assets which are used for a special purpose or associated with a sponsor, in a manner which will not cause confusion with the official name
- to create a sense of place and strive to honour and observe the local character of the relevant area through heritage, historical and indigenous connections of the relevant location.

Recently, Council has considered a number of requests to name public parks and reserves and other Council facilities and assets. As part of this review, the Parks, Reserves, Assets and Facilities Names policy has been significantly re-drafted to achieve the following:

1. to set guiding principles that Council will adopt in the naming of public parks, reserves, facilities and assets and ensure consistency with the Geographical Names Board guidelines.
2. to establish a principle of community engagement incorporating consultation, exhibition and consideration of submissions for the naming of public parks, reserves, facilities and assets.
3. to establish a procedure for community suggestions for the naming of public parks, reserves, facilities and assets.

Officer's Recommendation

1. That the revised Parks, Reserves, Assets and Facilities Names Policy as attached to this report be adopted.
2. That the Policy review date be set at 30 June 2019.

Committee's Recommendation: (Kolkman/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 June 2016 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 98

That the Officer's Recommendation be adopted.

ATTACHMENT 1

 campbelltown city council		POLICY
Policy Title	Parks, Reserves, Assets and Facilities Names	
Related Documentation	Street naming	
Relevant Legislation	Geographical Names Act 1966	
Responsible Officer	Director Business Services	

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

Objectives

To establish Council policy in relation to the naming of public parks, reserves, assets and facilities.

To guide the naming of public places so that the official name can be assigned as a place name under the Geographical Names Act 1966.

To provide for the allocation of names to parts of public parks, reserves, facilities and assets which are used for a special purpose or associated with a sponsor, in a manner which will not cause confusion with the official name.

In observing this policy, Council will endeavour to create a "sense of place" and strive to honour and observe the local character of the relevant area. Council will also aim to honour heritage, historical and indigenous connections of the relevant location.

Policy Statement

This Policy details the criteria to be followed in the naming of public parks and reserves or parts of public reserves, or other Council assets or facilities within the Campbelltown Local Government Area.

Scope

The Naming of Council Parks and Reserves, Assets and Facilities Policy applies to proposals to name or rename Council Parks and Reserves, Assets and Facilities in the Campbelltown Local Government Area, whether they are internal or external applicants.

Any existing property name cannot be taken as a precedent for future approvals and any alterations to any existing property will need to comply with this policy and with the guidelines issued under the Geographic Names Act 1966, ("the Act").

Principles

1. Council allocation of names

Council recognises that the policy adopted for the naming of Council property includes all statutory requirements and in addition, requires that all names be determined by Council resolution.

The guiding principles that Council will adopt in the naming of public parks, reserves, facilities and assets are:

- a) Names must be written in standard Australian English or a recognised format of an Australian Indigenous language local to the feature, locality or road.
- b) Names are easy to pronounce, spell and write (there may be exceptions with Indigenous names).
- c) Use names already in common use.
- d) Recognise the heritage of Campbelltown through the use names of past residents and land grantees of the locality in which the park or reserve is located.
- e) Use traditional indigenous Australian names where appropriate subject to agreement from the relevant Indigenous communities.
- f) Recognise the long term public interest.
- g) Do not affect public safety.
- h) Ensure names are not duplicated.
- i) Avoid the use of directional names eg north, south, etc.
- j) Ensure feature, locality or road extent is clearly defined and link the name to the location of the feature.
- k) Avoid using names of people that are still alive.
- l) Must not propose names that are discriminatory.
- m) Proposed names should not inappropriately impact the environment of Campbelltown through unnecessary signage .
- n) Proposed names conform to the principles set out in the Guidelines issued by Geographical Names Board.

1.1 Parks and Reserves

- a) Where a name is to be allocated to a particular part of a park or reserve or a sponsor's name is to be used, the designation be restricted to Oval, Field, Gardens, Memorial Gardens, Playground, etc.
- b) Notwithstanding the guiding principles outlined in point 1 above, a name may be allocated to unnamed public parks, reserves, facilities and assets to mark an important occasion or relationship.
- c) The designation of the official name is to be Park or Reserve, whichever is the more euphonious with the preferred name, provided where neither is considered to be euphonious other designations, ie sports complex, may be used in lieu.

2. Geographical Names Board assignment of names

Where required, names of public parks, reserves, assets or facilities will be submitted to the Geographical Names Board to be assigned as place names in accordance with the Geographical Names Act 1966. Any naming proposals submitted by Council to the Geographical Names Board should be in accordance with the Board's Guidelines.

Notification of and new/changed name must not occur until advice is received from the Geographical Names Board.

3. Community Engagement in naming process

Council recognises the importance of community consultation in naming its property and the public should be involved in the naming exercise particularly those that are directly concerned or affected and will follow the Community Engagement Framework.

For all proposals to name a public park, reserve, asset or facility, Council will:

- a) Consult with the public.
- b) Exhibit the proposal
- c) Consider all submissions lodged in the 28 day feedback period.

From time to time Council may receive or invite suggestions from our community in relation to the naming rights of Parks and Reserves, Assets and Facilities. In this case the following procedure will apply:

- a) Name of park, reserve, asset or facility is suggested or requested by community member.
- b) Proposed name is referred to the assessing officer and the Geographical Information officer. The proposal will be researched and the suitability is evaluated against the guiding principles of the policy.
- c) A report will go to the next available Committee Meeting to be recommended for public exhibition and if required, referred to the GNB.
- d) If resolved by Council the proposed name is then placed on public exhibition in the local newspaper and on Council's website for 28 days. If the name referred to the Geographical Names Board and is accepted by the Board, it is then publicly exhibited for 28 days in the local newspaper and NSW Government Gazette.
- e) At the end of the exhibition period any objections will be reported back to Council for consideration.
- f) Where the names has been referred to the Geographical Names Board and there are no objections, the Board will Gazette the name in the NSW Government Gazette. The name is then legal.

Responsibility

Director Business Services is responsible for the regular review of this Policy to ensure that the criteria and procedures regarding the naming of public parks, reserves, assets or facilities is appropriate.

Effectiveness of this Policy

The Policy will be reviewed in accordance with Council's adopted procedure for Policy Development and Review to ensure the criteria and general requirements comply with the requirements of the Geographical Names Board.

END OF POLICY STATEMENT

2. PROPERTY SERVICES

No reports this round

3. FINANCIAL SERVICES

3.1 Investment report - April 2016

Reporting Officer

Manager Financial Services

Attachments

Investment portfolio performance for the month of April 2016 (contained within this report)

Purpose

To provide a report outlining Council's investment portfolio performance for April 2016.

Report

Council holds a number of reserves in order to fund significant future liabilities or future objectives. These liabilities include insurance claims, employee leave entitlements and asset replacement. In addition, Council is also required to hold funds that under the *Local Government Act 1993*, are not permitted to be used for any other purposes than those originally collected for. These include developer contributions, specific purpose grants, domestic waste management, contributions and stormwater management funds.

Council invests funds 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 requires a monthly investment report be presented to Council.

Council's Investment Portfolio as at 30 April 2016 stood at approximately \$111m. 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 have consistently outperformed the AusBond bank bill index benchmark.

Monthly annualised return	April
Council Managed Funds	3.20%
Benchmark: AusBond Bank Bill Index	2.39%

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	3.19%
Benchmark: AusBond Bank Bill Index	2.24%

Council's portfolio as at 30 April 2016 is diversified with 68% in term deposits of varying lengths of maturity which are managed in accordance with market expectations and Council's investment strategy, 27 per cent in floating rate deposits which gives Council a set margin above either 30 or 90 day bank bills, 4 per cent in fixed rate bonds, 1 per cent in funds in a short term at call account.

Maturity profile	30 April
Short term at call	\$1,027,537
0 – 3 months	\$38,840,892
3 – 6 months	\$37,302,829
6 – 12 months	\$19,050,648
12 months +	\$15,000,000

All investments are placed with approved deposit taking institutions. No funds are placed with any unrated institutions. Any funds placed with institutions that have a BBB long term rating have maturity lengths in the short term of up to twelve months, effectively A-2 rated, in accordance with Council's investment policy.

Credit exposure (S&P Long Term / Short Term Rating)	30 April
Long AAA to AA- / Short A-1	62%
Long A+ to A- / Short A-1	25%
Long BBB+ to BBB- / Short A-2	13%

Economic outlook

The Board of the Reserve Bank of Australia (RBA) elected to cut the cash rate by 25 basis points to a record of low 1.75 per cent at its 3 May meeting. The reduction is largely due to inflation continuing to be lower than expected, coupled with subdued growth in the labour market.

The statement of monetary policy accompanying the decision stated, "The Board judged that prospects for sustainable growth in the economy, with inflation returning to target over time, would be improved by easing monetary policy at this meeting".

While there was no indication of further easing in the statement, some economists believe a follow up cut of a further 25 basis points may be required. Entrenched low inflation will see very low interest rates for the remainder of 2016 and into 2017.

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/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 June 2016 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 98

That the Officer's Recommendation be adopted.

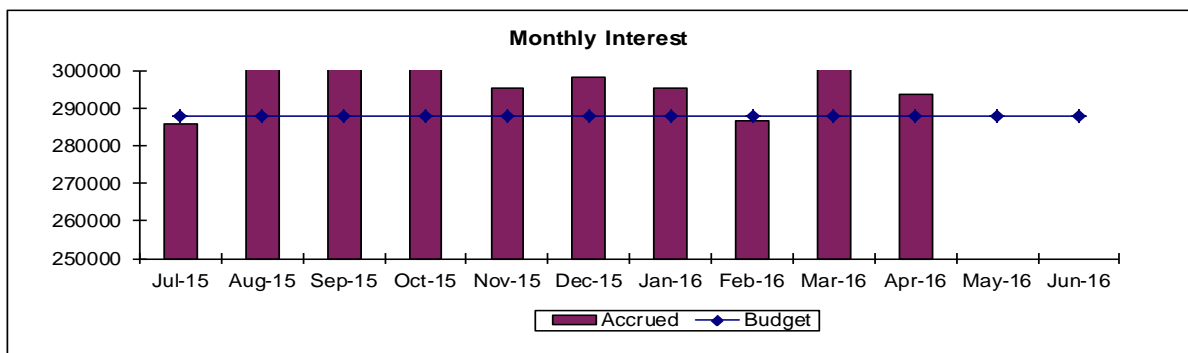
ATTACHMENT 1

CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO

April 2016

Benchmark AusBond Bank Bill Index
Portfolio Balance \$111,221,906.37

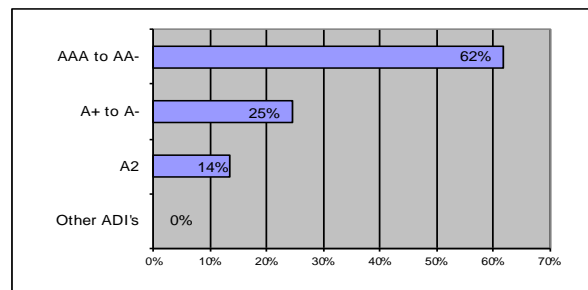
Monthly Performance	Return (mth)	Return (pa)
AusBond Bank Bill Index	0.20%	2.39%
Portfolio - Direct Investments	0.26%	3.20%
<i>Performance to Benchmark</i>	<i>+</i> 0.07%	<i>+</i> 0.81%
Short Term Call Account	0.18%	2.15%



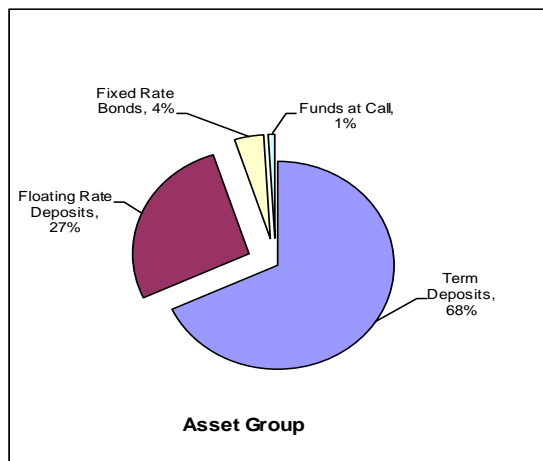
Year to Date Performance Credit Exposure (S&P Long Term Rating)

Rolling 12 Month Period
3.19% Council Managed Funds
2.24% Benchmark

Interest Budget to Actual
Average Budget to Period \$2,878,083
Actual Accrued to Period \$2,989,713



Portfolio Diversity



			%
NAB Funds at Call	\$ 1,027,537.47	AA-	1%
NSW Treasury	\$ 2,810,000.00	AA+	3%
National Australia Bank	\$ 44,284,845.29	AA-	40%
ANZ Bank	\$ 3,500,000.00	AA-	3%
Westpac Bank	\$ 4,000,000.00	AA-	4%
Commonwealth Bank	\$ 5,000,000.00	AA-	4%
Bank Western Australia	\$ 8,246,205.40	AA-	7%
AMP Bank	\$ 5,051,972.60	A+	5%
Suncorp Metway	\$ 13,245,545.61	A+	12%
Rural Bank	\$ 4,000,000.00	A-	4%
Bank of Queensland	\$ 5,032,067.12	A-	5%
My State CU	\$ 3,000,000.00	A2	3%
Credit Union Aust	\$ 6,000,000.00	A2	5%
Heritage Bank	\$ 2,000,000.00	A2	2%
ME Bank	\$ 4,023,732.88	A2	4%
	\$ 111,221,906.37		100%

3.2 Monthly Rates Summary - April 2016

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 2015-2016 rates and charges levy and cash collections for the period ending 30 April 2016.

Report

Rates and charges levied for the period ending 30 April 2016 totalled \$97,557,685, representing 100 per cent of the total annual budget estimate.

For the period ending 30 April 2016, receipts to the value of \$79,034,441 have been received. In percentage terms, 79.4 per cent of all rates and charges due to be paid have been collected. The amount collected in the same period last year was 79.6 per cent.

The fourth instalment of rates and charges notices were issued by post on 15 April 2016 to the 42,422 ratepayers who have chosen to pay their account in quarterly instalments. In addition to these, 1732 accounts were distributed by email to ratepayers registered for eRates with a fourth instalment amount due.

Debt recovery during the month involved the issue of 219 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 the time of this report 449 ratepayers are clearing their accounts through regular payments each week, fortnight or month.

Council has recently entered into new contractual arrangements with Print Mail Logistics (PML) for printing, enveloping and emailing of annual rates and instalment notices. Pricing included an option to accept and record applications for ratepayers to receive their notices via BPAYView which has been set up and went live on 7 June 2016. PML have met the strict requirements established by BPAY and the major banks and all applications received will be cross referenced against the records held by Council prior to being approved. This further increases Council's participation in electronic delivery of notices further reducing the need for notices to be issued on paper through the post.

Ratepayers who purchased property since the May instalment notices are issued with a "notice to new owner" letter. During the month, 52 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: (Kolkman/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 June 2016 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 98

That the Officer's Recommendation be adopted.

ATTACHMENT 1

RATES SUMMARY

STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES

RATE - CHARGE	NET ARREARS 1/7/2015	NET LEVY FOR YEAR	PENSION REBATES	EXTRA CHARGES	TOTAL RECEIVABLE	CASH COLLECTED	NET AMOUNT DUE	POSTPONED RATES & INTEREST	GROSS AMOUNT DUE
RESIDENTIAL	2,443,224.65	54,466,293.74	1,433,118.07	749,627.58	56,226,027.90	44,025,001.74	12,201,026.16	302,490.20	12,503,515.99
BUSINESS	436,057.49	17,751,225.03		70,000.52	18,257,283.04	14,710,634.98	3,546,648.06		3,546,648.06
BUSINESS - IND	100.30	0.00		0.00	100.30	5.17	95.13		95.13
FARMLAND	0.00	597,545.27	884.79	3,394.45	600,054.93	536,079.89	63,975.04	150,576.17	214,551.21
MINING	0.00	23,937.48		0.00	23,937.48	23,937.48	0.00		0.00
LOAN	75,640.51	3,055.29		1,880.63	80,576.43	12,023.31	68,553.12	27,005.76	95,558.88
INFRASTRUCTURE	206,769.81	5,683,124.18		9,950.03	5,899,844.02	4,643,205.88	1,256,638.14	17,257.39	1,273,895.53
F5 ACCESS RAMPS	379.22	0.00		0.00	379.22	0.77	378.45		378.45
TOTAL	\$3,142,670.23	\$78,525,180.99	\$1,434,002.86	\$834,853.21	\$81,088,203.32	\$63,950,889.22	\$17,137,314.10	\$497,329.52	\$17,634,643.25
GARBAGE	674,774.34	18,334,832.35	841,512.87	35,642.11	18,203,735.93	14,225,344.86	3,978,391.07		3,978,391.07
STORMWATER	49,776.92	1,042,767.86		432.81	1,092,977.59	858,206.68	234,770.91		234,770.91
GRAND TOTAL	\$3,867,221.49	\$97,902,781.20	\$2,275,515.73	\$870,928.13	\$100,384,916.84	\$79,034,440.76	\$21,350,476.08	\$497,329.52	\$21,847,805.23

Total from Rates Financial Transaction Summary	21,178,823.82
Overpayments	-668,981.41
Difference	0.00

ANALYSIS OF RECOVERY ACTION

Rate accounts greater than 6 months less than 12 months in arrears	655,033.95
Rate accounts greater than 12 months less than 18 months in arrears	120,301.38
Rate accounts greater than 18 months in arrears	18,858.89
TOTAL rates and charges under instruction with Council's agents	\$794,194.22

ATTACHMENT 2

COMPARISON OF BUDGET TO ACTUAL

DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL	BALANCE STILL REQD.	% RAISED
RESIDENTIAL	53,878,600	54,278,600	54,466,294	(187,694)	100.35%
BUSINESS	17,935,000	17,585,000	17,751,225	(166,225)	100.95%
FARMLAND	459,900	609,900	617,047	(7,147)	101.17%
MINING	23,900	23,900	23,937	(37)	100.16%
INFRASTRUCTURE	5,631,700	5,631,700	5,683,124	(51,424)	100.91%
SUB TOTAL	77,929,100	78,129,100	78,541,627	(412,527)	100.53%
INTEREST CHARGES	238,000	238,000	217,384	20,616	91.34%
LEGAL COSTS RECOVERED	840,000	840,000	653,544	186,456	77.80%
PENSIONERS - Sec 575	(1,837,700)	(1,837,700)	(1,896,446)	58,746	103.20%
PENSIONERS - Sec 582	(389,800)	(389,800)	(379,070)	(10,730)	0.00%
PENSIONERS SUBSIDY	1,010,735	1,010,735	1,043,045	(32,310)	103.20%
SUB TOTAL	(138,765)	(138,765)	(361,542)	222,777	260.54%
DOMESTIC WASTE CHARGES	17,621,100	17,621,100	17,808,057	(186,957)	101.06%
COMMERCIAL WASTE CHARGES	444,600	444,600	526,775	(82,175)	118.48%
STORMWATER MNGMNT	1,138,000	1,138,000	1,042,768	95,232	91.63%
	19,203,700	19,203,700	19,377,600	(173,900)	100.91%
GRAND TOTALS	96,994,035	97,194,035	97,557,685	(363,650)	100.37%

COLLECTIONS AS A % OF:

	TOTAL RECEIVABLE	TOTAL LEVIED	TOTAL RECEIVABLE	TOTAL LEVIED
RESIDENTIAL	78.30%	80.83%		
BUSINESS	80.57%	82.87%	RATES	81.44%
FARMLAND	89.34%	89.71%	WASTE	77.59%
INFRASTRUCTURE	78.70%	81.70%	STORMWATER	82.30%
ALL RATES	78.87%	81.44%	TOTAL RATES & CHARGES	81.41%

ATTACHMENT 3

RATES STATISTICS

No. of documents Issued	July	August	September	October	November	December	January	February	March	April	May	June	Apr-15
Rate Notices	50,454	56		121			16						41,000
Electronic - DoH	5,427												5,371
Instalment Notices				43,741			42,834			42,422			
Electronic - DoH				5,389			5,417			5,484			
Missed Instalment Notices			8,315			7,866			7,401				
- Pensioners > \$15.00			586			554			498				
Notice to new owner	105	51	41	21	56	49	47	19	26	52			48
7-day Letters - Council issued			2,073			2,023			2,060				
- Pensioners > \$500.00			170			181			129				
7-day Letters - Agent Issued			581				633		621				
Statement of Claim	209	29	13	220	18	11	262	40	22	219			237
Judgments	16	40	19	12	64	3	11	64	39	19			21
Writs	11	29	17	9	11	18	14	11	47	30			35
eRates	1,543	1,601	1,611	1,640	1,654	1,660	1,685	1,699	1,701	1,732			1,370
Arrangements	351	298	373	396	471	355	402	309	401	449			458

3.3 Sundry Debtors Report - April 2016

Reporting Officer

Manager Financial Services

Attachments

1. Debtors summary to 30 April 2016 (contained within this report)
2. Ageing of sundry debts to 30 April 2016 (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 2016.

Report

Debts outstanding to Council as at 30 April 2016 are \$1,391,383 reflecting an increase of \$408,691 since March 2016. The ratio of outstanding debts to current invoices has increased from 29.2 per cent in March to the current level of 32.2 per cent. 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 2016

During the month, 985 invoices were raised totalling \$1,034,126. 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:

Corporate Administration -\$399,262 – The main invoices relate to:

Office of Local Government – Road Infrastructure Backlog Renewal Program – various projects	\$302,632
Arts NSW – 2015 Parliament of NSW Aboriginal Art Prize – contribution	\$55,000 (paid)
Nepean Engineering and Innovation Pty Ltd – crane security bond for Kellicar road Campbelltown – May 2016	\$10,000 (paid)
Mayor's Charity Race Night – various sponsorships	\$24,894

Road Restoration - \$154,478 – the main invoices relate to:

Silcar Pty Ltd and Theiss Services Pty Ltd – restoration works various locations	\$131,126
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Land and Building Rentals – \$143,033 – the main invoices relate to:

Aldi Foods Pty Ltd – monthly rental Macquarie Fields	\$25,214
Nuvezo Pty Ltd – rental Dumaresq Street Cinema	\$24,243
Glenquarie Hotel – monthly rental Glenquarie Shopping Centre	\$20,438
Telstra Corporation Limited – land lease Warby Street Campbelltown	\$17,689
Caltex Oil Australia Pty Ltd – monthly rental Macquarie Fields	\$15,974
Mycorp Group Pty Ltd - monthly rental Macquarie Fields	\$13,878

Sportsground and Field Hire - \$67,977 – the main invoices relate to:

West's Tigers Football Club - hire of Campbelltown Stadium	\$27,892
Total Event Management Services Pty Ltd – Campbelltown Stadium	\$28,993 (paid)

Waste Collection Services – \$67,161 – The main invoices relate to:

Remondis Australia Pty Ltd - effluent charges for February and March 2016	\$42,055
G & W Liquid Waste Services – effluent charges for February and March 2016	\$25,363

Receipts to the value of \$625,436 have been received during the period, the most notable in the following areas:

Various Sundry	\$179,404
Land and Building	\$123,577
Corporate Administration	\$78,695
Sportsground and Field Hire	\$49,962
Shop and Office Rentals	\$48,902
Healthy Lifestyles	\$34,925
Public Hall Hire	\$27,720
Government and other Grants	\$24,660
Road and Footpath Restorations	\$22,929
Licence Fees	\$17,379
Pool Hire	\$16,182

Sundry debts outstanding – 30 April 2016

Debts exceeding 90 days of age totalled \$248,705 as at April 2016. The major invoices relating to this balance include:

Description	Date Invoiced	Balance at 30 April 2016
Crime Prevention and Federal Offenders Branch - Safer Street Program CCTV for Campbelltown and Ingleburn CBD's. Department has sought some clarifications on the final report. Payment has been approved and is now expected by end of May 2016.	24/12/2015	\$130,000
Debtor 10068316.8 - 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	\$3,400

Casper's Baseball Club - electricity charges. Club is experiencing financial difficulty, however have been making irregular payments to reduce the debt. New electricity charges added to debt.	17/12/12 to 17/06/15	\$7,938
Insight Mercantile Pty Ltd - abandoned motor vehicle. Vehicles have now been taken over and sold by the auction house on behalf of the finance company. Council is in discussions with the auction house and insurance company	18/07/14	\$2,799
GE Automotive - abandoned motor vehicle. Vehicles have now been taken over and sold by the auction house on behalf of the finance company. Council is in discussions with the auction house and insurance company	05/07/12	\$5,709
Debtor 100739796 - purchase of walkway land adjacent to 17 Sapphire Place, Eagle Vale – with Council's solicitor awaiting registration. Payment received May 2016	10/11/15	\$8,250 (paid)
Weightwatchers – Permanent hall hirer of various facilities, seven day letter issued April 2016. Contact made, have experienced problems with payment method which has now been rectified and payment is to be received by end of May 2016	09/11/15 to 07/12/15	\$2,011
Bastow Civil Constructions - road restoration - various locations The Parkway, Bradbury.	19/08/15	\$13,058 (paid)
Swimming NSW – participant learn to swim fees for Koori NSW swimming program at Macquarie Fields Leisure Centre and Eagle Vale Central, seven day letter has been issued and are awaiting response.	22/01/16	\$8,705
Debtor 10073212.2 – shop licence inspection fees and legal recovery costs. All legal avenues have been exhausted and to pursue would be uneconomical	24/09/13	\$3,042
Decadance Dance Studio - permanent hall hirer of Ron Moore Community Centre, hire has been cancelled due to defaulting agreement, seven day letter issued February 2016, no response from debtor, matter has been referred to Council's debt recovery agents and a Letter of Demand has been sent March 2016. Debtor failed to respond to demand letter and as a result a Statement of Liquidated Claim has been lodged with the local court. Summons was served May 2016, no contact or payment has been received and Judgment to secure debt is to proceed early June 2016.	03/11/15	\$2,971

Debt recovery action is undertaken in accordance with Council's Sundry Debtors 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, 13 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 agent.

Council's agents were instructed to lodge two Statement of Claim's one for unpaid hall hire fees and one for unpaid health licence inspection fees.

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

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Borg/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 June 2016 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 98

That the Officer's Recommendation be adopted.

ATTACHMENT 1

DEBTORS SUMMARY 1 April 2016 to 30 April 2016

DEBTOR TYPE/DESCRIPTION	ARREARS AT 31/03/2016	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 30/04/2016	% DEBT RATIO
Corporate Administration	56,325	399,262	78,695	376,892	29.49%
Abandoned Items	6,662	0	0	6,662	0.35%
Education and Care Services	21,091	0	200	20,890	0.98%
Community Bus	439	0	0	439	0.01%
Sportsground and Field Hire	78,024	67,977	49,962	96,039	5.46%
Government and other Grants	363,260	5,000	24,660	343,600	12.87%
Public Hall Hire	67,924	30,846	27,720	71,049	1.39%
Health Services	350	0	0	350	0.02%
Land and Building Rentals	56,698	143,033	123,577	76,154	5.63%
Healthy Lifestyles	4,954	46,120	34,925	16,149	0.15%
Library Fines and Costs	0	642	0	642	0.00%
Licence Fees	53,957	9,095	17,379	45,674	1.85%
Pool Hire	26,075	8,545	16,182	18,437	0.39%
Private Works	7,634	0	900	6,734	0.52%
Road and Footpath Restoration	34,314	154,478	22,929	165,863	28.17%
Shop and Office Rentals	25,098	49,718	48,902	25,914	2.17%
Various Sundry Items	216,747	52,251	179,404	89,594	6.42%
Waste Collection Services	1,820	67,161	0	68,981	6.17%
	982,692	1,034,126	625,436	1,391,383	100%

ATTACHMENT 2

AGEING OF SUNDRY DEBTOR ACCOUNTS - 30 April 2016

Description	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due
Corporate Administration	327,202	22,053	6,776	20,860	376,892
Abandoned Items	0	0	0	6,662	6,662
Education and Care Services	20,890	0	0	0	20,890
Community Bus	89	350	0	0	439
Sportsground and Field Hire	65,428	18,527	9,615	2,468	96,039
Government and other Grants	5,000	58,600	150,000	130,000	343,600
Public Hall Hire	17,581	43,090	1,725	8,654	71,049
Health Services	0	0	0	350	350
Land and Building Rentals	58,243	17,101	199	611	76,154
Healthy Lifestyles	14,777	920	246	207	16,149
Licence Fees	6,029	5,900	12,890	20,855	45,674
Pool Hire	8,493	507	0	9,438	18,437
Private Works	1,189	0	0	5,545	6,734
Road and Footpath Restoration	145,777	0	4,536	15,549	165,863
Shop and Office Rentals	22,162	3,752	0	0	25,914
Various Sundry Items	43,745	5,166	13,175	27,508	89,594
Waste Collection Services	68,981	0	0	0	68,981
	767,549	175,966	199,162	248,705	1,391,383
Previous Month 90+ days					263,259

3.4 Minutes of the Innovation and Performance Sub Committee meeting held 2 May 2016

Reporting Officer

Manager Financial Services

Attachments

Minutes of the Innovation and Performance Sub Committee meeting held 2 May 2016 (contained within this report)

Purpose

To seek Council's endorsement of the minutes of the Innovation and Performance Sub Committee meeting held 2 May 2016.

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 Introduction of Digital Archiving of Council's Meeting Minutes Project

That the information be noted.

7.3 Internal Loan Strategy

That the information be noted.

7.4 Exeloo Decal Design Project

That the information be noted.

7.5 Social Media for Recruitment

That the information be noted.

7.6 Health Focus Articles

That the information be noted.

7.7 Let's Get Quirky Project - Quirk Reserve, Bradbury - Stage 1

That the information be noted.

7.8 Learning and Development Improvements

That the information be noted.

7.9 Enforcement of Cat Registration

That the information be noted.

7.10 Rationalising of Services

That the information be noted.

7.11 Dulux Paint Demonstration outcomes

That the information be noted.

Officer's Recommendation

That the minutes be noted.

Committee's Recommendation: (Kolkman/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 June 2016 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 98

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Minutes of the Innovation and Performance Sub Committee

Held Monday 2 May 2016 in Committee Room 3

Meeting Commenced: 6.00pm

1. Acknowledgement of Land

An Acknowledgement of Land was presented by the Chairperson, His Worship the Mayor, Councillor Hawker.

2. Attendance and Apologies

Attendance: His Worship the Mayor, Councillor Paul Hawker - Chairperson
Councillor George Greiss
Councillor Ted Rowell
Mrs Lindy Deitz - General Manager
Mr Michael Sewell - Director Business Services

Also in Attendance: Mrs Corinne Mears - Manager Financial Services
Mrs Monique Dunlop - Manager Governance and Risk
Mr Andrew Bennison - Acting Business Planning Officer
Mrs Justine Uluibau - Acting Director Community Services
Ms Jennifer Warner - Policy and Governance Coordinator
Mr Paul Curley - Manager Compliance Services
Mrs Gillian Vickers - Acting Manager Education and Care Services
Mr Andrew Spooner - Manager Sustainable City and Environment
Mr Bruce McCausland - Manager Community Resources and Development

Apologies: Councillor Sue Dobson
Councillor Clinton Mead
Mr Mark Berriman - Manager Healthy Lifestyles
Mr Jim Greiss - Animal Control Coordinator
Mr Barry Clarence - Manager Human Resources

Sub Committee's Recommendation: (Greiss/Rowell)

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 5 May 2015 copies of which have been circulated to each Sub Committee member were adopted by Council at its meeting held 9 June 2015.

Sub Committee's Recommendation: (Greiss/Rowell)

That the information be noted.

CARRIED

3.4 Minutes Of The Innovation And Performance Sub Committee Meeting Held 2 May 2016

5. Business Arising from Previous Minutes

Nil

6. Correspondence

Nil

7. Reports

7.1 Savings/Initiatives

Purpose

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

History

The Sub Committee has been presented with savings at previous meetings to the value of \$12,242,924. 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:

Re-use of materials

Council has recently completed the construction of a new synthetic playing surface for the number 1 soccer field at Lynwood Park. The scope of works includes the removal of 340mm of material to cater for the pavement and drainage cell structure for the synthetic turf.

The methodology of excavation was carried to ensure separation of clay, sandy loam and unsound material so as to ensure no contamination of the reusable select sandy loam material. The sandy loam material consists of a select mixture of sand and fine particle soils which is highly recommended for use in underlay and or top dress for turf sports fields, landscaping works and alike.

The total of this material saved was approximately 4000 tonne which will be reused in ongoing sports field maintenance, landscape projects and other maintenance activities throughout LGA. Not only is this a saving on the local environment with less excavation and associated effects, but also a cost saving to the community of approximately \$140,000.

Introduction of digital archiving of Council's meeting minutes project

Council is governed by legislative requirements to produce and store Council meeting minutes under both the *Local Government Act 1993* and the *State Records Act 1998*. Historically Council's meeting minutes have been archived in a hard copy format and retained on site at the Civic Centre. An approach was made to NSW State Archives to determine if the existing hardcopy records dating back to 1882 could be transferred to their storage facility to become an official state record.

3.4 Minutes Of The Innovation And Performance Sub Committee Meeting Held 2 May 2016

In May 2015 these records were relocated from Council to the NSW State Archive facility at Kingswood. This reduced the risk of the records being destroyed, damaged or lost. The migration to NSW State Archives also freed up secure storage space at the Civic Centre, allowing Council to store other significant documents in a central location, rather than sending them off site to expensive vault storage.

Following the implementation of digital archiving of Council's Meeting Minutes there has been significant cost savings and efficiency gains resulting in many hours of labour savings and materials to approximately \$18,766 per annum. Campbelltown also saved \$28,500 in project costs by agreeing to be the pilot partner.

Campbelltown City Council has been acknowledged at the Records Management Forum by NSW State Records in April this year for leading the change in digitally archiving council meeting minutes.

Internal Loan Strategy

In developing Council's budget and long term financial plan, internal borrowings were identified as a funding source for the creation of income generating assets and assets servicing current and future generations. The borrowing strategy of Council historically has been to utilize a loan allocation of \$2.5m per annum, sourced externally from eligible financial institutions, generally over a duration of 10 years with specific terms for each loan assessed at the time of funding.

This strategy will reduce Council's loan liability, maintain a low debt service ratio, operating performance ratio and more importantly free up resources in the medium term to provide capacity to borrow from external sources for major infrastructure requirements.

When considering Council's Long Term Financial Plan covering a 10 year period, internally borrowing \$2.5m per annum, potentially saves Council \$5.6m.

Exeloo Decal Design Project

In early 2015, Council partnered with SWSI TAFE's Media Design Centre to develop designs for use as decals on newly installed Exeloo facilities in public recreation areas across the Campbelltown Local Government Area (LGA).

The project was rolled out as part of Council's Renew-Connect-Revitalise city-wide improvement works program and was an excellent example of Council's collaboration between SWSI TAFE and members of the local community.

The four winning designs have been installed at Campbelltown Skate Park at Leumeah; Kentlyn Reserve, Ingleburn Reserve and St Helens Park Skate Park. If Council was to contract an external design agency for this project, the cost implications would be in the vicinity of \$8,000.

Social media for recruitment

Human Resources have created two careers pages on Facebook and LinkedIn capturing a greater audience at no cost and access targeted recruitment channels.

Human Resources advertise on the Campbelltown City Council careers Facebook page all of Council's vacant positions that are currently being recruited including a brief summary of the position and a link directly back to the careers section on Council's website.

On the Campbelltown City Council careers LinkedIn page, Human Resources are selective in advertising Council's vacant positions due to the niche audience on LinkedIn. The success of targeting relevant candidates on LinkedIn is heavily relied on the Hiring Managers sharing their job vacancy advertisement (from the Campbelltown City Council careers LinkedIn page) to their network on their LinkedIn profile.

3.4 Minutes Of The Innovation And Performance Sub Committee Meeting Held 2 May 2016

Health Focus Articles

Council's Healthy Lifestyles section has fostered a partnership for the last 20 years with local newspaper Campbelltown-Macarthur Advertiser. This innovative and no-cost partnership has seen health-focused articles published for 50 weeks of the year for free. The Campbelltown-Macarthur Advertiser newspaper is delivered weekly to every household in the Macarthur region.

It is estimated that if this was to be a paid advertisement editorial it would cost \$1,200 per article equating to \$60,000 per year saving.

Let's Get Quirky Project – Quirk Reserve, Bradbury - Stage 1

Quirk Reserve, Bradbury is surrounded by residential development and has been the subject of requests for environmental improvement by local residents. The Sustainable Catchments Working Party of Council's Sustainability Committee initiated the 'Let's Get Quirky' project with the aim of restoring riparian habitat, improving stream function, reducing maintenance and improving amenity within the reserve.

The Let's Get Quirky project will be executed over several stages and local schools and residents will be invited and encouraged to have their say and participate in transforming the reserve through various activities such as tree planting days and educational walks and programs.

To date savings from Stage 1 of the program includes 847 volunteer hours (Bushcare and Green Army Teams) which equates to a saving of approximately \$21,000 in labour costs, 1,734 of plants supplied and installed through grant funding programs to a value of \$2,052 and a total area of no-mow zones established 503m² which will reduce long term maintenance costs.

Once completed the project will provide an educational, practical and useful example of how the community and Council can work in partnership to reinvigorate local reserves in an environmentally friendly theme.

Learning and Development Improvements

The Learning and Development function was centralised early in 2015 with the new structure of a dedicated Technology Trainer and two Learning and Development Officers. One Learning and Development Officer has a Work, Health & Safety/Operational focus and the other a portfolio focus on corporate training.

This new structure has proven very successful with a record number of courses being offered during the year and an increase in the amount of internal programs conducted.

The Learning and Development team are also focusing on rollout of an eLearning platform for compulsory training programs for all casual employees. This centralisation reduces the requirement of external training provision and forecasts to save \$22,000 per annum.

Enforcement of Cat Registration

A Companion Animals Management System has been established in order to effectively pursue cat registrations in the local government area. This system requires the temporary approval of an officer to carry out required administration of notification and penalty notice issue however will be fully funded by increased income. The net savings of establishing this new function is estimated to be at least \$41,000 per annum.

Rationalising of Services

In 2015, Education and Care Services conducted service reviews of both Ingleburn Occasional Centre and Parklands Early Learning Centre. The review focused on the financial impact and long term viability of both services. The review identified that both services were operating at less than 55% utilisation and projected to cost Council an estimated collective loss of \$335,000 in Education and Care Services operating budget for 2015-2016.

3.4 Minutes Of The Innovation And Performance Sub Committee Meeting Held 2 May 2016

Following this review, Council resolved to close both services with a view to offering alternative placement at nearby services. This service review has provided initial savings from operating losses annually for the services, new lease income and subsequently following the increased utilisation of nearby Council services to an increased operational result of over \$495,000.

Dulux Paint demonstration outcomes

Council was approached by DuluxGroup Limited who advised that they are hosting a Dulux Paint NSW Sales Representatives Conference at Rydges, Campbelltown and enquired whether Council would be interested in making any facilities available for the representatives to demonstrate new paint applications.

DuluxGroup determined the Ron Moore Community Centre, Minto met the height and space requirements for the demonstration. Council officers selected paint colours and made arrangements for groups utilising the facility to be temporarily relocated during the painting demonstration.

The works resulted in a saving of approximately \$10,000 to Council quantified in terms of labour and materials cost for Council to undertake the works.

The reported savings to the Innovation and Performance Sub Committee since its inception is now \$13,647,190.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation: (Rowell/Greiss)

That the information be noted.

CARRIED**7.2 Introduction of Digital Archiving of Council's Meeting Minutes Project****Purpose**

To provide the Sub Committee with information on the introduction of digital archiving of Council's meeting minutes and outline the significant cost savings to Council.

Report

Council is governed by legislative requirements to produce and store Council meeting minutes under both the *Local Government Act 1993* and the *State Records Act 1998*. Historically Council's meeting minutes have been archived in a hard copy format and retained on site at the Civic Centre. An approach was made to NSW State Archives to determine if the existing hardcopy records dating back to 1882 could be transferred to their storage facility to become an official state record.

Meetings were commenced with council officers and NSW State Archives and a process was formulated to remove the hard copy records off site. In May 2015 these records were relocated from Council to the NSW State Archive facility at Kingswood. This reduced the risk of the records being destroyed, damaged or lost. The migration to NSW State Archives also freed up secure storage space at the Civic Centre, allowing Council to store other significant documents in a central location, rather than sending them off site to expensive vault storage.

3.4 Minutes Of The Innovation And Performance Sub Committee Meeting Held 2 May 2016

After it was determined that there was no requirement to produce hard copy minutes a decision was made to explore digital archiving as a suitable alternative moving forward. NSW State Archives met with Council officers to provide options to explore how future council meeting minutes could be digitally migrated in an effort to reduce workload and significantly reduce the cost to council in producing and storing hard copy reports. This initiative had not been previously been tested by NSW State Archives as Campbelltown City Council was the first Council in NSW to explore this option.

The next phase included the development of the digital archiving for Council meeting minutes project plan. This plan outlined the commitment by both parties to ensure the project was completed by September 2015. It was confirmed that Campbelltown City Council's Ordinary meeting minutes would be pushed out to OpenGov and the confidential minutes would be migrated to NSW State Archives annually as closed files which is in line with the *State Records Act 1998*. This means that there would be no access granted to these confidential documents for 30 years. Agreement had to also be met in relation to the metadata that was attached to the confidential files. This data was important to ensure the storage and eventual access to these confidential minutes could be gained when any interested parties attempted to search for historical meeting minutes.

It was decided that OpenGov NSW would be the appropriate storage medium as it is a searchable online repository for NSW Government publications such as annual reports, strategic plans, guides and policy documents, as well as information released by agencies under the *Government Information (Public Access) Act 2009* (GIPA).

The OpenGov NSW website supports Goal 31 of the NSW State Plan: Improve government transparency by increasing access to government information and meets requirements for Local Government Records Authority number GA39.

This authority as it applies to Local Government includes records relating to the meetings of Council and sub committees of Council, including:

- agenda, minutes and business papers
- advise and briefing papers
- submissions and reports
- correspondence arising from business discussed or resolutions passed at meetings.

The OpenGov NSW website also supports strategy 5 of Campbelltown City Council's Community Strategic Plan, Responsible Leadership through 5.3: The transparent provision of information to the community to encourage participation in decision making.

Under the *Government Information (Public Access) Act 2009*, Council can use its own website or 'any other means that Council considers appropriate' (s.6(2)) to publish mandatory and authorised proactive release information, as long as at least one of the means of access is free of charge. This means that, along with or in lieu of Council's website, OpenGov NSW can be used as a free of charge means of making mandatory and authorised proactive release information available. In addition, by publishing this information on OpenGov NSW, Council can assist the public to search across a collection of current and older public records in a single location.

Once the process was established and the decision made to introduce digital meeting minutes, a test sample of a single months meeting minutes was built and then lodged as per the project plan as a test. This ensured all processes were successful at both NSW State Archives and Council and assisted with the creation of the procedure document that was documented as part of this process.

Following the implementation of digital archiving of Council's Meeting Minutes there has been significant cost savings and efficiency gains resulting in many hours of labour savings from the removal of the following processes:

3.4 Minutes Of The Innovation And Performance Sub Committee Meeting Held 2 May 2016

- formatting and collating reports
- printing the business papers
- scanning the business papers.

Additional savings listed in the table below also result from:

- the cost of the specific paper type which included manually sizing the paper
- the cost of binding the minutes previously completed by an external company
- indirect savings on vault storage costs due to space now being available at the Civic Centre.

The previous process undertaken to collate hard copy Council meeting minutes per month included:

Process outline	Hours over the monthly cycle	Approx costs
At the conclusion of Council meetings the files are formatted to be placed on Council's website in line with open access guidelines. These files form the basis for the digitisation of meeting minutes	10	\$470
Files are then further enhanced to create an archive version containing such things as agendas and resolutions, headers, footers and signatures	14	\$660
Minutes are then produced on specific blue paper (cost of paper and time to manually cut this to the correct size has been included)	2	\$215
Records are then scanned and registered in Council's electronic records management system where a further quality check is performed	3	\$140
Completed volumes of meeting minutes are then sent for binding, (note there was a 500 page limit applied to each volume therefore over the 12 months approx. 18 volumes would be produced taking into account extraordinary meetings)		\$58 per volume
Vault storage costs		\$250
Approximately monthly work hours expenditure and materials	29	\$1,793
Approximately yearly work hours expenditure and materials	348	\$18,766

Campbelltown City Council became the innovative industry leader working in conjunction with NSW State Archives to meet our legislative requirements and significantly reduce costs and a long and labour intensive process to Council. The project created a significant reduction in paper usage so can also be noted as reducing our environmental impact. This project was scoped by NSW State Archives with an estimated total implementation cost of \$28,500. Given that Campbelltown City Council approached NSW State Archives to initiate this project, funding was sourced through NSW State Archives Digital Archiving initiatives to cover all costs. NSW State Archives hope to offer this innovative solution to other NSW local councils and enhance good governance around records management.

In addition, a new procedure has been mapped and documented to facilitate the change in Council's process. This procedure has been communicated to all stakeholders so they are aware of the requirements.

3.4 Minutes Of The Innovation And Performance Sub Committee Meeting Held 2 May 2016

Campbelltown City Council has been acknowledged at the Records Management Forum by NSW State Records in April this year for leading the change in digitally archiving council meeting minutes.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation: (Rowell/Greiss)

That the information be noted.

CARRIED**7.3 Internal Loan Strategy****Purpose**

To provide the Sub Committee with information on the potential savings from Council's internal loan strategy.

Report

In developing Council's budget and long term financial plan, internal borrowings were identified as a funding source for the creation of income generating assets and assets servicing current and future generations. The borrowing strategy of Council historically has been to utilise a loan allocation of \$2.5m per annum, sourced externally from eligible financial institutions, generally over a duration of 10 years with specific terms for each loan assessed at the time of funding.

Council staff modelled a number of options for Council to internally borrow against reserves without impacting the budget bottom line as well as ensuring the repayment period supporting the maintenance of adequate reserve balances. This modelling indicated that borrowing \$2.5m annually over seven years at market rates was sufficient to meet these criteria.

This strategy will reduce Council's loan liability, maintain a low debt service ratio, operating performance ratio and more importantly free up resources in the medium term to provide capacity to borrow from external sources for major infrastructure requirements.

It is estimated that Council will save \$700k in external interest paid, on the basis of \$2.5m externally borrowed at 5% market interest rate plus a 2% bank margin over the normal 10 year life of each loan.

Under the internal borrowing scenario using the same 5% market interest rate, interest repaid back to reserves would amount to \$500k over the seven year term.

When considering Council's Long Term Financial Plan covering a 10 year period, internally borrowing \$2.5m per annum, potentially saves Council \$5.6m.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation: (Deitz/Rowell)

That the information be noted.

CARRIED

7.4 Exeloo Decal Design Project

Purpose

To highlight the successful Exeloo Decal Design Project between Campbelltown Council and South West Sydney Institute (SWSI) TAFE NSW.

History

In early 2015, Council partnered with 12 students from SWSI TAFE's – Media Design Centre to develop designs that would be used as decals to enhance the façade of newly installed Exeloo facilities in public recreation areas across the Campbelltown Local Government Area (LGA).

The design brief asked students to showcase the particular features of each site location and enhance the amenity of local public recreation areas through:

- developing design images that reflect the local usage, geographic or historic environmental features of a specific site location across the Campbelltown LGA
- enhancing new assets in public recreation areas to appeal to local community users
- promoting positive aspects of the local community and infrastructure.

The project was rolled out as part of Council's Renew-Connect-Revitalise city-wide improvement works program and was an excellent example of Council's collaboration between SWSI TAFE and members of the local community.

Report

Creating public spaces that complement the features of the surrounding environment is nothing new, but breathing life into public amenity buildings through clever design concepts to reflect the unique look and feel of a local area is giving rise to a new form of urban art.

The Exeloo Decal Design Project required students to develop four unique designs based on the geographic, historic and environmental features of the surrounding area at four distinct locations; including Campbelltown Skate Park at Leumeah, Kentlyn Reserve, Ingleburn Reserve and at the designated site for the new St Helens Park Skate Park.

The four winning designs were announced at a special function celebrating the students' creative talents at Campbelltown Arts Centre on Thursday 11 June 2015; where a South West Sydney Institute TAFE NSW official proclaimed "The students have benefited enormously from working in partnership with council on a tangible and practical project, enabling them to gain valuable industry experience. For the winners, there's the added kudos of having their design enhance a new, state-of-the-art amenity building at one of our city's highly-utilised recreational destinations."

Should Council have sourced an external design agency for this project, the cost implication is estimated at \$2000 per facility equating to \$8000 for this project.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation: (Greiss/Rowell)

That the information be noted.

CARRIED

3.4 Minutes Of The Innovation And Performance Sub Committee Meeting Held 2 May 2016

7.5 Social Media for Recruitment

Purpose

To provide the Sub Committee with information on the use of social media for the purposes of recruitment and marketing Council as an employer of choice.

History

Historically, Council has used advertising mediums such as the internet (Council's website, job boards, and other relevant websites), print media and notice boards to advertise Council's vacant positions.

Upon reviewing the Recruitment and Selection Strategy, and particularly to improve our recruitment and selection methodology to proactively drive quality, it became evident that in our technology driven world social media is an effective tool in recruiting talent because of the potential to capture a greater audience at no cost, target recruitment channels, and to compete with other Councils, government organisations and private companies within the highly competitive recruitment market.

Report


Human Resources have created two careers pages on Facebook and LinkedIn.

On the Campbelltown City Council careers Facebook page, Human Resources advertises all of Council's vacant positions that are currently being recruited for which includes a brief summary of the position and a link directly back to the careers section on Council's website. Other content published on the Facebook page includes marketing material such as the 'Live, Work, Play and Invest' video, information about the various sections within Council and reminders about positions closing. The Facebook page was created on 28 July 2015 and currently has 542 'likes'. Below is an example of a post from the Campbelltown City Council careers Facebook page.



On the Campbelltown City Council careers LinkedIn page, Human Resources are selective in advertising Council's vacant positions due to the niche audience on LinkedIn. The success of targeting relevant candidates on LinkedIn is heavily relied on the Hiring Managers sharing their job vacancy advertisement (from the Campbelltown City Council careers LinkedIn page) to their network on their LinkedIn profile. The LinkedIn page was created on 8 September 2015 and currently has 156 'followers'. Below is an example of a post from the Campbelltown City Council careers LinkedIn page.

3.4 Minutes Of The Innovation And Performance Sub Committee Meeting Held 2 May 2016



Campbelltown City Council
Government Administration
501-1000 employees

[Home](#) [Analytics](#) [Notifications](#)

Campbelltown City Council Why should you work at Campbelltown City Council? Campbelltown City is the engine room of Sydney's south west! Watch this video and find out for yourself why Campbelltown City is the place to LIVE, WORK, PLAY and INVEST. <https://lnkd.in/bnq-AqK>




Campbelltown City - Live. Work. Play. Invest.
youtube.com - The formal recognition of Campbelltown/Macarthur as a Regional City Centre places Campbelltown City at the forefront of south west Sydney's long term future growth and investment.

Campbelltown City Council NEW VACANCY for a Development Assessment Planner! Campbelltown is now recognised as a Regional City Centre, so what a great position to make your mark on Campbelltown! The principal responsibilities of this position include the assessment and determination of a range of development applications; providing sound advice and guidance on planning and development issues to members of the public and other units within the Council. Applications close 12 October 2015. For more information, or to apply online, visit www.bit.ly/CCCjobsless

campbelltown
live • work • play • invest

The formal recognition of Campbelltown/Macarthur as a Regional City Centre places Campbelltown City at the forefront of south west Sydney's long term future growth and investment



To further enhance the Facebook and LinkedIn pages, Human Resources are currently working on further content to add. This includes producing two videos: video one will involve filming a number of staff across Council who would briefly talk about what their job involves, why they enjoy their position, what employee benefits they receive, why they chose to work at Campbelltown City Council and why Campbelltown City Council is a great place to work. Video two will involve an animated video displaying Campbelltown City Council's corporate vision, mission, values, strengths as a Council and Regional City Centre, and therefore why Campbelltown City Council is a great place to work.

Other additions may include organisational videos/pictures, 'spotlight stories' on different sections within Council, staff profiles and educational topics such as how to write a resume or tips on Council's interviewing style.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation: (Deitz/Greiss)

That the information be noted.

CARRIED

7.6 Health Focus Articles

Purpose

To highlight the cost-effective and innovative partnership with Campbelltown-Macarthur Advertiser for editorials in the local newspaper.

3.4 Minutes Of The Innovation And Performance Sub Committee Meeting Held 2 May 2016

Report

Healthy Lifestyles section has fostered a partnership for the last 20 years with prominent local newspaper Campbelltown-Macarthur Advertiser. This innovative and no-cost partnership has seen over 1000 health-focused articles published for 50 weeks of the year for free. The Campbelltown-Macarthur Advertiser newspaper is delivered weekly to every household in the Macarthur region.

Healthy Lifestyles coordinates the editorial on a broad range of health topics relevant to residents of Campbelltown. Research of the health topics are thorough, current and provide access to public health information and support linkages at local, state and national levels for residents.

The key aspects of these Health Focus articles are to ensure that the information provided is relevant to all residents by:

- Increasing awareness of the health issue
- Providing accurate information to promote healthy behaviours and preventative measures
- Providing up-to-date factual information regarding the medical symptoms and classification
- Informing people of national and state support organisations and peak bodies
- Providing contact details of local support groups and medical professionals for additional information and referrals.

Some examples of the health information included in the Health Focus articles consist of topics related to:

- Cancer awareness such as breast, prostate, cervical and skin cancers
- Major national and international health awareness days such as diabetes, mental health, sexual health and cardiovascular health
- Community healthy behaviour initiatives such as the Bicycle Education & Road Safety Centre, Challenge Walk, Fisher's Ghost Fun Run and Learn to Swim classes
- Public health concerns such as child immunisation, obesity, smoking and donating blood
- Preventative health checks such as cervical, prostate and bowel screening, heart attack warning signs and links to local support groups.

These Health Focus articles provide beneficial health information to Campbelltown-Macarthur residents at no-cost each week. If residents require general health information, each article makes reference to the Healthy Lifestyles Health Promotion Coordinator to obtain further information and direct residents and families to the relevant services.

It is estimated that if this was to be a paid advertisement editorial it would cost \$1,200 per article. Over the life of this partnership this service has been valued at \$1,200,000 or \$60,000 per annum.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation: (Greiss/Rowell)

That the information be noted.

CARRIED

7.7 Let's Get Quirky Project - Quirk Reserve, Bradbury - Stage 1

Purpose

To provide the Innovation and Performance Sub-Committee with information on the progress of the 'Let's Get Quirky' project at Quirk Reserve Bradbury and associated cost savings to Council.

3.4 Minutes Of The Innovation And Performance Sub Committee Meeting Held 2 May 2016

History

Quirk Reserve is located in the suburb of Bradbury, approximately 2.5km south east of the Campbelltown CBD. The reserve itself was named after Jeremiah Quirk, a former prominent farmer whose cow herds once grazed over the 4.5 hectare reserve. Fisher's Ghost Creek originates in and flows through the reserve and is one of the main tributaries ultimately feeding Bow Bowling Creek. The reserve supports a large stand of Cumberland Plain Woodland (CPW) – a Federal and State listed critical endangered vegetation community.

The reserve is surrounded by residential development and has been the subject of requests for environmental improvement by local residents, some of whom formed a small volunteer bushcare group. With this in mind, the Sustainable Catchments Working Party of Council's Sustainability Committee initiated the 'Let's Get Quirky' project with the aim of restoring riparian habitat, improving stream function, reducing maintenance and improving amenity within the reserve.

Report

The Let's Get Quirky project will be executed over several stages. These include:

- the removal of weeds and reshaping of creek banks and installation of local plant species to prevent erosion and stabilise creek banks
- investigating opportunities to reinvigorate the playground area and large open spaces
- introducing interpretative environmental educational signage
- enhancing existing walkways/cycleways to encourage improved use and stewardship of the area with the local community.

Throughout these various stages, local schools and residents will be invited and encouraged to have their say and participate in transforming the reserve through various activities such as tree planting days and educational walks and programs.

Initial works at the site have involved Bushcare volunteers and the Campbelltown Green Army Team removing invasive weeds, predominately African Olive and Ground Asparagus from existing bushland areas. Weed removal from the waterway has also been conducted. These works have assisted in establishing no mow areas beneath existing trees and mulching and planting to aid in reducing park maintenance efforts and costs whilst improving CPW vegetation and local biodiversity.

To date Bushcare volunteers and Green Army teams have worked an area of 5,663m² and achieved the following:

- 847 volunteer hours (Bushcare and Green Army Teams) which equates to a saving of approximately \$21,000 in labour costs
- 1,734 of plants supplied and installed through grant funding programs to a value of \$2,052
- Total area of no-mow zones established 503m² which will reduce long term maintenance costs.

The Sustainable Catchments Working Party have developed concept plans for Stage 2 works which will focus on minor earth works to introduce a meandering alignment within the eastern-most drainage line to slow water flow to minimise the risk of bank erosion, improve water quality through the installation of plants and improve general aesthetics and visual appeal of the area.

An internal and external communication strategy is also being prepared to guide consultation with the community including local residents, schools and Bushcare volunteers commensurate with the timing of implementation of Council's project activities.

3.4 Minutes Of The Innovation And Performance Sub Committee Meeting Held 2 May 2016

Once completed the project will provide an educational, practical and useful example of how the community and Council can work in partnership to reinvigorate local reserves in an environmentally friendly theme.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation: (Greiss/Rowell)

That the information be noted.

CARRIED

7.8 Learning and Development Improvements

Purpose

To provide the Sub Committee with information on improvements made to the Learning and Development function at Council.

History

Historically, Council had three trainers working within a number of sections. A WHS trainer worked within the WHS team, an operational trainer located down at the Depot and a Learning and Development Officer located within the Human Resources Team, responsible for corporate training.

Upon reviewing the Learning and Development function, a decision was made to restructure the learning function and centralise the training roles within the Human Resources Team. This would provide an opportunity to build a strong team of training professionals capable of meeting the training needs of Council.

Report

The Learning and Development function was centralised early in 2015 with the new structure of a dedicated Technology Trainer and two Learning and Development Officers. One Learning and Development Officer has a Work, Health & Safety/Operational focus and the other a portfolio focus on corporate training.

This new structure has proven very successful with a record number of courses being offered during the year and an increase in the amount of internal programs conducted. During 2015, the Learning and Development team delivered an average of 1.1 training sessions per working day in 2015, based on 251 working days.

The addition of the Technology Trainer has resulted in a more detailed and focused approach to technology programs being offered including Cyber Safety Training and Microsoft Outlook 2010, with productivity improvements already being noticed from these rollouts.

3.4 Minutes Of The Innovation And Performance Sub Committee Meeting Held 2 May 2016



The budget for corporate training for the last two financial years, 2014-2015 and 2015-2016 has been \$140,000 and for WHS training \$52,000. With the new structure now fully in place and a focus on provision of more internal training we have forecast subsequent cost savings and therefore have requested a smaller budget for all training programs in 2016-2017, \$130,000 for technology and corporate training and \$40,000 for WHS training.

The Learning and Development team are also working on the implementation of a new Learning Management System (LMS): Learning Central. Learning Central will provide Campbelltown City Council with a platform to launch and offer effective eLearning programs.

The initial focus of the new Learning Management System will be the provision of eLearning modules for all compulsory training packages for casual employees to access.



Following completion of the compulsory training packages, the eLearning system will be utilised to provide more blended learning opportunities for employees and as a result, additional cost savings will be realised.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation: (Hawker/Greiss)

That the information be noted.

CARRIED

7.9 Enforcement of Cat Registration

Purpose

To provide the Sub Committee with information on an effective and cost efficient program to pursue cat registrations under the *Companion Animals Act 1998*.

3.4 Minutes Of The Innovation And Performance Sub Committee Meeting Held 2 May 2016

History

The *Companion Animals Act 1998* at Section 9 (1) requires that both cats and dogs be registered by the age of six months. In addition, the Guidelines on the Exercise of Functions under the *Companion Animals Act 1998* at Clause 5 states:

'In response to low lifetime registration rates observed in many council areas, the Companion Animals Amendment Act 2013 strengthened powers available to councils to require cat and dog owners to lifetime register their animals by 6 months of age. This aims to improve the ability of councils to track cats and dogs through more accurate Register data and allow councils to fund further regulatory activity and education programs.'

Council has effectively pursued dog registrations but has not done so in relation to cat registrations. A cost effective program needed to be implemented to enforce the registration of cats.

Report

At present, dog registrations are followed up using in-house software known as the Companion Animals Management System (CAMS). CAMS has been used successfully by Council for many years and involves the downloading of data from the NSW State Animal Register of dogs that were microchipped and identifies those dogs over six months of age that have not been registered. The process involves the CAMS Officer sending a reminder letter to the owner advising that the dog is overdue for registration and gives 21 days to comply. If the dog owner does not comply, a Penalty Notice is then issued.

Council's IM&T section has been able to vastly improve the look and functionality of the CAMS and has set up a duplicate version to follow up on cat registrations. A 12 month trial has been established to measure the effectiveness of the CAMS for cats in terms of cat registration compliance and cost effectiveness. A temporary dedicated CAMS Officer has also been appointed for the same period on a salary of Grade 8 - \$59,000 per annum.

In the 2015 calendar year, the CAMS for dogs saw 745 new registrations resulting in a minimum collection of \$38,740 in revenue of which Council receives some 85% or \$32,929 from the Office of Local Government. This figure is conservatively calculated on all registrations being at the lower price for desexed animals. In addition, 264 Penalty Notices were issued for non-compliance in the sum of \$275 each of which Council receives \$257 net of fees or \$67,848 for the year.

Based on the figures from the CAMS for dogs, a duplicate CAMS for cats should raise in excess of \$100,000 and make the enforcement of the legislation self-funding. This would then satisfy the intention of the Parliament of NSW in enforcing the registrations of both cats and dogs in an effective and cost efficient manner.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation: (Rowell/Greiss)

That the information be noted.

CARRIED

3.4 Minutes Of The Innovation And Performance Sub Committee Meeting Held 2 May 2016

7.10 Rationalising of Services

Purpose

To provide the Sub Committee with information on the rationalisation of Ingleburn Occasional Care Service and Parklands Early Learning Centre.

History

In 2015, Education and Care Services conducted service reviews of both Ingleburn Occasional Centre and Parklands Early Learning Centre. The review focused on the financial impact and long term viability of both services. The review identified that both services were operating at less than 55% utilisation and projecting to cost Council an estimated collective loss of \$335,000 in Education and Care Services operating budget for 2015-2016.

Council at its meeting held on 9 June 2015, resolved to close both of these services following a briefing presented to Council on 23 June 2015.

Report

Council ceased to be the provider of child care at Parklands Early Learning Centre as of 18 December 2015. Council ceased to be the provider of occasional care at Ingleburn Occasional Care Centre as of 26 February 2016.

The families from Parklands Early Learning Centre were offered alternate care at nearby Council services located in Minto. As a result, a number of families elected to enrol at Kabbarli and Minto Early Learning Centres, resulting in both services' utilisation increasing significantly. Refer to table below:

Service Name	Utilisation as of June 2015	Utilisation as of April 2016
Kabbarli Early Learning Centre	73%	95%
Minto Early Learning Centre	81%	100%

In September 2015, Council conducted an expression of interest for a commercial lease of the Ingleburn Occasional Care site. As of Monday 29 February 2016, Child Care NSW Pty Ltd commenced as the provider of child care at the Ingleburn Occasional Care site, opening their long day care service, 'Little People's Early Learning Centre Ingleburn'. Ingleburn Occasional Care families were offered care at Council's Long Day Care and Family Day Care services as well as Little People's Early Learning Centre Ingleburn.

The rationalisation of Parklands Early Learning Centre and Ingleburn Occasional Care has reduced the long term overall financial impact to Education and Care Services budget. Refer to the table below.

Service	2015-2016 budget (Cost to Council)	Year to date actual
Minto ELC	\$60,100	(\$10,633) - Profit
Kabbarli ELC	\$97,500	\$36,460 - Cost to Council

The total annual savings in this service review through closure of operational deficit services, new lease income and direct improved utilisation exceeds \$495,000 per annum.

3.4 Minutes Of The Innovation And Performance Sub Committee Meeting Held 2 May 2016

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation: (Greiss/Rowell)

That the information be noted.

CARRIED

7.11 Dulux Paint Demonstration outcomes

Purpose

To provide the Sub Committee with information on the recent demonstration of Dulux paint products at Ron Moore Community Centre.

History

Council was approached by DuluxGroup Limited who advised that they are hosting a Dulux Paint NSW Sales Representatives Conference at Rydges, Campbelltown and enquired whether Council would be interested in making any facilities available for the representatives to demonstrate new paint applications.

Report

Council officers from Assets and Supply Services showcased potential locations to the DuluxGroup which were on the upcoming painting maintenance program for 2016 and were considered to be appropriate for the demonstration, including the Civic Hall and Ron Moore Community Centre, Minto.

DuluxGroup determined the Ron Moore Community Centre, Minto met the height and space requirements for the demonstration. Council officers selected paint colours and made arrangements for groups utilising the facility to be temporarily relocated during the painting demonstration.

In the first week of March 2016, the DuluxGroup undertook their painting application demonstration resulting in the internal repainting of the facility, at no cost to Council.

The works resulted in a saving of approximately \$10,000 to Council quantified in terms of labour and materials cost for Council to undertake the works.

Further, the availability of Council's facilities for this purpose could be considered to foster Council's relationship with DuluxGroup and enable the injection of corporate tourism into the local area from the attendance of DuluxGroup NSW Sales Representatives.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation: (Rowell/Greiss)

That the information be noted.

CARRIED

8. General Business

Nil

Next meeting of the Innovation and Performance Sub Committee will be held on a date yet to be determined.

His Worship the Mayor, Councillor Paul Hawker
Chairperson

Meeting Concluded: 6.44pm

3.5 Local Government Remuneration Tribunal Determination 2016

Reporting Officer

Manager Financial Services

Attachments

2016 Determination of the Local Government Remuneration Tribunal (contained within this report)

Purpose

To advise Council that the Local Government Remuneration Tribunal has made a determination on the minimum and maximum fees payable to mayors and councillors for 2016-2017.

History

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

In accordance with Section 241 of the *Local Government Act 1993* (the Act), the Tribunal is required to make an annual determination on the fees payable to mayors and councillors to take effect from 1 July 2016. Sections 248 and 249 of the Act require councils to fix and pay an annual fee based on the Tribunal's determination.

Report

In accordance with Section 239 of the Act, the Tribunal is required to determine the categories of councils at least once every three years. The Tribunal found that the process for determining merger proposals and the creation of new councils, if any, is expected to be finalised in mid-2016, with consequent implications for categorisation of councils for the purpose of determining fees. The Tribunal is of the view that significant changes to the structure of councils should prompt a revision of the criteria for determining categories and fees.

Due to the significant work being undertaken by both NSW Government and local councils to drive and deliver local government reform, the Local Government Remuneration Tribunal did not call for submissions from individual councils as part of the 2016 Annual Review.

A submission was received from LGNSW requesting that councillor and mayoral remuneration be increased by the full 2.5 per cent.

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

During the determination process, the Tribunal reviewed key economic indicators, including the Consumer Price Index and Wage Price Index, and found that the full increase of 2.5 per cent is warranted. Therefore, pursuant to Section 241 of the *Local Government Act 1993*, the annual fees to be paid to Metropolitan Centre category councillors and mayors ranges from \$12,830 - \$23,950 per annum for councillors, and an additional \$27,260 - \$63,640 per annum for the position of mayor, effective 1 July 2016.

Officer's Recommendation

1. That Council adopt the councillor and mayoral remuneration increase of 2.5 per cent effective 1 July 2016, as recommended by the Local Government Remuneration Tribunal.
2. That Council fix the remuneration fee for councillors at \$23,950 per annum representing an increase of 2.5 per cent for the 2016-2017 financial year effective 1 July 2016.
3. That Council fix the remuneration fee for the mayor at an additional \$63,640 per annum representing an increase of 2.5 per cent for the 2016-2017 financial year effective 1 July 2016.

Committee's Recommendation: (Borg/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 June 2016 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 98

That the Officer's Recommendation be adopted.

Councillor Mead asked for his name to be recorded in opposition to the resolution for Item 3.5 – Local Government Remuneration Tribunal Determination 2016.

ATTACHMENT 1

Local
Government
Remuneration
Tribunal

Annual Report
and
Determination

*Annual report and determination under sections 239
and 241 of the Local Government Act 1993*

**29 March
2016**

[NSW Remuneration Tribunals website](#)

Local Government Remuneration Tribunal

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Local Government Remuneration Tribunal

Section 1 Background

1. Pursuant to section 239 of the *Local Government Act 1993* (the LG Act) the Tribunal determines the categories of councils and mayoral offices and the allocation of each council and mayoral office into one of those categories.
2. Pursuant to section 241 of the LG Act the Tribunal determines in each category of council, the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils.
3. In determining the maximum and minimum fees payable to office holders in each of the categories, the Tribunal is required, pursuant to section 242A of the LG Act, to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under section 146C of the *Industrial Relations Act 1996* (IR Act), when making or varying awards or orders relating to the conditions of employment of public sector employees.
4. The current policy on wages pursuant to section 146(1)(a) of the IR Act is articulated in the *Industrial Relations (Public Sector Conditions of Employment) Regulation 2014* (the Regulation). The effect of the Regulation is that public sector wages cannot increase by more than 2.5 per cent, and this includes the maximum and minimum fees payable to councillors and mayors and chairpersons and members of county councils.
5. The Tribunal's Report and Determination of 2015 (the 2015 Determination) provided a general increase of 2.5 per cent which was consistent with the Government's policy on wages.

Section 2 Local Government Reform

Background

6. The NSW Government has been working with councils since 2011 to help strengthen local communities. The Tribunal's 2015 Determination outlined the Government's significant reforms, beginning with the *Destination 2036* summit in 2011 up to the
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Local Government Remuneration Tribunal

release of the Fit for the Future initiative in 2014. At the date of the making of the 2015 Determination the status of the reforms was noted by the Tribunal as follows:

“Councils have been asked to assess their current position and submit a Fit for the Future proposal by 30 June 2015. The proposals will be assessed by an independent expert panel which will make recommendations to the Minister for Local Government. It is expected that from October 2015 Fit for the Future councils will commence the implementation of their proposals.

The Tribunal also notes that a new local government act is expected to be introduced following the local government elections in September 2016.”

Progress since the last determination

7. On 28 April 2015 the Minister for Local Government (the Minister) announced that the Independent Pricing and Regulatory Tribunal (IPART) would undertake the role of the Expert Panel in assessing councils’ Fit for the Future proposals. The Minister noted that the Terms of Reference for the Expert Panel were developed in consultation with Local Government NSW, Local Government Professionals Australia and the United Services Union.
 8. The NSW Government released IPART’s *Assessment of Council Fit for the Future Proposals* report on 16 October 2015. The IPART report found that nearly two-thirds of NSW councils are not fit for the future and found that savings of up to \$2 billion could be achieved through council mergers. Funding will be available for council mergers that are supported by merging partners and supported by the Government through a Stronger Communities Fund.
 9. On 6 January 2016, the Minister for Local Government announced 35 proposals for council mergers. If approved, those proposals would reduce the number of councils in Greater Sydney from 43 to 25 and the number of regional councils from 109 to 87. The Minister referred those proposals to the Chief Executive of the Office of Local Government for examination and report under the LG Act. The Chief Executive delegated this function to a number of people (Delegates). The Delegates are required to report on the proposals against the factors in section 263(3) of the LG Act, having
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Local Government Remuneration Tribunal

regard to written submissions and comments raised in public meetings. The Minister will consider the Delegates' reports and the comments of the Local Government Boundaries Commission on the Delegates' reports before determining the outcome of merger proposals. It is expected that the outcomes of the proposal examination and reporting processes will be known by around mid-2016.

10. In respect to the amendments to the LG Act, on 8 January 2016 the NSW Government announced the commencement of the first phase :

"...Consultation on phase 1 amendments to the Local Government Act 1993 has commenced. The proposed amendments will:

- clarify roles and responsibilities of councillors, mayors, administrators and general managers;*
- introduce new guiding principles for local government;*
- improve governance of councils and professional development for councillors;*
- expand on the framework for strategic business planning and reporting;*
- prioritise community engagement and financial accountability; and streamline council administrative processes, including in relation to delegations and community grants.*

While the fundamentals of the Local Government Act 1993 remain sound, both the Independent Local Government Review Panel and Local Government Acts Taskforce recommended changes to modernise the legislation and to ensure it meets the future needs of councils and communities.

Phase 1 of the reform program focuses mainly on changes to the governance and strategic business planning processes of councils. Phase 2 will focus on the way in which councils raise revenue and exercise their regulatory functions." (Source: Circular to Councils - No 16-01)

Local Government Remuneration Tribunal

Section 3 2016 Review

11. It is not expected that a decision on, or implementation of structural or legislative reforms to local government will be finalised prior to the Tribunal making its determination on or before 30 April 2016.
12. On that basis, and given the limitations placed on the Tribunal in respect of determining increases in fees, mayors were advised on 20 January 2016 that general submissions from individual councils were not required for the 2016 review.
13. The Tribunal did however seek a submission from Local Government NSW (LGNSW) and subsequently met with the President and Chief Executive of LGNSW. The Tribunal wishes to place on record its appreciation to the President and Chief Executive for meeting with the Tribunal.

LGNSW Submission

14. The association's submission highlighted the areas of reform in local government in NSW and is of the view that the anticipated changes flowing from the reforms warrant, and provide the opportunity to introduce, a new remuneration structure that properly reflects the diverse and evolving roles of mayors and councillors. The association would like to commence a review of the remuneration structure as soon as possible.
15. Given the statutory limitations in place LGNSW has also requested that councillor and mayoral fees be increased by the full 2.5 percent for 2016/17. LGNSW continues to assert that councillor and mayoral fees should increase on the basis of a number of factors, including cost of living pressures, ongoing increase in workload and responsibilities and additional tasks relating to implementing the Government's reform process.

Tribunal's Findings

16. The Tribunal notes that the Government's significant program of local government reform, including proposed changes to the LG Act, is aimed at creating stronger councils and improving performance and governance of local councils. The Tribunal continues to
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Local Government Remuneration Tribunal

support initiatives which will bring about improvements in the local government sector, in that those reforms should result in greater structural efficiencies and should contribute to the long term viability of local government in NSW.

Categorisation

17. The Tribunal notes that the process for determining merger proposals and creation of new councils, if any, is expected to be finalised in mid-2016, with consequent implications for categorisation of councils for the purposes of determining fees. If required the Minister may direct the Tribunal to make special determination(s) in accordance with s. 242 of the LG Act.
18. The Tribunal is still of the view that significant changes to the structure of councils should prompt a revision of the criteria for determining categories and fees as noted in the 2015 Determination:

“Any new categorisation model may need to have regard to a broader or different set of criteria than those currently provided for in section 240 of the LG Act.

In reviewing the LG Act the Government may wish to consider the range of factors any future Tribunal should have regard to in determining categories. As one example, the Government has released “A Plan for Growing Sydney” that will guide land use planning decisions in Metropolitan Sydney for the next 20 years. The Greater Sydney Commission will work with local councils to implement growth and infrastructure plans. The expertise and work load expected of councillors and mayors with responsibilities associated with “A Plan for Growing Sydney” may be factors which the Tribunal should have regard to in determining categorisation and remuneration. The Tribunal expects that similar pressures will be placed on rural and regional councils to drive economic and social growth throughout NSW.

The Tribunal also notes that any revision to the fees as a result of any new categorisation model would need to balance the need to attract and retain experienced and capable elected representatives with the ability of councils to afford any potential increases. While money is not the primary motivator for

Local Government Remuneration Tribunal

undertaking public office, fees should adequately recognise the roles and responsibilities of councillors and mayors and assist in attracting suitably qualified and experienced candidates."

2016 Increase

19. The Tribunal is required to have regard to the Government's wages policy when determining the increase to apply to the maximum and minimum fees that apply to the councillors and mayors. The public sector wages policy currently provides for a cap on increases of 2.5 per cent.
20. The Tribunal has reviewed the key economic indicators, including the Consumer Price Index and Wage Price Index, and finds that the full increase of 2.5 per cent available to it is warranted. On that basis, and after taking the views of the Assessors into account, the Tribunal considers that an increase of 2.5 per cent in the maximum and minimum fee for each category of councillor and mayoral office, including county councils, is appropriate and so determines.
21. The Tribunal notes that in the Fit for the Future *Progress Report – Stronger Councils, Stronger Communities* the Government has identified a number of strategies to strengthen local leadership. These include a review of councillor remuneration during 2016. In undertaking this review the Government may wish to consider the impact of the Government's wages policy on increases in mayoral and councillor fees and the limitations this may impose on any future remuneration model.

The Local Government Remuneration Tribunal

Signed

Dr Robert Lang

Dated: 29 March 2016

Local Government Remuneration Tribunal

Section 4 Determinations

Determination No. 1- Determination Pursuant to Section 239 of Categories of Councils and County Councils Effective From 1 July 2016

Table 1: General Purpose Councils

Table 1: General Purpose Councils (152)		
Category	Council	
Principal City (1)	Sydney	
Major City (3)	Newcastle Parramatta Wollongong	
Metropolitan Major (2)	Blacktown Penrith	
Metropolitan Centre (16)	Bankstown Campbelltown Fairfield Gosford The Hills Hornsby Hurstville Lake Macquarie	Liverpool North Sydney Randwick Ryde Sutherland Warringah Willoughby Wyong
Metropolitan (21)	Ashfield Auburn Botany Burwood Camden Canada Bay Canterbury Holroyd Hunters Hill Kogarah Ku-ring-gai	Lane Cove Leichhardt Manly Marrickville Mosman Pittwater Rockdale Strathfield Waverley Woollahra

Local Government Remuneration Tribunal

Table 1: General Purpose Councils (152)			
Category	Council		
Regional Rural (32)	Albury Armidale Dumaresq Ballina Bathurst Bega Valley Blue Mountains Broken Hill Byron Cessnock Clarence Valley Coffs Harbour Dubbo Eurobodalla Great Lakes Goulburn Mulwaree Queanbeyan	Greater Taree Griffith Hawkesbury Kempsey Lismore Maitland Orange Port Macquarie-Hastings Port Stephens Shellharbour Shoalhaven Tamworth Tweed Wagga Wagga Wingecarribee Wollondilly	
Rural (77)	Balranald Bellingen Berrigan Bland Blayney Bogan Bombala Boorowa Bourke Brewarrina Cabonne Carrathool Central Darling Cobar Conargo Coolamon Cooma-Monaro Coonamble Cootamundra Corowa Cowra Deniliquin Dungog Forbes Gilgandra Glen Innes Severn	Gloucester Greater Hume Gundagai Gunnedah Guyra Gwydir Harden Hay Inverell Jerilderie Junee Kياما Kyogle Lachlan Leeton Lithgow Liverpool Plains Lockhart Mid-Western Moree Plains Murray Murrumbidgee Muswellbrook Nambucca Narrabri Narrandera	Narromine Palerang Parkes Oberon Richmond Valley Singleton Snowy River Temora Tenterfield Tumbarumba Tumut Upper Hunter Upper Lachlan Uralla Urana Wakool Walcha Walgett Warren Warrumbungle Weddin Wellington Wentworth Yass Valley Young

Local Government Remuneration Tribunal

Table 2: County Councils

Table 2: County Councils (14)	
Category	Council
Water (5)	Central Tablelands Goldenfields Water MidCoast Riverina Water Rous
Other (9)	Castlereagh – Macquarie Central Murray Far North Coast Hawkesbury River New England Tablelands Richmond River Southern Slopes Upper Hunter Upper Macquarie

Local Government Remuneration Tribunal

Determination No. 2- Determination Pursuant to Section 241 of Fees for Councillors and Mayors

Pursuant to s.241 of the Local Government Act 1993, the annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2016 are determined as follows:

Table 3: Fees for General Purpose and County Councils

Table 3: Fees for General Purpose and County Councils				
Category	Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee	
	Minimum	Maximum	Minimum	Maximum
General Purpose Councils				
Principal City	25,670	37,640	157,030	206,620
Major City	17,110	28,240	36,360	82,270
Metropolitan Major	17,110	28,240	36,360	82,270
Metropolitan Centre	12,830	23,950	27,260	63,640
Metropolitan	8,540	18,840	18,180	41,090
Regional Rural	8,540	18,840	18,180	41,090
Rural	8,540	11,290	9,080	24,630
County Councils				
Water	1,700	9,410	3,640	15,460
Other	1,700	5,630	3,640	10,270

*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

The Local Government Remuneration Tribunal

Signed

Dr Robert Lang

Dated: 29 March 2016

3.6 Community Buses

Reporting Officer

Manager Financial Services

Attachments

Nil

Purpose

To seek Council approval for the disposal of Council's three community buses and to purchase one new 20 seater bus specifically for Council use.

Background

A briefing was provided to Council on 26 April 2016 regarding the age and condition of Council's current three community buses along with a proposal to dispose of the buses and to purchase a new 20 seater bus specifically for Council use.

Report

Council's bus fleet of three consists of one 11 seater (including wheelchair access), one 14 seater and one 20 seater bus. Currently all three buses are available for use by Not-for-Profit Community Groups and Service Organisations based in the Campbelltown Local Government Area.

Details regarding each bus are listed below:

Year	Capacity	Odometer (kms)	Accessories	Licence	Condition	2015-2016 Hire fee/day*	2016-2017 draft Hire fee/day*
2001	11 seater	107,933	Wheelchair Access (No Tow Bar)	Class C	Poor	\$70	\$100
2001	14 seater	167,080	Tow Bar	LR, MR or HR Class	Poor	\$80	\$130
2005	20 seater	181,013	Tow Bar	LR, MR or HR Class	Poor	\$90	\$190

*A \$250 refundable bond is also required for each booking.

External bookings

The 11 seater bus was hired by 11 community groups for 27 bookings totalling 47 days usage for the last calendar year.

The 14 seater bus was hired by eight community groups for 18 bookings totalling 22 days usage for the last calendar year.

The 20 seater bus was hired by 26 community groups for 76 bookings totalling 181 days usage for the last calendar year.

It should be noted that Council has been operating the Forest Lawn Cemetery Bus since 2006, however Council resolved at its meeting of 21 April 2015 to partner with South West Community Transport for the operation of the Forest Lawn Cemetery Bus. Depending on the demand, this service may require one or two of Council's community buses once per month. It is proposed that Council continue to support this partnership agreement with South West Community Transport in accordance with the original Council resolution.

Considerations

There are currently a range of issues and needs that are reported to Council by current and previous hirers including:

- accessibility requirements as only the 11 seater bus has wheelchair access
- limited storage capacity on all buses – challenge to travel with large bags
- condition of bus on return – often Community Group drivers whilst adequately licenced are not experienced bus drivers
- satellite navigation
- PA system.

Council has also been made aware previously the community purpose detailed on the hire application at times wasn't the actual true hire purpose ie social events and not benevolent purposes.

Financial Analysis

2014-2015	11 seater	14 seater	20 seater
Running expenses	\$3,589	\$7,616	\$7,128
Depreciation	\$10,800	\$8,400	\$17,400
Total expenses	\$14,389	\$16,016	\$24,528

	Combined^
Hire income	\$7,380
Total annual cost to Council	\$47,553

^Council's income recognition occurs at the cost centre level and as such reported as a combined income source.

Historically further subsidies were provided to some community groups resulting in reduced income.

Acquisition/Disposal Analysis

Estimation (ex GST)	11 seater	14 seater	20 seater
Purchase Price	\$37,500	\$44,700	\$108,600
Wheelchair conversion (two seat loss)		\$16,900	
Disposal estimation – five year old vehicle	(\$15,000)	(\$28,000)	(\$42,000)
Changeover cost	\$22,500	\$33,600	\$66,600

Hire Comparison - 25 seater

For comparative purposes, an external hire arrangement via Thrifty Campbelltown, located on Queen St, hire a 25 seater bus for \$273.74 for a 24 hour period on weekdays (this includes the first 200kms free with every km over charged at 30 cents). Hirers are also able to purchase premium protection insurance for \$37 per day. Council has been advised that buses are readily available with most hire companies and require little pre booking notice.

Proposal

Due to the age and condition of all three buses it is proposed to dispose the current fleet of Council buses. A survey conducted internally has indicated one 20 seater bus would satisfy Council's operational and partnership requirements (Forest Lawn Cemetery Bus). On this basis it is proposed to procure one new 20 seater bus and set a turnover useful life of five years. Furthermore, the savings in annual running expenses of the 11 and 14 seater bus not replaced be transferred into a Community Bus Reserve to provide for future funding of a new 20 seater bus every five years.

It is proposed to not provide a bus hire facility to external organisations commencing 1 July 2016 and instead recommend community groups source a bus through a hire organisation that specifically meets their needs. In order to assist in accommodating this new proposal it is recommended Council also review the Council Sponsorship of Community Activities and Facilities policy to include the hire of buses for public benevolent institutions to eliminate the exposure to increased hire charges and support local benevolent activities.

Council will work closely with all Community Groups seeking bus hire arrangements and ensure external hire bookings already made with Council will be honoured up to a three month period to ensure any impact is negligible.

Officer's Recommendation

1. That Council approve the disposal of the current three community buses.
 2. That Council approve the purchase of one new 20 seater bus specifically for Council use.
 3. That Council set a useful life for turnover purposes to five years for the new 20 seater bus.
 4. That Council transfer savings in annual running expenses to a Community Bus Reserve to fund future bus replacement.
 5. That Council review the Council Sponsorship of Community Activities and Facilities policy to consider the subsidised hire of buses for local public benevolent institutions.
-

Committee's Recommendation: (Kolkman/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 June 2016 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 98

That the Officer's Recommendation be adopted.

4. HUMAN RESOURCES

No reports this round

5. INFORMATION MANAGEMENT AND TECHNOLOGY

No reports this round

6. INTERNAL AUDIT

No reports this round

7. GENERAL BUSINESS

Nil.

Confidentiality Motion: (Kolkman/Greiss)

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

CARRIED

24. CONFIDENTIAL ITEMS

24.1 Offer to Purchase Property - Dumaresq Street, Campbelltown

Reason for Confidentiality

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

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

24.2 Confidential Report Menangle Park

Reason for Confidentiality

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

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

24.3 EOI Cafe Opportunities at Civic Centre

Reason for Confidentiality

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

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

24.4 Confidential Information relating to an item in Corporate Governance

Reason for Confidentiality

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

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

Motion: (Greiss/Borg)

That the Committee in accordance with Section 10 of the *Local Government Act 1993*, move to re-open the meeting to the public.

CARRIED

There being no further business the meeting closed at 5.54pm.

C Mead
CHAIRPERSON
