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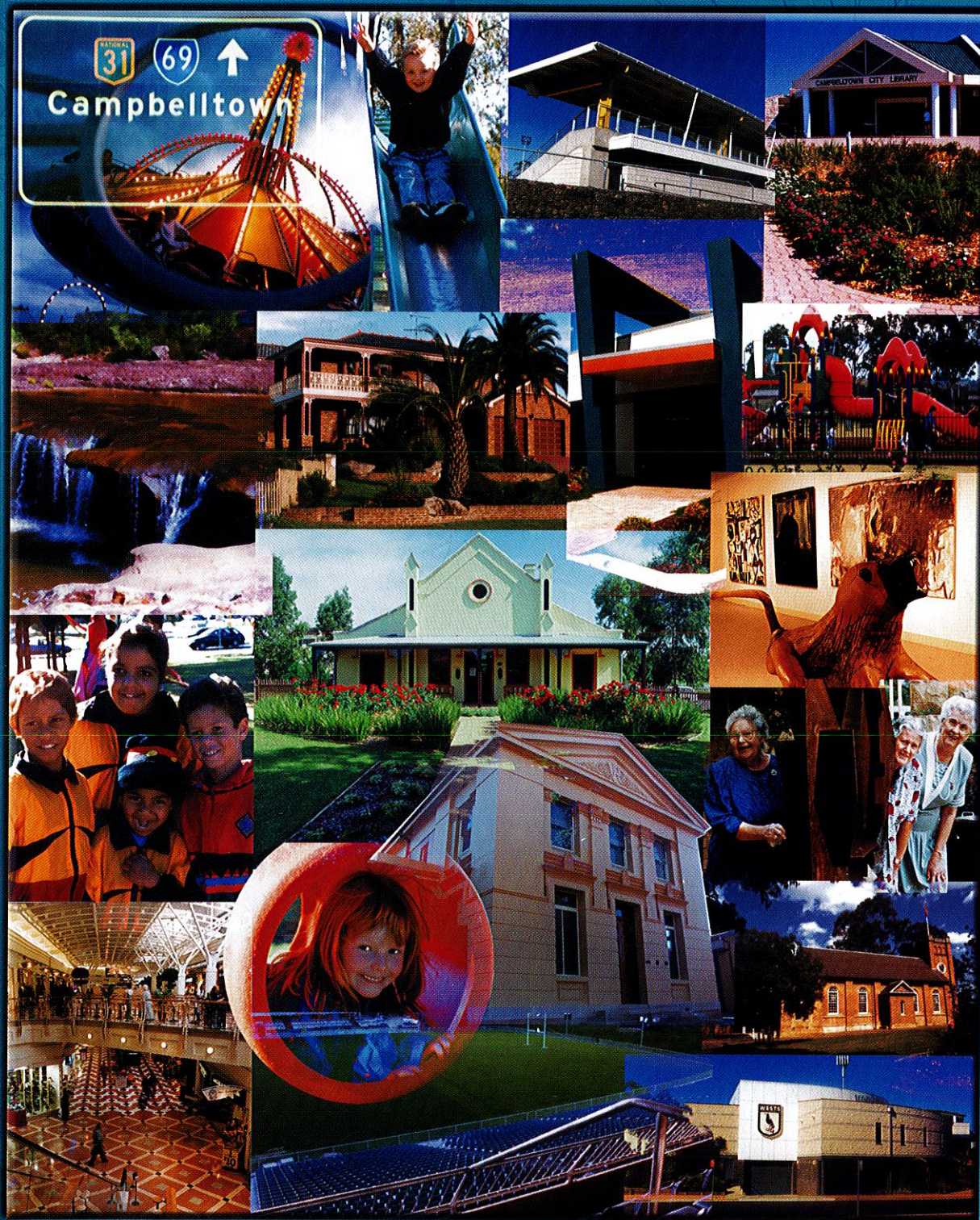
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Campbelltown City Council

Annual Report



1998

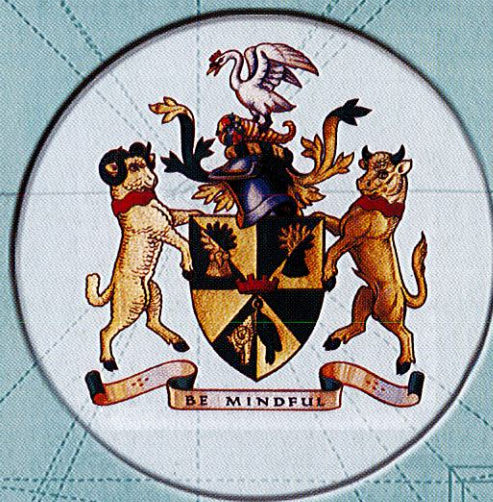


1999

CAMPBELLTOWN CITY COUNCIL

Annual Report 1998/1999

Campbelltown City Council's 1998 - 1999 Annual Report outlines the goals and objectives of the organisation and demonstrates how these were achieved. The Report was produced to comply with the requirements of the Local Government Act.



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INTRODUCTION

CITY PROFILE

The City of Campbelltown is situated 53 kilometres from Sydney and covers an area of 312 square kilometres extending from Glenfield in the north, Menangle Park in the south, the Scenic Hills in the west and the Georges River in the east.

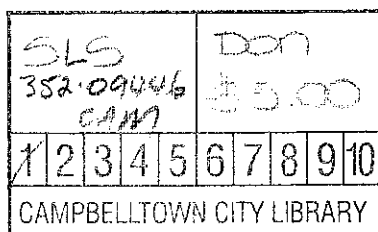
From a base of 34,000 people in 1971 Campbelltown now has a population approaching 150,000 and continues to grow although the rates of growth have slowed.

Attraction of major industries is a priority and while many large companies have already established, efforts are continuing to market and promote the potential and economic advantages of the City.

In addition to the residential and industrial development of the past twenty years, the City also boasts attractive countryside with pleasant hills and undulating ground. The Georges River Nature Reserve meandering through an area of spectacular sandstone gorges of more than 2,000 hectares, is one of Australia's most beautiful bushland areas.

A wide range of cultural and educational facilities have been provided in recent years. The City boasts a large campus of the University of Western Sydney, two TAFE Colleges and a wide variety of private and government schools. The Campbelltown City Bicentennial Art Gallery set in beautifully landscaped gardens is the centre of cultural activities within the City.

Encircling thirty-two suburbs, Campbelltown has become a cosmopolitan urban City set in a rural background. Reflecting the uniqueness of a planned City, Campbelltown combines both the opportunities of business and the facilities for recreation in a pleasant environment. The City of Campbelltown has been planned to be a self-contained City offering a wide range of options for work, education, recreation and community activities.



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INTRODUCTION

CORPORATE VALUES

Corporate Values address the question of "How we do our business" with respect to our Community, Councillors, Staff and Suppliers

Community:

We aim to provide the Community with:

- The opportunity to consult and participate
- Quality balanced development and maintenance of facilities and services.
- A safe and healthy environment
- Quality services that are accessible, accurate, reliable, courteous, accountable, professional and appropriate to the needs of the customer.

Councillors

We aim to provide our Elected members with:

- The opportunity to consult with the community
- Accessibility to staff
- Appropriate support and facilities
- Timely and accurate advice and information

Staff

Our aim is to achieve a culture where Staff have:

- A safe and healthy working environment
- Equal opportunity
- Training, development and promotion opportunities
- Competitive rewards, remuneration and conditions
- The opportunity to contribute to organisational change

Suppliers

Our aim is to provide Suppliers with:

- A fair and equitable opportunity to become suppliers to Council
- Quality specifications and instructions
- Regular feedback on performance of services
- Payment of accounts as per agreed terms

STRATEGIC DIRECTION

The primary purpose of Local Government is service to the community. In serving this purpose, Council necessarily influences and is influenced by the society in which it functions.

Originally established to supply physical services, Local Government has become increasingly involved in the social, economic and cultural development of the community.

To this end, Council has adopted Vision and Mission Statements which highlight Council's goals.

Council's Vision should articulate the aspirations of the community. The Vision should serve as a guide and an inspiration to all those on Council who aspire to providing excellence for the community. In developing the vision, the increasing involvement in the social, economic and cultural development of the community is crucial, however it is important that we do not lose sight of why we exist:

Vision

To be the focus for the promotion and development of the City of Campbelltown to ensure the best quality of life expectations of our community are achieved.

In contrast Council's Mission states why our organisation exists, and should be a succinct statement of what Council will do and how it intends to do it. Development of the Mission must examine what are the key factors behind Council's existence.

Mission

To meet the social, environmental, health, recreational and cultural needs of the people of Campbelltown by providing a range of balanced, customer focused and cost effective services and facilities.



INTRODUCTION

MAYORAL MESSAGE

With the approach of the new millennium, Campbelltown has come of age. Over the past year there have been many major projects which will serve to meet the needs of an energetic community well into the future.

The completion of the \$20 million Campbelltown Sportsground, jointly funded by Campbelltown City Council and the State Government, was a highlight of the past year. Our city can now boast a world class football stadium and an international standard athletics complex. Campbelltown Sportsground is an elite venue to stage large sporting and community events and every resident should take pride in this new stadium.

A vibrant city centre has been identified as a high priority project and work has now begun on the revitalisation of Campbelltown's Central Business District. After extensive community consultation, Queen Street will undergo a major facelift which will enhance its role as a shopping, cultural and entertainment precinct.

Technology and information are always high on the agenda for any community and Campbelltown City Council is investigating a proposal to develop a new high technology library in the western suburbs of Campbelltown.

The City of Campbelltown is well on its way to achieving the State Government's objective of reducing land fill waste by 60%. Over the past year Council and the community have worked together to reduce the amount of contamination in all recycling and garden waste. This initiative is vital to our environment and will be an ongoing project.

The threat of an airport being built at Badgerys Creek is still very real. The fight against this airport is continuing and will remain a priority for Campbelltown City Council, other Western Sydney Councils and numerous community organisations until the fight has been won.

A changing city brings with it new challenges and each year Campbelltown City Council continues to meet these challenges to enhance every resident's right to live, work and play in a well planned and friendly environment.

Cr. Meg Oates

Mayor

GENERAL MANAGER'S REPORT

A rapid growth rate and high demands for services are challenges Campbelltown City Council face as we plan our strategic direction into the 21st century.

During the past 2 decades the City of Campbelltown has undergone a tremendous growth rate and although current trends show that this growth rate is slowing, the demand for services remains high.

Major projects undertaken by Council during the past year include the much needed overbridges at Minto and Leumeah, the Macquarie Fields Leisure Centre and more recently, Campbelltown Sportsground which was opened on 6 June 1999.

With 50% of our city's population under the age of 25 years, sport and recreation plays a very large part in our community. Campbelltown proudly boasts 365 parks, 110 playing fields, and 4 indoor recreation, leisure and swimming centres throughout its 33 suburbs.

Community halls, child care centres, roads, and drainage are just some examples of the services that make up a large proportion of Council's budget. Campbelltown City Council is committed to maintaining all of its budget allocations for the benefit of our community.

Customer service is a high priority for Campbelltown City Council as we realise that our customers are our business. Constant work practice reviews and keeping pace with changing market trends are vital to maintaining a high output of service.

Electronic payment facilities, new communication opportunities and internet services are initiatives being investigated by Council to streamline its services and information to our customers.

The City of Campbelltown is a vibrant and changing community with a dynamic business structure. Campbelltown is increasingly becoming the regional focus for South Western Sydney and Council aims to provide a range of balanced, customer focused and cost effective services to all its residents and business community.

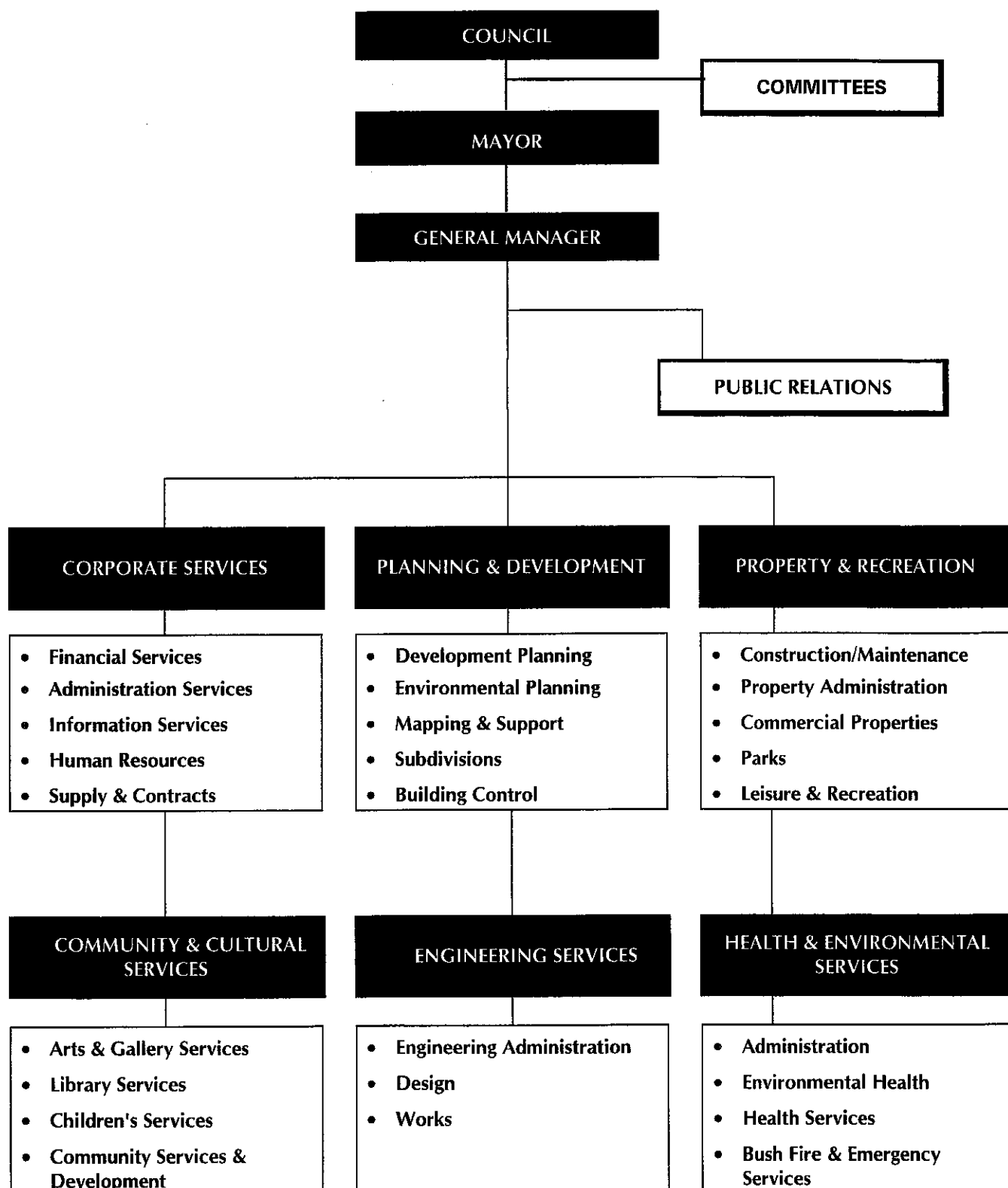
Malcolm Britton

Acting General Manager



INTRODUCTION

ORGANISATIONAL STRUCTURE





MANAGEMENT PLAN REVIEW

MANAGEMENT PLAN OVERVIEW

Changes to the Local Government Act in New South Wales focus on the need for Councils to adopt strategic planning practices. These practices require Councils to define strategic visions, set strategic goals, adopt objectives for management, implement programs, review operations and participate in greater community consultation.

In meeting these challenges Council has developed a Management Plan which provides a planning framework to identify strategic issues fundamental to our vision and to develop strategic priorities and action plans to achieve the vision.

In accordance with Section 428 (2) (b) of the Local Government Act 1993, Council is required to provide information indicating the performance targets for each objective set out in its Management Plan and detail the actual performance of the organisation in achieving those targets.

The 1998/99 Management Plan was developed in accordance with the Local Government Act 1993. The plan attempts to exceed the requirements of the legislation and follows the format adopted in 1996 with eight key programs forming the basis of the plan.

The eight programs have been identified as being critical to the people who live and work in the City of Campbelltown. In addressing these programs, which affect the social, economic and environmental well-being of the community, tangible strategies and actions have been developed which are designed to achieve Council's vision for the City.

Almost all of the targets nominated in the 1998/99 Management Plan for completion by 30 June 1999 have been achieved. A number of long term projects are now well underway. A detailed summary of Council's performance is included in this Annual Report.

The success achieved with the implementation of the 1998/99 Management Plan indicates Council's endeavour to fulfil its legislative requirements in an appropriate and productive manner.

The 1998/99 Plan has enabled Councillors and management to focus on the organisation, how and why we do business, and at the same time address the demands and expectations of our community.

1998/99 PROGRAMS

*

Second Sydney Airport

*

Community

Well-Being

*

Natural Environment

*

Economic Development

*

Neighbourhood Improvement

*

Transport & Accessibility

*

Urban Development

*

City

Management



MANAGEMENT PLAN REVIEW

SECOND SYDNEY AIRPORT

PROGRAM GOAL

To actively promote and contribute to the campaign against the construction of the proposed Second Sydney Airport in the Sydney Basin.

COMMUNITY ACTION

Aim - To establish and support Council and local community involvement in the campaign against a Second Sydney Airport in the Sydney Basin.

Objective - Provide a focal point for community participation in the airport campaign.

- Effective campaign through the provision of resources
- Participation in meetings of the Western Sydney Alliance
- Provision of Information Booths within the Administration and Library buildings

COMMUNITY WELL-BEING

PROGRAM GOAL

To promote and develop our community through the provision of a diverse range of equitable services and facilities.

IMAGE AND PROMOTION

Aim - To enhance the image of Campbelltown and to promote a sense of community.

Objective - Promote and market the City of Campbelltown and Council services and facilities to our community and customers.

- Distribution of quarterly newsletters and revamped Annual Community Report to all households detailing the services and facilities provided by Council.

Objective - Address the misconceptions of Campbelltown held by some sections of the wider community and the media.

- Successful promotion of community events including Australia Day, Festival of Fishers Ghost, Garden Competition and the Mount Annan Challenge Walk.

- Production of brochures promoting the area's cultural, natural and historical attractions

FACILITIES AND ACCESS

Aim - To ensure equitable access for all members of the community to facilities and services.

Objective - Provide quality child care services to suit community demands and changing lifestyles.

- Recommendations of Long Day Care Services Review implemented during 1998/99
- Accreditation received for all Long Day Care Centres

Objective - Encourage the development of social and recreational activities for the Youth of the City.

- Review of Youth Centres completed and recommendations being implemented.
- Improved program of entertainment and performance opportunities for the youth of the City implemented.

Objective - Plan and develop services and programs to enhance the quality of life of people with special needs and disabilities.

- Review of practices which may result in discrimination against people with disabilities completed and policy prepared.
- Program of activities undertaken to coincide with Disability Awareness Week

Objective - Develop services and programs that provide improved access and participation of members of the NESB community.

- Ongoing review of Council's Local Ethnic Affairs Policy.



MANAGEMENT PLAN REVIEW

Objective - Develop further the cooperative process between Council and the Aboriginal community in Campbelltown.

- Ongoing development of the Local Government Aboriginal Advisory Committee and increased participation in NAIDOC Week activities.

Objective - Provide a range of services to improve care for the aged.

- Developed and implemented a program of activities for International Year of Older People
- Ongoing development of the Community Options Program to provide services for the aged.

COMMUNITY HEALTH AND SAFETY

Aim - To provide quality services and information on issues relating to health and safety.

Objective - Increase the level of awareness in the community about the importance of immunisation.

- Conducted immunisation clinics at designated locations.
- Review of night clinics ongoing and increased participation in Federal/State Immunisation Awareness Programs.

Objective - Undertake health promotion and education campaigns which address identified health problems and assist in improving the health and well-being of the Campbelltown community.

- Conducted an active campaign to discourage the sale of tobacco to under 18 year olds and promoted the establishment of smoke free eating establishments.
- Developed and implemented a local drug awareness program and sponsored a needle collection service.
- Expanded and enhanced Council's aquatic activities at all Leisure Centres.

Objective - Educate the public about Bush Fire safety and hazard reduction.

- Ongoing campaign being conducted including awareness classes at schools and with community groups
- Upgrade program of fire trail access implemented.

LEISURE AND RECREATION

Aim - To meet the sporting, recreational and leisure needs of the community through the harmonious use of Council facilities.

Objective - Develop and maintain quality sports and recreational facilities for the residents of the City.

- Construction of an indoor heated hydro therapy pool at Mary Brooksbank School completed.
- Continued the program of major improvements to existing ovals and parks and construction of new playing fields.

Objective - Encourage and promote training venues available to Olympic teams within the City.

- Developed a regional prospectus for administration and service facilities to promote opportunities for visitation by Olympic sporting organisations.
- Marketing strategy implemented to attract Olympic teams to Campbelltown for pre-games training.

CULTURE

Aim - To encourage and promote the development of quality cultural services and activities.

Objective - Provide and make accessible quality resources, services and programs that meet the information, educational and cultural needs of the community.

- Established a separate Aboriginal Resource Collection at Campbelltown Library.



MANAGEMENT PLAN REVIEW

- Established a separate Young Adults' collection at Campbelltown Library
- Expanded access to information for library customers through the provision of public Internet access at Branch libraries.

Objective - Provide innovative programs which encourage community participation in the arts.

- Ongoing opportunities for the Aboriginal community to participate in regional exhibition and cultural events.
- Implemented an annual program of literary events.
- Ongoing performance program reflecting the cultural diversity of the City and the interests of young people

Objective - Facilitate the development and funding of cultural facilities and activities.

- Funding obtained to enhance and upgrade the Art gallery Sculpture Garden.
- Developing an arts and cultural exhibition program to celebrate the Year 2000

NATURAL ENVIRONMENT

PROGRAM GOAL

To conserve and enhance Campbelltown's natural environment through an integrated strategy that ensures ecological sustainability.

HILLS, RIVERS & BUSH

Aim - To conserve and enhance Campbelltown's natural assets

Objective - Control and manage the natural bushland areas within the City.

- Implemented a riparian vegetation policy to protect natural waterways
- Bush fire hazard reduction works undertaken to protect the biodiversity of the area.

- Reduced the incidence of illegal dumping in bushland areas.

Objective - Preserve and improve where possible the natural environment of Campbelltown.

- Prepared a vegetation communities map for the City including a list of threatened species.
- Preparing a study of the Georges River Regional Open Space and adjacent scenic protection areas in conjunction with Government departments

Objective - Provide a tree planting program including progressive works in natural bush areas.

- Continuing the program of tree planting and bush regeneration programs in environmentally sensitive bushland areas.

HERITAGE

Aim - To identify and protect all natural, physical and cultural heritage sites.

Objective - Identify physical, natural and cultural items of significant heritage value.

- Draft strategy prepared for an Aboriginal Heritage Study. Application for funding submitted

Objective - Develop conservation programs that preserve, protect and enhance the City's natural heritage.

- Strategy finalised to regularly identify, acquire and conserve relevant local European heritage resources

AIR/WATER/NOISE

Aim - To respond to pollution issues which may have an adverse effect on our environment

Objective - Develop integrated environmental strategies for the City area.



MANAGEMENT PLAN REVIEW

- Coordinated the development of a Stormwater management Plan for the City
- Implementing a pollution reduction program for all Council's swimming pools in conjunction with the EPA

Objective - Reduce the potential for environmental damage from air and water pollution.

- Ongoing review of industrial premises to identify potential for pollution and assist with solutions to these problems.
- Completed emergency response management plan for small scale chemical spills.

WASTE

Aim - To reduce the domestic waste stream by 60% by the year 2000

Objective - To maximise the recovery of recyclable materials through recycling and garden waste collection services.

- Improving the quality of recyclables through Waste Check program, garden waste trial and educational program.

Objective - Assist local industry implement strategies for the reduction of waste and improved resource recovery.

- Identifying target industries and developing strategies to reduce waste.

ECONOMIC DEVELOPMENT

PROGRAM GOAL

To encourage and facilitate the growth of business opportunities within the City.

FACILITATION

Aim - To capitalise on the City's resources to attract new industry and expand existing industry.

Objective - Facilitate the development of a communication network amongst industry, business, educational facilities and government to encourage new commercial ventures.

- Ongoing liaison with the Greater Western Sydney Investment Centre and MACROC to promote economic development opportunities in Campbelltown.

Objective - Encourage initiatives that develop the educational and vocational skills of the community.

- Continued to facilitate the operation of the Young Achievement Australia program .
- Continued the program to support the vocational and training needs of youth.

PLANNING POLICY AND PROCESS

Aim - To provide economic stimulus through appropriate policies and infrastructure.

Objective - Review Council policies to encourage economic development.

- Ongoing review of planning policies to provide business opportunities and encourage economic growth.
- Continuing the review of Council's approval processes to ensure a customer focused approach to the provision of services.

Objective - Plan road and transport infrastructure that promotes ease of access.

- Ongoing development of well planned transport links including Morgans Gate Bridge and Badgally Road.

TOURISM

Aim - To develop and promote tourist opportunities within the City.

Objective - Establish a tourism development strategy.

- Tourism strategy developed and adopted by Council

Objective - Improve access to points of interest within the City.

- Developing a master plan of tourist routes. New signage and identification plates prepared.



MANAGEMENT PLAN REVIEW

MAIN STREETS

Aim - To develop and revitalise the Central Business District (CBD) of Campbelltown and the Ingleburn District Centre to facilitate and improve their roles as important shopping, meeting, entertainment cultural and historical precincts.

Objective - Review and consult with the community on the traffic implications of reopening the Queen Street Mall and other traffic improvements in that area.

- Review of traffic conditions completed following the re-opening of the Queen Street Mall and the construction of roundabout at Queen Street and Camden Road.

Objective - Facilitate consultation with Main Street Committees and the community in developing proposals for improvements to the Main Street areas.

- Draft Master Plan adopted for the refurbishment of the Campbelltown CBD.

NEIGHBOURHOOD IMPROVEMENT PROGRAM

PROGRAM GOAL

To integrate the public housing estates into the social, economic and physical environment of the City.

PLANNING

Aim - To participate in the process of urban renewal and change in the public housing estates.

Objective - Support a whole of government approach to the delivery and planning of services.

- Developing strategic plans for the urban renewal of the neighbourhood estates with the Department of Housing.
- Providing assistance and advice through direct involvement in Neighbourhood Improvement Committees

Objective - Ensure best practices are applied in the urban planning, design and development of the estates.

- Providing professional advice and assistance in the design assessment and implementation of the refurbishment program.

PHYSICAL SERVICES

Aim - To support the process of urban renewal through changes to the physical environment of the estates.

Objective - Maintain effective physical infrastructure within the estates.

- Developing and implementing Street Maintenance and tree planting programs as areas come on line.
- Refurbished selected parks in Airds and Macquarie Fields.
- Continuing the clean up program throughout the public housing estates

COMMUNITY FACILITIES & PROGRAMS

Aim - To support the Department of Housing in the provision of community facilities and programs.

Objective - Ensure access to support services and community facilities.

- Improved programs and access to neighbourhood centres
- Community development activities promoted in Neighbourhood Centre programs

Objective - Expand the recreational and cultural development opportunities of the residents.

- Improved access to community art projects in the estates



MANAGEMENT PLAN REVIEW

Objective - Undertake health promotion and health education campaigns which address identified health issues.

- Liaison with special workers and organisations within the estates to identify risk areas and develop and implement programs.
- Improved access and advice through information sessions with community groups and neighbourhood committees.

COMMUNITY & COUNCIL PARTICIPATION

Aim - To establish local community involvement in and ownership of the renewal process.

Objective - Develop and maintain community partnerships within the estates.

- Ongoing participation in Estate Advisory boards and community based committees

TRANSPORT AND ACCESSIBILITY

PROGRAM GOAL

To provide a strategic road network, transportation system and pedestrian facilities to cater for the City's needs.

PUBLIC TRANSPORT

Aim - To seek a public transport system which provides equitable and efficient access for the community of Campbelltown.

Objective - Consult with public transport providers to provide an effective public transport network.

- Ongoing review of services to provide improved accessibility to public transport in the City.
- Liaison with the State Rail authority for funding towards improvements to bus/rail interchanges in the City.
- Additional commuter car parking provided at rail stations

ROAD NETWORKS

Aim - To provide a safe and efficient road network.

Objective - Construct roads and associated works in an innovative and cost effective manner.

- 1998/99 construction activities completed in accordance with Council's adopted Capital Works Program.
- Ongoing consultation with State and Federal governments for funding improvements to the F5 Freeway.

PEDESTRIANS, CYCLISTS & SAFETY

Aim - To develop a safe and accessible road network which addresses the needs of all users.

Objective - Develop an integrated pedestrian and bicycle traffic management strategy for the City area.

- Draft Cycleway Plan completed.
- Paving projects developed for inclusion in Mobility map for people with disabilities.

Objective - Develop a road safety education program.

- Increased awareness of traffic education programs and ongoing Road Safety Program.
- Continuing development of programs at the Bicycle Education Centre to complement Council's road safety strategy.

URBAN DEVELOPMENT

PROGRAM GOAL

To contribute towards a safe, healthy and attractive City in harmony with its natural environment.

URBAN DESIGN

Aim - To ensure urban design recognises and enhances the local environment.

Objective - Ensure environmental quality is recognised and enhanced in Council policies.



MANAGEMENT PLAN REVIEW

- Developing energy efficiency provisions for Council's Residential Development Policy.
- Ongoing review of urban design principles in Council's planning policies.

Objective - Improve the appearance and amenity of public spaces throughout the City.

- Strategy for tree planting being developed and identifying areas for planting.

MANAGING GROWTH

Aim - To guide the extent and type of growth to ensure the outcomes of development provide for ecologically sustainable futures.

Objective - Review planning instruments and policies to reflect Council's philosophy on managing growth.

- Preparation of a Higher Density Residential Strategy for the City.

INFRASTRUCTURE MANAGEMENT

Aim - To provide quality works and asset maintenance to meet the current and future demands of the community.

Objective - Develop construction and maintenance practices which preserve and enhance Council's infrastructure.

- Redevelopment of the Campbelltown Sports Ground completed.
- Construction of 3rd cinema at the Dumaresq Street Cinema complex completed.
- Continuing flood mitigation program including Minto Basin construction and the Bow Bowling Channel works.

CITY MANAGEMENT

PROGRAM GOAL

To enhance the performance of Council through effective and innovative management practices, community involvement and commitment to quality customer service

RESOURCES

Aim - To ensure that Council's resources are used effectively and provide beneficial returns to the community.

Objective - Plan for and manage a viable and sustainable financial base from which to fund operations and future projects.

- AAS27 requirements for road and drainage assets completed.
- Work Cover audit completed for Workers Compensation self insurance licence.

Objective - Undertake prudent commercial activities which have the capacity to make a substantial contribution to Council's long term financial viability.

- Review of Council's landholdings continuing and strategies being developed to maximise returns from entrepreneurial holdings.

Objective - Provide Council with skilled and motivated staff to achieve its organisational goals.

- Training Plan reviewed in conjunction with Performance Appraisal System.

QUALITY SERVICES

Aim - To ensure the highest standard of service is delivered to the community by effectively managing change and responding to the opportunities it offers.

Objective - Introduce and develop Benchmarking and Best Practice to provide for improved service levels to our customers.

- Continuing to benchmark and examine best practice to assess the service provision and cost effectiveness of Council's operations.
- Developing a package of meaningful Performance Indicators which are relevant to the operations of Council.



MANAGEMENT PLAN REVIEW

Objective - Provide and maintain effective information technology which will assist the delivery of service to both internal and external customers.

- Evaluation of new computerised library system completed and tender let.
- Implementation of a new Land Information System.
- Implemented a computer based system for Council's community and sporting facilities.
- Review of critical functions associated with the Y2K problem undertaken. Strategies in place and rectification program underway.

COMMUNITY ACCESS

Aim - To enhance the relationship between Council and the community.

Objective - Ensure that all Council services and facilities are available to the community in the most practical and accessible form.

Objective - Provide support to the operation of community based groups in the City.

- Social Plan completed in accordance with Department of Local Government guidelines concerning access and equity.
- Strategies being developed to support community groups.



ACCESS AND EQUITY

ACCESS AND EQUITY SUMMARY

Following the introduction of the Local Government (General) Amendment (Community and Social Plans) Regulation 1998, Councils now need to include information about access and equity activities in their management plans and annual reports.

Councils are responsible for making sure that their facilities and services are appropriate for, and accessible to, everyone in the community. They also have a potential advocacy role to help residents gain access to other required resources in the community.

Campbelltown Council is now committed to developing at least one Social Plan every 5 years to assist Council take into account the needs of its community and provide or advocate for appropriate and accessible services and facilities for the benefit of the residents of Campbelltown.

Council developed its first Social Plan during 1998/99, which examined the needs of the residents and visitors to Campbelltown. The Plan includes demographic information about the population of the local government area in addition to looking at the needs of people with disabilities, people from culturally and linguistically diverse backgrounds, Aboriginal people, older people, children and youth. General community concerns relating to health, transport, housing, and unemployment have also been examined.

Developing and implementing a social plan is an evolving process and will not stop now Council has completed its first. Fine tuning the social planning document and activities to maximise their efficiency and effectiveness will take time but will greatly assist Council make progress towards achieving long term goals of access and equity for all residents of Campbelltown

A copy of the Social Plan and the executive summary are available for viewing at the Campbelltown Library or the Administration Centre. People interested in obtaining copies of these documents should contact council's Management Auditor on (02) 4620 1320.

Council's activities and initiatives in relation to access and equity activities to assist identified groups within the community undertaken over the past year were outlined in Council's 1998/99 Management Plan.

An access and equity activity is defined as one which assists Council to:

- promote fairness in the distribution of resources, particularly for those most in need
- recognise and promote people's rights and improve the accountability of decision makers
- ensure that people have fairer access to the economic resources and services essential to meeting their basic needs and improving their quality of life
- giving people better opportunities for genuine participation and consultation about decisions affecting their lives

A summary of Council's achievements in relation to access and equity over the last 12 months against these proposals is provided on the following pages.



ACCESS AND EQUITY

1. TARGET GROUPS

PLANNED ACTIVITY 1998/99

STATUS 30TH JUNE 1999

Aboriginal and Torres Strait Islander People

Develop the program of the Local Government Aboriginal Advisory Sub Committee and increase Council's participation in NAIDOC Week

Establish a separate Aboriginal Resource collection in response to community requests.

Improve opportunities for the Aboriginal community to participate in regional exhibitions and cultural events.

Develop a joint agreement regarding the preparation of an Aboriginal Heritage Study and the protection of Aboriginal sites.

Advisory Committee meeting on a six weekly basis and developing programs to increase Council's participation in Aboriginal affairs.

Collection established at the Library and available May 1999

Regional exhibition held in July 1998 and three further exhibitions held in 1998/99

Draft strategy referred to the Aboriginal Advisory Committee and application for funding submitted

Aged People

Develop a program of appropriate activities for International Year of Older Person 1999 in conjunction with the Seniors Issues Group.

Develop the Community Options Program to provide services for the aged enabling them to continue living in their own homes.

Program developed in conjunction with Seniors Issues Group and implemented throughout 1999.

Client satisfaction and maintenance in numbers participating in the program.

People with Disabilities

Review Council practices which may result in discrimination against people with disabilities.

Increase the community's awareness of the effect and experience of living with disabilities.

Construct an indoor heated hydro therapy pool at Mary Brooksbank School.

Develop paving projects to be included in the Mobility Map for disabled people.

Review completed by Access Committee and Policy Statement submitted to Council

Program of activities planned for Disability Awareness Week

Construction completed. Facility opened February 1999.

Paving projects and facilities included in Mobility Map.

People from Culturally and linguistically Diverse Backgrounds

Promote the Community Options Program to ensure usage of the service by people of Non English Speaking Background

Review Council's Local Ethnic Affairs Policy (LEAP)

Participation in area wide forums and consultations with the NESB community.

Review completed. Draft Policy to be prepared in conjunction with Social Plan.



ACCESS AND EQUITY

PLANNED ACTIVITY 1998/99

STATUS 30TH JUNE 1999

Youth

Compile a Youth Plan for the City

Strategies being finalised in conjunction with the implementation of Council's Social plan.

Conduct a forum for Youth council members to develop strategies to address a priority issue as identified by the previous Youth Council.

Forum held and report on outcomes submitted to Council.

Improve entertainment and performance opportunities for young people in the City through regular weekend music events.

Macarthur Youth Music Challenge held in November 1998. Regular events programmed for 1998/99

Establish a separate Young Adults collection at Campbelltown Libraries.

Works completed in conjunction with refurbishment works.

Establish a performance program with the Friends of the Gallery which reflects cultural diversity and the interests of young people.

Performances held at regular intervals at the gallery or other suitable venues.

Children

Ensure quality care is provided in Childrens' Services through accreditation standards, customer assessments and benchmarking.

All Long Day Care Centres have received accreditation from the national Child Care Accreditation Council.

Review child care services provided for Before and After School Care and Vacation Care.

Review completed and recommendations implemented.

Review the provisions of Long Day Child Care

Review completed and discussion paper prepared and distributed. Recommendations being implemented.

Revitalise Childrens' Library areas at all branches to meet current needs.

Improvements to Central Branch completed. Development of plans for other branches ongoing.

2.KEY COMMUNITY ISSUES

Health Services

Conduct Immunisation clinics at designated locations and continue education and awareness campaigns.

Review of clinics continuing. Participation in Federal/State Immunisation awareness programs.

Conduct a local drug awareness program.

Local schools using resources made available through Health Promotion Unit.

Conduct an active campaign to discourage the sale of tobacco to under 18 year olds.

Advertising and surveillance campaign ongoing. Educational material distributed.



ACCESS AND EQUITY

PLANNED ACTIVITY 1998/99

STATUS 30TH JUNE 1999

Transport

Ongoing analysis of public transportation routes and service connections to improve public transport in the City.

Liaise with the State Rail Authority for funding towards improvements to bus/rail interchanges in the City.

Liaise with the State Rail Authority for funding to provide additional commuter car parking at railway stations.

Ongoing review of bus services. Liaising with community groups and schools regarding public transport needs.

Liaising with bus and taxi companies to optimise services. Reviewing parking amenity at bus/rail interchanges.

Increased commuter parking

Housing

Develop strategic plans for the urban renewal of each of the neighbourhood estates with the Department of Housing.

Prepare a Higher Density Residential Strategy for the City.

Participating with the Department of Housing Steering Committee to oversee preparation of strategic plans.

Draft strategy completed, awaiting expressions of interest from consultants.

Unemployment, Education & Training

Continued liaison with MACROC Marketing Committee to promote economic development opportunities in the Industrial and Tourism Sectors.

Continued involvement with the Greater Western Sydney Economic Development Board and Investment Centre to promote economic development in Campbelltown.

Provision of an information service to new businesses locating in the City about the availability and accessibility of resources.

Facilitate the operation of the Young Achievement Australia program.

Facilitating the efforts of regional bodies through regular attendance at meetings and ongoing consultation.

Ongoing liaison with the Greater Western Sydney Investment Centre and Development Board. Reviewing available information and marketing tools.

Continuing to update information and material to prospective businesses.

Participation with local high school students in the development of business programs.

Law and Order

Identify basic issues affecting the safety and security of residents and communities.

Data collection from various agencies being undertaken. Submission made to the Standing Committee on Law and Justice.



ELECTED MEMBERS

MAYORAL AND COUNCILLOR FEES

In accordance with Section 249 of the Local Government Act and the determination of the Remuneration Tribunal the Mayor was paid an annual fee of \$31,500 for the year ending 30 June 1999.

In accordance with Section 248 of the Local Government Act and the determination of the Remuneration Tribunal Council has fixed the annual fee payable to Councillors at \$13,000. Total fees paid to Councillors for the year ending 30 June 1999 were \$195,103.

POLICY ON THE PROVISION OF FACILITIES

Objectives

- In recognition of the importance of the role of the Mayor, to provide support in order to assist the Mayor in discharging the functions of civic office.
- To provide a range and level of support and facilities to Councillors to assist them in discharging their functions of civic office.
- To assist the Mayor and Councillors in representing the interests of the residents and ratepayers of Campbelltown and to facilitate communication between the community and Council.
- To provide a level of support which will serve to encourage candidates to seek election to civic office.
- To provide a travel policy which is transparent to the community and to ensure that the benefits of any travel are reported in a structured manner.

Policy Statement

In accordance with Section 252 of the Local Government Act, Council will pay expenses incurred to or to be incurred and provide facilities for the Mayor, Deputy Mayor and Councillors to enable them to discharge their functions of civic office.

PAYMENT OF COUNCILLOR EXPENSES

In December 1993 Council adopted a policy concerning the provision of facilities and payment of expenses to the Mayor, Deputy Mayor and Councillors. This policy was reviewed by Council in December 1995 and altered to include provisions relating to overseas and interstate travel and communication facilities.

The total cost in 1998/99 was \$158,869. This consisted of:

- \$34,433 for attendance at conferences and seminars, including the Local Government Conference, UDIA Conference, Parks Conference, Flood Mitigation Conference, Sister City Conference and Library Conference.
- \$27,768 for the provision of staff on a shared basis.
- \$24,396 for office accommodation.
- \$12,387 for reimbursement of expenses to Councillors for use of private vehicles.
- \$33,085 for provision of meals and refreshments in conjunction with Council and Committee Meetings as well as civic receptions.
- \$2,798 for the use of Council vehicles by the Mayor and Councillors for authorised Council business.
- \$24,002 for the provision of office equipment and communication systems.

Payment Of Expenses

Mayor

Training, Seminars and Conferences - Provision of a package of transport, accommodation, sustenance, conference fees, and reasonable out of pocket expenses as approved by Council from time to time.

Staff - A personal Secretary on a shared basis with the General Manager.



ELECTED MEMBERS

Stationery and Postage - Mayoral stationery, business cards, Christmas cards, diary/electronic organiser and briefcase, together with postage expenses.

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

Refreshments - Food and beverages in conjunction with civic functions and hosting meetings involving community groups and representatives.

Insignia of Office - Mayoral robes, chain, badge and name plate indicating office held provided to Mayor. Badge and name plate provided to partner to be worn at civic functions. Mayoral robes and chain remain the property of the Council.

Travelling Expenses - Reimbursement of travelling expenses for use of private motor vehicle on Council business initially at the rate of 41cents per kilometre for vehicles less than 2.5 litres and 48 cents per kilometre for vehicles over 2.5 litres, as provided in the Local Government State Award, as varied from time to time. Council business includes approved Council, Committee, Sub-Committee and Working Party meetings plus authorised site inspections and other authorised business.

Deputy Mayor and Councillors

Training, Seminars and Conferences - Provision of a package of transport, accommodation, sustenance, conference fees, and reasonable out of pocket expenses as approved by Council from time to time.

Staff - As required for answering constituents' requests.

Stationery and Postage - Councillors' stationery, business cards, Christmas cards, diary/electronic organiser and briefcase, together with postage expenses.

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

Refreshments - Beverage service in the Councillors' Lounge.

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

Travelling Expenses - Reimbursement of travelling expenses for use of private motor vehicle on Council business initially at the rate of 41cents per kilometre for vehicles less than 2.5 litres and 48 cents per kilometre for vehicles over 2.5 litres, as provided in the Local Government State Award, as varied from time to time. Council business includes approved Council, Committee, Sub-Committee and Working Party meetings plus authorised site inspections and other authorised business.

Provision Of Facilities

Mayor

Accommodation - A furnished office suite located on the Third Floor of the Administration Building.

Communication System - A mobile telephone provided and fully serviced by Council. The ownership of this equipment is retained by Council. A facsimile machine in the Mayor's home, fully serviced and maintained by Council.

Office Equipment - A facsimile machine in the Mayor's office, fully serviced and maintained by Council. The ownership of this equipment is retained by Council.

Motor Vehicle Parking Space - A permanent parking space in the basement of the Administration Building.

Council Vehicle - A Council vehicle is provided if required to be used by the Mayor in the following circumstances:

- Official Council business, inspections, functions or other gatherings.
- Representing the Council at a meeting, function, conference or other gathering within the area or outside the city area.

Telephone Answering Machine - The provision of a telephone answering machine. The equipment shall remain the property of Council and shall be returned upon ceasing to hold office.



ELECTED MEMBERS

Deputy Mayor and Councillors

Office Space - The provision of a lounge area, Committee Rooms and three offices on the Third Floor of the Administration Building to be pre-booked and used by Councillors in the conduct of their duties of office. **Communication System** - Mobile telephones to be provided to the Deputy Mayor and other Councillors, to be fully serviced by Council and used for Council business. A facsimile machine in the Deputy Mayor's and Councillors' homes, fully serviced and maintained by Council. The ownership of this equipment is retained by Council.

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

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

Telephone Answering Machine - Councillors requesting the provision of a telephone answering machine shall be provided with one. The equipment shall remain the property of Council and shall be returned upon ceasing to hold office.

Private Benefits

Fees payable to the Mayor, Deputy Mayor and Councillors will not be reduced for any private benefit gained from the private use of facilities, but Councillors are expected to make payment for any private use of facilities not associated with civic duties and responsibilities

Reimbursement

Costs associated with Councillors attending civic functions, seminars or conferences may be paid prior to the event or on submission of a claim for reimbursement supported by appropriate invitation with the weekly claim form, or separately.

OVERSEAS AND INTERSTATE TRAVEL

Preamble

This policy has been developed by the Local Government Association for the guidance of member Councils in planning interstate and overseas travel for Councillors and staff where Council funds will be used to finance the journey. It recognises that there are occasions when representatives will need to travel interstate or overseas to represent the interests of their local areas.

The thrust of the policy is that plans for any such travel should be transparent to the community and have an identifiable benefit to the local area through Council activity.

POLICY - INTERSTATE TRAVEL

In most cases the need for such travel cannot be anticipated with as long a lead time as can reasonably be expected for overseas travel.

There are instances where Councillors are required to visit Canberra for official purposes such as meetings with federal parliamentarians and ministers. For the purposes of this policy the A.C.T is regarded as being within New South Wales.

Where Councillors and staff members propose to travel interstate, the proposals should be considered at an open Council meeting through a report from the mayor or General Manager.

Where the cost of travel is not expected to exceed \$1,500 for transport, accommodation and out-of-pocket reimbursement of expenses per person, no detail need be supplied other than a recommendation for approval.

Where the cost of travel is expected to exceed \$1,500 for transport, accommodation and out-of-pocket reimbursement of expenses per person, a detailed report should be provided outlining who is to take part in the travel and the objectives to be achieved in undertaking it. The report should also detail costs, including any amounts expected to be reimbursed by participants and an explanation of what community benefits will accrue in undertaking the visit.



ELECTED MEMBERS

If the travel is to be sponsored by private enterprise, ICAC guidelines and reporting structures should be followed.

A detailed report should be included in the Annual Report in the year in which the travel was undertaken, outlining how the travel's objectives were met and how the community benefited from it.

POLICY - OVERSEAS TRAVEL

Proposals for overseas travel by Councillors and staff on Council business should be documented in the annual Management Plan. The Plan must be widely circulated in the community. Community input about the proposed visit can therefore be considered as part of the Management Plan review and budget finalisation process.

Proposals should indicate:

- who is planned to take part in the travel
- the objectives for undertaking it, including an explanation of what community benefits will accrue from the exercise, with an approximate budget.
- detailed costings including a statement of any amounts expected to be reimbursed by the participants

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

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

The Council should consider the above proposals in open meeting and resolve whether or not the travel is to take place.

Where exceptional cases arise and travel has to be undertaken at short notice, the above proposals should be put to Council for a decision. The outcomes, costs and attendances should be included in the first Annual Report issued subsequent to the travel taking place.



COUNCIL ACTIVITIES

SENIOR STAFF REMUNERATION

Council employed seven senior staff for a total remuneration of \$876,965 including salaries, fringe benefits and on-costs.

Fringe benefits include the private use of a Council motor vehicle together with the private use of a mobile telephone. On costs include the employers contribution to superannuation.

Detailed below is the total value of the remuneration packages paid to each senior staff member employed by Council.

General Manager	\$180,000
Director Corporate Services	\$120,000
Director Engineering Services	\$112,266
Director Community & Cultural Services	\$115,240
Director Planning & Development	\$119,708
Director Property, Parks & Recreation	\$119,303
Director Health & Environment	\$110,448

OVERSEAS TRAVEL

During the year ended 30 June 1999 the Mayor Public Relations Officer undertook overseas trip to Council's Sister City Koshigaya in Japan. The Mayor was invited to attend the 40th Anniversary of the proclamation of Koshigaya as a City and the Public Relations Officer participated in the Staff Exchange Program

The cost of travel and reimbursement of expenses were met by Council in accordance with its policy on overseas travel. A breakdown of costs is provided below:

Travel Costs	4,409.25
Sustenance allowance	6,000.00
Ancillary Costs	6,107.54
	\$16,516.79

PARTNERSHIPS, JOINT VENTURES & COOPERATIVES

Council held cooperative ventures with the Department of Education in respect to halls at the following schools:

- James Meehan
- Sarah Redfern
- Eagle Vale High School

A joint venture also exists with the Minto Community Library. A joint-use service is provided by Council and the NSW Department of School Education. The joint-use facility concurrently serves the public and three on-site schools.

Other joint Library ventures are:

- Sydney Subject Specialisation Scheme through which public libraries collect material in nominated subject areas.
- Inter Library Loan Cooperative which includes support funding for the van used to deliver materials between public libraries in the greater Sydney area.
- Ilanet which allows computer communication between the State Library and participants from public, university, TAFE, corporate and government libraries. It also forms the gateway for Internet access into overseas networks and to various booksellers.
- Library Extensions Program linking the library and the Australian Bureau of Statistics which provides core resources of most frequently referred to publications and allows library access at a regional level.
- Metropolitan Public Library Association and the Country Public Library Association through which public libraries submit joint funding and grant applications for specific projects.
- The National Library of Australia's nationally distributed catalogue, Kinetica, which offers cataloguing and inter library loan services



COUNCIL ACTIVITIES

CONTRIBUTIONS & DONATIONS

Under Section 356 of the Local Government Act 1993 Council during 1998/99 contributed \$52,836 to the following community groups.

	\$
University of Western Sydney - Scholarships	4,401
Macarthur Performing Arts	1,200
Lord Mayors Fund - Wollongong	5,000
Australian Olympic Team Games Fund	2,000
South West Sydney Bowel Cancer	1,000
Macarthur Business Enterprise Centre	1,500
University of Western Sydney - Workshop	1,500
Various Local Community Groups	15,535
(Donations of \$100 to \$800)	
Various Local Community Bands	10,500
(Donations of \$1,500 to \$6,000)	
Various Sporting Grants	10,200
(Local Australian Representatives \$300)	
	52,836

EXTERNAL BODIES EXERCISING COUNCIL FUNCTIONS

There were no external bodies exercising functions delegated by Council during the year other than the following community groups:

Campbelltown Bicentennial Art Gallery Committee

Campbelltown Aboriginal Advisory Committee

Riley Park Management Committee

Campbelltown Showground Management Committee

Town Hall Theatre Management Committee

Eagle Vale Neighbourhood Management Committee

Woodbine Neighbourhood Management Committee

Glenquarie Neighbourhood Management Committee

CONTROLLING INTEREST IN COMPANIES

Campbelltown City Council did not hold any controlling interest, either alone or on conjunction with other Councils, in any companies during the year ended 30 June 1999.

RATES AND CHARGES WRITTEN OFF

The following amounts were written off by Council during 1998/99 in accordance with the Local Government Act and Council's Pensioner Rebate Scheme.

1. \$1,355,035.62 is the amount of rates and charges written off during the year under the Local Government (Rates and Charges) Regulation 1993. This amount includes a figure of \$1,279,958.95 written off for eligible pensioners under Council's Pensioner Rebate Scheme. Under this scheme Council received a rebate of \$703,977.43 from the State Government.
2. \$75,712.90 was written off under Section 595.1 of the Local Government Act 1993 for postponed rates on properties which are used for residential purpose but have a higher zoning.
3. \$75,076.67 was written off for properties acquired by Government Departments which become non-rateable from the date of acquisition or to the date of sale.
4. \$1,847.14 was written off for rural land reductions and minor adjustments.

PRIVATE WORKS BY COUNCIL

Council undertook works on private land in 1998/99 totaling \$133,410. No subsidies were provided.

1. 12% of the total cost of the job to be added in order to recover the administration and supervision overheads.
2. 50% to be added to the wages component of the work in order to recover wages overhead costs.



COUNCIL ACTIVITIES

MAJOR CONTRACTS AWARDED BY COUNCIL

The following are contracts awarded by Council during 1998/99 where the contract value exceeded \$100,000

- Wright Pools Pty Ltd - \$175,000
Construction of Hydro Therapy Pool
- ASTEC - \$140,276
Pavement Rehabilitation
- Fletcher Constructions - \$17,534,032
Redevelopment Campbelltown Sports Ground
- Geolink Pty Ltd - \$220,675
Project Management Main Street Program

The following is a breakdown of payments made to SITA - BFI Waste Services Pty Ltd during 1998/99 in respect of Council's Waste Services contract.

Contractor's Charges - Garbage	2,267,345
Contractor's Charges - Sanitary	4,447
Recycling - Weekly Charges	1,766,375
Recycling - Garden Waste	1,156,212
Industrial Bin Collection	280,219
Plant Hire at Public Tip	155,992
Total Payments	5,630,590

The following are tendered suppliers who have been awarded contracts where the combined value of various jobs has exceeded \$100,000 during 1998/99.

A E BAKER & CO	\$121,536.62
A G L GAS COMPANY	\$236,012.09
A S I SOLUTIONS	\$169,990.25
ANDREASENS GREEN PTY LTD	\$110,585.15
ASTEC PTY LTD	\$751,953.28
AUST POST	\$126,761.83

AUST STEEL MILL SERVICES P/L	\$497,669.06
AUSTPAC SECURITY SERVICES	\$224,451.50
B & D LATHAM PTY LTD	\$208,014.36
BASS ELECTRICAL	\$160,329.00
BATOE'S BRICK PAVING PTY LTD	\$186,583.80
BILLABONG TURF (NSW)	\$136,015.89
BRIAR SHEETMETAL & ENGINEERING	\$125,091.00
C S R EMOLEUM	\$166,205.14
CAMDEN SOIL MIX PTY LTD	\$319,976.14
CAMPBELLTOWN SPORTS STADIUM LIMITED	\$200,000.00
CLINTONS MOTOR GROUP	\$226,444.33
COMBOYNE ENTERPRISES	\$101,274.50
CONCRITE PTY LTD	\$215,774.00
CUMBERLAND NEWSPAPERS	\$113,464.56
DUROCON INDUSTRIES	\$157,724.00
EDSCOG PTY LTD	\$191,389.62
FAIRFAX COMM NEWSPAPER	\$211,081.48
FRIENDLY FRED'S TREE SERVICE	\$144,907.50
FUJI XEROX AUSTRALIA PTY LTD	\$187,708.37
GENASYS SYSTEMS PTY LTD	\$439,721.00
GILBERT & ROACH P/L	\$140,970.50
GLENFIELD WASTE DISPOSALS	\$261,977.83
I J C PAINTING AND DECORATING	\$102,448.74
I W CONTRACTING PTY LTD	\$429,832.32
INCOLL MANAGEMENT PTY LTD	\$325,805.40
INTEGRAL ENERGY	\$2,373,114.77
J A C CONSTRUCTIONS	\$293,674.81
JANI KING (NSW) PTY LTD	\$282,772.05
LEND LEASE RESIDENTIAL	\$198,487.22
LINECORP ROADMARKERS	\$192,509.50
MACDONALD JOHNSTON ENGINEERING CO	\$231,421.58
MARSDENS	\$312,761.38
MERCANTILE MUTUAL INSURANCE	\$1,119,939.20
MITCHUM PTY LTD	\$190,968.80



COUNCIL ACTIVITIES

NAKFA PTY LTD	\$210,478.13
NSW FIRE BRIGADES	\$468,341.00
PARKCRETE PTY LTD	\$180,836.08
PATTERSON CONCRETING	\$158,127.21
PAUL WAKELING PTY.LTD	\$1,642,192.07
PAVEMENT SALVAGE OPERATIONS	\$141,641.62
PEDDLE THORP & WALKER	\$1,085,229.00
PIONEER ROAD SERVICES	\$338,787.04
PLAYFIX PTY LTD	\$101,110.40
ROAD SIGNS & MARKING SUPPLIES P/L	\$107,805.95
ROADS AND TRAFFIC AUTHORITY	\$175,907.16
ROCLA PIPELINE PRODUCTS	\$132,570.17
ROD LAWRENCE FORD P/L	\$268,878.47
RYLEDOWN PTY LTD	\$355,057.00
SCATTERGOOD CONCRETING	\$101,625.15
SECURITY MAILING SERVICES	\$116,259.47
SHELL BULK ACCOUNT 536478	\$515,344.39
SOUTH CREEK PLUMBING	\$171,714.36
STANLEY G PLANTZOS INS P/L	\$282,370.76
STATE RAIL AUTHORITY	\$375,651.69
STATEWIDE MUTUAL	\$314,683.48
SYDNEY WATER CORPORATION	\$447,962.60
T J & R F FORDHAM PTY LTD	\$152,575.69
T M P WORLDWIDE PTY LTD	\$123,130.35
TELSTRA	\$596,716.15
TONY BROWN PTY LTD	\$487,054.40
TOUCH SCREEN SYSTEMS	\$118,733.26
TRI-CITY TRUCKS PTY LTD	\$115,491.31
ULTIMATE AIR CONDITIONING	\$280,192.11
VALUER GENERALS DEPT	\$177,178.70
WASTE SERVICE NSW	\$1,781,445.20
ZURICH INSURANCE LTD	\$166,885.76

NATIONAL COMPETITION POLICY

Council has addressed certain requirements of National Competition Policy by formulating policies for Complaints Handling and the distribution of Corporate Overheads. The development of the Complaints Handling Policy was implemented inhouse and approved by Council on 7 April 1998. This policy incorporates the mechanism for dealing with traditional service complaints as well as dealing with competitive neutrality complaints.

To date no complaints have been made against Council concerning matters related to National Competition Policy.

Council adopted a model for the application of corporate overheads at its meeting of 7 April 1998. This model was developed by Ernst & Young in conjunction with Council staff and has now been signed off as meeting all probity issues in the distribution of corporate costs to the Business Activities identified by Council.

In accordance with National Competition Policy guidelines Council has nominated the following activities as Category 1 Businesses:

- Child Care
- Commercial Centres
- Recreation Centres

In accordance with amendments to the Local Government Act a statement of expenses, revenues and assets in relation to each Category 1 business activity is provided below:

Activity	Assets	Revenues	Expenses
Child Care	3,281,438	2,733,147	3,252,213
Commercial Centres	21,060,170	3,041,335	1,913,121
Recreation Centres	13,548,179	2,323,739	4,200,503



COUNCIL ACTIVITIES

PROMOTION OF SERVICES

Council has set itself objectives within its Management Plan to enhance the publication, issue and display of material promoting and informing the public of services and facilities available within the Campbelltown local government area. The program also provides persons of Non-English speaking backgrounds with literature and advice in their language of origin.

During the past year the following projects have been undertaken to promote the services and facilities provided by Council:

- The production and distribution of a quarterly community newsletter and an Annual Community Report outlining the services and facilities provided by Council to all residents of the City.
- The establishment of a Council web site providing a wide range of Council and community information.
- Maintained a regular program of displays and exhibitions focusing on local products and services at the Quondong Visitor Centre.
- Developing opportunities for Council to improve and better define its support to community based groups involved in the provision of community facilities and services. These include:
 - Developed a program of appropriate activities for International Year of Older Persons in conjunction with the Seniors Issues Group including a Seniors Information Expo and two discussion forums on Banking issues and Guardianship.
 - Attracted funding to coordinate the implementation of a Client Information and Record Referral to assist Home and Community Care Services in Macarthur.
 - Continued to resource Neighbourhood and Community Centres through the provision and support to management Committees and staff.
- Promote and administer the Area Assistance Scheme in the Macarthur Region.
- Managed the Claymore Integration project in partnership with other government agencies as a model for the integration of community services delivery.
- The Annual Community Directory for 1999 was produced and distributed. The Directory is available in hard copy from the Library and is also available on Council's web site.
- Community Information display facility continued in the foyer of the Campbelltown City Library.
- A Community Calendar was produced and updated weekly. The calendar was circulated to Council departments and community groups.
- Provided an information service to businesses locating in the City about the availability and accessibility of services and facilities

CHILDREN'S SERVICES

The profile of the City of Campbelltown indicates that 24.2% of the population is under the age of 12 years

Council's Childrens Services provide a variety of affordable child care services for children aged 6 weeks to 12 years. Services are managed and run by a professional team of people who provide an educational program and safe, happy care for your child.

The Childrens Services Support Team provide specialised resources, equipment and training to assist children with disabilities, and children from non English, Aboriginal and Torres Strait Islander backgrounds to access the Childrens Services.

The following details the level of service Council provides in each of the abovementioned areas:

Children aged 0 - 6 years

- Eight Long Day Care Centres providing care for up to 307 children daily.



COUNCIL ACTIVITIES

- One Occasional Child Care Centres providing 29 daily occasional care places.
- One Occasional Child Care Centre providing 28 daily occasional care places on Wednesday, Thursday and Friday.

Children aged 5 - 12 years

- Five Before and After School Care Centres catering for 315 child places.
- Four Vacation Care Centres catering for 150 child places including one centre for children with special needs.

Children aged 0 - 12 years

Family Day Care Scheme with 653 effective full time children. This service is catered for by 86 Care Providers.

MULTICULTURAL & INDIGINOUS SERVICES

The 1996 Census data showed 15.4% of the Campbelltown population were from a Non English Speaking Background. Significantly, the NESB population is increasingly representing a greater proportion of the overall population.

A trend within the NESB population is that most countries are represented in the population of Campbelltown. The Macarthur Migrant Resource Centre considers that there are about 103 different language or cultural groups.

This significant increase in cultural diversity has implications for Council in the delivery of services to ensure equitable service provision to the NESB community.

In responding to the needs of this rapidly growing population Council is reviewing its Local Ethnic Affairs Policy Statement (LEAPS) to ensure the ongoing improvement in the accessibility and appropriateness of all our services to residents of non-English speaking backgrounds.

Several initiatives have been implemented including dual handsets for access to the Telephone Interpreter Service.

Council's staff who have a second language are being trained as Language aides, multi-lingual information is distributed, Council stationery carries a printed message in several languages on the back and a range of books in different languages are available from Council's libraries.

To assist and promote the cultural diversity of our City the Carnivale Festival of Cultures is held annually. Carnivale activities included a concert a Polynesian cultural fashion parade, cultural performance, a short film festival by NESB video makers, story telling by Pacific Islander communities, seminars on anthropology, an NESB youth art exhibition and a Tapa exhibition.

Approximately 4,000 people attended Carnivale events in Campbelltown. Over 20 cultural groups performed, representing many multicultural communities. The Cultural Development program also supported Refugee Week activities and the Circuit Breaker Quilt Project for NESB youth.

According to the 1996 Census data approximately 4,000 Aboriginal and Torres Strait Islander people live in the Campbelltown area. ABS figures are not considered to reflect the true number of indigenous people in the area with local organisations putting the figure at somewhere between 8,000 and 10,000.

To provide a link between Council and the indigenous community the Campbelltown Local Government Aboriginal Advisory Committee was established in 1996. During the year Council was successful in obtaining funding through Area Assistance to employ a worker specifically to improve Aboriginal community access to Local Government and main stream services. This position has been funded to service Camden and Wollondilly as well. The Advisory Committee was also successful in receiving \$5,000 from ASTIC to develop a program for NAIDOC Week activities.

The Committee over the past twelve months has further developed the co-operative process between Council and the Aboriginal community in Campbelltown. Initiatives undertaken by Council and the Committee included:

- Launch of an Aboriginal collection within Council's Library Service.



COUNCIL ACTIVITIES

- Strengthened and enhanced the activities of the Local Government Aboriginal Advisory Committee and increased Council's participation in NAIDOC Week.
- Continuation of a training program for all Council staff focusing on Aboriginal Cultural Awareness.
- Ongoing program to improve the opportunities for the Aboriginal community to participate in creative workshops at the Art Gallery.
- A number of Aboriginal Craft and Art exhibitions and workshops were held at the Gallery during 1998/99.

A program of arts activities were held as part of Campbelltown's NAIDOC week celebrations through the Cultural Development program. The weeks activities commenced with a recreational day at Campbelltown City Bicentennial Art Gallery and included performances by the Torres Strait islander community, traditional Aboriginal dancing, music, art workshops and related workshops at other venues.

The remainder of the program included Aboriginal arts and craft workshops, didgeridoo and dance workshops, and storytelling held at various locations throughout the City. NAIDOC week involved local Aboriginal artists, Torres Strait Islander entertainers, dance groups and musicians.

FREEDOM OF INFORMATION

Freedom of Information became operative from 1 July 1989. Under the terms of the Act, Council is required to publish statistical data in conjunction with its Annual Report.

Section A - FOI Requests	98/99	97/98
New Requests Received	8	4
Completed	8	3
Withdrawn	-	-
Total Processed	8	3
Unfinished	-	1

Section B - Completed Requests

Granted in Full	8	3
Granted in Part	-	-
Refused	-	-
Deferred	-	-

Section G - FOI Requests Refused

S25(1)(a) - Exempt	-	-
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Section H - Costs & Fees

All Completed Requests		
Processing Costs	1,890	1,400
Fees Received	280	120

Section J - Days to Process

0 - 21	8	3
25 - 35	-	-
Over 35	-	-

Section K - Processing Time

0 - 10 hours	7	1
11 - 20 hours	1	2
21 - 40 hours	-	-
Over 40 hours	-	-

Section L - Reviews & Appeals

Internal Reviews	1	-
Ombudsman Reviews	-	-
District Court Appeals	-	-



COUNCIL ACTIVITIES

YEAR 2000 PROJECT

Awareness Training

The General Manager, all Directors and all Managers have attended a one day session which outlined what the Year 2000 (Y2K) problem is and the implications for Council. Approximately 180 of Council's staff have attended a one-hour Y2K problem awareness session. The purpose of this session was to make the staff aware of the possible impact of the year 2000 problem.

Project Statement

To ensure that Campbelltown City Council (CCC) will continue to operate in the year 2000 with minimal impact on its business from the year 2000 problem.

Project Objectives

- ◆ To identify those business functions at risk of failure as a result of the year 2000 problem
- ◆ To determine the likelihood of these impacts arising
- ◆ To identify critical business functions
- ◆ Develop and cost rectification strategies
- ◆ Develop and cost contingency plans
- ◆ Develop a project plan to address year 2000 problems.

Critical Activities

Following the identification of 175 critical Council functions, 125 letters were mailed to companies who provide or service products which are used to support those functions. Companies were asked to complete a *Year 2000 Compliance Warranty and Questionnaire* for each product or service provided to Council.

Most of these companies have identified their products as being Y2K compliant. The companies who have not responded or whose products are not Y2K compliant are being followed up. Rectification action is being taken to make those products compliant.

Suppliers

Letters were mailed to an additional 960 companies with whom Council has conducted business during 1998. The companies were asked to complete a *Year 2000 Compliance Check List*.

In response, 459 companies have indicated that their products are Y2K compliant. A register will be maintained of companies who have not responded or have not responded favourably. The register will be made available to staff for consultation when selecting suppliers of goods and services.

There are a number of functions that are the responsibility of other authorities such as street lighting, water and sewerage, traffic lights, etc. Approaches have been made to these authorities to ensure the continuity of services.

Hardware

Council's file servers have been checked and identified as Y2K compliant.

A number of older PCs, identified as not being Y2K compliant, will be replaced before the end of 1999.

Genasys Software

Council's local government software supplier, Genasys Systems Pty Ltd, have implemented a Year 2000 Safe Project to ensure that their software will provide full functionality and operate in accordance with its documented parameters with respect to all dates up to and including 31 December 2019. All Genasys Y2K Safe applications have been installed.

Other Software

Council's spreadsheet and database files have been checked for Y2K compliance. The owners of non-compliant files have been advised that they will need to modify their files before the end of 1999.



COUNCIL ACTIVITIES

LEGAL PROCEEDINGS - PLANNING & DEVELOPMENT

File No.	Status	Costs
F68975	Development application for a junk yard at 24 Blaxland Road, Campbelltown. The applicant lodged an appeal on the basis of a deemed refusal. However, Council subsequently approved the proposal subject to certain conditions. This resulted in a Notice of Discontinuance from the applicant and no further action was taken	\$4,957.70
F74043. 2	Development application for the establishment of a metal recycling facility at 50 Stennet Road, Ingleburn. Council refused the application on the grounds that the proposal was significantly different to other developments in the immediate locality and was not in character with the high quality level of industrial development in the area. The Court approved the application subject to certain conditions regarding the minimisation of noise impact, limiting the height of stack piled materials and the provision of acoustic screen fencing and planting.	\$75,405.10
F12541	Development application for the use of 31 Stanley Street, Ingleburn for the purposes of a brothel. Council refused the application on the grounds that the proposed development does not comply with locational criteria contained within Council's Brothel Policy, DCP No. 86 and approval would not be in the public interest given the sites proximity to Ingleburn Railway Station. The Court approved the application subject to certain conditions regarding hours of operation, advertising signs, car parking and amenity	\$20,196.00
F79670	Development application for the use of Lot 356 DP 870579, The Kraal Drive, Blair Athol for the purposes of a neighbourhood shopping centre. Council refused the application based on the adverse economic and social impact of the development on the adjoining retail and commercial areas and to the design of the building which is not in keeping with the character of heritage buildings in close vicinity to the site. The Court approved the application subject to certain conditions	\$28,430.00
F26851	Unauthorised clearing of Lot 13 DP 740774, No 3 Hillcrest Road, Wedderburn. The matter was heard before Camden Local Court on 25-10-99 where the owner was fined \$300 and court costs of \$52 and also ordered to pay Council costs to the sum of \$500.	\$6,400.50
F64990	Development application for the erection of a dual occupancy on Lot 2 DP 39353, 71 Pembroke Road, Minto. Council refused the application on the grounds that it had little architectural merit, that Pembroke Road is an access denied road and that the proposal is a total overdevelopment of the site. The Court approved the application subject to certain conditions	\$14,678.80
F34665. 1	Unauthorised fence constructed at 54 Fawcett Street, Glenfield. Council issued an Order to demolish the fence. The owner appealed against the Order. The Court upheld the appeal on the grounds that there was doubt as to whether the colour bond fence was located wholly within the subject property. No further action was taken.	\$3,673.50
F77856	Development application for subdivision and integrated housing on Lot 228 DP 867002 Freeman Circuit, Ingleburn. The applicant lodged an appeal on the basis of a deemed refusal. However, Council subsequently approved the proposal subject to certain conditions. This resulted in a Notice of Discontinuance from the applicant and no further action was taken.	\$2,025.50
F77177	Unauthorised use of premises at Lot 4 DP 551705 Helena Street, Minto Heights for the purpose of a truck repair depot. The matter was heard before Picton Local court on 24 September 1998 where the owner was fined \$500 and ordered to pay Council's professional legal costs to the sum of \$1,000.	\$1,981.00
F45557	Unauthorised use of premises at 39 Romeo Crescent, Rosemeadow for the purposes of conducting a security service. An appeal was lodged by the owner in response to an Order issued by Council to cease unauthorised use. Owner withdrew the appeal with a Notice of Discontinuance. Dwelling was vacated and no further action taken.	\$2,185.00



COUNCIL ACTIVITIES

LEGAL PROCEEDINGS - HEALTH & ENVIRONMENTAL SERVICES

LP No.	Offence	Court Result	Status
92/98	One offence under Local Govt. Act	Convicted in Land and Environmental Court. Court Order and bill for costs issued.	Unpaid, further proceeding pending for execution of Order and cost recovery
93 -96/98	Four offences under the Food (General) Regulation	All offences dismissed. Council ordered to pay defendants cost amounting to \$4,200	Paid
97-98/98	One offence under Food (General) Regulation and One offence under the Environmental Offences and Penalties Act	Convicted and fined \$600 plus \$552 costs	Unpaid referred to State Debt Recovery Office
99/98	One offence under the Food (General) Regulation	Convicted and fined \$1,500 plus \$602 costs	Unpaid referred to State Debt Recovery Office
100/98	One offence under the Clean Waters Act	Matter withdrawn no costs sought	Withdrawn
101/98	One offence under the Clean Waters Act	Convicted and fined \$1,000 plus \$550 costs	Paid
102/98	One offence under the Clean Waters Act	Matter withdrawn, no costs sought	Withdrawn
103/98	Appeal of Noise Control Notice	Appellant withdrew matter. Noise nuisance rectified	Withdrawn
1 - 5/99	Five offences under the Companion Animals Act	Convicted - Warrant issued by Court for defendants arrest to bring before the Court for sentencing.	Referred to NSW Police Service - matter pending
6/99	1 offence under Local Government Act	Matter withdrawn, no costs sought	Withdrawn
7/99	One offence under the Local Government act	Convicted and fined \$1,000 plus costs of \$735.70	Paid
8 - 15/99	Eight offences under the Companion Animals Act	Convicted and fined \$1,400 plus costs of \$916. Defendant sought and succeeded in having the convictions set aside	Matters re-listed for hearing December 99
16 - 17/99	Two offences under the Companion Animals Act	Convicted and fined \$200 plus costs of \$916	Payment by instalment - \$70 received
18 - 20/99	Three offences under the Companion Animals Act	Convicted and fined \$1250 plus \$916 costs.	Unpaid - time allowed to pay until 23-10-99
21 - 22/99	Two offences under the Food (General) Regulation	Matters withdrawn prior to informations being laid with the Court.	Withdrawn
23 - 25/99	Three offences under the Food (General) Regulation	Matters withdrawn prior to informations being laid with the Court.	Withdrawn
26 - 27/99	Two offences under the Food (General) Regulation	Matters withdrawn prior to informations being laid with the Court.	Withdrawn
28 - 32/99	One offence under the food Act and four offences under the Food (General) Regulation	Matters withdrawn prior to informations being laid with the Court.	Withdrawn
33/99	One offence under the Companion Animals Act	Convicted and fined \$300.00 plus \$602 costs	Unpaid - time allowed to pay until 16-10-99
Unresolved 1997/98 Legal Proceedings from previous Annual Report			
32/97	One offence under the Food Act	Convicted and fined \$400 plus \$1200 costs	Unpaid referred to State Debt Recovery Office



COUNCIL ACTIVITIES

LEGAL PROCEEDINGS - HEALTH & ENVIRONMENTAL SERVICES

36 - 45/97	One offence under the Food Act and nine offences under the Food (General) Regulation	Appeal by defendant dismissed. Ordered to pay previous fine of \$8,000 plus costs of \$1,258	Unpaid - referred to State Debt Recovery Office
38 - 42/98	One offence under the Food Act and four offences under the Food (General) Regulation	Appeal by defendant dismissed. Ordered to pay previous fine of \$5,000 plus costs of \$755	Unpaid - referred to State Debt Recovery Office
56 - 58/98	Three offences under the Food (General) Regulation	Convicted of one offence which was discharged. The remaining matters were dismissed. Council ordered to pay costs of \$2,100	Paid
59 - 63/98	Five offences under the Food (General) Regulation	Convicted and fined \$2,000 plus \$954 costs	Payment by instalment - \$2,200 received
69 - 76/98	One offence under the Food Act and seven offences under the Food (General) Regulation	Convicted and fined \$2,400 plus \$1,366 costs	Payment by instalment - \$3,300 received
77 - 81/98	One offence under the Food Act and four offences under the Food (General) Regulation	Convicted and fined \$1,200 plus \$1,183 costs	Payment by instalment - \$500 received

LEGAL PROCEEDINGS - RATE RECOVERY

Council incurred costs of \$77,041.80 in undertaking proceedings to recover outstanding rates



HUMAN RESOURCE MANAGEMENT

HUMAN RESOURCES ACTIVITIES

- Approval has been given to proceed with the new Computerised Human Resources Information System (CHRIS), which will be fully implemented by March 2000.
- The salary system continues to be developed in consultation with Council's Consultative Committee, and as a result of this a number of staff will be trained as Workplace Assessors.
- Ongoing review of the Recruitment and Selection process, including letters of offer, to ensure Council complies with the new Child Protection Legislation.
- A committee was formed to review Council's Performance Management System in light of changes in the salary system, and to make the system easier to use and administer.
- Council has continued to negotiate a variety of agreements, including its first Enterprise Bargaining Agreement in Recreation, with an emphasis on making working conditions relevant to the Council work environment.
- An application for a self-insurance license has been submitted following an independent audit of Occupational Health and Safety work practices. The end result was an expansion of our Occupational Health and Safety in Council across the board.
- Council appointed an Occupational Health and Safety Physician to provide a service to employees.
- The Occupational Health and Safety Centre was opened, and provides medical advice and assistance to employees.
- The Employee Assistance Program (EAP) has continued, with the introduction of male and female counsellors.
- A program has been developed which now records all skills required at Council and their link to National Competency Standards. All skills now have a rating to allow training and reward for acquisition and use.

TRAINING AND DEVELOPMENT

- Council's emphasis on staff development has continued throughout the year, with 117 off-the-job training programs being attended by a total of 1327 employees.
- Our training program this year has focussed on Occupational Health and Safety, communication skills and job specific training. Wherever possible, programs have provided employees with recognised accreditation.
- Our main efforts in the early months of 1999 were towards Occupational Health and Safety (OH&S). Specific training was provided for supervisors in preparation for Council's application for self-insurance and more general OH&S awareness training was provided for over 450 other staff. Our future efforts will be directed towards manual handling training for outdoor and Children's Services staff.
- Several new programs and workshops have been offered during the year. These include Disability Awareness, EEO Awareness and Self-Managed Teams workshops. Under the Workplace English Language and Literacy (WELL) program we have provided Plain English and Professional Writing, Workplace Trainer and Workplace Writing courses, as well as a program to assist staff to produce more effective promotional leaflets and flyers.
- Council has also continued to support participation in the Certificate in Local Government through the WELL program. So far, 15 employees have enrolled in four modules of the Certificate, which is being conducted on one afternoon per week during normal working hours. On completion of these modules staff will have the opportunity to achieve the full Certificate through TAFE.
- The development of skills lists in preparation for the competency based pay system continued this year. These lists will assist staff to more accurately decide their future training requirements. As a result it is expected that less emphasis will be placed on broad band courses and more importance placed on structured on-the-job training.

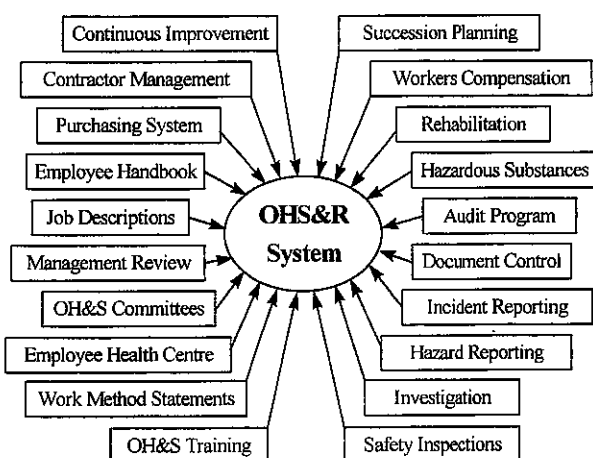


HUMAN RESOURCE MANAGEMENT

OCCUPATIONAL HEALTH & SAFETY

The common goal for both management and staff is towards zero accidents in the workplace. While this goal is idealistic in a real world, Council remains committed to a philosophy of **continuous improvement in workplace safety**.

As shown in the diagram below, Council's OH&S System is made up of many activities, involving staff and management at all levels:



With ongoing work towards gaining a self-insurance licence for workers compensation, significant improvements have been achieved in a number of key elements within the OH&S system, such as Purchasing, Risk Management, Audits and Training.

Hazardous Substance Management

The introduction of a computerised hazardous substance management system has significantly enhanced the level of information available to staff on the correct methods of using, handling, storing, and transporting chemicals.

Audit System

The implementation of a nationally recognised OH&S Audit program has been an important tool in monitoring Council's safety systems. The audit program provides management and staff with important feedback and identifies opportunities to make the workplace safer.

Training

Council has an ongoing training program in a variety of OH&S topics. During the year a significant number of staff completed the "OH&S Awareness for Employees" course conducted by Council's Risk Management Team. It is anticipated that by early 2000, all staff within Council will have completed this course. OH&S and Training Staff have teamed up to formulate a range of staff training programs, (eg. "Skin Cancer Awareness" and "Hearing Protection").

OH&S Committees

These consultative groups comprise representatives from both staff and management. The committees have been actively involved in conducting workplace inspections, which provide valuable feedback to supervisors on specific safety issues in the workplace. The committees are an important bridge of communication between senior management and staff in areas concerning safe work practices, procedures, and equipment.

Accident and Hazard Reporting

Review and modifications to the system have resulted in greater efficiencies in investigating accidents, and in following up actions to prevent re-occurrence. As the system now provides detailed statistical analysis on accidents, the Risk Management team is able to place more focus on identifying trouble-spots, and preventing accidents before they occur.

As our OH&S systems are continuously reviewed and improved throughout the year, our ongoing objective is to establish in Campbelltown City Council a reputation as being the safest employer in Sydney. As this goal effectively reduces costs to the Council associated with employee absence to injury and illness, it is a goal equally shared and aspired to by management, staff and the community.

Policy Development

The year has seen the re-development of a number of key policies, as well as the development of a range of new policies.



HUMAN RESOURCE MANAGEMENT

For example, "Reporting and Investigation of Safety-Related Incidents and Hazards", "Site Induction for Contractors" and "Auditing of our Occupational Health and Safety System".

The new policy on "Occupational Health and Safety Responsibilities" provides every employee a clear outline of their OH&S responsibilities as they apply to day-to-day Council operations.

Council's new "Purchasing" Policy includes OH&S personnel's involvement in the process of tender evaluation, to ensure that tenderers meet strict legislative and policy requirements.

Development of a "Job Description" policy ensures staff have clearly documented descriptions of the tasks required of them, and the commitment required by both Council and staff to maintaining a safe working environment.

Council's "Work Methods Statements" policy identifies potentially hazardous work activities. By the development of Work Method Statements, staff are provided with detailed written information on how to undertake these tasks in the safest possible manner.

Operations Manual:

Resulting from a revision of the OH&S Handbook, the Operations Manual was developed. The manual is distributed to all staff at "OH&S for Employees" training sessions. It provides staff a broad overview and reference point for a range of OH&S and general employment topics. The manual advises staff on how to obtain more detailed information if required. The manual was especially designed to be pocket-sized and easy to read, and has received a very positive response from staff. The manual will be reviewed annually in consultation with staff at all levels. This consultation process is important in ensuring that it remains a useful and relevant tool for all staff.

Evacuation Procedures:

Council is obliged to ensure that effective emergency evacuation procedures are in place at all locations. A greater emphasis on this requirement has this year resulted in improved procedures, as well as an increase in both the number and quality of evacuation drills held.

To properly test their effectiveness, evacuation drills are held without notice to the staff or public. While this poses a minor inconvenience, feedback from both staff and the public indicates that our efforts in ensuring their safety whilst in our buildings, are very much appreciated.

EQUAL EMPLOYMENT OPPORTUNITY

Funding was obtained under the Workplace English language and Literacy (WELL) program which enabled Council to provide specific training to staff in Plain English and Writing, Workplace Trainer and Workplace Writing.

Council continued to provide Disability Awareness, EEO Awareness and Aboriginal Cross Cultural Awareness training. Networking and career opportunities continued to be provided to female employees through participation in the Springboard Program for women.

Recruitment and Selection training has been reviewed to incorporate a refresher training program which targets all staff involved in selection interviews.

Council has continued its commitment to the Certificate in Local Government course, improving access for staff to further education. This program has continued to receive very positive feedback and is well utilised

Priorities

- To ensure all staff involved in selection interviews receive training in the Recruitment and Selection Refresher training course
- To develop a "record of grievance" document for Contact Officers to ensure necessary information is recorded, and to make their role more defined.
- To continue participating in the Springboard Program for women
- To engage the services of the Anti-Discrimination Board to provide training for all front line supervisors in Council's Grievance Handling Procedures.
- To continue to provide training for staff in EEO Awareness and Disability Awareness



ASSET MANAGEMENT

CITY INFRASTRUCTURE

Campbelltown continues to experience the impact of sustained growth over two decades. To support the social, economic and cultural development of the community Council has put in place strategies to maintain and enhance the City's physical infrastructure assets.

Council within its Management Plan framework has established Infrastructure Management as one of its principal activities. The aim of this activity is to provide quality works and asset maintenance to meet the current and future demands through the development of construction and maintenance practices which enhance Council's infrastructure.

ASSET MANAGEMENT PROGRAM

Except for land under roads, infrastructure assets acquired or constructed prior to January 1993 are required to be capitalised in the accounts on a staged basis as set out below;

- 1994/95 All assets except Transport and Communication and Drainage Assets.
- 1995/96 Transport and Communication Assets
- 1996/97 Drainage Assets

In accordance with Section 428 (2) (d) of the Local Government Act 1993 Council is required to report on the condition of the public works, including buildings, roads and drainage systems, under its control as at the end of the year.

- an estimate (at current value of the amount of money required to bring the works up to a satisfactory standard
- an estimate (at current value of the annual expense of maintaining the works at that standard
- the Council's program of maintenance for the year in respect of the works.
- Campbelltown Council has embarked on a major program of establishing an asset management system in accordance with the asset accounting manual and the requirements of AAS27.

The implementation program set by the asset accounting manual required the capitalisation of drainage assets by June 1997.

PUBLIC ROADS

Following expenditure on road pavements exceeding \$4 million during 1998/99 the condition of public roads has improved on previous years with over 80% of Council's urban roads considered to be in good or fair condition.

However, despite the reasonable allocation of funds in 1998/99, Council's Pavement Management System estimates that to bring our network up to a satisfactory condition would require expenditure of \$43.7 million in 1999/2000. To retain the road system in that condition would require further expenditure of approximately \$4 million over the next four years.

Class	YEAR	Estimate of Cost to Bring to Satisfactory Standard (Current \$ Value)	Estimate of Cost to Maintain Standard (Current \$ Value)
Urban	2000	\$38,075,560.00	
	2001		\$1,096,676.00
	2002		\$1,011,019.00
	2003		\$ 999,675.00
	2004		\$734,765.00
		\$38,075,560.00	\$3,842,135.00
Rural	2000	\$5,682,209.00	
	2001		\$76,750.00
	2002		\$54,422.00
	2003		\$30,985.00
	2004		\$2,992.00
		\$5,682,209.00	\$165,149.00
	Total	\$43,757,769.00	\$4,007,284.00



ASSET MANAGEMENT

CONDITION OF PUBLIC ROADS

The table below details the results of the recent survey which reflects the condition of public roads under Council's control.

Class	Condition at end of 30 th June 1999	% OF AREA
URBAN	GOOD	42%
	FAIR	43%
	POOR	15%
RURAL	GOOD	16%
	FAIR	66%
	POOR	18%

MAINTENANCE PROGRAMME FOR 1998/99

Street Name	Class	Expenditure
Bensley Road	Rural	1,510
Gibson Road	Rural	825
Hillcrest Road	Rural	1,297
Keating Place	Rural	18,845
Wedderburn Road	Rural	26,038
Georges River Road	Rural	37,290
Payten Street	Rural	9,031
Sub Total(Rural)		\$ 94,836
Adam Place	Urban	3,669
Adrian Street	Urban	14,794
Alice Street	Urban	3,037
Allman Street	Urban	1,649
Amaranthus Place	Urban	4,776
Badgally Road	Urban	12,032
Belmont Road	Urban	10,923
Blackwood Crescent	Urban	6,248
Bougainville Road	Urban	20,257
Broughton Street	Urban	278,869
Bundy Place	Urban	1,378
Casuarina Place	Urban	238
Corbin Street	Urban	2,356
Crammond Place	Urban	1,093
Crossley Street	Urban	1,085
Cumberland Road	Urban	1,101
Delaunay Street	Urban	1,508
Erica Lane	Urban	1,780
Erica Place	Urban	1,704
First Avenue	Urban	10,983

Goodenough Street	Urban	4,922
Helicia Road	Urban	7,396
Hickory Place	Urban	1,463
Hurley Street	Urban	10,174
Blaxland Road	Urban	360,485.00
Ingleburn Road	Urban	1,871
Ironbark Crescent	Urban	3,709
Jacquinet Place	Urban	1,879
Kitava Place	Urban	1,474
Lawson Street	Urban	700
Longhurst Road	Urban	3,338
Macquarie Street	Urban	28,916
Mahogany Place	Urban	3,840
Merrin Close	Urban	2,575
Minto Road	Urban	32,719
Morgan Street	Urban	1,587
Norfolk Road	Urban	1,871
Ohlfsen Road	Urban	4,370
O'Sullivan Road	Urban	24,000
Oxford Road	Urban	28,916
Pademelon avenue	Urban	1,174
Parliament Road	Urban	10,923
Parma Crescent	Urban	1,078
Queen Street	Urban	10,174
Quokka Place	Urban	1,363
Sherack Place	Urban	762
Tammar Place	Urban	803
Victoria Road	Urban	21,846
Warrung Road	Urban	312
Sub Total (Urban)		\$ 954,121

DRAINAGE & OTHER WORKS

Drainage assets acquired or constructed prior to 1 January 1993 were required to be capitalised in the accounts by 30 June 1997.

Drainage infrastructure assets brought onto the Council's books at 30 June 1997 increased Council's equity by \$179,460,980. The effect of depreciation expense in future years will be approximately \$2.3 million.

During 1998/99 Council's expenditure on drainage construction and maintenance was in excess of \$2 million. Approximately 70% of major trunk and local street drainage systems are considered to be adequate. Council's Asset Management Program is continually obtaining details to affirm this percentage and determine unsatisfactory areas for attention.



ASSET MANAGEMENT

PUBLIC BUILDINGS

Although Council provides funds in its Annual Budget for repairs and maintenance to public buildings some buildings require expenditure of a capital nature to update buildings to meet with the changing needs of the community.

To assist in this process Council is implementing a rolling program of updating and refurbishing community halls and centres.

Given the multitude of public buildings under Council's ownership it is estimated that an amount of \$2 million is required to upgrade all buildings to meet community satisfaction.

The estimated amount of the annual expense of maintaining the buildings at that standard is \$1,200,000. The Council's program of maintenance for the 1998/99 year in respect of public buildings amounted to \$1,099,000. An amount of \$1,002,380 has been allocated in the 1999/2000 Budget for the maintenance of public buildings.



MANAGEMENT OF THE ENVIRONMENT

INTRODUCTION

The past decade has seen a growing concern both in the community and Council for the protection and enhancement of the local environment. This concern has been reflected by Council developing a broad range of programs and policies in response. Activities such as the Business Sector Environmental Review Program, tree planting, noxious weed control, protection of riparian zones and remnant vegetation and the restriction of vehicular access to bushland areas are indicative of the positive response to ensuring ecological sustainability in Campbelltown. Council's State of the Environment Report is increasingly used to guide decisions which affect the local environment.

New legislation such as the Threatened Species Conservation Act, the Contaminated Land Management Act and the Waste Minimisation and Management Act all place obligations on the Community, Developers and Council regarding environmental management. Another significant piece of legislation is the Protection of the Environment Operations Act. This Act consolidates the Clean Waters Act, Noise Control Act, Clean Air Act and Environmental Offences and Penalties Act and clearly delineates the roles and responsibilities of the Environment Protection Authority and Local Government. New opportunities exist under this legislation for Council to issue pollution clean-up and prevention notices and to regulate local industries not licensed by the Environment Protection Authority.

PROGRAMS TO PROTECT AND ENHANCE THE ENVIRONMENT

State of the Environment Reporting

Council's State of the Environment Report provides a comprehensive description of the natural resources of Campbelltown. It has become increasingly important in assisting Council in making decisions which affect the environment and promoting the principles of ecologically sustainable development.

The 1998/1999 State of the Environment Report has been prepared in accordance with the requirements of the Local Government Act 1993.

It has followed the principles set out in the Environment Protection Authority's guidelines for the preparation of State of the Environment Reports by Local Government and also the Draft Protocols prepared by the Hawkesbury Nepean Catchment Management Trust.

The report identifies the following areas as being environmentally sensitive:

- Georges River Corridor including regional open space and scenic protection zones from Glenfield to St Helens Park
- Nepean River Corridor
- Wedderburn - Rural area, military training reserve, Dharawal State Recreation Area and water catchment areas
- Smith's Creek between Pembroke Road and Georges River Road
- Beulah/Menangle Creek Wildlife Corridor

Council has carried out and will continue to initiate activities to protect environmentally sensitive areas and to promote their sustainability.

Business Sector Environmental Review Program

This program is a key component of Council's strategy to protect and enhance the environment. It aims to:

- Increase awareness of environmental issues
- Encourage the implementation of solutions to pollution.
- Develop a positive attitude towards the environment

To date some 150 premises have been reviewed including industry sectors such as service stations, automotive sales and repairs, photographic processing, nurseries and carpet.



MANAGEMENT OF THE ENVIRONMENT

Community Based Environment Projects

Streamwatch is part of a community based water quality monitoring program. It involves schools, community groups and Local and State Governments working co-operatively to monitor and improve water quality. Campbelltown was the first local Council to become involved in the program in 1991 and we now assist local participants by providing training and technical advice.

Friends of Smith's Creek is a bush regeneration group concerned with bushland management in Smith's Creek. The group includes local residents and works closely with Council to protect the area.

Wedderburn Gorge is currently subject of a bush regeneration project being undertaken by local residents. Council has provided assistance to the group and is considering strategies for improved management of the area.

World Environmental Day is actively supported by Council. Activities were based around local media and displays of environmental information. "Weed Busters" week and Water week are also promoted by Council activities.

Clean Up Australia Day - An annual event co-ordinated locally by Council.

Council Land Management Committee

Council has formed an interdepartmental committee to review the management of community land. The Committee is currently preparing plans of management for significant bushland reserves.

Water Quality Monitoring

Council has been monitoring water quality in the Nepean and Georges Rivers since 1975. The current program monitors nine locations on the rivers and their main tributaries at monthly intervals for biological and chemical parameters. The program also includes macro invertebrate monitoring as a further means of assessing water quality.

The water monitoring locations have been chosen either for a geographical perspective or because of the desirability of the site for primary contact recreation. The acquisition of the data enables Council to better understand the water quality of the rivers and creeks in the area.

Policies and procedures can then be implemented to target water quality parameters of concern and to reduce any negative impact of urbanisation on water quality.

Stormwater Management

In 1998 Council completed stormwater management plans for the urban areas of Campbelltown. The aim of the plans is to improve water quality through a range of strategies which include community education regulation and treatment.

Catchment Management

Council is an active member of the Georges River and Upper Nepean Catchment Management Committees as well as the Georges River Combined Councils Committee. The Committees play an important role in developing management strategies for natural resources on a catchment wide basis. Council has also developed a Policy for the protection of Riparian Land.

Recreational Water Quality Monitoring

The Hawkesbury Nepean Catchment Management Trust, Department of Land and Water Conservation and Councils throughout the Nepean Hawkesbury Catchment have established a recreational water quality monitoring program. The program will provide useful data on water quality for the full length of the River.

Georges River Regional Environmental Plan

In January 1999 the Minister for Urban Affairs and Planning released the Georges River Regional Environmental Plan. This plan seeks to improve water quality throughout the Georges River Catchment. Council is participating on a committee that is currently working to expand the basis of the plan to include other natural resource issues such as biodiversity.



MANAGEMENT OF THE ENVIRONMENT

Fire Management

Council works closely with the Rural Fire Service to ensure the protection of life, property and environment in the local area. A number of strategies have been implemented to ensure effective bushfire management. These include hazard reduction burning, grass slashing, construction and maintenance of management tracks and community education.

Council is currently working with the Rural Fire Service to develop a Bushfire Risk Management Plan for the LGA. The plan will identify high risk areas and strategies that will be adopted to reduce the damage caused by fire.

Earth Works

The Earth Works waste minimisation program is a waste management course facilitated through the Macarthur Community College with the support of Council. The course was developed by the Environment Protection Authority and shows participants how to reduce waste, re-use materials where possible, recycle and compost. Council has staff qualified as trainers who conduct the courses.

Vegetation Strategy

In 1999 Council engaged the NSW National Parks and Wildlife Service to carry out vegetation mapping of the Local Government area. This mapping will be used as the basis for further developing strategies for the conservation and enhancement of native vegetation in Campbelltown.

Bushland Management

Council has received grants from the Natural Heritage Trust in the last two years to assist in the conservation of Cumberland Plain woodland at Noorumba Reserve. The Reserve has been fenced to protect it from damage by motor vehicles, rubbish dumping and the like, and a seed collection program has been initiated. A bush regeneration course is also proposed at the reserve early in 2000.

Noxious Weeds Control (Environmental Weeds)

Council utilises grant funding from NSW Agriculture to undertake noxious weed control on public and private land. Property owners have responded well to requests to control weeds and Council has also undertaken control measures on its own land. Discussion has been initiated with several Government land management agencies regarding the control of noxious weeds on land under their control with some success. Council is participating in an Alligator weed control program with the Hawkesbury Nepean Catchment Management Trust.

WASTE MANAGEMENT ACTIVITIES

The Waste and Recycling collection services provided to the Campbelltown community offer a range of methods and opportunities for residents to minimise the amount of waste going to landfill. The divided recycling bin and the garden organics bin have both contributed to an increase in the recovery of useable materials for recycling. Following collection, however, the co-mingled recyclables, paper and cardboard and garden organics all require hand sorting to remove contamination. While most residents appreciate the need to sort recyclables properly ready for collection there remains a hard-core of people who can affect the quality of recyclables sufficiently for loads to be rejected.

Domestic Waste Collection

A bin inspection program based on the concept of "Sort It or Keep It", has now commenced and non-conforming bins are rejected until they comply with requirements. This program which applies to both the general recycling bin and the garden organics bin is achieving results, however there is a need for ongoing reinforcement of recycling principles. The waste services also provide for a clean-up which is available to all residential premises four times per year. "White goods" are no longer collected on clean-ups but re-directed to Council's Lynwood Road public tip for recycling. Recycling has been expanded at the tip to include timber, batteries, oil and steel.



MANAGEMENT OF THE ENVIRONMENT

Regional Waste Board

Council has established a strong working relationship with the Macarthur Regional Waste Board. A technical committee with membership from each Council meets regularly as do the Waste Education Officers. The Boards' Regional Waste Plan involves Council in various actions (particularly related to waste minimisation and recycling) through our purchasing policy and the Construction and Demolition and Commercial and Industrial sectors.

A Macarthur recycling management Committee has also been established to examine all aspects of the collection, processing and marketing of recyclables.

Other joint actions with the Board that are well advanced include the proposal for a Waste Management Development Control Plan, an illegal dumping Task Force and a Public Event recycling policy.

Education

Council's waste education strategy has a solid foundation in the traditional methods of providing information such as editorial and advertising in the local media, activities involving schools and shopping centre displays. There is a need also for innovation. Finding new ways to communicate basic and standard information to residents is a difficult task and changing attitudes and old habits is a challenge for Council's Waste Education Officer. Cinema and radio advertising and direct mail of interesting and "readable" brochures have been effective in achieving results. Signage on traffic routes is also being used to convey specific messages.

Hazardous Household Waste

The opportunity was again provided for residents to safely dispose of unwanted chemicals and pharmaceutical's. The collection was conducted over the weekend of 29th and 30th August in the Council carpark in Hurley Street, Campbelltown. Negotiations with the Macarthur Waste Board have ensured that the service will be available next year also.

Lynwood Road Public Tipping Facility

This Council owned and operated facility has a limited life as a landfill. The site is being progressively developed as playing fields as an expansion of the adjacent soccer grounds, however the potential for part of the site to be used as a waste transfer station is also being examined. The possibility for the site to incorporate some of the objectives of the Regional Waste Plan (particularly with regard to a repair and buy back centre) has been canvassed and a report prepared by consultants Nolan ITU for consideration by Council and the Waste Board.

"In House Recycling"

Council is actively pursuing opportunities to expand in-house recycling which currently involves the Administration Building, Libraries, Art Gallery, Works Depot and several other sites. Sporting venues are also being assessed. Council is working closely with the Macarthur Waste Board to develop a public place "event" recycling policy.

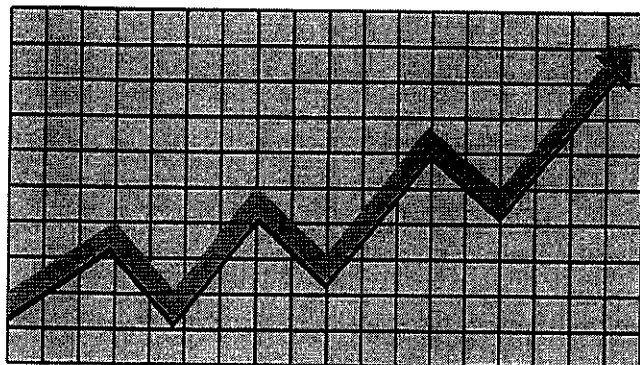
Objectives for the next Four Years

Improve recycling performance with particular emphasis on the quality of materials presented for collection

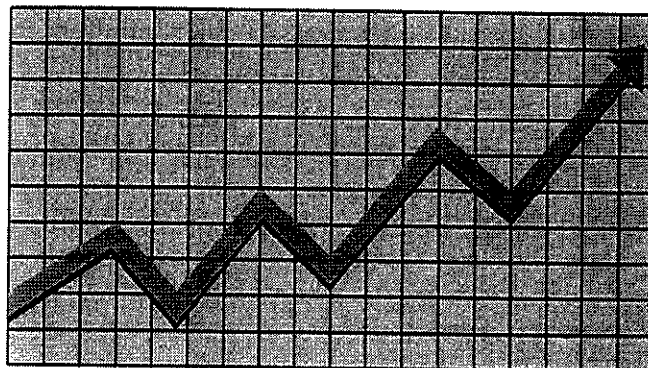
- Secure long term arrangements for the processing and marketing of garden organics collected as part of the domestic waste and recycling services
- Raise awareness and gain community acceptance of waste management as an environmental issue
- Work with the Macarthur Regional Waste Board to develop waste management strategies that are appropriate for the City of Campbelltown
- Assess alternatives to replace Council's landfill facility at Lynwood Road, St Helens Park and establish a facility if required



FINANCIAL REPORTS



FINANCIAL STATEMENTS AND REPORTS 1998 - 1999





FINANCIAL REPORTS



INDEPENDENT AUDITOR'S REPORT ON THE GENERAL PURPOSE FINANCIAL REPORT OF CAMPBELLTOWN CITY COUNCIL

Scope

We have audited the financial statements of Campbelltown City Council for the year ended 30 June 1999. The financial statements comprise the consolidated accounts of the economic entity being the Council and its controlled entities. The Council is responsible for the preparation and presentation of the financial statements and the information they contain. We have conducted an independent audit of these financial statements in order to express an opinion on them to the Council.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects the financial statements are presented fairly in accordance with applicable accounting standards and other mandatory professional reporting requirements and statutory requirements so as to present a view which is consistent with our understanding of the economic entity's financial position, the results of its operations and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

Unqualified Audit Opinion

In our opinion:

- (a) the Council's accounting records have been kept in accordance with the requirements of the Local Government Act 1993, Chapter 13, Part 3, Division 2; and
- (b) the Council's financial reports:
 - (i) have been prepared in accordance with the requirements of this Division; and
 - (ii) are consistent with the Council's accounting records; and
 - (iii) present fairly the Council's financial position, the results of its operations and cashflows; and
 - (iv) are in accordance with applicable Accounting Standards and other mandatory professional reporting requirements.
- (c) all information relevant to the conduct of the audit has been obtained; and
- (d) there are no material deficiencies in the accounting records or financial reports that have come to light in the course of the audit.

Alan Morse & Co

ALAN MORSE & CO
CHARTERED ACCOUNTANTS

Dated at Sydney on this 27th day of October, 1999

GP McMahon
GP MCMAHON
PARTNER



FINANCIAL REPORTS



INDEPENDENT AUDITOR'S REPORT ON THE CONDUCT OF THE AUDIT OF CAMPBELLTOWN CITY COUNCIL

We have audited the financial reports of Campbelltown City Council for the financial year ended 30 June 1999. The financial reports include the general purpose consolidated accounts of the economic entity comprising the Council and its controlled entities. The Council is responsible for the preparation and presentation of the financial reports and the information they contain. We have conducted an independent audit of these financial reports in order to express an opinion on them to the Council.

In accordance with Section 417 (3) of the Local Government Act 1993 we submit our report on the conduct of the audit of Campbelltown City Council for the year ended 30 June 1999. Our unqualified audit report, which outlines the scope of our audit is attached to the general purpose financial statements and should be referred to in order to establish the context in which our comments are made.

1. Operating Results

As disclosed in Council's operating statement the year's operations resulted in an increase in net assets of \$8,193,000 (1998 - \$8,113,000).

Operating revenues for the year increased by \$3,580,000 to \$71,121,000, an increase of 5.3%. Operating expenses for the year increased by \$3,185,000 to \$71,970,000, an increase of 4.6%. Major items of note in the operating statement were:

- (i) Rates and Annual Charges - Income from this source increased by \$1,954,000 to \$42,413,000, an increase of 4.8%.
- (ii) Employee Costs - have increased by \$607,000 which is primarily due to normal award increases.
- (iii) Materials and Contracts expenditure increased by \$1,467,000 as the result of increased spending on road maintenance, storm damage and major expenditure on private works.
- (iv) Other Operating Expenses - within this expense group there have been increases and decreases across a wide variety of expenses, but in particular tipping fees, motor vehicle expenses, hired plant and advertising.



FINANCIAL REPORTS

2. Financial Position

The Statement of Financial Position disclosed that for the year ended 30 June 1999, Council's net assets stood at \$595,043,000 (1998 - \$590,260,000)

Council's ability to operate effectively is largely governed by the amount of available cash. Note 6 to the accounts discloses total cash and investments of \$18,284,000. Of this amount \$11,011,000 is subject to external restrictions which require Council to utilise these funds for the purposes specified by the external funding bodies. \$5,307,000 is subject to internal restrictions for specific future purposes which may be altered at the discretion of Council, consistent with their management plan.

The unrestricted balance of \$1,966,000 (1998 - \$3,067,000) represents funds available to cover non-budgeted discretionary expenditure and meet short term cash flow requirements. Average cash outflows for operations and loan repayments, after allowing for the use of restricted funds, for the past year were in excess of \$1,200,000 per week.

Effectively Council could be said to have little more than 1 weeks operational expenditure unrestricted, without utilising its overdraft.

Whilst there is no formula to determine what is the optimum level of unrestricted funds, a balance representing 5% of total operating expenses, excluding depreciation is a realistic target balance. Unrestricted funds balance of 3% of net operating expenses indicates a need for continued fiscal responsibility.

Overall the liquidity position of Council is sound but must continue to be managed effectively, particularly with regard to planning for future community needs.

Performance Indicators

1. The Current Ratio and Unrestricted Current Ratio are measures of Council's liquidity that demonstrate Council's ability to satisfy obligations out of short-term and immediate asset balances.

Council's ratios of 1.46:1 and 1.02:1 respectively are considered quite acceptable though it is important to view these in conjunction with other performance indicators, and not in isolation.

2. The Debt Service Ratio indicates the proportion of Council's operating revenue that is committed to service debt. Whilst there is no definitive guide on what constitutes an acceptable ratio it is generally accepted that a ratio of less than 15% is considered reasonable. On this basis, Campbelltown City's ratio of 16.45% is satisfactory. Council will have to carefully assess its future borrowings programme to manage the risk in this area.
3. The Rate Coverage Ratio indicates the proportion of total revenue that is generated by rates. The ability of Council to meet community expectations in relation to services and the provision of facilities is directly influenced by the discretion it can exercise in the allocation of its resources. A high level of rate coverage should mean that Council would have more discretion over the allocation of funds, and also that a small increase in rates will yield a greater increase in total revenue. Conversely a high level of rate coverage may also indicate that Council is not extracting the full level of grant funding available.



FINANCIAL REPORTS

Campbelltown City Council's ratio of 52.91% is consistent with prior years and is a reflection of the increasing maturity of the Council area.

4. The rates outstanding percentage is a measure of management efficiency. Whilst prevailing economic conditions may influence Council's ability to collect revenue, the efficiency and application of collection procedures are still the largest determinant of this ratio.

Campbelltown City Council's 1999 ratio of 4.38% has continued the trend over the past few years of an increasing percentage. In the past 3 years, this ratio has increased by 46.4%. Whilst the ratio is acceptable, any further increases of this magnitude, could be of concern

Infrastructure Asset Recognition

Council has not recognised any value of land with road reserves in accordance with the extended transitional recognition arrangements. A review presently being undertaken by the PSASB on the principle of recognising land within the road reserve may result in Council having to bring the value of such land to account in a future period. This may significantly increase the value of Council's land assets.

Comparison of Actual and Budgeted Performance (Note 2)

Council's increase in net assets was \$8,193,000 compared with a budgeted increase of \$8,474,000.

The nature of this report does not lend itself to detailed analysis of individual budget variations, however the main reason for the variance is that actual grant income was less than originally budgeted.

Conclusion

- (a) Council's accounting records have been kept in a manner and form that facilitated the preparation of the general purpose financial reports and allowed proper and effective audit of these reports; and
- (b) all information relevant to the conduct of the audit has been obtained.

Alan Morse & Co

ALAN MORSE & CO
CHARTERED ACCOUNTANTS

Dated at Sydney on this 27th day of October, 1999

GP McMahon
GP MCMAHON
PARTNER



FINANCIAL REPORTS

CAMPBELLTOWN CITY COUNCIL

FINANCIAL REPORTS

*Statement under Section 413 (2)(c) of
The Local Government Act 1993*

1. *It is the opinion of the Council that the Financial Reports for the period
1 July 1998 to 30 June 1999 :*
 - a) *have been drawn up in accordance with:*
 - *The Local Government Act 1993 and Regulations*
 - *The Local Government Code of Accounting Practice and
Financial Reporting*
 - *The Australian Accounting Standards and Statements of
Accounting Concepts.*
 - b) *they fairly present the Council's financial position and operating
result for the period; and*
 - c) *they are in accordance with Council's accounting and other records.*
2. *We know of nothing that would make the financial reports for the period
1 July 1998 - 30 June 1999 false or misleading in any way.*

MAYOR
7 September 1999

COUNCILLOR
7 September 1999

ACTING GENERAL MANAGER
7 September 1999

RESPONSIBLE ACCOUNTING OFFICER
7 September 1999



FINANCIAL REPORTS

OPERATING STATEMENT

for the year ended 30 June 1999

	<i>Notes</i>	<i>Actual 1998/99 \$'000</i>	<i>Budget 1998/99 \$'000</i>	<i>Actual 1997/98 \$'000</i>
OPERATING REVENUES				
<i>Rates & Annual Charges</i>	3(a)	42,413	41,872	40,459
<i>User Charges & Fees</i>	3(b)	11,341	13,339	10,095
<i>Interest</i>	3(c)	1,524	1,095	1,376
<i>Grants & Contributions provided for operating purposes</i>	3(e&f)	15,206	12,654	15,032
<i>Other operating revenues</i>	3(d)	637	278	579
TOTAL OPERATING REVENUES		<u>71,121</u>	<u>69,238</u>	<u>67,541</u>
OPERATING EXPENSES				
<i>Employee costs</i>	4(a)	28,560	28,604	27,953
<i>Materials & Contracts</i>		12,257	7,361	10,790
<i>Interest Charges</i>	4(b)	2,991	3,601	2,946
<i>Depreciation and Amortisation</i>	4(c)	10,452	10,048	10,097
<i>Other operating expenses</i>	4(d)	17,710	20,739	16,999
TOTAL OPERATING EXPENSES		<u>71,970</u>	<u>70,353</u>	<u>68,785</u>
OPERATING RESULT BEFORE CAPITAL AMOUNTS		<u>(849)</u>	<u>(1,115)</u>	<u>(1,244)</u>
<i>Grants & Contributions provided for capital purposes</i>	3(e&f)	8,526	10,024	8,970
<i>Net gain/(loss) on disposal of assets</i>	5	<u>516</u>	<u>0</u>	<u>387</u>
CHANGE IN NET ASSETS BEFORE ABNORMAL ITEMS		8,193	8,909	8,113
<i>Abnormal items</i>		<u>0</u>	<u>0</u>	<u>0</u>
CHANGE IN NET ASSETS BEFORE EXTRAORDINARY ITEMS		8,193	8,909	8,113
<i>Extraordinary items</i>		<u>0</u>	<u>0</u>	<u>0</u>
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS		<u>8,193</u>	<u>8,909</u>	<u>8,113</u>



FINANCIAL REPORTS

STATEMENT OF FINANCIAL POSITION

for the year ended 30 June 1999

	<i>Notes</i>	<i>Actual 1998/99 \$'000</i>	<i>Actual 1997/98 \$'000</i>
CURRENT ASSETS			
Cash on hand and at bank	6	208	225
Investments	6	18,076	29,380
Receivables	7	3,659	2,940
Inventories	8	614	711
Real Estate Assets held for resale	8	12,850	0
Other	8	337	128
TOTAL CURRENT ASSETS		35,744	33,384
CURRENT LIABILITIES			
Bank overdraft	11	0	0
Creditors	10(a)	4,758	4,889
Provisions	10(a)	4,360	4,093
Borrowings	10(a)	15,287	6,045
TOTAL CURRENT LIABILITIES		24,405	15,027
NET CURRENT ASSETS		11,339	18,357
NON-CURRENT ASSETS			
Investments	6	0	0
Receivables	7	364	217
Real Estate Assets held for resale	8	4,732	4,732
Property, Plant and Equipment	9	613,794	608,106
Other	8	0	0
TOTAL NON-CURRENT ASSETS		618,890	613,055
NON-CURRENT LIABILITIES			
Creditors	10	0	160
Provisions	10	6,348	6,167
Borrowings	10	28,838	34,825
TOTAL NON-CURRENT LIABILITIES		35,186	41,152
NET ASSETS		595,043	590,260
EQUITY			
Accumulated surplus		539,500	590,260
Asset revaluation reserve		55,543	0
TOTAL EQUITY		595,043	590,260

FINANCIAL REPORTS



STATEMENT OF CHANGES IN EQUITY

for the year ended 30 June 1999

	<i>Total</i>		<i>Accumulated Surplus</i>		<i>Asset Revaluation Reserve</i>	
	<i>Actual 1998/99 \$'000</i>	<i>Actual 1997/98 \$'000</i>	<i>Actual 1998/99 \$'000</i>	<i>Actual 1997/98 \$'000</i>	<i>Actual 1998/99 \$'000</i>	<i>Actual 1997/98 \$'000</i>
<i>Balance at the beginning of the reporting period</i>	590,260	582,147	590,260	582,147	0	0
<i>Change in net assets resulting from operations</i>	8,193	8,113	8,193	8,113	0	0
<i>Adjustment due to recognition of assets during the transitional provisions (AAS27)</i>	0	0	0	0	0	0
<i>Other Adjustments (Specify)</i>	0	0	0	0	0	0
<i>Transfer to asset revaluation reserve</i>	0	0	(58,953)	0	58,953	0
<i>Transfer from asset revaluation reserve</i>	(3,410)	0	0	0	(3,410)	0
<i>Balance at end of the reporting period</i>	595,043	590,260	539,500	590,260	55,543	0



FINANCIAL REPORTS

STATEMENT OF CASH FLOW

for the year ended 30 June 1999

	Notes	Actual 1998/99 \$'000	Actual 1997/98 \$'000
CASH FLOWS FROM OPERATING ACTIVITIES			
<u>Receipts:</u>			
Receipts from rates & annual charges		42,491	40,307
Receipts from user charges & fees		10,956	10,235
Interest received		1,524	1,398
Grants and Contributions		23,416	23,549
Other operating receipts		637	579
<u>Payments:</u>			
Payments to employees		(28,361)	(27,494)
Payments for materials & contracts		(12,169)	(11,577)
Payments of Interest		(3,005)	(2,967)
Other operating payments		(18,033)	(16,979)
Net cash provided by (or used in) operating activities	11(b)	17,456	17,051
CASH FLOWS FROM INVESTING ACTIVITIES			
<u>Receipts:</u>			
Proceeds from sale of investments			
Proceeds from sale of real estate assets		0	0
Proceeds from sale of assets		2,197	2,199
Other proceeds		0	39
<u>Payments:</u>			
Purchase of investments		0	0
Purchase of assets		(34,082)	(20,089)
Other payments		(147)	0
Net cash provided by (or used in) investing activities		(32,032)	(17,851)
CASH FLOWS FROM FINANCING ACTIVITIES			
<u>Receipts:</u>			
Proceeds from borrowings and advances		9,300	7,400
Other proceeds		0	0
<u>Payments:</u>			
Repayments of borrowing and advances		(6,045)	(5,132)
Repayments of lease liabilities		0	0
Other payments		0	0
Net cash provided by (or used in) financing activities		3,255	2,268
Net increase/(decrease) in cash held		(11,321)	1,468
Cash at beginning of reporting period	11(a)	29,605	28,137
Cash at end of reporting period	11(a)	18,284	29,605



FINANCIAL REPORTS



CAMPBELLTOWN CITY COUNCIL

SPECIAL PURPOSE FINANCIAL REPORTS INDEPENDENT AUDITOR'S REPORT

Scope

We have audited the special purpose financial reports of Campbelltown City Council for the year ended 30 June 1999, comprising the Statement by Council, Operating Statement of Business Activities, Statement of Financial Position by Business Activities, and accompanying Notes to the Accounts. The financial statements include the accounts of the business activities of the Council and the entities it controlled at the year's end or from time to time during the year. The Council is responsible for the preparation and presentation of the financial statements and the information they contain. We have conducted an independent audit of these financial statements in order to express an opinion on them to the Council.

The special purpose financial reports have been prepared for distribution to the Council and the Department of Local Government for the purpose of fulfilling the requirements of National Competition Policy reporting. We disclaim any assumption of responsibility for any reliance on this report or on the financial statements to which it relates to any person other than the Council or the Department of Local Government or for any purpose other than for which the report was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with those Australian Accounting Standards adopted and the Local Government Code of Accounting Practice and Financial Reporting so as to present a view which is consistent with our understanding of the business activities of the Council and their financial position and the result of their operations.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion, the special purpose financial reports of the Campbelltown City Council are presented fairly in accordance with the requirements of those applicable Accounting Standards detailed in Note 1 and the Local Government Code of Accounting Practice and Financial Reporting.

Alan Morse & Co

ALAN MORSE & CO
CHARTERED ACCOUNTANTS

GP McMahon
GP MCMAHON
PARTNER



FINANCIAL REPORTS

CAMPBELLTOWN CITY COUNCIL

**SPECIAL PURPOSE
FINANCIAL REPORTS**

*Statement under Section 413 (2)(c) of
The Local Government Act 1993*

1. *It is the opinion of the Council that the Special Purpose Financial Reports for the period 1 July 1998 to 30 June 1999 :*
 - a) *have been drawn up in accordance with:*
 - *The Local Government Code of Accounting Practice and Financial Reporting*
 - *AAS1, AAS2, AAS4, AAS5, AAS8 and SAC1.*
 - b) *they fairly present the Council's financial position and operating result for the period; and*
 - c) *they are consistent with "Pricing and Costing for Council Business - a Guide to Competitive Neutrality".*
2. *We know of nothing that would make the financial reports for the period 1 July 1998 - 30 June 1999 false or misleading in any way.*

MAYOR
7 September 1999

COUNCILLOR
7 September 1999

ACTING GENERAL MANAGER
7 September 1999

RESPONSIBLE ACCOUNTING OFFICER
7 September 1999



FINANCIAL REPORTS

OPERATING STATEMENT OF BUSINESS ACTIVITIES

for the year ended 30 June 1999

<i>Business Activity and Category</i>	<i>Commercial Centres (Cat. 1)</i>	<i>Child Care Centres (Cat. 1)</i>	<i>Indoor Recreation Centres (Cat. 1)</i>
OPERATING REVENUES			
<i>Rates & Annual Charges</i>	0	0	0
<i>User Charges & Fees</i>	2,571,636	2,173,427	2,323,739
<i>Interest</i>	39,789	0	0
<i>Grants & Contributions provided for operating purposes</i>	429,911	559,720	0
<i>Other operating revenues</i>	0	0	0
TOTAL OPERATING REVENUES	3,041,336	2,733,147	2,323,739
OPERATING EXPENSES			
<i>Employee costs</i>	60,000	2,434,654	2,076,651
<i>Materials & Contracts</i>	1,199,750	153,606	771,850
<i>Interest Charges</i>	0	16,997	61,455
<i>Depreciation and Amortisation</i>	315,668	97,161	363,833
<i>Tax Equivalent Payments</i>	97,676	183,927	312,224
<i>Debt Guarantee Fees</i>	0	0	0
<i>Other operating expenses</i>	240,027	365,868	614,490
TOTAL OPERATING EXPENSES	1,913,121	3,252,213	4,200,503
OPERATING RESULT BEFORE CAPITAL AMOUNTS	1,128,215	(519,066)	(1,876,764)
<i>Grants & Contributions provided for capital purposes</i>	0	0	0
<i>Net gain/(loss) on disposal of assets</i>	0	0	0
CHANGE IN NET ASSETS BEFORE ABNORMAL & EXTRAORDINARY ITEMS	1,128,215	(519,066)	(1,876,764)
<i>Abnormal items</i>	0	0	0
<i>Extraordinary items</i>	0	0	0
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS BEFORE TAX	1,128,215	(519,066)	(1,876,764)
<i>Corporate Taxation Equivalent</i>	406,157	0	0
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS AFTER TAX	722,058	(519,066)	(1,876,764)
<i>Dividend payment [% of CNA after Tax]</i>	44,479	0	0
CHANGE IN NET ASSETS After Dividend	577,579	(519,066)	(1,876,764)
<i>Opening Retained Profits</i>	21,060,170	3,281,438	13,548,179
<i>Adj. for amounts unpaid</i>			
<i>*Taxation Equivalents Payments</i>	97,676	183,927	312,224
<i>*Debt Guarantee Fees</i>	0	0	0
<i>*Corporate Taxation Equivalents</i>	406,157	0	0
<i>*Dividend Payments</i>	44,479	0	0
Closing Retained Profits	22,286,061	2,946,299	11,983,639
RETURN ON CAPITAL (%)	5.36%	-15.82%	-13.85%
SUBSIDY FROM COUNCIL	Nil	519,066	1,876,764

