



City of Canterbury
City of Cultural Diversity

Theme 4

Strategic Leadership



Strategic Leadership

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Priority Projects

Priority Project	Status
Redevelopment of council sites in Campsie and Lakemba	Extensive and effective community consultation on the concept for the Campsie Civic Centre project has indicated strong community support for the Civic Centre Master Plan, Development Control Plan and Local Environmental Plan.
Expansion of Corporate Risk Management Program	Implementation of an Enterprise Risk Management Program has continued with the development of Policy and Procedure documents, and completion of a Context Analysis. In July 2008 Risk Assessment workshops will be undertaken to develop an organisational Risk Profile.
Refinement of community consultation framework	Guidelines for community engagement have been drafted for discussion.



The Boulevard Memorial, Lakemba Town Centre.

4.1 Healthy finances

Principal Activities

Services provided:

Grant applications – submitted 11 applications	✓
Rates collection – issued 143,828 rates notices	✓
Debtor services – managed 2,159 outstanding accounts	✓
Creditor and payment services – processed 13,113 payments	✓
Inventory management – processed 4,575 transactions	✓

Service standards met



New play equipment being installed at our local parks.

Rates and Charges Written Off

Pensioners

Statutory rate and charge rebates granted to eligible pensioners between 1995-96 and 2006-07:

Year	Gross Rebate	Government Rebate	Cost to Council
1995-96	\$2,393,471	\$1,316,096	\$1,077,375
1996-97	\$2,418,505	\$1,333,666	\$1,084,839
1997-98	\$2,422,260	\$1,332,243	\$1,090,017
1998-99	\$2,438,508	\$1,341,179	\$1,097,329
1999-00	\$2,426,110	\$1,334,360	\$1,091,750
2000-01	\$2,426,999	\$1,334,849	\$1,092,150
2001-02	\$2,449,750	\$1,347,363	\$1,102,387
2002-03	\$2,430,905	\$1,336,997	\$1,093,907
2003-04	\$2,409,911	\$1,325,451	\$1,084,460
2004-05	\$2,371,578	\$1,310,264	\$1,061,314
2005-06	\$2,349,759	\$1,290,202	\$1,059,557
2006-07	\$2,326,092	\$1,279,350	\$1,046,741
2007-08	\$2,350,452	\$1,292,749	\$1,057,703

Other Rates and Charges Written-off

In addition to rate income of \$2,350,452 written-off rates levied to pensioners, other rates and charges written-off and abandoned between 1 July 2007 and 30 June 2008 are shown below:

Category	2007-08
Change in land category	\$1,971.45
Land exempt from rates during the year	\$24,810.75
Postponements written-off	
- Rates	\$14,544
- Extra Charges	\$5,944.54
Extra Charges on pensioners' rates	\$494.54
Discounts – heritage properties	\$14,433.9
Rounding and small balances	
- Rates, domestic waste and extra charges	\$496.05
Total	\$62,695.34



A new amenities block was constructed at Picken Oval, Croydon Park this year.

Contracts

The following contracts worth \$100,000 or more were awarded during the 2007-08 financial year.

Schedule of Rates Contracts

Contract Work	Company
Hire of Plant and Equipment	Ken Coles Excavations Pty. Ltd
Tipping of Footpath Construction Waste	Sydney Recycling Centres
Supply and Delivery of Pavers Lakemba	Pebblecrete Insitute Pty. Ltd
Legal Services	Marsdens Law Group, Pike , Pike and Fenwick, Home, Wilkinson, Lowry
Footpath Works	Sydney Civil, K.K Civil
Supply and Delivery of Pavers Punchbowl	Pebblecrete Insitu Pty. Ltd
Supply of Ready Mixed Concrete	Mini Crete Pty. Ltd

Fixed Price Contracts

Contract Work	Company	Amount (ex GST)
Design, Fabrication and Installation of Bridge Access Ramp at Riverwood Wetlands	Civil Constructions Pty. Ltd	\$158,379
Landscape Works Rotary Park, Riverwood	Furnass Landscaping Enterprises Pty. Ltd	\$1,060,890
Tonkin Pipeline Rehabilitation	Metropolitan Restorations Pty. Ltd	\$337,155
Children's Playground, BBQ, Picnic Area Landscaping Riverwood Wetlands	Undercover Landscapes	\$218,951
Design and Construction of Gross Pollution Trap	MMA Pty. Ltd	\$184,876
Kerb and Gutter Bonaparte St Riverwood	K.K Civil Engineering	\$140,820
Kerb and Gutter Clyde St. Croydon Park	K.K Civil Engineering	\$160,056
External Audit Services	Spencer Steer and Assoc.	\$291,000
Kerb and Gutter Dunmore St. Croydon Park	Sydney Civil Pty. Ltd	\$233,561
Security Services Tender	JPS Security	\$723,000
Extensions Riverwood Community Centre	Kane Constructions NSW Pty. Ltd	\$937,723
Construction Punchbowl Community Centre	Kane Constructions NSW Pty. Ltd	\$1,836,201
Reconstruction of Through Traffic Lanes, Campsie	Cato Constructions Pty. Ltd	\$404,437

Legal Expenses

Details of our legal proceedings during 2007-08 are listed below.

Address	Status	Expenses	Costs awarded to Council
Environmental Planning and Assessment Act			
183 Canterbury Rd, CANTERBURY	Discontinued by Appellant	\$13,458.99	
160 Lakemba St, LAKEMBA	Finalised	\$23,760.83	\$14,553.41
1 Schofield Street, RIVERWOOD	Ongoing	\$2,730.40	
210 William Street, EARLWOOD	Finalised	\$2,041.05	\$2,400.00
956 Canterbury Road, ROSELANDS	Ongoing	\$1,155.00	
1618 Canterbury Road, PUNCHBOWL	Finalised	\$715.00	
269 Canterbury Road, CANTERBURY	Finalised	\$21,205.08	\$9,000.00
118-122 Canterbury Road, HURLSTONE PARK	Finalised	\$4,165.22	\$3,149.30
47 Chapel St, ROSELANDS	Appeal dismissed	\$12,925.53	
17 Crinan St, HURLSTONE PARK	Ongoing	\$41,232.95	
59 Flers Avenue, EARLWOOD	Finalised	\$1,615.90	
24 Floss Street, HURLSTONE PARK	Discontinued by Appellant	\$2,910.60	
Totals for Environmental Planning and Assessment Act		\$127,916.55	\$29,102.71
Food Act			
4 Crinan Street, HURLSTONE PARK	Finalised - Found Guilty	\$1,686.50	\$2,170.00
132 Haldon Street, LAKEMBA	Discontinued by Appellant	\$6,334.78	
38 Railway Pde, LAKEMBA	Finalised - Found Guilty	\$1,493.77	\$3,350.00
Totals for Food Act		\$9,515.05	\$5,520.00
Local Government Act			
70A Hay Street, ASHBURY	Finalised	\$12,921.15	\$9,403.10
2 Penshurst Rd, ROSELANDS	Appellant did not appear	\$4,036.50	
Totals for Local Government Act		\$16,957.65	\$9,403.10

4.2 Engaged community

Principal Activities

Services provided:	Service standards met
Media releases – issued 152 media releases	✓
Council column – issued 48 columns	✓
Community newsletter – issued 2 newsletters	✓
Annual report – issued annual report	✓
Website and intranet maintenance – 1,795 updates	✓
Advisory committee support – facilitated 39 meetings	✓
Demographic information – responded to 45 requests for information	✓
Customer enquiry handling – responded to 158,000 enquiries	✓
Economic development committee – facilitated 3 meetings	✓
Business newsletter – issued 6 newsletters and e-bulletins	✓
Property Information – provided 552 property maps	✓

Initiatives completed:
✓ Conducted a survey of community attitudes to services and facilities Community survey
✓ Prepared a specific community newsletter on our City Plan and Budget.

Community Survey

In August 2007, IRIS Research were engaged to undertake a survey of community attitudes to services and facilities provided by Council. People seemed to have a lot to say, with the time to complete each survey averaging just under 20 minutes. About 40 respondents required language assistance. To qualify for an interview, respondents had to have been a resident in the Council area for at least 6 months and be aged 18 or older.

As part of the survey we asked people to talk about local issues and the future for Canterbury.

The 5 things people liked MOST about living in the Canterbury area were:

- Access to Sydney CBD and work
- Good neighbourhood & friendly people
- Central location
- Multicultural
- Access to shops

Top 5 current issues were:

- Crime and community safety
- Environment / pollution / Cooks River
- Multiculturalism & community harmony
- Traffic
- Road and path maintenance

More than half (nearly 54%) of the respondents thought that the City would be a better place to live in 20 years. Less than a fifth (just over 18%) said it would be the same, and the same proportion (just over 18% again) said it would be worse. Just under 10% couldn't say.

Respondents were also asked to rate council's overall performance on a scale of 1 to 5, where 1 represented very dissatisfied, and 5 represented very satisfied. Overall 50% of Canterbury residents were satisfied with the performance of council. Only 11% were dissatisfied.

Services and facilities that were identified as priorities for improvement included:

- Maintenance of public toilet and rest areas
- Smooth and safe flow of traffic
- Maintenance of local roads
- Condition of Cooks River
- Health and hygiene of takeaways and restaurants
- Clean up of street litter and dumped rubbish
- Provision of parking
- Lighting of public places
- Maintenance of footpaths
- Encouraging local industry and jobs
- Services and facilities for youth

We have identified and are acting on these issues, although it may be some time before we see the benefits of this. For example the maintenance of local roads and footpaths were identified as priority issues – we are in the fourth year of our 15 year Infrastructure Renewal Program, which has accelerated improvements however we still have eleven years of this program. Encouraging local industry and jobs is a priority, and we are acting upon this through our Towards 2032 – Economic Development Strategy, but it will be some time before the impact of this is realised.

In conclusion the survey has shown that people in our City have a reasonable level of optimism about the future of the City, and a relatively high opinion of council's overall performance. In a number of areas we are exceeding expectations, and in many others we are meeting expectations. There are a few gaps, however, we have plans in place to respond to these.

4.3 Effective governance

Principal Activities

Services provided:	Service standards met
Customer request and complaints handling – responded to 24,451 complaints	✓
Council meetings – facilitated 36 meetings	✓
Access to information requests - processed 49 requests	✓
Certification of survey plans – certified 91 survey plans	✓
Policy register maintenance – updated 147 policies as part of policy review program	✓
Risk and insurance committee – facilitated 10 meetings	✓
Incoming document processing – registered and processed 19,623 documents	✓
Document archiving and disposal – archived 27,195 files	✓

Initiatives completed:
✓ Updated document information management procedures.
✓ Refined Quarterly Reporting to reflect the City Strategic Plan.
✓ Established a fraud and corruption prevention plan.
✓ Prepared a drainage reserve rationalisation program.
✓ Upgraded the property and legal document register

Councillor Fees, Expenses and Facilities

Introduction

The Local Government Act 1993 (section 252) requires Council to adopt a policy regarding the payment of expenses and the provision of facilities to the Mayor and Councillors. Our policy is as follows.

Principles

This Policy is underpinned by the following principles:

- Councillors should not be out-of-pocket as a result of performing and discharging their Civic functions and duties.
- Any reimbursements claimed by Councillors must be for expenses actually and necessarily incurred in performing and discharging their Civic functions and duties.
- Councillors are entitled to receive
 - an annual allowance as provided in Sections 248 and 249 of the Local Government Act 1993
 - reimbursement for prescribed expenses pursuant to Section 252 of the Local Government Act 1993.

Policy Objectives

- To establish guidelines for the reimbursement and payment of expenses incurred by Councillors in attending conferences, seminars and other events relevant to local government.
- To provide support and assistance to the Mayor and Councillors in performing their roles by the provision of equipment and facilities.
- Generally to improve the delivery of services to the residents of the City of Canterbury by ensuring Councillors are appropriately supported to enable them to effectively carry out their civic role.
- To ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by the Mayor and Councillors.

Other NSW Government Policy Provisions

There are a number of publications which provide assistance to Councillors in complying with the provisions of this policy:

Department of Local Government guidelines for payment of expenses and provisions of facilities. Model Code of Conduct. (This policy is consistent with the Model Code of Conduct for Local Councils in NSW in particular with the use of Council resources).

- Department of Local Government Circulars to Councils
- Circular 05/08 Legal assistance for Councillors and Council employees
- Circular 02/34 Unauthorised use of Council resources.
- Independent Commission Against Corruption Publications
 - No excuse for Misuse, preventing the misuse of Council resources.

1. Payment of Expenses

1.1 Conferences, Seminars and Other Events

Subject to annual budget provision attendance at the following events by Councillors, is authorised:

- Approved Conferences (Within Australia)
- Annual Conference of the Local Government Association of NSW
- Annual Conference of the Australian Local Government Association
- National Assembly of Local Government
- Local Government Managers Australia National Congress
- Australian Local Government Women's Association (National and State)
- Meetings of the Australian Mayoral Aviation Council (AMAC)
- Meetings of the Australian Nuclear Free Zones Secretariat
- Others as approved by a full meeting of Council.

In addition, the following allowable expenses will also apply to attendance at events and functions where a Councillor has been invited in his/her official capacity.

Allowable Expenses

- Accommodation costs, based on charges for one room (either single, twin share or double) including bed and breakfast and incidental expenses in a venue of suitable standard for the Councillor for the duration of the conference.
- The cost of all meals and refreshments for the Councillor. These costs may be covered by payment of actual costs on the production of receipts by the Councillor. Any expenses incurred by the Councillor will be reimbursed subject to a claim being made in the prescribed form and the production of appropriate documentation/receipts.

- Travelling – optional – private vehicle at the approved kilometre rate or business class airfare. (Journeys involving two hours or more of flying time – First Class at the discretion of the General Manager). Where there is no airline service, 1st Class rail fare. Subject to Council determining alternative means of transport in special circumstances.
- Where a Council vehicle is used, all fuel costs etc. will be reimbursed by Council, subject to a claim being made in the prescribed form.
- Registration fees – including cost of official dinners etc.
- Accommodation, meals and incidentals to and from the conference venue.

Payment of Expenses for Spouses, Partners and Accompanying Persons

Reasonable costs of spouses, partners or an accompanying person for attendance at official council functions within the City of Canterbury will be met by Council.

Council will also meet the cost of registration and official dinner at the Local Government and Shires Associations' annual conference.

Interstate and 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 purpose of this policy, the ACT is regarded as being within NSW.

Where Councillors propose to travel interstate or overseas, the proposals shall be considered at an open Council meeting through a report from the Mayor or General Manager.

The report should include the following information:

- who is to take part in the travel
- the objectives to be achieved in undertaking it, including an explanation of what community benefits will accrue from undertaking the visit
- details of costs, including any amount expected to be reimbursed by participants.

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

In addition, proposals for overseas travel by Councillors on Council business must be documented in the annual City Plan. The plan will be widely circulated in the community so as community input about the proposed visit can be considered as part of the management plan review and budget finalisation process.

Council should consider the above proposals in an open meeting and resolve whether or not the travel is to take place, and if so, on what particular basis.

In the case of overseas travel, a report will, on most occasions be given in the Annual Report for the year in which the visit took place, as well to an open Council meeting outlining how the objectives of the travel were met and what benefits will accrue to the community.

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

1.2 Legal Expenses

Council may, but subject to resolution on each and every occasion, indemnify or reimburse reasonable legal expenses of a Councillor in the following circumstances:

- defending an action arising from the performance in good faith of a function of the Councillor; or
- defending an action in defamation provided the statements complained of are made in good faith in the course of exercising a function of the Councillor; or
- for proceedings before the Local Government Pecuniary Interest Tribunal or an investigative body provided the subject of the proceedings arises from the performance in good faith of a function of the Councillor and the Tribunal or investigative body makes a finding substantially favourable to the Councillor.

1.3 Councillors' Private Vehicles

Council shall reimburse Councillors who use their own vehicles and who claim reimbursement within one month of travelling:

1. To and from the Councillor's place of residence or employment in order to attend meetings of Council or its Committees.
2. To and from inspections within the area provided such inspections relate to the business of Council.
3. To and from approved seminars and conferences.
4. To and from Council's Administration Centre for purposes relating to the business of Council.
5. To and from Council business outside of the area in compliance with a resolution of the Council. This includes attendance at SSROC meetings and the like.

6. To and from meetings of community groups, whose activities encompass all or part of the Council's area.
7. To and from social functions and gatherings representing the Mayor or Council at the Mayor's or General Manager's request.
8. To and from social functions and gatherings where the invitation stems from the Councillor's official position.
9. Councillors are personally responsible for all traffic or parking fines incurred while traveling in private or Council vehicles on council business.

Lodgment of a claim for reimbursement is taken to be a certification by the Councillor that the journey for which reimbursement is being claimed falls within the categories of permissible journeys listed above.

1.4 Cabcharge Card

Councillors are provided with a Cabcharge card to facilitate their travelling requirements for the following purposes:

1. To and from the Councillor's place of residence or employment in order to attend meetings of Council or its Committees.
2. To and from inspections within the area provided such inspections are undertaken in compliance with resolutions of Council.
3. Approved seminars and conferences.
4. To and from the Council's Administration Centre for purposes relating to the business of the Council.
5. To and from Council business outside the area in accordance with a resolution of Council. This would include attendance at SSROC meetings and the like.
6. To and from meetings of community groups, whose activities encompass all or part of the Council's area.

7. To and from social functions and gatherings representing the Mayor or Council at the Mayor's or General Manager's request.
8. To and from social functions and gatherings where the invitation stems from the Councillor's official position.

Use of a Cabcharge card by a Councillor is taken to be a certification by the Councillor concerned that the taxi journey being paid for is one which falls within the categories of permissible journeys listed above.

Full details of the journey are to be recorded by the cardholder on a docket presented by the driver at the completion of the journey. These details include a pick up point, destination and the value of the fare. The cardholder is required to complete the docket correctly every time the card is used. A failure to do so could result in overcharging by the taxi operator.

It is expected that in normal circumstances where a Councillor has the use of a Council vehicle, Cabcharge will not be used. This will not apply, however if in the opinion of the Councillor concerned, the completion of the business of Council in the most efficient manner warrants the use of Cabcharge in lieu of driving the Council vehicle.

All taxi journeys should follow the shortest practical route and be as expeditious as the circumstances allow.

1.5 Child/Dependant Care

Councillors will be reimbursed for reasonable child/dependant care costs incurred in attending Council meetings, Committee meetings, workshops, briefing sessions and other meetings relating to Council's operations.

Councillors will be reimbursed for expenses associated with child/dependent care paid to providers other than immediate family, spouse or partner up to 1 hour before and after such meetings (based on advertised commencement time) subject to the prescribed form being completed and/or the production of appropriate documentation/receipts.

1.6 Claims for Reimbursement

- Councillors are required to provide evidence of expenses incurred in the prescribed form to support all reimbursements claimed, including appropriate receipts and tax invoices.
- Payments in advance in anticipation of expenses to be incurred in attending conferences, seminars etc may be provided to Councillors. Where such payments are provided Councillors will be required to provide evidence of expenses incurred in the prescribed form including appropriate receipts and tax invoices.
- All claims for reimbursement must be submitted to the General Manager within 28 days of expenses being incurred.

1.7 Training and Educational Expenses

Council will consider the payment of relevant training and educational expenses incurred by Councillors that are directly related to the Councillors civic functions and responsibilities. The relevant training and courses need to be offered by the Department of Local Government, the Local Government Association or any other recognised organisation.

2. Provision of Facilities

2.1 Communications Equipment and Furniture

- Laptop computer or PC, printer and associated equipment, appropriate software and training.
- Handheld (palm top) computer
- Mobile phone and accessories, facsimile machine, telephone answering service and dedicated landlines to Councillors' home, if required.
- Computer desk, chair, filing cabinet/s and other office equipment and accessories.

Note: Councillor to pay for private phone calls.

2.2 Stationery/Publications

Use of Councillor letterhead, legislative publications and other printed matter relevant to Local Government as requested. Standard issue business cards (with or without photograph at Councillor's discretion), good quality brief case and other stationery and supplies.

Provision of Christmas cards up to a maximum of 400 cards for the Mayor and 200 cards for Councillors.

2.3 Postage

Postage of official Councillor correspondence, to be directed through the Council's own mail system.

2.4 Secretarial Support

Secretarial support may be provided for each Councillor at the Administration Centre. This may include typing, photocopying or use of a telephone. All expenses incurred including the cost of staff shall be met by the Council.

2.5 Transportation

Provision of an official vehicle (when available) for travel to conferences, seminars, meetings, etc. when on official Council business in accordance with clause 2.11.

2.6 Refreshments

Provision of meals and refreshments at Council and committee meetings, workshops, briefings and other meetings related to Council's operations.

2.7 Insurance

Councillors receive the benefit of insurance cover for:

- personal accident
- public liability
- professional indemnity
- travel insurance as appropriate.

2.8 Councillors' Room

An office area for interview and Council work related purposes. The room will be provided with telephones, equipment, stationery, refreshments and recognised Local Government publications.

2.9 Meeting Rooms

Provision of meeting facilities in the Administration Centre for the purpose of Council, Committee and Task Group/Special committee meetings with constituents are subject to the following policy adopted by Council:

1. THAT the Function Room be made available to the Mayor, Councillors and staff of Council free of charge, provided the use is directly related to Council business/activities and involves the actual attendance of Councillors.
2. THAT staff usage (referred to in Item 1 above) be approved by the General Manager.
3. THAT bookings be administered in the normal manner through Executive Services staff.
4. THAT use of the bar area be only permitted in connection with functions and meetings held in accordance with Item 1 above.

2.10 Clothing

Provision of a jacket and other corporate clothing for official purposes including a name badge.

2.11 Official Vehicles

A Councillor may use one of two vehicles provided to facilitate Councillors' travelling requirements, (subject to availability) for the following purposes: To and from the Councillor's place of residence in order to attend meetings of Council or its Committees.

1. To and from inspections within the area relating to the business of Council.
2. To and from approved seminars, conferences, workshops and other meetings related to Council's operations.
3. To and from Council's Administration Centre for purposes relating to the business of the Council.
4. To and from Council business outside the area in compliance with a resolution of the Council. This would include attendance at SSROC meetings and the like.
5. To and from meetings of community groups, whose activities encompass all or part of the Council's area.
6. To and from social functions and gatherings representing the Mayor or Council at the Mayor's or General Manager's request.
7. To and from social functions and gatherings where the invitation stems from the Councillors' official position.
8. Use of a Councillor vehicle is taken to be a certification by the Councillor concerned that the travel to be undertaken falls within the categories of permissible journeys listed above.
9. Details of journeys are to be recorded in the logbook stored in the glove box of the vehicle.

10. Councillors will pick up and return the vehicles to the Administration Centre.

11. Except in the case of an emergency, the vehicle is not to be driven by anyone other than the Councillor in whose name the vehicle is booked.
12. Councillors are requested to immediately report any mechanical defect or fault by notifying Executive Services.
13. Any accident involving damage to Council's vehicle or a third party is to be reported immediately to Executive Services.
14. The vehicles must not be used for private purposes. Any private use even incidental private use that gives rise to personal advantage or gain could lead to disqualification from civic office.
15. Councillors are personally responsible for all traffic or parking fines incurred while traveling in private or Council vehicles on council business.

2.12 Preparation of Media Material

Professional advice and assistance from officers in preparing media material (other than election campaign material) relevant to the Councillor's role.

2.13 Council Facilities

Access during normal hours of operation without charge.

3. Establishment of Monetary Limits

Monetary limits applying to this policy include the following.

3.1 Mobile Telephone

Council will meet the cost of providing the mobile telephone, maintenance, monthly service and access fees and call charges up to a maximum of \$300.00 for the Mayor and \$250.00 per month for other Councillors made in the conduct of civic duties only.

3.2 Cabcharge

Council will meet the cost of providing the cabcharge facilities in accordance with clause 1.4 of this policy up to a maximum of \$300.00 for the Mayor and \$200.00 per month for other Councillors.

3.3 Care and other related expenses

The maximum entitlement for such expenses is \$1000.00 per annum.

3.4 Incidental expenses

Incurred in attending related Council business, approved conferences, seminars, training and educational courses:

- Meals
- Facsimile
- Internet charges
- Laundry and dry cleaning
- Newspaper
- Taxi fares
- Parking fees

but does not include travel expenses such as air fares, car hire, cost of petrol and vehicle running costs.

The maximum entitlement for such expenses is \$200 per day.

Any other costs incurred by a Councillor in addition to the daily limits, are the responsibility of the individual Councillor.

4. Mayor

In addition to the facilities provided to the Councillors, the following benefits apply to the Mayor:

- **Vehicle**
Unrestricted use of a Holden Caprice or equivalent, including all factory fitted accessories and extras and all fuel, repairs, maintenance and running expenses associated with the vehicle. The vehicle is to be replaced at regular intervals in accordance with Council's vehicle replacement policy.
- **Fuel Card**
For use only with Mayoral vehicle.
- **Office**
Food, refreshments for ceremonial and social purposes. Electronic equipment, stationery, furnishings and accessories. Credit Card For the purpose of discharging the functions of the Mayoral Office in accordance with the annual budget provision.

5. Deputy Mayor

The Deputy Mayor may exercise any function of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the Office of Mayor.

Should this occur the Deputy Mayor will receive the facilities available to the Mayor set out in this policy.

6. Other Matters

Councillors are to return to Council, where appropriately practicable, after the completion of their term of office or entering extended leave of absence or at the cessation of their civic duties all facilities and equipment that have been allocated by Council.

Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the General Manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the item if equipment.

7. General

The Council may from time to time amend the level of support, amount to be paid, and conditions applicable to the items under this policy or under subsequent policies adopted in accordance with Section 252 and 253 of the Local Government Act. Such amendments must occur by resolution of the Council.

Under Section 428 (2) (f) of the Local Government Act, the total amount expended on Mayoral and Councillors' fees and as a result of this policy must be included in Council's Annual Report.

Councillor Expenses

Item	2007-08
Fee payments:	
To mayor	\$34,283.33
To councillors	\$148,895.40
Total fee payments	\$183,178.73
Expenses and facilities:	
Office equipment	\$1,537
Telephone calls	\$18,710
Conference and Seminars	\$29,538
Training	\$2,720
Total expenses and facilities	\$131,691
Delegations and visits:	
Interstate visits	\$10,614
Overseas visits	\$1,609
Total delegations and visits	\$12,223

Competition Policy

The NSW Government has issued guidelines that councils have to follow to comply with the National Competition Policy. These guidelines require us to report on our business activities and to adopt the principles of competitive neutrality. This is the principle of creating a level playing field so that councils do not have an advantage over other businesses because of their public ownership. To do this we:

- Determine which of our activities qualify as businesses (using set criteria);
- Put in place effective costing systems that allow us to identify the true cost of providing services;
- Show any subsidies provided by us. Subsidising a service is an acceptable and appropriate way to support our community service obligations.

According to our audited financial statements our trading enterprises are Category 2 Businesses. Financial information on these business activities can be found in the Special Purpose Financial Statements in this Annual Report. This position will be reviewed in subsequent years as in the future both Long day Care and Aquatic Centres businesses may fall into Category 1.

Competitive Neutrality Complaints

A complaints handling policy is included in our policy register available on our Web site at www.canterbury.nsw.gov.au or from our Customer Service Centre. No complaints were received during 2007-08.

Category 2 Business Turnover

Activity	Annual Sales Turnover
Long Day Care Childcare	\$2,333,284
Swimming & Recreation	\$2,131,412
Trade Waste, Garbage Service to Business	\$422,862
Golf Course and Tennis Courts	\$294,910

External Interests

External Bodies Exercising Our Functions

There were no external bodies exercising our functions during 2007-08.

Companies in Which We Had A Controlling Interest

We did not hold a controlling interest in any companies during 2007-08.

Partnerships, Co-Operatives & Joint Ventures

Council has an interest in the following organisations:

- Southern Sydney Regional Organisation of Councils;
- Statewide Mutual Liability Scheme;
- Statewide Mutual Limited.
- Leigh Place Retirement Housing Limited

Freedom of Information

The Freedom of Information (FOI) Act (1989) gives every person a right to access Council documents apart from exempt or otherwise restricted documents as specified in the Act. This ensures a more open, accountable and transparent organisation, improves decision making and promotes public participation in policy development.

This report provides information on the FOI activities of Council during the reporting year 2007-2008. The statistical information has been compiled in accordance with the FOI Guidelines produced by the Department of Premier and Cabinet and the NSW Ombudsman's Office in August 2007. Where there was no activity to report, the relevant table or table rows have not been included with this account.

The tables have been divided into Personal and Other applications. Personal applications are those

submitted by natural persons seeking access to information about their own personal affairs. All applications apart from these are covered by the term Other applications.

Thirty-three new FOI applications were received in this reporting year and one was carried forward from the preceding year making a total of thirty-four requests to be processed, 50% higher than the previous year. Of these, seven requests were discontinued, either by the applicant withdrawing the request, or by Council because the documents requested were available elsewhere or payment of an advanced deposit was not forthcoming. Three requests were carried forward to the next reporting year.

Twenty-four requests were completed. Of these eleven applications were granted in full, twelve applications were granted in part and one was refused. The granting 'in part' and the refusal were determined as such because the documents requested were exempt under the Act because they contained information affecting either personal or business affairs.

The processing of FOI requests is the responsibility of Council's Governance team. While the tasks are complex and time consuming, a strong customer service focus has ensured that applicants receive satisfactory results.

We also wish to report that Council is participating in the review commenced by the NSW Ombudsman's Office in April 2008 concerning the processing of applications under the Freedom of Information Act and related legislation.

Privacy and Personal Information Protection

No applications or requests for reviews were received under the Privacy and Personal Information Protection Act in the reporting period. We acknowledge the importance of privacy and uphold the Information Protection Principles (IPPs), as stated in the Act, in all our transactions.



Council's Administration Centre at 137 Beamish Street, Campsie.

FOI Statistical Report

SECTION A – NEW FOI APPLICATIONS

How many FOI applications were received, discontinued or completed?	NUMBER OF FOI APPLICATIONS					
	PERSONAL		OTHER		TOTAL	
	2006-07	2007-08	2006-07	2007-08	2006-07	2007-08
A1 New	7	7	15	26	22	33
A2 Brought forward	0	0	1	1	1	1
A3 Total to be processed	7	7	16	27	23	34
A4 Completed	7	7	15	17	22	24
A5 Discontinued	0	0	0	7	0	7
A6 Total processed	7	7	15	24	22	31
A7 Unfinished (carried forward)	0	0	1	3	1	3

SECTION B – DISCONTINUED APPLICATIONS

How many FOI applications were discontinued?	NUMBER OF DISCONTINUED FOI APPLICATIONS					
	PERSONAL		OTHER		TOTAL	
	2006-07	2007-08	2006-07	2007-08	2006-07	2007-08
B1 Request transferred out to another agency (s.20)	0	0	0	2	0	2
B2 Applicant withdrew request	0	0	0	3	0	3
B3 Applicant failed to pay advanced deposit	0	0	0	2	0	2
B5 Total Discontinued	0	0	0	7	0	7

SECTION C – COMPLETED APPLICATIONS

What happened to completed FOI applications?	NUMBER OF COMPLETED FOI APPLICATIONS					
	PERSONAL		OTHER		TOTAL	
	2006-07	2007-08	2006-07	2007-08	2006-07	2007-08
C1 Granted or otherwise available in full	1	3	6	8	7	11
C2 Granted or otherwise available in part	5	4	9	8	14	12
C3 Refused	0	0	0	1	0	1
C4 No documents held	1	0	0	0	1	0
C5 Total completed	7	7	15	17	22	24

SECTION D – APPLICATIONS GRANTED OR OTHERWISE AVAILABLE IN FULL

How were the documents made available to the applicant?	NUMBER OF FOI APPLICATIONS (GRANTED OR OTHERWISE AVAILABLE IN FULL)					
	PERSONAL		OTHER		TOTAL	
	2006-07	2007-08	2006-07	2007-08	2006-07	2007-08
All documents requested were: D1 Provided to the applicant	1	3	6	8	7	11
D8 Total granted or otherwise available in full	1	3	6	8	7	11

SECTION E – APPLICATIONS GRANTED OR OTHERWISE AVAILABLE IN PART

How were the documents made available to the applicant?	NUMBER OF FOI APPLICATIONS (GRANTED OR OTHERWISE AVAILABLE IN PART)					
	PERSONAL		OTHER		TOTAL	
	2006-07	2007-08	2006-07	2007-08	2006-07	2007-08
Documents made available were: E1 Provided to the applicant	5	4	9	8	14	12
E8 Total granted or otherwise available in part	5	4	9	8	14	12

SECTION F – REFUSED FOI APPLICATIONS

Why was access to the documents refused?	NUMBER OF REFUSED FOI APPLICATIONS					
	PERSONAL		OTHER		TOTAL	
	2006-07	2007-08	2006-07	2007-08	2006-07	2007-08
F1 Exempt	0	0	0	1	0	1
F3 Total refused	0	0	0	1	0	1

SECTION G – EXEMPT DOCUMENTS

Why were the documents classified as exempt? (One reason only identified)	NUMBER OF FOI APPLICATIONS (REFUSED OR ACCESS GRANTED OR OTHERWISE AVAILABLE IN PART ONLY)					
	PERSONAL		OTHER		TOTAL	
	2006-07	2007-08	2006-07	2007-08	2006-07	2007-08
G6 Documents affecting personal affairs	5	4	10	8	15	12
G7 Documents affecting business affairs	0	0	0	1	0	1
G27 Total applications including exempt documents	5	4	10	9	15	13

SECTION I – FORMAL CONSULTATIONS

How many formal consultations were conducted?	NUMBER	
	2006-07	2007-08
I1 Number of applications requiring formal consultation	15	20
I2 Number of persons formally consulted	63	86

SECTION L – FEES AND COSTS

What fees were assessed and received for FOI applications processed (excluding applications transferred out)	ASSESSED COSTS		RECEIVED COSTS	
	2006-07	2007-08	2006-07	2007-08
L1 All completed applications	\$4200	\$5760	\$705	\$960

SECTION O – DAYS TAKEN TO COMPLETE REQUEST

How long did it take to process completed applications?	NUMBER OF COMPLETED FOI APPLICATIONS					
	PERSONAL		OTHER		TOTAL	
	2006-07	2007-08	2006-07	2007-08	2006-07	2007-08
O1 0-21 days – statutory determination period	5	2	7	7	12	9
O2 22-35 days – extended statutory determination period for consultation or retrieval of archived records (S.59B)	2	5	8	10	10	15
O5 Total	7	7	15	17	22	24

SECTION P – PROCESSING TIME: HOURS

Why was access to the documents refused?	NUMBER OF COMPLETED FOI APPLICATIONS					
	PERSONAL		OTHER		TOTAL	
	2006-07	2007-08	2006-07	2007-08	2006-07	2007-08
P1 0-10 hours	7	6	11	16	18	22
P2 11-20 hours	0	1	4	1	4	2
P5 Total	7	7	15	17	22	24

SECTION Q – NUMBER OF REVIEWS

How many reviews were finalised?	NUMBER OF COMPLETED REVIEWS	
	2006-07	2007-08
Q1 Internal reviews	1	5
Q2 Ombudsman reviews	0	0
Q3 ADT reviews	0	0

SECTION R – RESULTS OF INTERNAL REVIEWS

Grounds on which internal review was requested	NUMBER OF INTERNAL REVIEWS					
	PERSONAL		OTHER		TOTAL	
	Original agency decision Upheld	Original agency decision Varied	Original agency decision Upheld	Original agency decision Varied	Original agency decision Upheld	Original agency decision Varied
R1 Access refused	0	1	0	0	0	1
R6 Third parties views disregarded	0	2	1	1	1	3
R8 Total	0	3	1	1	1	4