

Governance

Relevance to Community Strategic Plan

RELEVANCE TO COMMUNITY STRATEGIC PLAN - GOVERNANCE

The reports contained within this section of the agenda outline actions and activities that contribute to the achievement of the outcomes as outlined in your Community Strategic Plan 2033.

GO1 – Notice of Motion Status Report – October 2015

GOVERNANCE

GO1

Notice of Motion Status Report – October 2015

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TRIM 5253

EXECUTIVE SUMMARY

- At its Ordinary Meeting of 13 October 2014 Council resolved via a Notice of Motion 'That a permanent position be created in the Business Paper that records the progress of all action taken on all Notices of Motion passed by Council'.
- It is recommended that Council note the current Notice of Motion Status Report.

REPORT

At the Ordinary Meeting of 13 October 2014 Council resolved via a Notice of Motion 'That a permanent position be created in the Business Paper that records the progress of all action taken on all Notices of Motion passed by Council'.

Council's Authority Register which is updated following each Council meeting records all resolutions passed by Council. Council staff actioning these resolutions record comments in the register on the progress of each resolution. Information held on each resolved Notice of Motion dating back to the start of 2014 has been extracted from the Authority Register to produce a Notice of Motion Status Report.

CONSULTATION

Consultation with the Manager Governance and members of Council's Executive has been conducted.

FINANCIAL IMPLICATIONS

This matter has no financial impact on Council's adopted budget or forward estimates.

ATTACHMENTS

1. Notice of Motion Status Report to be provided to Councillors under separate cover.

RECOMMENDATION

That Council note the October Notice of Motion Status Report.

GO2 – Investment of Funds as at 31 August 2015

GO2 Investment of Funds as at 31 August 2015

112

TRIM 1022-3

EXECUTIVE SUMMARY

- This report provides details of Council’s invested funds as at 31 August 2015.
- It is recommended that the information and certification in relation to the investment of Council funds as at 31 August 2015 be noted.

REPORT

At its last meeting, the Reserve Bank left the cash rate at 2.00%. In relation to the domestic market, the Board of the Reserve Bank commented that:

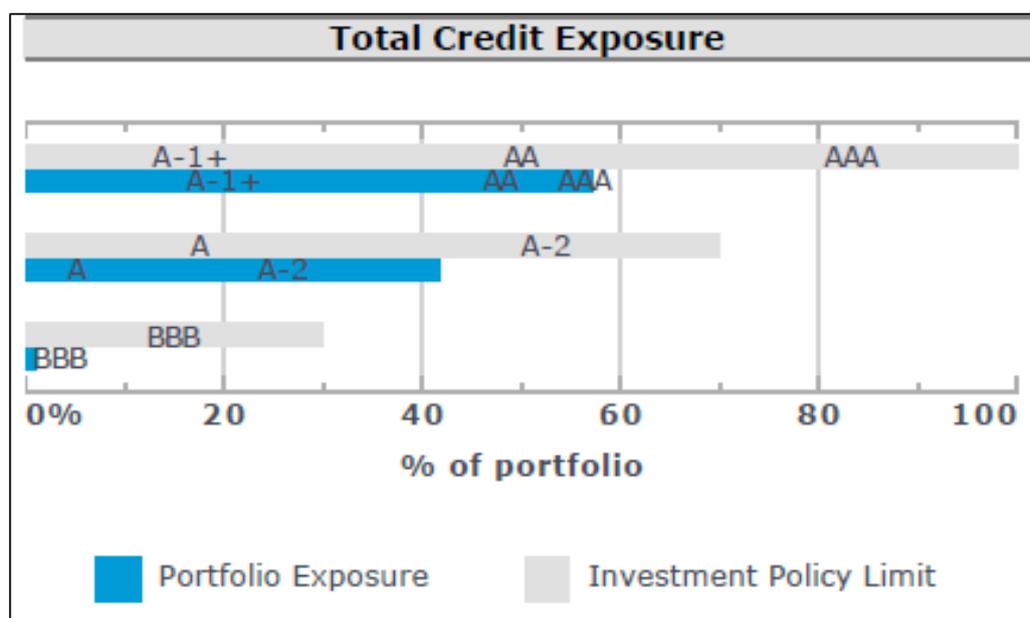
In Australia, most of the available information suggests that moderate expansion in the economy continues. While growth has been somewhat below longer-term averages for some time, it has been accompanied with somewhat stronger growth of employment and a steady rate of unemployment over the past year. Overall, the economy is likely to be operating with a degree of spare capacity for some time yet, with domestic inflationary pressures contained. Inflation is thus forecast to remain consistent with the target over the next one to two years, even with a lower exchange rate.

In such circumstances, monetary policy needs to be accommodative. Low interest rates are acting to support borrowing and spending. Credit is recording moderate growth overall, with growth in lending to the housing market broadly steady over recent months. Dwelling prices continue to rise strongly in Sydney, though trends have been more varied in a number of other cities. The Bank is working with other regulators to assess and contain risks that may arise from the housing market. In other asset markets, prices for commercial property have been supported by lower long-term interest rates, while equity prices have moved lower and been more volatile recently, in parallel with developments in global markets. The Australian dollar is adjusting to the significant declines in key commodity prices.

Council will continue to monitor and review the portfolio while liaising with our investment advisors, to ensure that returns are maximised and risk exposure is minimised.

As shown in the following chart, the credit rating on Council’s portfolio as at 31 August 2015 is within Council’s investment policy limits.

GO2 – Investment of Funds as at 31 August 2015



The percentage of Council's investment portfolio invested with each institution as at 31 August 2015 also complies with the limits specified in Council's investment policy, as detailed in the following table.

Parent Group	% used vs Investment Policy Limit
National Australia Bank	85% ✓
Bank of Queensland	72% ✓
Bendigo and Adelaide Bank	62% ✓
Members Equity Bank	39% ✓
Credit Union Australia	21% ✓
Macquarie Group	21% ✓
Commonwealth Bank of Australia	18% ✓
Westpac Group	16% ✓
ANZ Group	6% ✓
Emerald Reverse Mortgage (B Tranche)	6% ✓
Emerald Reverse Mortgage (A Tranche)	3% ✓

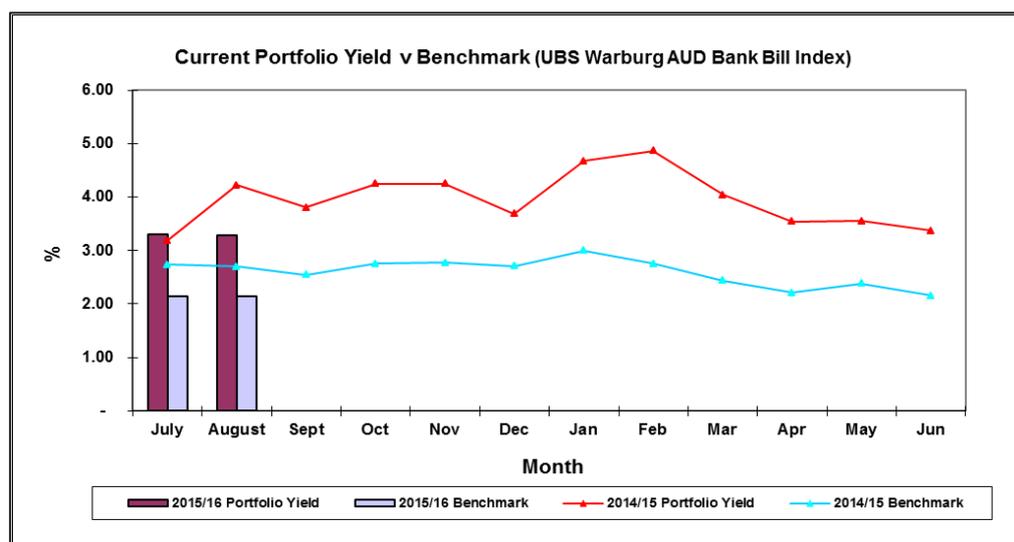
Governance

GO2 – Investment of Funds as at 31 August 2015

The vast majority of Council’s investment portfolio (96%) is invested in deposits / securities with Australian Authorised Deposit taking Institutions (ADI’s). Council has been taking advantage of term deposit “specials” from various institutions without overexposing the portfolio to any one institution.

The marked to market valuations on some of the direct investment products in Council’s portfolio remain at less than the face value of the investment. The marked to market value of these investments is expected to be equal to or greater than the face value by the time they reach their maturity date. Early exit from these products would realise losses.

The following charts compare Council’s portfolio yield with the benchmark UBS Warburg AUD Bank Bills Index rate in each month for 2014/15 and 2015/16.



As shown in the chart above, Council’s portfolio yield has continually exceeded the benchmark UBS Warburg 3 month Bank Bill Index due to the prudent investment of Council’s portfolio. For August 2015, Council’s portfolio yielded 3.28% and returned 0.92% pa for the month, compared to the benchmark’s 2.15% pa return.

Council’s marked-to-market performance was impacted this month by a downward adjustment of 4c-6c in the dollar in the Emerald security prices. Despite the relatively small adjustment on a small component of the portfolio, when annualised the change had a noticeable impact on the portfolio’s overall return for the month. Bluestone (the arrangers of the Emerald tranche) has indicated that the valuation by Barclays was driven by general market conditions rather than anything specific to the mortgage backed securities.

GO2 – Investment of Funds as at 31 August 2015

The current low interest rate environment is not conducive to early repayments of underlying mortgages and interest rates are now widely expected to remain low, and possibly be cut again within the year, as the domestic economy struggles with a slowing Chinese/commodity market. Bluestone has confirmed that the Emerald securities themselves remain sound and highly rated, however the market for such securities remain illiquid and susceptible to wide price fluctuations depending upon the prevailing interest rate environment.

Under Reg 212 of the Local Government (General) Regulation 2005, Council’s Responsible Accounting Officer must provide Council each month with a written report setting out details of all money that Council has invested under section 625 of the Act.

Details of Council’s investment portfolio as at 31 August 2015 are provided in attachment 1.

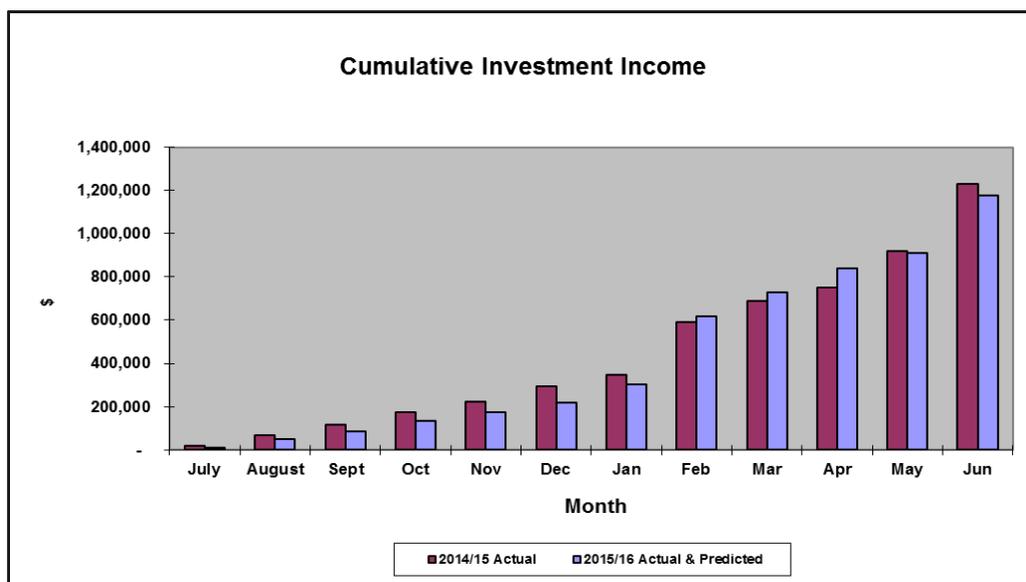
CONSULTATION

Independent advice regarding the investment of Council funds was provided by Prudential Investment Services Corp.

FINANCIAL IMPLICATIONS

Interest earned is allocated to restricted cash and income in accordance with Council’s adopted budget, policy and legislative requirements.

The following chart compares the actual and predicted interest for 2015/16 with the prior year’s interest income.



Governance

GO2 – Investment of Funds as at 31 August 2015

Council's investment income for 2015/16 is expected to be less than the income received for 2014/15 as interest rates on investments remain low and Council's investment base is expected to decrease as restricted cash carried forward from previous years is used to improve Council's infrastructure network.

The prudent investment of funds is necessary to ensure Council's long term financial sustainability.

CERTIFICATION

I hereby certify that Council's investments have been made in accordance with Sec 625 of the Local Government Act 1993, clause 212 of the Local Government (General Regulations) 2005 and Council's Investment Policy.

Ashley Christie
Manager Financial Services
WOLLONDILLY SHIRE COUNCIL

ATTACHMENTS

1. Investments as at 31 August 2015 including reconciliation of invested funds.

RECOMMENDATION

That the information and certification in relation to the investment of Council funds as at 31 August 2015, be noted.

WOLLONDILLY SHIRE COUNCIL

Report of Governance to the Ordinary Meeting of Council held on Monday 19 October 2015

GO2 – Investment of Funds as at 31 August 2015

ATTACHMENT 1 – 1022-3 – 19 OCTOBER 2015

INVESTMENTS AS AT 31 August 2015							
Reporting Period:		1-Aug-15		to		31-Aug-15	
Investment Institution	Rating	Face Value 31-Aug-14	Value at 31-Aug-15	% Holding	Interest/ Capital Growth %p.a.	received	Maturity
CASH & CASH PLUS FUNDS							
National Australia Bank							
<i>General Account Balance (for information only. Not included in Total Cash Plus Investments)</i>							
		410,931	410,931				
11AM At call	A-1+	4,500,000	4,500,000	9.27%	2.05	5,184	At Call
Term Deposits							
National Australia Bank (Matured)	A-1+					1,700	18-Aug-15
National Australia Bank (Matured)	A-1+					2,600	27-Aug-15
National Australia Bank	A-1+	2,000,000	2,072,486	4.27%	3.65	6,200	01-Sep-15
ME Bank	A-2	1,000,000	1,034,227	2.13%	3.55	3,015	17-Sep-15
National Australia Bank	A-1+	1,000,000	1,028,488	2.12%	3.55	3,015	19-Sep-15
ME Bank	A-2	1,250,000	1,291,676	2.66%	3.60	3,822	07-Oct-15
National Australia Bank	A-1+	1,000,000	1,028,424	2.13%	3.55	3,015	21-Oct-15
National Australia Bank	A-1+	500,000	505,219	1.04%	3.55	1,253	11-Nov-15
National Australia Bank	A-1+	1,000,000	1,029,468	2.12%	3.55	3,015	09-Dec-15
National Australia Bank	A-1+	1,000,000	1,028,976	2.12%	3.55	3,015	17-Dec-15
Bank of Queensland	A-2	1,000,000	1,009,064	2.08%	3.00	2,548	07-Jan-16
Rural Bank	A-2	1,000,000	1,026,657	2.12%	3.60	3,058	13-Jan-16
Bank of Queensland	A-2	1,000,000	1,008,669	2.08%	3.00	2,548	20-Jan-16
Bank of Queensland	A-2	3,000,000	3,088,970	6.37%	4.05	10,319	03-Feb-16
National Australia Bank	A-1+	1,000,000	1,022,416	2.11%	3.20	2,718	03-Feb-16
ME Bank	A-2	1,000,000	1,020,211	2.10%	3.20	2,718	18-Feb-16
National Australia Bank	A-1+	500,000	510,267	1.05%	3.15	1,338	25-Feb-16
Rural Bank	A-2	1,000,000	1,017,306	2.10%	3.00	2,548	01-Mar-16
Credit Union Australia (CUA) (Matured)	BBB+	2,000,000	2,035,485	4.19%	3.10	5,266	08-Mar-16
National Australia Bank	A-1+	1,000,000	1,004,904	2.07%	2.90	1,112	23-Mar-16
National Australia Bank	A-1+	2,000,000	2,024,777	4.17%	2.93	4,977	27-Apr-16
Westpac Banking Corporation- Local Govt	AA-	1,000,000	1,029,395	2.12%	4.55	3,864	16-May-16
Westpac Banking Corporation- Local Govt	AA-	1,000,000	1,029,331	2.12%	4.55	3,864	17-May-16
Bank of Queensland	A-2	1,000,000	1,007,950	2.08%	2.90	2,463	01-Jun-16
National Australia Bank	A-1+	1,000,000	1,011,465	2.08%	2.95	2,505	15-Jun-16
Bank of Queensland	A-2	1,000,000	1,005,364	2.07%	2.90	2,463	04-Jul-16
National Australia Bank	A-1+	1,000,000	1,010,332	2.08%	2.97	2,522	06-Jul-16
Bendigo & Adelaide Bank	A-2	1,000,000	1,004,164	2.07%	2.90	2,463	13-Jul-16
Bendigo & Adelaide Bank	A-2	1,000,000	995,618	2.05%	3.05	501	22-Aug-18
TOTAL CASH PLUS INVESTMENTS		35,750,000	36,385,309	74.98%		90,445	
Investment Institution	Rating	Face Value 31-Aug-14	Value at 31-Aug-15	% Holding	Interest %p.a.	accrued	Maturity
INVESTMENT SECURITIES							
Corporate Bond							
National Australia Bank	AA-	1,000,000	1,053,723	2.17%	6.00	5,110	15-Feb-17
Zero Coupon Bond							
Commonwealth Bank of Australia	AA-	2,000,000	1,844,300	3.80%	7.17	0	22-Jan-18
Floating Rate Notes							
Members Equity Bank Pty Ltd	BBB+	500,000	503,090	1.04%	3.40	1,442	28-Nov-16
Westpac Banking Corporation	AA-	500,000	509,892	1.05%	3.79	1,608	20-Feb-17
Macquarie Bank	A	1,000,000	1,011,617	2.08%	5.04	4,283	09-Mar-17
Bendigo Bank Senior FRN	A-	1,000,000	1,007,564	2.08%	3.09	2,620	17-Sep-19
ANZ Snr FRN	AA-	1,000,000	1,006,853	2.07%	2.99	2,542	11-Nov-19
Westpac Banking Corporation	AA-	1,000,000	1,009,979	2.08%	3.04	2,578	22-Jan-20
Macquarie Bank	A	1,000,000	1,008,036	2.08%	3.25	2,757	03-Mar-20
CBA Snr FRN	AA-	1,000,000	1,006,558	2.07%	3.05	2,586	17-Jul-20
Bendigo Bank Senior FRN	A-	1,000,000	1,001,253	2.06%	3.24	1,243	18-Aug-20
Mortgage Backed Securities							
Emerald Reverse Mortgage Series 2007-1 Class B	AA	1,000,000	603,101	1.24%	2.70	2,289	21-Jul-27
Emerald Reverse Mortgage Series 2006-1 Class A	AAA	715,214	572,729	1.18%	2.58	1,600	22-Aug-22
Total-Other Investments		12,715,214	12,138,693	25.02%		30,658	
TOTAL CASH & INVESTMENT SECURITIES		\$48,465,214	\$48,524,002	100%	3.28	\$121,103	
Benchmark (90 day UBSA Bank Bill Index)					2.15		

Maximum Permitted Institution Holding = 45%

Governance

GO2 – Investment of Funds as at 31 August 2015

ATTACHMENT 1 – 1022-3 – 19 OCTOBER 2015

Summary of Investment Holdings by Investment Type as at 31 August 2015

	Face Value (\$)	Current Value (\$)	Current Yield (%)
Bonds	3,000,000.00	2,898,022.53	6.7795
Cash	4,500,000.00	4,500,000.00	2.0500
Floating Rate Note	8,000,000.00	8,064,840.80	3.4093
Mortgage Backed Securities	1,715,214.48	1,175,829.86	2.6491
Term Deposit	31,250,000.00	31,885,308.83	3.3754
	48,465,214.48	48,524,002.02	3.4429

Application of Invested Funds- 31 August 2015

Fund Type	Description	Value \$
Externally Restricted Funds	Developer Contributions	15,675,978
	Domestic Waste Management	5,914,364
	Unexpended Grants held in Restricted Cash	1,914,652
	Unexpended Loan Funds	451,372
Internally Restricted Funds	Sinking Fund	200,000
	Funds held in Restricted Cash for future projects and operations	19,393,016
	Funds allocated to meet current budgeted expenditure	4,915,832
		48,465,214

GO3 – Annual Financial Statements for the Year Ended 30 June 2015

GO3 Annual Financial Statements for the Year Ended 30 June 2015

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TRIM 234-10

EXECUTIVE SUMMARY

- Council officers have prepared the Annual Financial Statements for the year ended 30 June 2015.
- The statements have been reviewed by Council's auditors (Warton Thompson & Co) and were presented to the Audit Committee on 8 September 2015.
- The statements are now presented to Council for endorsement and the signing of the "Statement by Councillors and Management" (as attached).
- Mr Phil Webster from Warton Thompson & Co will address the meeting to provide a summary of the Annual Financial Statements for the year ended 30 June 2015.
- It is recommended that Mr Webster be thanked for his presentation, that the 2014/15 Annual Financial Statements be endorsed and an opinion be formed in the prescribed format on the General Purpose Financial Reports and the audited financial reports, together with the Auditor's reports, be presented to the public at the 16 November 2015 Council meeting.

REPORT

The Local Government Act 1993 requires Council to prepare financial reports for each year and refer them for audit as soon as practicable after the end of that year.

A Council's financial reports must include:

- a general purpose financial report;
- any other matter prescribed by the regulations; and
- a statement in the approved form by the Council as to its opinion on the general purpose financial report.

The Annual Financial Statements are required to be prepared in accordance with the Local Government Act 1993, the Local Government Code of Accounting Practice and Financial Reporting, and the Australian Accounting Standards, including the Australian equivalents to International Financial Reporting Standards (AIFRS).

The legislative requirements under the Local Government Act 1993, relevant to the approval and audit process of annual financial statements are as follows:

Section 413(1) - A Council must prepare financial reports for each year, and must refer them for audit as soon as practicable.

GO3 – Annual Financial Statements for the Year Ended 30 June 2015

Section 413(2) - A Council's financial reports must include:

- a) a general purpose financial report, and
- b) any other matter prescribed by the regulations, and
- c) a statement in the approved form by the Council as to its opinion on the general purpose financial report.

Section 415(1) - Council's auditor must audit financial reports as soon as practicable after receipt.

Section 416(1) - Council's financial reports must be completed and audited within 4 months after year end.

Section 417(1) - A Council's auditor must prepare 2 reports:

- a report on the general purpose financial report
- a report on the conduct of the audit.

Section 417(2) - The report on the Council's financial reports must include the following:

- (a) a statement as to whether, in the opinion of the auditor, the Council's accounting records have been kept in accordance with the requirements of this Division,
- (b) a statement as to whether, in the opinion of the auditor, 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 and the results of its operations,
- (c) a statement as to whether, in the opinion of the auditor, any information relevant to the conduct of the audit has been unobtainable by the auditor,
- (d) a statement setting out particulars of any material deficiency in the accounting records or financial reports that has come to light in the course of the audit.

Section 417(3) - The report on the conduct of the audit may contain such statements, comments and recommendations as to the conduct of the audit of the Council's financial reports as the auditor considers appropriate to include in the report.

Section 417(4) - As soon as practicable after completing the audit, the auditor must send a copy of the auditor's reports to the Director-General and to the Council.

GO3 – Annual Financial Statements for the Year Ended 30 June 2015

Section 417(5) - As soon as practicable after receiving the auditor's reports, the Council must send a copy of the auditor's report on the Council's financial reports, together with a copy of the Council's audited financial reports, to the Director-General and to the Australian Bureau of Statistics.

Council's Auditors, Warton Thompson & Co, have completed their audit of the financial reports and those financial reports are now formally presented.

Section 413 of the Local Government Act 1993 requires the Council to form an opinion as to whether Council's annual financial reports have been drawn up in accordance with the Local Government Act and associated Codes and Australian Accounting Standards as prescribed by the Regulations. Statements to this effect have been prepared and are presented to Council for signature. Subsequent to these opinions being signed, Council's Auditors will present their audit reports to Council.

Section 418 of the Local Government Act 1993 (as amended) requires that Council, as soon as practical after receiving a copy of the Auditor's reports, fix a date for a meeting at which it proposes to present its audited financial reports, together with the Auditor's reports to the public. The Council must also give public notice of the date so fixed.

It is proposed that the 16 November 2015 Council meeting be set as the date to present the audited financial statements to the public.

Section 420 of the Local Government Act 1993 provides that any person may make submissions to the Council with respect to the financial reports or the Auditor's reports and those submissions must be made in writing and lodged with the Council within seven (7) days of the public meeting.

CONSULTATION

All members of the Executive and Senior Management have had input into the production of the General Purpose Financial Report, in conjunction with Council's Auditors.

The Audit Manager and staff of Warton Thompson & Co have been consulted throughout the preparation of the annual financial reports.

FINANCIAL IMPLICATIONS

Council is now presented with a set of annual financial reports that have been prepared in accordance with the Local Government Act 1993, Australian Accounting Standards and other professional pronouncements and the Code of Accounting Practice and Financial Reporting. The annual financial reports show Council to be in a sound and stable financial position.

Key points to note in the 2014/15 financial statements are as follows:

GO3 – Annual Financial Statements for the Year Ended 30 June 2015

Operational Performance

Council has recorded a favourable result to the 2014/15 financial year, achieving a Net Operating Surplus from Continuing Operations of \$7.47m, compared to the prior year's deficit of \$2.04m. The result is primarily attributable to the \$8.8m of contributed assets recognised during the year.

Council managed to increase its internally restricted cash by \$1.7m and externally restricted cash by \$0.7m. Unrestricted cash increased by \$0.9m.

For further information on Council's performance, Note 13 provides results on various key performance indicators.

Material variations from the 2014/15 Adopted Budget for both income and expenditure items are detailed in Note 16 of the financial statements.

Infrastructure Revaluations

The Office of Local Government (OLG) requires Councils to undertake the revaluation of asset at least every five years. When an asset is revalued its entire class is to be revalued. Accordingly, the OLG has prescribed a timetable for Councils to follow when revaluing each class of assets. Road Infrastructure (ie: roads, bridges, footpaths, drainage and bulk earthworks) were required to be revalued at 30 June 2015.

This revaluation resulted in a net increase in the value of road infrastructure of \$29m which had an effect on a number of areas within the financial statements. Note 9 shows a \$12.9m increment in the value of its bridges, a \$2.2m increment in the value of its footpaths, A \$28.5m increment in the value of bulk earthworks, a \$9m increment in the value of its drainage assets and a \$6m increment in the value of other road infrastructure. These increments are partially offset by net decrement of \$29.6m in the value of roads due primarily to the decrement in the value of the road structure component (which was offset by the increments to bulk earthworks and road surfaces).

Accounting for the decrement in roads resulted in the balance of the Road Asset Revaluation Reserve being depleted and the remaining \$4.23m of the decrement having to be costed to P&L (ie: the income statement). This was reflected as an expense in Note 4(e) "Other Expenses" and therefore had a negative impact on Council's Operating Result (although being a non-cash entry, it had no effect on Council's working funds position).

GO3 – Annual Financial Statements for the Year Ended 30 June 2015

Contributed Infrastructure Assets

Council recognised \$8.8m of contributed assets during the year, comprising various infrastructure assets dedicated to Council following recent land developments. These dedications included \$1.3m "in-kind" s93F planning agreement contributions and a further \$7.5m of other non-cash infrastructure dedications. The value of these dedicated assets adds to the value of Council's net assets in Note 9 and also inflates Council's contribution income in Note 3f. This has the effect of improving the 2014/15 operating result, but increases future years depreciation expenses.

Provision for Asset Remediation

Accounting standard AASB116 requires where the use of an asset results in the obligation to dismantle or remove the asset and restore the site on which the asset stands, an estimate of such costs is required to be included in the cost of the asset. AASB137 requires that an equivalent liability (provision) must be recognised. The provision has been calculated by determining the present value of the future expenditures expected to be incurred. Council recognised such assets and liabilities for Bargo, Warragamba, Picton and Appin tip sites and Bargo Effluent Ponds in 2005/06 when the reporting requirement was first introduced.

\$1.6m of rehabilitation works on the Warragamba Tip site were undertaken during the year and as required by the Accounting standards, these costs have now been offset against the provision, as detailed in Notes 10 and 26 of the financial statements. A further \$204K of Warragamba Tip rehabilitation works undertaken in prior years were also identified and the necessary adjustments to the accounts are detailed in Note 20. The net result of the rehabilitation works undertaken to date on the Warragamba Tip site is a decrease in the provision of \$1.8m.

Employee Leave Entitlements

The provision for employee leave entitlements increased over the last year by \$637K from \$4.974m to \$5.611m. Half of this increase is attributable to the effect that falling interest rates have had on the net present value calculation of future long service leave liabilities. Approximately a quarter of the increase is due to award increases being applied to employees pay rates and the remainder of the increase is a result of a slight increase in accrued hours (ie: employees not taking quite as many hours leave during the year as what they have accrued).

ATTACHMENTS

1. 2014/15 Annual Financial Statements (provided under separate cover)
2. Statement by Councillors and Management on the General Purpose Financial Report

GO3 – Annual Financial Statements for the Year Ended 30 June 2015

RECOMMENDATION

1. That Mr Webster from Warton Thompson & Co be thanked for his presentation.
2. That the Annual Financial Statements for the year ended 30 June 2015 be endorsed and an opinion be formed in the prescribed format (as attached) on the General Purpose Financial Reports.
3. That the audited financial reports, together with the Auditor's reports, be presented to the public at the 16 November 2015 Council meeting.

GO3 – Annual Financial Statements for the Year Ended 30 June 2015

ATTACHMENT 2 – 234-10 – 19 OCTOBER 2015

Wollondilly Shire Council

General Purpose Financial Statements
for the financial year ended 30 June 2015

Statement by Councillors and Management
made pursuant to Section 413(2)(c) of the Local Government Act 1993 (as amended)

The attached **General Purpose Financial Statements** have been prepared in accordance with:

- The Local Government Act 1993 (as amended) and the Regulations made thereunder,
- The Australian Accounting Standards and professional pronouncements, and
- The Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these **Financial Statements**:

- present fairly the Council's operating result and financial position for the year, and
- accords with Council's accounting and other records.

We are not aware of any matter that would render the Reports false or misleading in any way.

Signed in accordance with a resolution of Council made on 19 October 2015.

MAYOR

COUNCILLOR

GENERAL MANAGER

RESPONSIBLE ACCOUNTING OFFICER

GO4 – Draft Social Media Policy

GO4 Draft Social Media Policy

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TRIM 5764-1

EXECUTIVE SUMMARY

- The purpose of this report is to outline the process involved in developing of a Draft Social Media Policy and to seek endorsement to place the draft policy on public exhibition for a period of 28 days.
- As part of the Success Management Project (SMP) No. 5 - Communications it was identified that Council needed a formal policy position to guide decision making and content management around Council's various social media platforms.
- This is a New Policy for Council and it is recommended that Council place the Draft Social Media Policy on public exhibition for a period of 28 days and that a further report come to Council following exhibition.

REPORT

Until the development of the Draft Social Media Policy, Council's engagement with social media platforms has been driven by a set of internal and external guidelines. It was identified through the Success Management Project (SMP) No. 5 - Communications Project that a more formal policy statement would be appropriate given the exponential increase in social media usage both within and outside the organisation.

Social media platforms, in particular Facebook, are becoming a more popular mechanism for 2-way communication with the general public and to provide accurate and timely information on events, activities and other news.

The objectives of the policy are to:

1. Recognise social media as a resource to:
 - Ensure provision of accurate and timely information on Wollondilly Shire Council services, facilities and policies to the community on a regular basis.
 - Be aware of community issues.
 - Improve interactive opportunities for community engagement.
2. Provide guidelines for use of social media including:
 - Protection of staff; professional responsibilities and management of risks.
 - Code of Conduct, personal responsibilities and organisational reputation.

The policy applies to the general community, Councillors, Council staff, Contractors and other Council representatives.

GO4 – Draft Social Media Policy

CONSULTATION

The draft policy drew upon the existing draft internal/external guidelines and was prepared by a cross-organisational team consisting of content providers, moderators, management and executive representatives. A number of existing social media policies were used to help guide the development of the policy to ensure consistency with industry best practice. They include:

- Facebook Policy - NSW Department of Education and Child Development
- Social Media Policy - Narrandera Shire Council
- Internal Policy for Social Media - Griffith City Council
- Corporate Social Media Policy - Dubbo City Council
- Social Media Policy - Cobar Shire Council
- Social Media Policy - Kiama Municipal Council
- Social Media Policy - Randwick City Council
- Social Media and Communication Devices Policy - Penrith City Council
- Social Media Engagement Policy - Cessnock City Council
- Social Media Policy - City of Sydney
- Social Media Procedure - Goulburn-Mulwaree Council
- Social Media Policy - Armidale Dumaresq Council
- Social Media Policy - Burwood Council.

A procedure is also being finalised by the cross-organisational team to support staff to implement the policy and to provide additional detail on moderation procedures.

FINANCIAL IMPLICATIONS

This matter has no financial impact on Council's adopted budget or forward estimates.

ATTACHMENTS

1. Draft Social Media Policy.

RECOMMENDATION

That Council place the Draft Social Media Policy on public exhibition for a period of 28 days and that a further report come to Council following exhibition.

GO4 – Draft Social Media Policy

ATTACHMENT 1 – 5764-1 – 19 OCTOBER 2015



**Community Outcomes
Social Media – Policy #**

1. POLICY OBJECTIVES

1.1 The objectives of this policy are to:

1.1.1 Recognise social media as a resource to:

- Ensure provision of accurate and timely information on Wollondilly Shire Council services, facilities and policies to the community on a regular basis.
- Be aware of community issues.
- Improve interactive opportunities for community engagement.

1.1.2 Provide directions for use of social media including:

- Protection of staff; professional responsibilities and management of risks.
- Code of Conduct, personal responsibilities and organisational reputation.

2. BACKGROUND

2.1 Social Media in this policy refers to (but is not limited to):

- Social networking services, e.g. Facebook
- Video and photo sharing websites, e.g. YouTube, Instagram, Flickr
- Micro-blogging sites, e.g. Twitter
- Blogging sites e.g. Wordpress, Tumblr
- Forums and discussion boards e.g. Yahoo groups
- Social media management sites e.g. HootSuite
- Survey, petition and competition websites e.g. Survey Monkey, Go Petition
- Online encyclopaedias e.g. Wikipedia
- Any other web site for online application which allows individuals, users or organisations to publish material

2.2 Social media is used to engage with the wider community and provide a two way communication flow. Social media allows greater access for accurate and timely information sharing with our community. The key objectives are to keep our community informed and to promote a positive public presence in line with Council's corporate vision.

2.3 Social Media is a rapidly evolving medium and Council is committed to supporting and training staff to use this medium to engage with our community.

3. THIS POLICY APPLIES TO

3.1 This policy applies to Councillors, Council staff, contractors and other Council representatives along with the general public.

4. GUIDELINES

4.1 APPROVED USE OF COUNCIL'S SOCIAL MEDIA SITES

Council will use social media as a communication tool to:

- promote and market Council events, projects and programs
- provide news updates on significant ongoing projects
- respond to community issues with up to date council information

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**Community Outcomes
Social Media – Policy #**

Only delegated Council staff can create and maintain the official Council Social Media sites. Council staff nominated to officially represent Council on social media sites must follow this *Social Media Policy* and the associated *Social Media Procedure*.

4.2 COMPLY WITH THE OFFICIAL WOLLONDILLY SHIRE COUNCIL POSITION

Official Wollondilly Shire Council social media sites must adopt the official stance of the Council. Any comments posted on Council social media sites must reflect the views and opinions that the Council has chosen to take for that subject, not the personal views and opinions of the Council employee.

4.3 ONLY COMMENT ON YOUR AREA OF EXPERTISE

Staff should ensure that all content they provide is within their area of expertise, is accurate and is consistent with their work and with Council's vision and values.

4.4 DEALING WITH OFFENSIVE POSTS

In order to ensure our pages are friendly and welcoming to everyone, Council will moderate where needed by deleting or hiding content that:

- harasses, abuses, bullies or threatens others;
- is offensive or obscene;
- is likely to offend others, particularly in reference to race, age, gender, sexuality, political leaning, religion or disability;
- names community members, Council staff or any individual in a potentially defamatory or negative comment;
- is repetitive or excessively continuous
- promotes anything that may constitute spam, such as commercial interests, solicitations, advertisements or endorsements of any non-governmental agency

People who consistently post inappropriate content can be banned from the site. We may also take the discussion 'offline' or into a private channel if we believe that the content is personal in nature, or is affecting the enjoyment of the page for other visitors.

4.5 PERSONAL USE OF SOCIAL MEDIA

While at work, all staff should keep personal use of social media to a minimum in accordance with Council's IT Acceptable Use Policy.

This policy does not aim to discourage or limit staff from using social media for personal expression or pursuing other online activities in their own time, however staff are expected to use common sense and take the same caution with social media as with all other forms of communication.

Social Media can provide a platform for deliberate, repeated and hostile behaviour. To protect staff from this behaviour Council asks that careful consideration is given to private social media use.

Staff will be held responsible for any online activity which brings Council into disrepute in line with Council's Code of Conduct.

4.7 AWARENESS OF OTHER SOCIAL MEDIA SITES

Council understands the benefits of communicating through social media and will from time to time connect and share with other relevant social media pages. However, Council cannot control other social media sites and all staff are required to abide by Council's Code of

GO4 – Draft Social Media Policy

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**Community Outcomes
Social Media – Policy #**

Conduct. Any complaints or concerns in relation to Council activities should be directed through Council's formal Complaints Handling Policy.

4.8 RECORD KEEPING

Due to the nature of Social Media it is difficult to keep official records of all posts and comments. Where an issue is particularly sensitive or where inappropriate content is published on Council's social media platforms it should be placed in Council's Records Management System (TRIM) and dealt with where necessary.

4.9 IMAGES ON SOCIAL MEDIA

Images taken for promotions or use on social media require prior permission from those appearing in the photos or from the parents of children who appear in the photos. In the case of images of children within Wollondilly Council's Children's Services scheme, written permission is required from the parents of those children in accordance with the *Commonwealth's Privacy Act 1988*.

4.10 POSTS AND REPLIES

Council cannot guarantee a response to all posts on its social media sites, and will therefore post responses when considered necessary or appropriate. Also, staff are available during business hours only – 8am to 4.30pm Monday to Friday so this may cause a delay in Council's response if a comment is posted outside of these hours.

4.11 DISCLAIMER

Although, Council takes care in producing the content for our social media pages, it does not guarantee that the information is accurate, complete, and current or that the data is free from error or malicious code such as viruses.

Council does not accept any responsibility if you incur any loss or damage (however it was caused) in connection with the use of our social media sites or any website to which it links.

Council may not endorse content contained on other websites linked to any of our social media pages.

4.12 PRIVACY AND COLLECTION NOTICE

Protect your personal privacy by not including email addresses, phone numbers or home addresses.

Your profile name from Facebook is collected by Council for the purposes of addressing your enquiry, maintaining a record of correspondence and managing its Facebook page. No other personal information is collected by Council from Facebook.

As part of the submission process, you agree to your submissions being made public through the social media site immediately upon submission. You also agree that your submission will be transferred outside of Australia to social media servers located outside of Australia.

4.13 THIRD PARTY INVOLVEMENT

If you make a contribution to any of Council's social media sites, including personal information, you should be aware that, despite the terms and conditions of use of social media, the following possibilities exist:

- Although you may request that your personal information is removed from the website, it is possible that third parties may store or cache parts of this website containing your

GO4 – Draft Social Media Policy

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**Community Outcomes
Social Media – Policy #**

personal information so that your personal information will be available after deletion from this site.

- Third parties may locate your personal information through internet search engines. It is possible that third parties may collect and use your personal information for inappropriate and potentially illegal purposes.
- The moderator may reject your submission or remove your personal information from the contribution if the moderator believes that the publication of personal information is inappropriate.

Your information will not be given to any other person or agency unless you have given your permission or Council is required to do so by law.

Please also refer to the Privacy Policy of each social media site.

5. RESPONSIBILITY/ACCOUNTABILITY

5.1 Manager Community Outcomes.

6. RELATED POLICIES

- 6.1 Code of Conduct
- 6.2 Public Relations Administrative Protocol (AP0033)
- 6.3 Harassment Administrative Protocol (AP0019)
- 6.4 Information & Technology Acceptable Usage Administrative Protocol (AP0021)
- 6.5 Unreasonable Complainant Conduct Policy (GOV0065)
- 6.6 Media Liaison Administrative Protocol (AP0025)
- 6.7 Complaints Handling Policy (GOV0054)
- 6.8 Employment and Retention of Quality Staff Administrative Protocol (AP0013)
- 6.9 Records Information Management Administrative Protocol (AP0034)
- 6.10 Community Engagement Administrative Protocol (AP0009)

7. RELATED PROCEDURES

NIL

8. RELATED LEGISLATION

- 8.1 Local Government Act 1993
- 8.2 Local Government (General) Regulations 2005
- 8.3 Privacy and Personal Information Protection Act 1998 (NSW)
- 8.4 Government Information (Public Access) Act 2009 (NSW)
- 8.5 State Records Act 1998 (NSW)
- 8.6 Anti-Discrimination Act 1977 (NSW)
- 8.7 Defamation Act 2005 (NSW)
- 8.8 Copyright Act 1968 (Cth)
- 8.9 Spam Act 2003 (Cth)

9. ATTACHMENTS

NIL

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Social Media – Policy #**

10. RESOURCES

- 10.1 NSW Government Social Media Policy
- 10.2 Social Media Resources (Internet)

11. POLICY HISTORY

- 12.1 Date First Adopted ## / ## / ##
- 12.2 Most Recent Adoption ## / ## / ##
- 12.3 Next Review Date ## / ## / ##
- 12.4 Responsible Officer Manager ##

DRAFT

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Governance

GO5 – Review of Corruption Prevention & Fraud Control Policy

GO5 Review of Corruption Prevention & Fraud Control Policy

990

TRIM 1693

EXECUTIVE SUMMARY

- The policy was due for review by September 2015 and has now been reviewed and revised. A summary of changes table is attached to this report.
- It is recommended that the revised Corruption, Prevention & Fraud Control Policy be adopted with a review date of June 2017.

REPORT

The review of the policy identified the need to update some titles to reflect current senior management titles, i.e. Deputy General Managers have been updated to Directors. Other changes are in accordance with current internal documentation and information available from Councils Liability Insurer and the ICAC.

The policy outlines the principles and guidelines that apply to the corruption prevention and fraud control process's that must be adhered to by all Council representatives.

The revisions made do not change the intent of the policy, they do however attempt to infer a more positive intent in the wording to demonstrate that prudent due diligence is being applied in these areas by the organisation.

CONSULTATION

The revision to the policy was presented to Executive on 9 July 2015.

FINANCIAL IMPLICATIONS

This matter has no financial impact on Council's adopted budget or forward estimates.

ATTACHMENTS

1. Summary of changes to the Corruption Prevention & Fraud Control Policy.
2. Revised Corruption Prevention & Fraud Control Policy.

RECOMMENDATION

That the revised Corruption, Prevention & Fraud Control Policy be adopted with a review date of June 2017.

GO5 – Review of Corruption Prevention & Fraud Control Policy

ATTACHMENT 1 – 1693 – 19 OCTOBER 2015



**Employee Relations
Corruption Prevention and
Fraud Control – GOV0059**

1. POLICY OBJECTIVES

Wollondilly Shire Council is committed to minimising the opportunities for corrupt conduct or fraud by employees, contractors, consultants, volunteers, committee members or anyone else who works for and/or represents Council in any capacity.

2. BACKGROUND

Corruption and Fraud have the potential to cause significant financial, reputational and service delivery harm to Wollondilly Shire Council. Further it has the potential to diminish or destroy community confidence in Council.

Accordingly Council has a zero tolerance towards corruption and fraud.

Wollondilly Shire Council is committed to effectively preventing, detecting and responding to risks associated with corruption and fraud to ensure public confidence and trust in the management of Wollondilly Shire Council

Specifically, the Corruption and Fraud Prevention System attempts to;

- 2.1 Ensure that all Councillors, staff, contractors and suppliers to Council are aware of the standards of ethical behaviour required of them;
- 2.2 Provide a mechanism for any party (internal or external to Council) to advise of potential ethical conflicts relating to Council's function; and
- 2.3 Provide systems to identify and manage corruption and fraud risks within the organisation.

3. ELIGIBILITY

This policy applies to all Councillors, employees, volunteers and Committee members of Wollondilly Shire Council. It also applies to any external party involved in the provision of goods and services to Council such as Contractors, Consultants and Suppliers.

4. DEFINITIONS

- 4.1 **Fraud** can be defined as a deliberate and premeditated turn of events which involves the use of deception to gain advantage from a position of trust and authority. The type of events include: acts of omission, theft, the making of false statements, evasion, manipulation of information and numerous other acts of deception.
- 4.2 **Corruption** is defined as deliberate or intentional wrongdoing, not negligence or a mistake. It has to involve or affect a NSW public official or public sector organisation. To be corrupt, the conduct must also involve a criminal or disciplinary offence, provide reasonable grounds for dismissal or be a substantial breach of the code of conduct. For example this could include;
 - The improper use of knowledge, power or position for personal gain or the advantage of others;
 - Acting dishonestly, breaching public trust or misusing information or material;
 - A member of the public influencing a public official to use their position in a way that is dishonest biased or breaches public trust.

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**Employee Relations
Corruption Prevention and
Fraud Control – GOV0059**

5. GUIDELINES

The key features of Council's Corruption and Fraud Prevention System are clearly defined responsibilities and accountabilities in position descriptions and regular internal and external audit programs undertaken across all areas of Council operations.

5.1 Risk Management

Council operates in an environment of extensive contracting of goods and services, delegation of duties and authority, increased decision making powers of many staff, and access to confidential information through computer technology.

Therefore, it is essential that potential risks created by this environment are identified, and that existing procedures, systems and controls are continually monitored and reviewed to ensure that they remain sufficient to counter any corruption risks identified.

It is also recognised that it is not cost effective to endeavour to cover every possible risk of corruption and fraud. However, it is imperative to identify priority areas for the allocation of resources to ensure that appropriate steps are taken to obviate reasonably foreseeable corruption risks.

5.2 Corruption Prevention Strategies

The General Manager is responsible for ensuring that appropriate corruption prevention strategies are in place and that resources are allocated as necessary to minimise any risk or corruption that may be identified. This includes the creation of documented policies and procedures, induction and training and reviewing and monitoring of internal and external audit reports.

The following particular strategies are applied:

PREVENTION	Actively fostering a robust integrity framework to maintain a strong ethical culture.
	Implementing effective departmental wide policies and procedures.
	Executive commitment to reducing fraud and corruption.
	Managers taking responsibility for preventing, detecting and responding to instances of fraud and corruption in their areas.
	Supporting persons who make a Public Interest Disclosure (PID).
	Training employees in the requirements of the Code of Conduct for Local Government.
	Implementing other education and awareness initiatives aimed at maintaining continued high standards of professional and ethical conduct.
Publicly communicating that Wollondilly Shire Council is committed to high standards of professional conduct and honest and ethical business practices.	

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**Employee Relations
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DETECTION	<p>Conducting internal audits on an annual basis.</p> <p>Implementing appropriate internal controls which address Councils operating environment and specific risks.</p> <p>Encouraging internal reporting of suspected wrongdoing.</p> <p>Strategically using information systems to detect suspected fraud.</p>
RESPONSE	<p>Effectively assessing and dealing with suspected wrongdoing</p> <p>External reporting to regulatory authorities such as ICAC, Police or the Ombudsman pursuant to legislative requirements</p> <p>Taking appropriate management action in respect to proven fraud and corruption including;</p> <ul style="list-style-type: none"> ▪ Applying a disciplinary process which may result in the termination of employment ▪ Referral of the matter to the Police ▪ De-registering dishonest suppliers, contractors and consultants so they are unable to supply and/or perform work for Council ▪ Pursuing the recovery of losses ▪ Implementing action to prevent a recurrence

5.3 Internal Controls

Council's internal financial and management controls require staff to follow defined standards of practice; these include, but are not limited to, the following;

- Prudent recruitment procedures that include reference checks, verification of educational qualifications and pre placement medicals.
- Segregation of duties
- Security of records and information systems
- Consideration of risk and risk management strategies
- Supervision and internal checks
- Approvals within delegated authority
- Reconciliations
- Budget control
- Regular review of management reports
- Clear reporting lines
- Internal audit

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Corruption Prevention and
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5.4 Auditing

Council's Audit Processes aim to provide a proactive and comprehensive approach to evaluate and improve the effectiveness of risk management, control and governance processes. Audits play an important role in assisting management in the prevention and detection of fraud by:

- 5.4.1 Independently reviewing systems, procedures and controls to ensure that there are adequate safeguards to prevent, deter and detect fraud with particular attention being paid to the review of contracts and computer systems where there is potentially a significant risk;
- 5.4.2 Checking internal systems for compliance and/or to identify areas of concern;
- 5.4.3 Independently investigating suspected frauds and irregularities and reporting conclusions to management and, where necessary, external agencies such as the ICAC and NSW Police;
- 5.4.4 Recommending and advising on the production of rules, regulations and policies which will help to deter fraud.
- 5.4.5 The findings of these audits are reported to the Internal Audit Committee along with recommendations to address any identified adverse trends or deficiencies in existing systems or work practices.
- 5.4.6 External financial audits certify that the Council's accounts represent a true and fair view of the Council's financial position. In reaching this conclusion, the auditors must satisfy themselves that Councils control systems are sound and that measures are being taken to minimise the chances of fraud.

5.6 Reporting Suspected Fraud and Corruption

All Councillors, staff and delegates have a responsibility to report suspected corruptions and fraud and any person with concerns regarding suspected fraud or corruption is strongly encouraged to raise the matter with the General Manager, the Division Director, Section Manager, Disclosures coordinator or the Mayor (if the report involves the General Manager).

Council's Internal Reporting Policy outlines the procedures to be followed and protections available when reporting suspected corruption.

6. RESPONSIBILITY/ACCOUNTABILITY

6.1 Councillors

Councillors have a duty to ensure that council assets are safeguarded from fraud and abuse and to ensure that council's powers, duties and responsibilities are exercised in an open, fair and proper manner to the highest standards of probity.

These issues need to be borne in mind when considering reports, making decisions and scrutinizing Council's activities. Councillors should endorse and support all policies and measures taken to prevent, deter, detect and resolve instances, or suspected instances, of fraud throughout Council.

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**Employee Relations
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6.2 General Manager and Directors

The General Manager and Directors primary responsibility is for the proper management of Council resources and the development and implementation of systems and practises to minimise the risk of fraud.

They play a major role in assisting the Councillors in these responsibilities and by ensuring that corporate systems and procedures are put in place, properly managed and all necessary reporting and accountability provisions are in place and operating.

6.3 Managers

Managers are responsible for ensuring there are adequate measures to prevent and detect fraud within the areas under their control by:

6.3.1 Ensuring that they and staff under their control comply with Council policies and procedures and applicable legislation, regulations or Acts of Parliament;

6.3.2 Ensuring that staff under their control understand their responsibilities through well written position descriptions, communication, supervision and where required written procedures;

6.3.3 Responding positively to matters raised and advice given by internal and external auditors;

6.3.4 Being vigilant in guarding against fraud and, being aware of any circumstances which indicate that there may be a problem and report such suspicions to the General Manager or Director for advice or an independent investigation;

6.3.5 Being conscious of the fact that they are disbursing public money and to ensure that this is done economically, effectively and fairly;

6.3.6 Being sensitive to public concerns over how monies collected is being used and consideration of how actions taken may be interpreted by others.

6.3.7 Being prepared to justify decisions taken and having evidence to support these to enhance public confidence.

6.4 Staff

All staff have a responsibility to contribute to preventing fraud and corruption by acting ethically, complying with policies and procedures and reporting any concerns they have about the conduct of Council affairs or the improper use of Council assets and resources through the internal reporting framework or directly to ICAC.

The **Public Interest Disclosures Act 1994** protects persons from unjust recrimination where they have an honest and reasonable suspicion of malpractice and they act on it. Staff wishing to have the protections available to them under the Public Interest Disclosures Act must report the matter in accordance Council's Internal Reporting Policy. Assistance in this regard is available from the General Manager, Director and Disclosures Coordinator.

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**Employee Relations
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7. BREACHES OF THIS POLICY

Under Section 11 of the Independent Commission Against Corruption Act 1988 the General Manager is under a duty to report to the ICAC any matter that the GM suspects on reasonable grounds, concerns or may concern corrupt conduct.

Appropriate disciplinary procedures are detailed in associated policies, however, as a guideline, sanctions may include:

7.1 Councillors

- Censure by the Council;
- Removal from Council Meetings;
- Reports to the NSW Police, Department of Local Government, ICAC, or Pecuniary Interests and Disciplinary Tribunal as appropriate;
- Disqualification from holding a public office for a period for up to five years; and
- Section 435 of the Local Government Act 1993 gives the Department the power to surcharge Councillors for losses caused by negligence and misconduct.

7.2 Staff

- Disciplinary procedures pursuant to the relevant industrial award or employment contract;
- Sanctions up to and including dismissal;
- Reports to the NSW Police, ICAC or other external body as appropriate; and
- Section 435 of the Local Government Act 1993 gives the Department the power to surcharge staff for losses caused by negligence and misconduct.

7.3 Contractors

- Reports to the NSW Police, ICAC or other external body as appropriate; and
- Cancellation of all contract/supply agreements with Council.

Suspected breaches of this policy should be reported in accordance with Council's Code of Conduct. Council also has an internal reporting policy (Protected Disclosures Act) which can be utilised.

GO5 – Review of Corruption Prevention & Fraud Control Policy

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**Employee Relations
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8. RELATED POLICIES

- | | | |
|------|---------|---|
| 8.1 | 98#107 | Code of Conduct |
| 8.2 | GOV0004 | Internal Reporting |
| 8.3 | GOV0023 | Guidelines for Tendering |
| 8.4 | GOV0032 | Records/Information Management |
| 8.5 | GOV0036 | Risk Management |
| 8.6 | GOV0051 | Gifts and Benefits |
| 8.7 | GOV0054 | Complaint Handling |
| 8.8 | GOV0057 | Probity – Dealings with Council Owned Land |
| 8.9 | GOV0062 | Information Technology Acceptable Usage |
| 8.10 | ASS0004 | Purchasing |
| 8.11 | ASS0005 | Disposal of IT Equipment |
| 8.12 | PLA0002 | Council and Delegated Determination of Development Applications |

9. RELATED PROCEDURES

- | | | |
|------|--------|--|
| 9.3 | 853#51 | Guide for Job Applicants |
| 9.2 | 853#53 | Guide for Job Applicants – Statement of true facts when lodging an application |
| 9.4 | 853#58 | Secondary Employment – Request for Approval |
| 9.9 | 839#56 | Cash Handling |
| 9.12 | 772#85 | Records Disposal |

10. RELATED LEGISLATION

- | | |
|------|--|
| 10.1 | Public Interest Disclosures Act 1994 |
| 10.2 | Independent Commission Against Corruption Act 1988 |
| 10.3 | Local Government Act 1993 & Regulations |

11. RESOURCES

- | | |
|------|---|
| 11.1 | ICAC website – www.icac.nsw.gov.au |
|------|---|

GO5 – Review of Corruption Prevention & Fraud Control Policy

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**Employee Relations
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12. IMPLEMENTATION STATEMENT

12.1 To ensure this policy is implemented effectively, Council will employ a variety of strategies involving awareness, education and training. These strategies will be aimed at Councillors, staff and council representatives and will involve:

- 12.1.1 Provision of information for staff and Councillors at induction.
- 12.1.2 Attachments to payslips for Operational staff
- 12.1.3 Use of Councils website and Intranet to promote policy and procedures

13. POLICY HISTORY

13.1	Date First Adopted	16 November 2009
13.2	Most Recent Adoption	16 November 2009
13.3	Next Review Date	June 2017
13.4	Responsible Officer	Manager Executive Services

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GO5 – Review of Corruption Prevention & Fraud Control Policy

ATTACHMENT 2 – 1693 – 19 OCTOBER 2015



Policy Changes table for Council Reports:

SUMMARY OF CHANGES – CORRUPTION & FRAUD CONTROL POLICY (GOV0059)

Location	Previous Wording	New Wording	Reasoning
Section 1 Policy Objectives Page 1	To outline Wollondilly Shire Council's approach towards the minimisation of the risks associated with fraud and corruption.	Wollondilly Shire Council is committed to minimising the opportunities for corrupt conduct or fraud by employees, contractors, consultants, volunteers, committee members or anyone else who works for and/or represents Council in any capacity.	Wording expanded to reflect a more positive intent of due diligence.
Section 2 Background Page 1	This policy applies to all Councillors, employees and delegates of Wollondilly Shire Council.	Corruption and Fraud have the potential to cause significant financial, reputational and service delivery harm to Wollondilly Shire Council. Further it has the potential to diminish or destroy community confidence in Council. Accordingly Council has a zero tolerance towards corruption and fraud. Wollondilly Shire Council is committed to effectively preventing, detecting and responding to risks associated with corruption and fraud to ensure public confidence and trust in the management of Wollondilly Shire Council	The previous wording should have been in the Eligibility section. Wording expanded to reflect a more positive intent of due diligence.

Governance

GO5 – Review of Corruption Prevention & Fraud Control Policy

ATTACHMENT 2 – 1693 – 19 OCTOBER 2015

Location	Previous Wording	New Wording	Reasoning
Section 3 Eligibility Page 1	<p>3.1 Council is continuously upgrading its Corruption and Fraud Prevention Systems which aim to ensure public confidence and trust in the work of Wollondilly Shire Council.</p> <p>Specifically, the Corruption and Fraud Prevention System attempts to;</p> <p>3.1.1 Ensure that all Councillors, staff, contractors and suppliers to Council are aware of the standards of ethical behaviour required of them;</p> <p>3.1.2 Provide a mechanism for any party (internal or external to Council) to advise of potential ethical conflicts relating to Council's function; and</p> <p>3.1.3 Provide systems to identify and manage risks within the organisation.</p>	<p>This policy applies to all Councillors, employees, volunteers and Committee members of Wollondilly Shire Council. It also applies to any external party involved in the provision of goods and services to Council such as Contractors, Consultants and Suppliers.</p>	<p>3.1.1, 3.1.2 & 3.1.3 moved into Section 2</p> <p>Added external parties providing goods & services to Council.</p>
Section 4 Definitions Page 1	<p>Fraud can be defined as a deliberate and premeditated turn of events which involves the use of deception to gain advantage from a position of trust and authority. The type of events include: acts of omission, theft, the making of false statements, evasion, manipulation of information and numerous other acts of deception.</p> <p>Corruption involves conduct that is dishonest, partial, a breach of public trust or misuse of official information or material. To be corrupt, the conduct must also involve a criminal or disciplinary offence, provide reasonable grounds for dismissal or be a substantial breach of the code of conduct.</p>	<p>Fraud –no change</p> <p>Corruption is defined as deliberate or intentional wrongdoing, not negligence or a mistake. It has to involve or affect a NSW public official or public sector organisation. To be corrupt, the conduct must also involve a criminal or disciplinary offence, provide reasonable grounds for dismissal or be a substantial breach of the code of conduct. For example this could include;</p> <ul style="list-style-type: none"> • The improper use of knowledge, power or position for personal gain or the advantage of others; 	<p>Moved into body of document, rather than an attachment.</p> <p>Wording used more in line with ICAC definition.</p>

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Location	Previous Wording	New Wording	Reasoning
	<p>Having regard to these definitions, the following key potential risk areas are noted (there are of course other risk areas):</p> <ul style="list-style-type: none"> • Use of confidential information • Procurement of goods and services • Use of Council resources • Use of Council's fund • Staff recruitment and promotion 	<ul style="list-style-type: none"> • Acting dishonestly, breaching public trust or misusing information of material; • A member of the public influencing a public official to use their position in a way that is dishonest biased or breaches public trust. 	
Section 5 Guidelines Page 2	<p>4.1 Risk Management Council operates in an environment of extensive contracting of goods and services, delegation of duties and authority, increased decision making powers of many staff, and access to confidential information through computer technology. It is therefore essential that potential risks created by this environment are identified, and that Councils existing procedures, systems and controls are sufficient to counter any corruption risks identified. Matters to be considered: 4.1.1 The areas of council that may be most vulnerable to corruption; and 4.1.2 The likelihood of corruption occurring and the possible impact if it does. All staff, in particular line managers, are responsible for identifying and minimising corruption risks.</p>	<p>5.1 Risk Management Council operates in an environment of extensive contracting of goods and services, delegation of duties and authority, increased decision making powers of many staff, and access to confidential information through computer technology. Therefore, it is essential that potential risks created by this environment are identified, and that existing procedures, systems and controls are continually monitored and reviewed to ensure that they remain sufficient to counter any corruption risks identified. It is also recognised that it is not cost effective to endeavour to cover every possible risk of corruption and fraud. However, it is imperative to identify priority areas for the allocation of resources to ensure that</p>	4.1.1, 4.1.2 removed and replaced with a more positive statement.

Governance

GO5 – Review of Corruption Prevention & Fraud Control Policy

ATTACHMENT 2 – 1693 – 19 OCTOBER 2015

Location	Previous Wording	New Wording	Reasoning
		appropriate steps are taken to obviate reasonably foreseeable corruption risks.	
Section 5 Guidelines – Risk Management Page 2 & 3	<p>4.2 Corruption Prevention Strategies The General Manager is responsible for ensuring that appropriate corruption prevention strategies are in place and that resources are allocated as necessary to minimise any risk or corruption that may be identified. The common way of doing this is the creation of documented policies and procedures, induction and training and reviewing and monitoring of internal and external audit reports. The following particular strategies are applied:</p> <ul style="list-style-type: none"> ▪ Prevention through use of policies, awareness, implementation of effective internal control, management responsibility and risk management. ▪ Detection through internal controls, audit and reporting ▪ Investigation using proper standards, skills and procedures ▪ Sanctioning by encouraging ethical conduct, deterring fraud and corruption and taking corrective and disciplinary action where fraud or corrupt conduct is discovered. 	<p>5.2 Corruption Prevention Strategies The General Manager is responsible for ensuring that appropriate corruption prevention strategies are in place and that resources are allocated as necessary to minimise any risk or corruption that may be identified. This includes the creation of documented policies and procedures, induction and training and reviewing and monitoring of internal and external audit reports.</p> <p>The following particular strategies are applied:</p> <p>Table inserted with three sections;</p> <ol style="list-style-type: none"> 1. Prevention 2. Detection 3. Response 	added table that reflects a more positive intent of due diligence
Section 5 Guidelines – Internal Controls Page 3	<p>4.3 Policies and Procedures Councillors, staff and delegates must abide by all adopted policies and</p>	<p>5.3 Internal Controls Council's internal financial and management controls require staff to follow</p>	reflects a more positive intent of due diligence

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Location	Previous Wording	New Wording	Reasoning
	<p>procedures. All policies and procedures are available to all Councillors, staff and delegates.</p> <p>Council has a Risk Management Policy in place which establishes the systems and processes required to manage the risks involved in the Council's activities so as to maximise opportunities and minimise negative outcomes.</p> <p>4.4 Information and Training</p> <p>Council aims to ensure that all officers have access to sufficient information to enable them to identify, prevent and report potential wrong doing.</p> <p>The information and training provided will consist of:</p> <p>Staff</p> <p>4.4.1.1 Induction training program;</p> <p>4.4.1.2 Council Intranet – Corporate Announcements;</p> <p>4.4.1.3 Specialist and specific training for high risk functions and for different staff groups such as those responsible for audit, financial functions or investigations;</p> <p>4.4.1.4 Regular reminders at staff meetings</p> <p>Public</p> <p>4.4.2.1 Open access to Council policies and procedures;</p> <p>4.4.2.2 Inclusion of relevant information in Annual Reports and website.</p> <p>Contractors</p> <p>4.4.3.1 Inclusion of requirements in tendering documentation; and</p> <p>4.4.3.2 Ongoing reviews of contractor performance and adherence with council policies and procedures.</p>	<p>defined standards of practice; these include, but are not limited to, the following:</p> <ul style="list-style-type: none"> ▪ Prudent recruitment procedures that include reference checks, verification of educational qualifications and pre placement medicals. ▪ Segregation of duties ▪ Security of records and information systems ▪ Consideration of risk and risk management strategies ▪ Supervision and internal checks ▪ Approvals within delegated authority ▪ Reconciliations ▪ Budget control ▪ Regular review of management reports ▪ Clear reporting lines ▪ Internal audit 	

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Location	Previous Wording	New Wording	Reasoning
Section 5 Guidelines - Auditing Page 4	This clause not previously included	5.4.5 The findings of these audits are reported to the Internal Audit Committee along with recommendations to address any identified adverse trends or deficiencies in existing systems or work practices.	Internal audit committee not previously mentioned.
Section 5 Guidelines - Reporting Page 4	All Councillors, staff and delegates have a responsibility to report suspected corruptions and fraud. Suspected corruption/fraud can be reported in a number of ways in accordance with Council's: <ul style="list-style-type: none"> ▪ Internal Reporting Policy ▪ Code of Conduct ▪ Complaints Handling Policy Copies of these documents are available on Council's Website. Any person with concerns regarding suspected fraud or corruption is strongly encouraged to raise the matter with the General Manager, an Deputy General Manager, Public Officer or the Mayor (if the report involves the General Manager). Council's Internal Reporting Policy outlines procedures and protections available to members of staff and Councillors who report suspected corruption.	All Councillors, staff and delegates have a responsibility to report suspected corruptions and fraud and any person with concerns regarding suspected fraud or corruption is strongly encouraged to raise the matter with the General Manager, the Division Director, Section Manager, Disclosures coordinator or the Mayor (if the report involves the General Manager). Council's Internal Reporting Policy outlines the procedures to be followed and protections available when reporting suspected corruption.	Wording revised and shortened.
Section 6 Responsibility/Accountability Page 5	5.2 General Manager & Deputy General Managers	6.2 General Manager & Directors	Title change DGM to Directors
Section 6 Responsibility/Accountability Page 5	5.3 Managers Managers are responsible for ensuring there are adequate measures to prevent and detect fraud	6.3 Managers Managers are responsible for ensuring there are adequate measures to	Expanded to include applicable legislation, regulations or

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GO5 – Review of Corruption Prevention & Fraud Control Policy

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Location	Previous Wording	New Wording	Reasoning
	within the areas under their control by: 5.3.1 Complying with legislation and Council policies and practises;	prevent and detect fraud within the areas under their control by: 6.3.1 Ensuring that they and staff under their control comply with Council policies and procedures and applicable legislation, regulations or Acts of Parliament;	acts of Parliament.
Section 6 Responsibility/Accountability Page 5	5.4 Staff All Staff have a duty to make management aware of any concerns they have about the conduct of Council affairs or the use of council assets and resources. Any matters raised by them must be taken seriously and will be appropriately considered and investigated. Staff who suspect that fraud has occurred should report the matter immediately (See Clause 4.6, Reporting). Council has prepared an Internal Reporting Procedure following the introduction of the Protected Disclosures Act 1994 which protects persons from unjust recrimination where they have an honest and reasonable suspicion of malpractice and they act on it. Staff wishing to have the protections available to them under the Protected Disclosures Act <u>must</u> report the matter in accordance with the Act and Council's Internal Reporting Policy. Assistance in this regard is available	6.4 Staff All staff have a responsibility to contribute to preventing fraud and corruption by acting ethically, complying with policies and procedures and reporting any concerns they have about the conduct of Council affairs or the improper use of Council assets and resources through the internal reporting framework or directly to ICAC. The Public Interest Disclosures Act 1994 protects persons from unjust recrimination where they have an honest and reasonable suspicion of malpractice and they act on it. Staff wishing to have the protections available to them under the Public Interest Disclosures Act <u>must</u> report the matter in accordance Council's Internal Reporting Policy. Assistance in this regard is available from the General Manager, Director and Disclosures Coordinator.	Wording revised to reflect a more positive intent of due diligence
Section 7	No Change	New section added	Brought into

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Location	Previous Wording	New Wording	Reasoning
Breaches of this Policy Page 6		into policy document	body of policy rather than as an attachment
Section 8 Related Policies Page 7	6.1 GOV0051 Gifts and Benefits 6.2 GOV0023 Guidelines for Tendering 6.3 GOV0004 Internal Reporting 6.4 GOV0033 Internet and Email Access 6.5 GOV0057 Probity – Dealings with Council Owned Land 6.6 GOV0032 Records/Information Management 6.7 GOV0036 Risk Management 6.8 ASS0002 Accounting and Asset Management 6.9 ASS0005 Disposal of IT Equipment 6.10 ASS0004 Purchasing 6.11 PLA0002 6.12 Complaint Handling 6.13 Code of Conduct	8.1 Code of Conduct 8.2 GOV0004 Internal Reporting 8.3 GOV0023 Guidelines for Tendering 8.4 GOV0032 Records/Information Management 8.5 GOV0036 Risk Management 8.6 GOV0051 Gifts and Benefits 8.7 GOV0054 Complaint Handling 8.8 GOV0057 Probity – Dealings with Council Owned Land 8.9 GOV0062 Information Technology Acceptable Usage 8.10 ASS0004 Purchasing 8.11 ASS0005 Disposal of IT Equipment 8.12 PLA0002 Council and Delegated Determination of Development Applications	Code of Conduct moved from bottom of list to top. GOV0057 added GOV0062 replaces GOV0033
Section 9 Related Procedures Page 7	7.1 Conflicts of Interest (draft) 7.2 Internal Reporting 7.3 Recruitment and Selection for Applicants 7.4 Secondary Employment 7.5 Access to Personal Files 7.6 Roles, Responsibilities and Requirements at Wollondilly Shire Council 7.7 Grievance and Dispute Resolution 7.8 Managing a Development Application 7.9 Cash Handling 7.10 Managing a Construction Certificate in conjunction with managing a	9.3 Guide for Job Applicants 9.2 Guide for Job Applicants – Statement of true facts when lodging an application 9.4 Secondary Employment – Request for Approval 9.9 Cash Handling 9.12 Records Disposal	List amended in line with "current" procedures

Governance

GO5 – Review of Corruption Prevention & Fraud Control Policy

ATTACHMENT 2 – 1693 – 19 OCTOBER 2015

Location	Previous Wording	New Wording	Reasoning
	Development Application 7.11 Daily Banking 7.12 Records Disposal		
Section 11 Resources Page 7	10.1 ICAC – Tip sheet for NSW Public Officials – Corruption Risk Management	11.1 ICAC website – www.icac.nsw.gov.au	Changed ref to ICAC website

GO6 – Register of Disclosed Interests – 2014/15

GO6

Register of Disclosed Interests – 2014/15

256

TRIM 2502-8 & 2502-9

EXECUTIVE SUMMARY

- Chapter 14 of the Local Government Act, 1993 requires that all elected members and designated persons complete an initial Pecuniary Interest Return and every year thereafter an Annual return.
- Designated persons include the General Manager, other senior staff and staff holding a position identified by the Council as a designated position because it involves the exercise of certain functions such as regulatory or contractual functions.
- It is recommended that the tabling of the Disclosure of Interests 449 Returns be received by the General Manager at this Council meeting.

REPORT

Section 450A of the Local Government Act subscribes that:

- (1) The General Manager must keep a register of returns required to be lodged with the General Manager under Section 449.
- (2) Returns required to be lodged with the General Manager under Section 449 must be tabled at a meeting of the Council, being:
 - a) *in the case of a return lodged in accordance with Section 449 (1)- the first meeting held after the last day for lodgement under that subsection, or*
 - b) *in the case of a return lodged in accordance with Section 449 (3)- the first meeting held after the last day for lodgement under that subsection, or*
 - c) *in the case of a return otherwise lodged with the General Manager the first meeting after lodgement.*

Section 449 of the Local Government Act subscribes that:

- (1) A Councillor or designated person must complete and lodge with the General Manager, within 3 months after becoming a Councillor or designated person, a return in the form prescribed by the regulations.
- (1A) A person must not lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.

GO6 – Register of Disclosed Interests – 2014/15

- (2) A person need not lodge a return within the 3-month period after becoming a Councillor or designated person if the person lodged a return in that year or the previous year or if the person ceases to be a Councillor or designated person within the 3-month period.
- (3) A Councillor or designated person holding that position at 30 June in any year must complete and lodge with the General Manager within 3 months after that date a return in the form prescribed by the regulations.
- (4) A person need not lodge a return within the 3-month period after 30 June in a year if the person lodged a return under subsection (1) within 3 months of 30 June in that year.
- (5) Nothing in this section prevents a Councillor or designated person from lodging more than one return in any year.
- (6) Nothing in this section or the regulations requires a person to disclose in a return lodged under this section an interest of the person's spouse or de facto partner or a relative of the person.

In accordance with Section 450A(1) of the Act a register of all returns lodged by Councillors and designated persons is currently kept by Council.

Council's current list of designated positions is as follows:

Councillors

Managers

General Manager
Executive Director Community Services & Corporate Support
Director Planning
Director Infrastructure & Environment
Manager Executive Services
Manager Economic Development
Manager Governance
Manager Community Outcomes
Manager Compliance
Manager Development
Manager Growth & Strategic Planning
Manager Environmental Services
Manager Financial Services
Manager Technology, Information & Corporate Strategy
Manager Infrastructure Planning
Manager Works

GO6 – Register of Disclosed Interests – 2014/15

Team Leaders

Accounting Services Team Leader
Building Assessment Team Leader
Buildings & Civil Team Leader
Children's Services Team Leader
Community Planning & Engagement Team Leader
Community Projects & Events Team Leader
Compliance Team Leader
Customer Service Team Leader
Development Assessment Team Leader
Development Engineering & Stormwater/Flood Management Team Leader
Economic Development Team Leader
Employee Relations Team Leader
Environmental Services Team Leader
GIS/Property & Administration Team Leader
Information Management Team Leader
Information Technology Team Leader
Infrastructure & Traffic Team Leader
Library Services Team Leader
Management Accounting Team Leader
Revenue Team Leader
Sports, Buildings & Recreation + Projects & Capital Planning Team Leader
Strategic Planning Team Leader
Transport & Assets Team Leader
Waste Management Team Leader

Others

Animal Control Officer
Asset Coordinator
Assistant Building Surveyor
Assistant Development Assessment Planner
Building Surveyor
Civil Support Services Co-ordinator
Construction Cost Clerk
Design Engineer
Development Assessment Planner
Development Engineer
Environmental Education Officer
Environmental Assessment Planner
Environmental Officer Enforcement (Ranger)
Executive Assistant to General Manager & Mayor
Facilities and Emergency Management Coordinator
Facilities Maintenance Coordinator
Finance Officer - Revenue
Growth Centres Co-ordinator
Investigation & Design Engineer
Parks Superintendent
Personal Assistant/Web Co-ordinator

GO6 – Register of Disclosed Interests – 2014/15

Personal Assistant
 Personal Assistant Executive Director
 Plant Superintendent
 Principle Governance Officer
 Project Coordinator
 Project & Operations Support Officer (Cemeteries Project Officer)
 Project Officer
 Purchasing Officer
 Risk Management Officer
 Road Safety Officer
 Senior Building Surveyor
 Senior Compliance Officer
 Senior Development Assessment Planner
 Senior Environmental Health Officer
 Senior Strategic Planner
 Storeperson
 Strategic Planner
 Superintendent
 Superintendent Maintenance
 Traffic Engineer
 Vegetation Management Officer
 Waste Management Officer
 Works Engineer
 Workshop Foreman

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With regard to Section 450A(2)(a) the following 449(1) Primary Returns have been lodged for the 2015/2016 financial year:

Position	Date Lodged
Senior Building Surveyor	22.07.2015
Building Surveyor	22.07.2015

With regard to Section 450A(2)(b) the following 449(3) Returns have been lodged for the 2015/16 financial year:

Position	Date Lodged
Acting Parks Superintendent	24.07.2015

CONSULTATION

Nil

FINANCIAL IMPLICATIONS

This matter has no financial impact on Council's adopted budget or forward estimates.

GO6 – Register of Disclosed Interests – 2014/15

ATTACHMENTS

There are no attachments to this report.

RECOMMENDATION

That the tabling of the Disclosure of Interests 449 Returns be received by the General Manager at this Council Meeting.

GO7 – Draft Economic Development Strategy

GO7 Draft Economic Development Strategy

1029

TRIM 8412

EXECUTIVE SUMMARY

- Council, in accordance with its increased focus on Economic Development throughout the Shire, has reviewed and produced a revised draft strategy.
- The revised strategy framework will assist in achieving beneficial economic outcomes for our community.
- It is recommended that the Draft Economic Development Strategy be placed on public exhibition.
- Following the exhibition period the Draft Economic Development Strategy will be reported back to Council for finalisation.

REPORT

The Draft revised Economic Development Strategy has been developed in partnership with the Economic Development Advisory Group, made up of local business and industry leaders from across the Shire and a range of different industries.

The purpose of the Strategy is to understand the current economic structure and future trends and growth drivers so that a clear direction forward for local economy can be established.

This document explores the local economy, future growth trends, economic opportunities and challenges. It establishes a vision for the future economy and provides a framework for the Shire to achieve this vision.

The Draft Strategy includes the following Economic Vision:

The future economy should be vibrant and resilient, embracing and leveraging future growth opportunities while being respectful to its economic heritage. The future economy will be diverse and strike a balance between new and old, inspiring investment and jobs from existing and new businesses while protecting the rural lifestyle and quality of life that the community currently enjoys.

To achieve this vision the following key objectives are proposed:

- **Economic Diversity:** Ensuring that the economy is diverse will ensure future sustainability and help to create a vibrant economy.
- **More Jobs:** Creating more local jobs will create opportunities for more residents to work closer to home.

GO7 – Draft Economic Development Strategy

- More Investment: Recruiting new capital investments that will support future jobs growth and diversification.

The achievement of the Economic Vision will support our broader Community Vision and the overall growth and development of the community.

Action items are to represent a clear guide for the allocation of the Council's Economic Development & Tourism team's resources and time allocation.

CONSULTATION

Two (2) workshops have been held with the Economic Development Advisory Group and a presentation made to Council.

FINANCIAL IMPLICATIONS

Subject to the outcomes of the community consultation, funding will need to be allocated for some of the Action Items in future budgets.

Some funds for this are available from within the existing Economic Development Reserve.

ATTACHMENTS

1. Draft Economic Development Strategy (Imagery incomplete) (provided under separate cover)

RECOMMENDATION

1. That the Draft Economic Development Strategy be placed on public exhibition.
2. That following the exhibition period, the Strategy be reported to Council for finalisation.

GO8 – General Manager’s Performance Review

GO8 General Manager’s Performance Review

120

TRIM 5236

EXECUTIVE SUMMARY

- The General Manager's Performance Review for the current period has been undertaken.
- This report is as a result of the review.
- Council, following the review, is now required to consider the General Manager's Total Remuneration Package having regard to the review outcomes.
- Details of the remuneration package will be published in the 2015 Annual Report.
- It is recommended that Council review the General Manager's remuneration package to reflect the outcomes of this review.

REPORT

As part of Council's reporting requirements a review of the General Manager's performance is required to be undertaken annually.

CONSULTATION

The review was facilitated by Mark Anderson (LGNSW). Council's review panel comprising of Deputy Mayor, Simon Landow (representing the Mayor), Cr Benn Banasik, Cr Lou Amato, Cr Judith Hannan provided input to Mr Anderson prior to a review meeting.

A review meeting was held on Tuesday, 15 September 2015 with Mr Anderson, Cr Simon Landow (representing the Mayor), and Cr Hilton Gibbs (observer).

FINANCIAL IMPLICATIONS

Funding has been allocated and is available under the staffing budget.

ATTACHMENTS

Nil

RECOMMENDATION

That Council review the General Manager's remuneration package to reflect the outcomes of this review.

NOTICE OF MOTION

Notice of Motion to the Ordinary Meeting of Council held on Monday 19 October 2015

NOTICE OF MOTION

TRIM 6416-5

Nil.

QUESTIONS FOR NEXT MEETING

Questions for Next Meeting to the Ordinary Meeting of Council held on Monday
19 October 2015

QUESTIONS FOR NEXT MEETING