

Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 9 September 2014.

APOLOGIES

ACKNOWLEDGEMENT OF LAND

DECLARATIONS OF INTEREST

Pecuniary Interests

Non Pecuniary – Significant Interests

Non Pecuniary – Less than Significant Interests

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Minutes of the Corporate Governance Committee held on 9 September 2014

Present

- Councillor F Borg
- Councillor G Greiss
- Councillor P Hawker
- Councillor R Kolkman
- Councillor P Lake
- Director Business Services - Mr M Sewell
- Acting Director City Works - Mr G Mitchell
- Manager Emergency Management and Facility Services - Mr R Blair
- Manager Executive Services - Mr N Smolonogov
- Manager Financial Services - Mrs C Mears
- Manager Human Resources - Mr B Clarence
- Manager Governance and Risk - Mrs M Dunlop
- Manager Information Management and Technology - Mrs S Peroumal
- Manager Waste and Recycling Services - Mr P Macdonald
- Business Review and Improvement Officer - Mr C Taylor
- Executive Assistant - Mrs D Taylor

Apologies (Borg/Kolkman)

That the apologies from Councillors Dobson and Chanthivong be received and accepted.

CARRIED

Election of Chairperson

In the absence of the Chairperson, Councillor Dobson, Councillor Lake was elected to chair the meeting.

Acknowledgement of Land

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

DECLARATIONS OF INTEREST

Declarations of Interest were made in respect of the following items:

Pecuniary Interests - Nil

Non Pecuniary – Significant Interests - Nil

Non Pecuniary – Less than Significant Interests

Councillor Borg - Item 1.1 - 24 Hour Fight Against Cancer Macarthur - Councillor Borg advised that he is the Chairman of the 24 Hour Fight Against Cancer Macarthur and he will leave the room and not take part in debate nor vote on the matter.

Councillor Lake - Item 3.3 - Sundry Debtors Report - July 2014 - Councillor Lake advised that he is a Director of Western Suburbs Leagues Club.

1. GOVERNANCE AND RISK

1.1 24 Hour Fight Against Cancer Macarthur

Reporting Officer

Director Business Services

Attachments

Correspondence from the 24 Hour Fight Against Cancer Macarthur Inc (contained within this report)

Purpose

For Council to consider a request for sponsorship toward the 24 Hour Fight Against Cancer Macarthur 2014 event.

History

The 24 Hour Fight Against Cancer Macarthur has been conducted since October 2005. Council has sponsored this event through venue hire and the provision of public liability insurance, with other associated costs also being the responsibility of Council since the inaugural event.

Report

A request for sponsorship has been received by the 24 Hour Fight Against Cancer Macarthur Inc toward this year's event, to be conducted at the Campbelltown Athletics Stadium, Leumeah from Saturday 18 October to Sunday 19 October 2014.

The attached correspondence states that more than 1200 local residents participated in last year's event, with fundraising achieving more than \$280,000 towards the charity. Since the inaugural event in 2005, \$2.5m has been raised.

Council has been requested to continue sponsorship for the event through the provision of venue hire, 12 months public liability insurance, security and other associated costs related to the event.

It is proposed that Council provide public liability insurance that relates to the 24 Hour Fight Against Cancer Macarthur 2014 event as well as other minor events held by the 24 Hour Fight Against Cancer Macarthur Inc which has been provided under the public liability insurance coverage in previous years.

It is recommended that Council provide sponsorship for public liability insurance, venue hire and other associated costs as requested.

Officer's Recommendation

That Council provide sponsorship for public liability insurance, venue hire and other costs associated with fundraising activities for the 24 Hour Fight Against Cancer Macarthur 2014.

Having declared an interest in regard to Item 1.1, Councillor Borg left the room and did not take part in debate nor vote on this item.

Committee's Recommendation: (Kolkman/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

At the conclusion of the discussion regarding Item 1.1, Councillor Borg returned to the room for the remainder of the meeting.

Council Meeting 16 September 2014

Having declared an interest in regard to Item 1.1, Councillor Borg left the room and did not take part in debate nor vote on this item.

Council Meeting 16 September 2014 (Lake/Hawker)

That the Officer's Recommendation be adopted.

Amendment: (Oates/Greiss)

1. That Council provide sponsorship for public liability insurance, venue hire and other costs associated with fundraising activities for the 24 Hour Fight Against Cancer Macarthur 2014.
2. That Council formally recognise the success of the 24 Hour Fight Against Cancer Macarthur 2014 and note the outstanding work it does in raising funds for our local community which not just provide physical resources and equipment but also raise community awareness of cancer issues.
3. That in recognition of this wonderful community work Council contact Telstra to nominate the 24 Hour Fight Against Cancer Macarthur 2014 for consideration to becoming the featured local on the front page of the yellow/white pages in Macarthur for 2015.

Council Resolution Minute Number 172

That the above amendment be adopted.

At the conclusion of the discussion regarding Item 1.1, Councillor Borg returned to the chamber for the remainder of the meeting.

ATTACHMENT 1



Fight Against Cancer Macarthur Inc
PO Box 233N
Campbelltown North NSW 2560

Clr Clinton Mead
Mayor
Campbelltown City Council
PO Box 57
CAMPBELLTOWN NSW 2560

Dear Mayor

I write to request that Campbelltown City Council continue their sponsorship of the 24 Fight Against Cancer Macarthur by covering the insurance indemnity for a 12 month period on events associated with this fundraising venture and by providing security and other services at the Campbelltown Athletics Stadium Leumeah from Saturday 18th October to Sunday 19th October 2014.

Over 1200 local residents participated last year during the weekend and their efforts, combined with a number of other high profile fundraising events, raised more than \$280,000 for the Macarthur Cancer Therapy Centre and the Paediatric Ambulatory Care Unit both located in Campbelltown Hospital and the Palliative Care Unit and the Cancer Day Hospital at Camden Hospital.

It is my pleasure to inform you that, in addition to other sponsorships, this brings the total raised for local cancer care by the 24 Fight Against Cancer Macarthur to more than \$2.5m in just eight years. I am sure you agree that this is an outstanding achievement by our local residents and businesses and we expect to reach the \$3 million milestone in 2014.

The generous sponsorship of the Campbelltown City Council will be acknowledged on all printed publicity material such as banners, signage, brochures, posters and team booklets and on the event T-shirts. The logo will also be displayed on the Macarthur Cancer Therapy Centre patient transport bus that was purchased through this fundraising.

I look forward to welcoming you on the day and announcing the details of the continued support of Campbelltown City Council.

Yours sincerely

Clr Fred Borg
Chairperson
17 August 2014

1.2 Commemoration of the First World War and the Century of Anzac Day 2015

Reporting Officer

Director Business Services

Attachments

1. Mawson Park and Milton Park plans (contained within this report)
2. Proposed freestanding, handcrafted plaque (contained within this report)

Purpose

To present to Council a list of projects for their consideration in commemorating the First World War and the Centenary of Anzac Day.

History

Council has been presented with a number of options for projects and events to commemorate the First World War and the Centenary of Anzac Day at briefings on 10 June and 5 August 2014.

Council has formed an internal committee to establish projects for this most significant period in Australia's history. The committee has also liaised with the Campbelltown and Ingleburn sub branches of the RSL in providing assistance with any events or projects that they would like to conduct in the local community.

Report

As highlighted, Council has been briefed on a number of occasions in regard to events and projects associated with commemorating the First World War and the Centenary of Anzac Day. The Campbelltown and Ingleburn sub branches have been kept informed and invited to all meetings of the committee to ensure that the events and projects proposed for Council's consideration enhance the commemoration of this most significant time in Australia's history.

The commemoration of Anzac Day in 2015 by the sub branches will not be impacted in any way by the proposed list of events that have been presented to Council. The Anzac Day events are a matter for the sub branches and support for these events will be provided in the normal manner.

Projects

Intergenerational projects (Adopt A Digger)

This project will involve local schools and youth groups working with local veterans to research a World War One veteran who was a resident of Campbelltown at that time. The schools/groups will present their research to the community in a variety of ways (eg, performance, technology, artworks, written works) at an event to be held as part of Anzac Day 2015 Centenary celebrations. BoysTown have indicated an interest in participating in this project.

Talking Library

This project has commenced with the Local History Librarian interviewing local people who have family linkages to the local servicemen and servicewomen involved in the conflict.

Commemorative DVD

Footage will be taken at various events over the four year period to provide a video history of the events that took place.

Commemorative Banners

Commemorative banners have been developed after feedback from Council that will be displayed during the four year commemorative period. The imagery to be used in the banners will be determined in consultation with both RSL sub branches.

Website

A webpage has been designed for dedicated Anzac commemorations which will provide information for Anzac events across the Local Government Area (LGA). There will also be links to events and Anzac related pages, photo galleries etc.

Events

Communications and Marketing are liaising with the sub branches regarding a number of proposed events. A letter has been forwarded to all school principals within the LGA advising of an event to be conducted in conjunction with the sub branches on 24 April 15. Schools, community groups and businesses are also being encouraged to submit their events/initiatives for inclusion on Council's website. Council has offered support to the conclusion of the Kangaroo March in October 2015 with further discussions to take place regarding the format of this event.

Commemorative Anzac memento

The memento will be a freestanding, handcrafted plaque that would be made from recycled Australian hardwood, featuring imagery relevant to the commemorations, laser etched into the timber. The plaque will also feature the silhouette of a soldier, and would stand approximately 30cm tall.

Timber has been sourced from the Bardia Barracks site to be included in each piece, acknowledging the significant war history in the Campbelltown LGA. It is also proposed that historically significant pine from Gallipoli would be milled and included in the plaque.

Each one would be personalised to the recipient, numbered and produced in a limited quantity, and be presented to a representative from each local school at the school's Anzac event due to take place at Koshigaya Park on 24 April 2015. Plaques would also be displayed in some of Council's facilities and presented to the two local RSL sub branches.

A commemorative booklet would accompany each piece to explain each of the elements and the significance of the plaque.

Memorials

It is proposed that a path be provided in Mawson Park which traverses the existing propeller, cannon and anchor and also the Kevin Wheatley VC Memorial. This path will lead to a 100 year Anzac Celebratory Walk. At the eastern end of the walk there will be a sandstone wall with a small water feature incorporated.

This wall will also incorporate facilities for single stem flowers to be placed on days of commemoration.

Adjacent to the walkway there will be small plinth wall erected which can accommodate future plaques. Within the memorial walkway small inserts will be placed into the path which will represent significant events from the First World War. Seats will be provided within this area for reflection.

At Milton Park there will be an avenue of trees established at the corner of Henderson Road and Macquarie Road. Within the existing concrete footpath, small memorials will be erected at a number of locations which will allow for commemorative plaques to be placed with a seat provided so that people can sit and reflect.

Council is also looking at the feasibility of constructing a large scale replica of the free standing handcrafted plaques as highlighted in the body of this report on the corner of Henderson Road and Macquarie Road. This item is not within the current budget and would require additional funds, should Council wish to proceed.

A budget allocation of \$250,000 was allocated in the 2014-2015 budget for the initiatives highlighted within this report. All projects and events will be conducted within this allocation however if Council were to proceed with the proposal of replicating the free standing plaque at Milton Park, a further allocation would be required once costings have been obtained.

It is recommended that Council endorse the projects and events in commemorating the 100 year anniversary of the First World War and Anzac Day, a series of conflicts that is one of the most significant events in Australian history and touched nearly every Australian family. It is appropriate for Council and the community to commemorate those who gave their life between 1914-1918.

Officer's Recommendation

That Council approve the range of projects and events to commemorate the Centenary of the First World War and Anzac Day as presented in the body of the report.

Committee's Recommendation: (Hawker/Kolkman)

1. That Council approve the range of projects and events to commemorate the Centenary of the First World War and Anzac Day as presented in the body of the report.
2. That in addition to the range of projects presented in the body of the report, that the Henderson Road and Macquarie Road large scale replica of the freestanding, handcrafted plaque at an additional cost of \$35,000, be approved.

CARRIED

Council Meeting 16 September 2014 (Lake/Hawker)

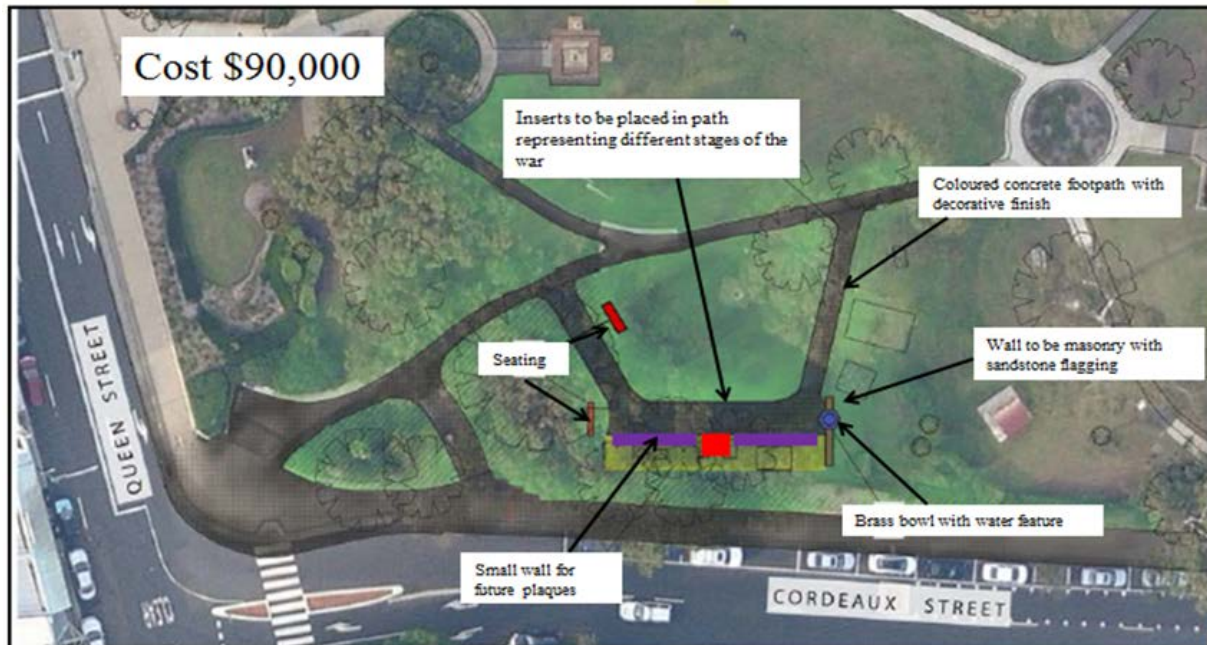
That the Officer's Recommendation be adopted.

Council Resolution Minute Number 171

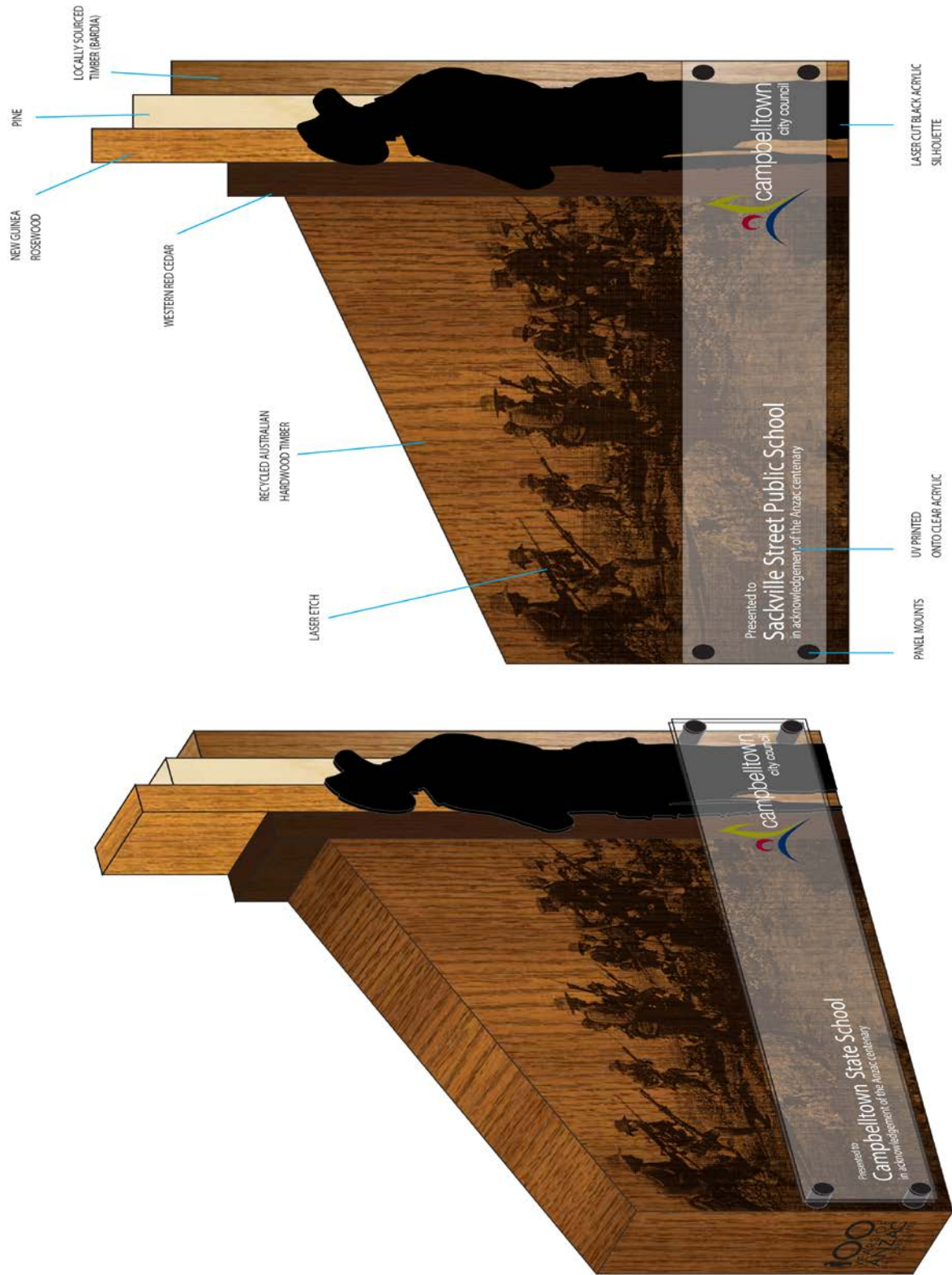
That the Officer's Recommendation be adopted.

ATTACHMENT 1

Memorial wall and walk in Mawson Park



ATTACHMENT 2



2. PROPERTY SERVICES

2.1 Finalisation of Section 355 Management Committees

Reporting Officer

Manager Property Services

Attachments

Nil

Report

At the Council meeting of 26 February 2013 Council resolved to take over responsibility for managing the community facilities managed by Section 355 Committees. It was also recommended that meetings be arranged with each Section 355 Committee to make the necessary arrangements for handover.

For many years, Council implemented a system of community based Management Committees for the operation of several neighbourhood centres and community halls. The *Local Government Act 1993* (Section 355) empowered Council to establish such Committees and delegate authorities to these Committees to exercise various functions of Council.

Listed below are the Halls previously managed by Section 355 Committees:

Bow Bowing Neighbourhood Centre	Ashraful Madaaris Incorporated	10 Carnarvon Street, Bow Bowing
Eagle Vale Neighbourhood Centre	Eagle Vale NHC Committee	3 Emerald Drive, Eagle Vale
Glenquarie Neighbourhood Centre	The Junction Works Limited	Victoria Road, Macquarie Fields
Macquarie Fields Community Hall	Bangladesh Welfare Society Campbelltown	5 Fields Road, Macquarie Fields
Minto Community Hall	SWS Regional Advisory Committee NSW Council for Pacific Communities	4 Surrey Street, Minto
Woodbine Neighbourhood Centre	Woodbine NHC Committee	North Steyne Road, Woodbine

These Section 355 Committees were made up of volunteers. The review of the Section 355 Committees identified that some members of the committees did not have the same level of accountability or the necessary financial and safety skills that Council staff have in respect to the operation and maintenance of these assets.

Following on from the Council resolution to take over the responsibility of managing the community facilities managed by the 355 Committees, meetings were held with each of the committee's representatives. A handover process was instigated in which Council took over the responsibility for the management of the subject facilities from 1 July 2013.

This allowed a transition period in order that the necessary arrangements could be made for Council to undertake any new bookings through the Customer Services Section and undertake any necessary repairs and maintenance of the facilities.

As part of this handover process each Section 355 Committee was required to transfer any money on hand to Council together with financial details including details relating to any bookings or bonds. This includes the following funds that were transferred to Council.

Bow Bowing Neighbourhood Centre	\$1,813.61
Eagle Vale Neighbourhood Centre	\$16,200.00
Glenquarie Neighbourhood Centre	\$3,924.60
Macquarie Fields Community Hall	\$2,250.00
Minto Community Hall	\$16,812.04
Woodbine Neighbourhood Centre	\$17,293.82

Review Details

A general review was undertaken of the information provided by each of the management groups. It became evident that a number of committees were operating as community/cultural groups (non-government organisations) conducting programs from the facilities and utilising the income towards the provision of their programs.

The expenditure of income for the provision of their own programs is in addition to each of the committees having been required to provide funds for the maintenance of the halls which they managed.

This appears to be a historic arrangement as some of the facilities such as the Macquarie Field Community Hall and Glenquarie Neighbourhood Centre have been managed on this basis for a considerable period. Council also undertook an expression of interest process in 2006 in which it granted a number of community organisations the management of the community halls.

The review identified that some of the committees were also conducting a number of Department of Community Services (DOCs) funded programs for the benefit of the local community.

As part of the handover process a transition period was provided to those groups which were undertaking existing DOCs funded programs from the facilities. Under this process these organisations were required to re-book the facilities through Councils customer services booking process and pay a hire fee for the use of the offices.

As part of this review a number of items were identified, which required further clarification which included the former Eagle Vale Neighbourhood Centre S355 committee. In this respect Council has been liaising with a representative of this committee seeking to reconcile the outstanding balance.

Current Status

Since Council has taken over the management and bookings of the community facilities previously managed by the Section 355 Committees there has been an increase in income as a result of an increase in the use of the subject halls.

As some of the halls were out of operation whilst maintenance and improvements were undertaken it is anticipated that with improved marketing that there should be further improvements in income/usage of the facilities over the 2014-2015 period.

It should also be noted that the Macquarie Fields Community Hall has recently been demolished on the basis of work, health and safety issues as previously identified in a report to Council 15 October 2013.

In reference to the handover process Council continues to pursue the former Eagle Vale Neighbourhood Centre S355 committee for recovery of payments.

Opportunities

It is intended to undertake a review of Council's community facilities which will include analysis of income/expenditure, asset life and usage in order to allow for future planning of the needs for these facilities.

This will also consider opportunities to improve the performance of the facilities through improved marketing and the design process for any future facilities.

On this basis it is intended to provide a further report to Council on completion of the 2014-2015 financial year outlining the review of Council's community facilities.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Hawker/Greiss)

That the Officer's Recommendation be adopted.

Amendment: (Greiss/Hawker)

That a further report be presented detailing all of the issues surrounding the Section 355 Committees, in confidential session if appropriate.

CARRIED

Council Meeting 16 September 2014 (Lake/Hawker)

That the above amendment be adopted.

Council Resolution Minute Number 171

That the above amendment be adopted.

3. FINANCIAL SERVICES

3.1 Investment report - July 2014

Reporting Officer

Manager Financial Services

Attachments

Investment portfolio performance as at 31 July 2014 (contained within this report)

Purpose

To provide a report outlining Council's investment portfolio performance for the month of July 2014.

Report

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

Council's Investment Portfolio as at 31 July 2014 stood at approximately \$85m. Funds are currently being managed both by Council staff and Fund Managers and are in accordance with the *Local Government Act 1993*, *Local Government (General) Regulation 2005* and Council's Investment Policy.

Portfolio Performance

Directly managed investments show an outperformance of the 90 day bank bill index benchmark by more than 100 basis points for the reporting period.

Monthly annualised return	July
Council Managed Funds	3.94%
Benchmark: 90 Day Bank Bill Index	2.76%

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

Rolling year to date return	July
Council Managed Funds	4.06%
Benchmark: 90 Day Bank Bill Index	2.63%

Council's portfolio as at 31 July 2014 is diversified with 70% in term deposits of varying lengths of maturity which are managed in accordance with market expectations and Council's investment strategy, 22% in floating rate notes which gives Council a set margin above either 30 or 90 day bank bills, 7% in fixed rate bonds, 1% in funds in a short term at call account.

Maturity profile	31 July
Short term at call	\$1,205,340
0 – 3 months	\$43,063,536
3 – 6 months	\$18,307,700
6 – 12 months	\$18,145,019
12 months +	\$4,500,000

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

Credit exposure	31 July
AAA to AA-	71%
A+ to A-	24%
BBB+ to BBB-	5%
Other approved deposit taking institutions	0%

Economic outlook

The Reserve Bank of Australia (RBA) Board left the cash rate unchanged at its present level of 2.5% at the meeting held on 5 August, which was widely anticipated by most economists. The accompanying statement to this decision was relatively unchanged from previous months and reiterated that present indications suggest a period of stability in interest rates.

Summary

Council's investment portfolio continues to outperform the benchmark of the 90 day bank bill index. The Local Government Investment Guideline leaves little scope for the enhancement of Council's investment portfolio with the various investment products being offered. However, to enhance the portfolio, advantage is taken on the length of maturity of the investment given the rating of the institution, as well as reviewing any new investment products offered in consultation with Council's financial advisor, Spectra Financial Services.

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

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Borg/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 16 September 2014 (Lake/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 171

That the Officer's Recommendation be adopted.

ATTACHMENT 1

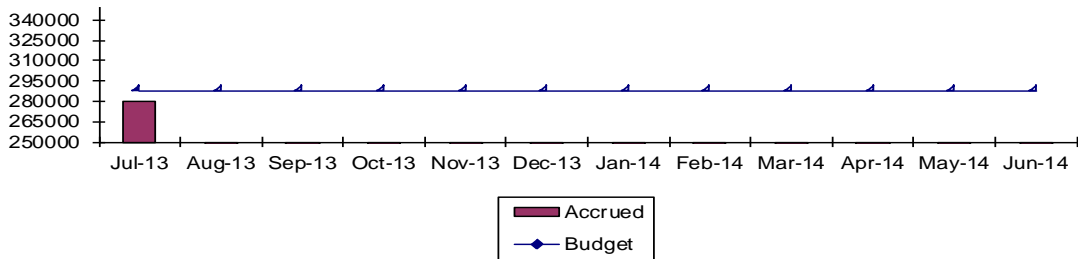
CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO Summary July 2014

Benchmark UBS Warburg 90 Day Bank Bill Index
 Portfolio Balance \$85,221,595.16

Monthly Performance	Return (mth)	Return (pa)
UBSW 90 Bank Bill Index	0.23%	2.76%
Total Portfolio	0.33%	3.93%
<i>Performance to Benchmark</i>	+ 0.10%	+ 1.17%
Portfolio - Direct Investments	0.33%	3.94%
<i>Performance to Benchmark</i>	+ 0.10%	+ 1.18%
Short Term Call Account	0.25%	2.90%

□

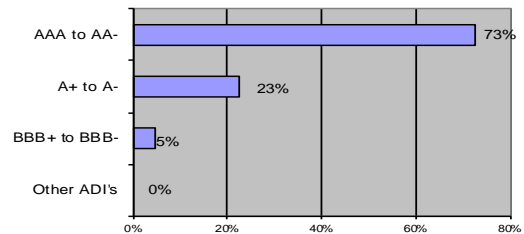
Monthly Interest Accrued



Year to Date Performance Credit Exposure

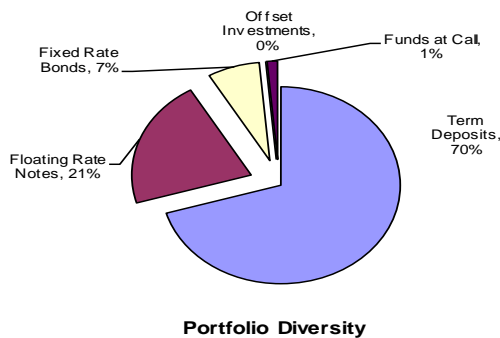
Rolling 12 Month Period
 4.06% Council Managed Funds
 2.63% Benchmark

Interest Budget to Actual \$287,500
 Average Budget to Period \$280,399
 Actual Accrued to Period



Securities Institutions

□



	Amount Invested	% Portfolio
Funds at Call	\$ 1,205,340.01	1%
NSW Treasury	\$ 2,225,000.00	3%
National Australia Bank	\$ 29,758,871.92	35%
ANZ Bank	\$ 3,500,000.00	4%
Westpac Bank	\$ 10,992,835.56	13%
St George Bank	\$ 3,541,863.69	4%
Commonwealth Bank	\$ 6,500,000.00	8%
Bank Western Australia	\$ 4,261,184.63	5%
AMP Bank	\$ 3,000,000.00	4%
Suncorp Metway	\$ 5,236,499.35	6%
ING Bank	\$ 4,000,000.00	5%
Rural Bank	\$ 3,000,000.00	4%
Bank of Queensland	\$ 4,000,000.00	5%
ME Bank	\$ 4,000,000.00	5%
Total	\$85,221,595.16	100%

3.2 Monthly Rates Summary - July 2014

Reporting Officer

Manager Financial Services

Attachments

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

Purpose

This report details the 2014-2015 Rates and Charges Levy and cash collections for the month ending 31 July 2014.

Report

Rates and Charges levied during the month totalled \$92,169,441. This amount represents 98.6% of the estimated budget for the year. It is anticipated that current budgetary targets will be met through supplementary rating issues as new valuation lists are received during the year from the Valuer Generals Office.

Receipts collected to the end of July totalled \$6,829,971. In percentage terms this amount represents 7.42% of all rates and charges due to be paid. In comparison, the amount collected in the same period last year was 7.61%.

The annual Rates and Charges Levy was conducted early in July month and notices were issued on 7 July 2014. Included with the rates notices were two separate inserts, these informative inserts relate to:

- 'Need a clean up, jump the queue' insert which advises residents of a new initiative developed by Waste Services that allows residents to book kerbside clean ups over the internet
- 'Campbelltown LEP' insert advising residents of the Draft Campbelltown Local Environment Plan on exhibition on 12 June to 8 August 2014.

Debt recovery action during the month involved the issue of 213 Statements of Claim and 17 Writs. Primarily legal action is in relation to Statements of Claim on matters initiated following the 31 May 2014 instalment due date.

Ratepayers who have purchased property since the annual notices were issued will receive a 'Notice to New Owner' letter. This letter advises ratepayers the annual amount levied and any balance unpaid since settlement occurred. During July, 202 of these notices were sent to ratepayers.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Hawker/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 16 September 2014 (Lake/Hawker)

That the Officer's Recommendation be adopted.

Amendment: (Chanthivong/Kolkman)

1. That a report be presented to Council comparing the Council rates paid by pensioners in the local government area under normal IPART indexation and the recent 11% rate rise in the next 10 years.
2. That the report also include the financial impact on this Council to increase the pensioner rebate to offset the 11% rate rise.

Council Resolution Minute Number 171

That the above amendment be adopted.

ATTACHMENT 1

RATES SUMMARY

STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES

RATE - CHARGE	NET ARREARS 1/7/2014	NET LEVY FOR YEAR	PENSION REBATES	EXTRA CHARGES	TOTAL RECEIVABLE	CASH COLLECTED	NET AMOUNT DUE	POSTPONED RATES & INTEREST	GROSS AMOUNT DUE
RESIDENTIAL	2,229,478.24	52,013,462.87	1,338,579.29	93,972.96	52,998,334.78	3,943,839.65	49,054,495.13	371,379.76	49,425,874.89
BUSINESS	505,760.07	17,334,288.53		10,277.76	17,850,326.36	1,159,538.84	16,690,787.52		16,690,787.52
BUSINESS - IND	2,596.47	0.00		11.86	2,608.33	0.00	2,608.33		2,608.33
FARMLAND	9,799.71	400,083.80	887.10	2.83	408,999.24	7,452.18	401,547.06	141,833.44	543,380.50
MINING	0.00	15,252.33		0.00	15,252.33	0.00	15,252.33		15,252.33
LOAN	221,327.81	-331.69		696.51	221,692.63	56,415.68	165,276.95	38,692.43	203,969.38
INFRASTRUCTURE	0.00	5,413,622.33		0.00	5,413,622.33	341,865.15	5,071,757.18	9,291.42	5,081,048.60
FS ACCESS RAMPS	719.65	0.00		1.78	721.43	0.00	721.43		721.43
TOTAL	\$2,969,681.95	\$75,176,378.17	\$1,339,466.39	\$104,963.70	\$76,911,557.43	\$5,509,111.50	\$71,402,445.93	\$561,197.05	\$71,963,642.98
GARBAGE	672,970.21	17,020,728.63	797,034.26	2,994.97	16,899,659.55	1,237,350.59	15,662,308.96		15,662,308.96
STORMWATER	48,658.95	1,029,085.64		50.16	1,077,794.75	83,508.96	994,285.79		994,285.79
GRAND TOTAL	\$3,691,311.11	\$93,226,192.44	\$2,136,500.65	\$108,008.83	\$94,889,011.73	\$6,829,971.05	\$88,059,040.68	\$561,197.05	\$88,620,237.73

Total from Rates Financial Transaction Summary	88,413,096.29
Overpayments	-207,141.44
Difference	0.00

ANALYSIS OF RECOVERY ACTION

Rate accounts greater than 6 months less than 12 months in arrears	840,957.28
Rate accounts greater than 12 months less than 18 months in arrears	147,727.05
Rate accounts greater than 18 months in arrears	43,129.05
TOTAL rates and charges under instruction with Council's agents	\$1,031,813.38

ATTACHMENT 2

COMPARISON OF BUDGET TO ACTUAL

DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL	BALANCE STILL RECD.	% RAISED
RESIDENTIAL	51,874,900	51,874,900	52,013,463	(138,563)	100.27%
BUSINESS	17,321,100	17,321,100	17,334,289	(13,189)	100.08%
FARMLAND	407,200	407,200	400,084	7,116	98.25%
MINING	15,200	15,200	15,252	(52)	100.34%
INFRASTRUCTURE	5,414,300	5,414,300	5,413,622	678	99.99%
TOTALS	75,032,700	75,032,700	75,176,710	(144,010)	100.19%
INTEREST CHARGES	348,200	348,200	13,162	335,038	3.78%
LEGAL COSTS RECOVERED	840,000	840,000	92,040	747,960	10.96%
PENSIONERS - Sec 575	(1,774,400)	(1,774,400)	(1,771,301)	(3,099)	99.83%
PENSIONERS - Sec 582	0	0	(365,200)	365,200	0.00%
PENSIONERS SUBSIDY	975,920	975,920	974,215	1,705	99.83%
SUB TOTAL	75,422,420	75,422,420	74,119,627	1,302,793	98.27%
DOMESTIC WASTE CHARGES	16,805,600	16,805,600	16,591,953	213,647	98.73%
COMMERCIAL WASTE CHARGES	372,600	372,600	428,776	(56,176)	115.08%
STORMWATER MNGMNT	897,000	897,000	1,029,086	(132,086)	114.73%
GRAND TOTALS	93,497,620	93,497,620	92,169,441	1,328,179	98.58%

COLLECTIONS AS A % OF:	TOTAL RECEIVABLE	TOTAL LEVIED	TOTAL RECEIVABLE	TOTAL LEVIED
RESIDENTIAL	7.44%	7.58%		
BUSINESS	6.50%	6.69%	RATES	7.33%
FARMLAND	1.82%	1.86%	WASTE	7.27%
INFRASTRUCTURE	6.31%	6.31%	STORMWATER	8.11%
ALL RATES	7.16%	7.33%	TOTAL RATES & CHARGES	7.55%

3.3 Sundry Debtors Report - July 2014

Reporting Officer

Manager Financial Services

Attachments

1. Debtors summary to 31 July 2014 (contained within this report)
2. Ageing of sundry debts to 31 July 2014 (contained within this report)

Purpose

To provide a report detailing the amount outstanding by type and age for sundry and miscellaneous debts for the period ending 31 July 2014.

Report

Debts outstanding to Council as at 31 July 2014 are \$2,132,471, reflecting a decrease of \$918,034 since June 2014. The ratio of outstanding debts to current invoices has increased from 8% in June to the current level of 20%. This debtor management ratio is a measure of the effectiveness of recovery efforts, however is impacted by Council policies as well as economic and social conditions.

Invoices raised – July 2014

During the month, 393 invoices were raised totalling \$694,043. The majority of these are paid within a 30 day period, however those that remain unpaid from previous periods for longer than 90 days are detailed at the end of this report. The most significant invoices raised during the month have been in the following areas:

Government and other Grants – \$211,090 – the main invoices relate to:

Crime Prevention and Federal Offenders Branch - Safer Street Program, CCTV for Campbelltown and Ingleburn CBD's	\$209,000
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Land and Building Rentals – \$122,679 – all invoices relate to:

Nuvezo Pty Ltd - monthly rental Dumaresq Street Cinema	\$23,283
Aldi Stores - monthly rental Macquarie Fields	\$22,517
Glenquarie Hotel Pty Ltd - monthly rental Macquarie Fields	\$20,438
Caltex Oil Australia Pty Ltd - monthly rental Macquarie Fields	\$15,062
Mycorp Group Pty Ltd - monthly rental Macquarie Fields	\$13,696
NSW Basketball Association Limited - monthly rental for July and August at Minto Indoor Sports Centre	\$9,167
McDonalds Australia Limited - monthly rental Macquarie Fields	\$7,565
Macarthur Community Options - monthly rental Campbelltown	\$5,958

Sportsground and Field Hire – \$103,044 – the invoices relate to:

Total Event & Management Service Pty Ltd - commission on alcohol and kiosk sales from West Tigers versus Canberra Raiders game	\$25,227
West Tigers Football Club - hire of sports stadium, floodlighting and commission on ticket sales	\$22,155
Macarthur Rams - corporate box at Western Sydney Wanderers versus Macarthur Rams trial match held at Campbelltown Sports Stadium	\$7,500
Eschol Park Soccer Club - floodlighting for 1 October 2013 to 30 June 2014	\$3,967
Macarthur Rams Football Club Inc - floodlighting for 1 October 2013 to 30 June 2014	\$3,046

Corporate Administration – \$63,718 – the invoices relate to:

Nuvezo Pty Ltd - land rates and charges 2014-2015	\$14,978
Aldi Stores - land rates and charges 2014-2015 and recovery of outgoings	\$14,520
Caltex Oil Australia Pty Ltd - land rates and charges 2014-2015	\$6,826
Mycorp Group Pty Ltd - land rates and charges 2014-2015	\$6,280
Campbelltown District Netball Association - contribution to repair of soccer oval following State Age Championship 2013	\$5,982

Road and Footpath Restoration – \$60,223 – the invoices relate to:

Sydney Water Corporation - road and footpath restorations in various suburbs within the Local Government Area	\$35,531
Jemena Gas Networks (NSW) Ltd - footpath restorations in various suburbs within the Local Government Area	\$9,327
Stowe Australia Pty Ltd - footpath restoration in Campbelltown	\$7,445
Telstra - road and footpath restorations in various suburbs within the Local Government Area	\$7,197

Receipts to the value of \$1,612,077 have been received during the period, the most notable in the following areas:

Various Sundry Items	\$692,204
Government and other Grants	\$377,090
Land and building rentals	\$106,339
Sportsground and Field Hire	\$105,568
Waste Collection Services	\$83,269

Sundry debts outstanding – 31 July 2014

Debts exceeding 90 days of age totalled \$174,140 as at 31 July 2014. The major invoices relating to this balance include:

Description	Date Invoiced	Balance
Debtor 68316.9 - retaining wall between Lot 1451 DP 703487, 2 and 4 Brownlow Place, Ambarvale. Debtor is maintaining arrangement to pay \$450 per month as approved by Council	09/06/10	\$12,857
AFL NSW - Contribution to Thomas Acre Reserve Spectator Fencing. Payment is now expected in September 2014	13/02/14	\$7,700
Imperium Projects Pty Ltd - Road Restoration at 25 Blaxland Rd Campbelltown. Matter has been referred to council's agents Executive Collections. Statement of Liquidated Claim was issued to debtor on 04/06/14. Payment arrangement of \$600 per month commencing June 2014	03/01/14	\$2,373
Debtor 67532.2 - Compliance Service Administration fees and contractor fees to reduce overgrown vegetation. Property owners are bankrupt and a Trustee has been appointed. As this is a property related debt, the account will be paid when the property is sold, paperwork lodged at Courts for possession of property with anticipated sale by end of 2014	08/05/09 to 14/09/11	\$5,312
Caspers Baseball Club - electricity charges. Club is experiencing financial difficulty, unable to commit to structural payment plan however have paid irregular payments to reduce the debt where possible. Further discussions are progressing with the Club	17/12/12 to 14/03/14	\$7,311
West's Tigers Football Club - floodlighting and commission on ticket sales	17/06/13 to 19/05/14	\$10,846
JPG Exhibition Pty Ltd - refund of exhibit fees for 'Baby Boomers and Retiree Expo 2012' paid by Council which was cancelled. Legal action commenced however debtor declared bankrupt - proposed write off as can not pursue further	15/11/11	\$3,641
Minto Cobras JRLFC - electricity charges and hire fees relating to usage of Benham Oval. Administrator has been appointed by Western Suburbs District Junior Rugby League Limited, outcome expected by early October	15/05/12	\$5,280
MPS Plumbing Services - debt relates to road restoration works at Victoria Road, Macquarie Fields. Legal action commenced June 2014, Statement of Liquidated Claim issued, payment arrangement entered into with debt to be finalised by September, however debtor defaulted on arrangement. Judgment obtained August 2014	18/03/13	\$4,733
Caltex Oil Australia Pty Ltd - dispute over market review, this amount is subject to independent assessment	08/02/13	\$5,528

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

All debts that age by 60 days or more are charged a statement administration fee of \$5.50 per statement. Debtors are contacted by telephone, email or in writing to make suitable arrangements for payment of the overdue debt. Where a suitable arrangement is not achieved or not maintained as agreed, a seven day letter is issued referencing referral to Council's debt recovery agents.

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

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

During the month, 46 accounts were issued a letter of demand on Council's letterhead, advising that if the account was not settled or an appropriate arrangement was not made, the account will escalate to formal legal action through Council's agents.

19 accounts progressed to the first stage of formal legal recovery action. The defaulting debtors were issued a letter of demand by Council's agents Executive Collections, advising that if the account was not settled or an appropriate arrangement was not made the account may be escalated to a Statement of Liquidated Claim.

Council's agents were instructed to proceed with one Statements of Claim, for unpaid licence fees.

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

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Kolkman/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 16 September 2014 (Lake/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 171

That the Officer's Recommendation be adopted.

ATTACHMENT 1

DEBTORS SUMMARY 1 July 2014 to 31 July 2014

DEBTOR TYPE/DESCRIPTION	ARREARS AT 30/06/2014	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 31/07/2014	% DEBT RATIO
Corporate Administration	225,974	63,718	48,870	240,823	11.29%
Abandoned Items	8,944	0	0	8,944	0.42%
Education and Care Services	18,710	0	0	18,710	0.88%
Community Bus	358	0	215	143	0.01%
Tennis Court Hire	0	0	0	0	0.00%
Sportsground and Field Hire	212,248	103,044	105,568	209,725	9.83%
Government and other Grants	1,267,838	211,090	377,090	1,101,838	51.67%
Public Hall Hire	49,301	5,999	35,886	19,414	0.91%
Health Services	350	0	0	350	0.02%
Land and Building Rentals	46,621	122,679	106,339	62,961	2.95%
Healthy Lifestyles	15,592	26,360	38,858	3,094	0.15%
Library Fines and Costs	177,233	1,636	0	178,869	8.39%
Licence Fees	64,938	15,485	24,160	56,263	2.64%
Pool Hire	8,095	13,291	13,865	7,522	0.35%
Private Works	23,056	0	450	22,606	1.06%
Road and Footpath Restoration	100,410	60,223	61,622	99,011	4.64%
Shop and Office Rentals	17,826	28,232	23,682	22,377	1.05%
Various Sundry Items	769,177	42,285	692,204	119,258	5.59%
Waste Collection Services	83,269	0	83,269	0	0.00%
	3,050,505	694,043	1,612,077	2,132,471	100%

ATTACHMENT 2

AGEING OF SUNDRY DEBTOR ACCOUNTS - 31 July 2014

Description	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Administration	26,708	78,021	110,999	25,094	240,823	25,171
Abandoned Items	0	0	0	8,944	8,944	8,944
Education and Care Services	18,710	0	0	0	18,710	0
Community Bus	89	54	0	0	143	0
Sportsground and Field Hire	84,798	16,452	59,232	49,243	209,725	63,604
Government and other Grants	209,000	872,881	12,257	7,700	1,101,838	7,700
Public Hall Hire	2,836	10,695	3,105	2,778	19,414	2,433
Health Services	0	0	0	350	350	350
Land and Building Rentals	54,471	1,255	1,250	5,984	62,961	5,625
Healthy Lifestyles	824	2,040	2	229	3,094	269
Library Fines and Costs	178,869	0	0	0	178,869	0
Licence Fees	15,147	11,030	5,960	24,126	56,263	25,871
Pool Hire	5,884	0	81	1,557	7,522	1,978
Private Works	0	0	0	22,606	22,606	21,867
Road and Footpath Restoration	58,027	34,030	0	6,954	99,011	26,837
Shop and Office Rentals	12,503	5,387	4,487	0	22,377	71
Various Sundry Items	30,092	23,134	47,456	18,576	119,258	14,102
Waste Collection Services	0	0	0	0	0	0
	658,525	1,054,979	244,829	174,140	2,132,471	204,822

3.4 Financial Assistance Grant 2014-2015

Reporting Officer

Manager Financial Services

Attachments

Letter from NSW Local Government Grants Commission dated 13 August 2014 (contained within this report)

Purpose

To provide a report outlining Council's allocation of Financial Assistance Grant Funding for 2014-2015.

Report

Council received correspondence dated 13 August 2014 from the NSW Local Government Grants Commission advising the allocation of the 2014-2015 Financial Assistance Grant. The grant is made up of two components; the General Purpose component and a Local Roads component and is paid to local councils under the provisions of the *Commonwealth Local Government (Financial Assistance) Act 1995*.

Although there are two separately identified grant components, the total funds are paid to Council as unconditional grants and therefore may be used for any purpose according to Council's local priorities. Council allocates the General Purpose component to fund various operational activities, however the Local Road component, is specifically allocated for the renewal of Council's local roads network.

FINANCIAL ASSISTANCE GRANT - History

Year	General Purpose \$	Local Roads \$	Total entitlement \$	% change	CPI/Pop adjustment \$	Total payments \$
2010-2011	8,251,816	1,464,742	9,716,558	6.3%	144,417	9,860,975
2011-2012	8,482,244	1,525,895	10,008,139	3.0%	30,834	10,038,973
2012-2013	8,745,250	1,554,544	10,299,794	2.9%	(229,919)	10,069,875
2013-2014	8,744,340	1,610,313	10,354,653	0.5%	(12,782)	10,341,871
2014-2015	8,588,854	1,621,702	10,210,556	-1.4%	58,664	10,269,220

As part of the 2014-15 Federal Budget the Government announced that it “...will achieve savings of \$925.2 million over four years by pausing indexation of the Local Government Financial Assistance Grants Programme for three years commencing 1 July 2014.” Accordingly, there will be no further adjustments to the overall national funding pool for CPI and population growth until the 2017-2018 year. However, it is expected that there will be minor annual adjustments to the general purpose pool that take into account population share changes across jurisdictions.

The general purpose component has decreased by \$155,486 from the 2013-2014 year. This is due to this component of the grant being allocated to the States on a population basis and population growth in NSW is below the national average. Combined with the pause in indexation, it is anticipated the NSW share of the general purpose component grant will decrease over the next three years. NSW will continue to receive its 29% fixed share of the local roads component.

The CPI and population estimates used by the Commonwealth to determine 2013-2014 grants varied from the actual results. This resulted in an underpayment occurring for the amount paid in 2013-2014. The underpayment amounted to \$12.8m nationally and \$2.9m for NSW. The adjustments are made across the 2014-2015 quarterly instalments and amount to \$58,664 for Campbelltown City Council.

Details of the amount allocated to Council for the 2014-2015 Financial Assistance Grant as compared to budget are shown in the table below:

Component	General Purpose \$	Local Roads \$	Total \$
2014-2015 entitlement	8,588,854	1,621,702	10,210,556
2013-2014 CPI adjustment	49,626	9,038	58,664
TOTAL	8,638,480	1,630,740	10,269,220
2014-2015 Budget	8,750,000	1,619,300	10,369,300
Adjustment required	(111,520)	11,440	(100,080)

The table above reflects a reduced amount of \$100,080 in the 2014-2015 Financial Assistance Grant as compared to the original budget. This adjustment will need to be funded in the September Quarterly Financial Review.

In recent years the Government has been accelerating the payment of the grant to Councils by bringing forward the first and second quarters of the grant pool. This strategy, which was introduced to support economic growth and jobs has now been ceased, and payments will revert to the normal schedule with the first payment due in August 2014 followed by quarterly payments going forward.

Officer's Recommendation

1. That the information be noted.
2. That the 2014-2015 Financial Assistance Grant Budget be adjusted in the September 2014 quarterly review.

Committee's Recommendation: (Borg/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 16 September 2014 (Lake/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 171

That the Officer's Recommendation be adopted.

ATTACHMENT 1

NSW GOVERNMENT

Local Government Grants Commission

5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541

Our Reference: A387133
Your Reference: AUG19'14
Contact: Bruce Wright
Phone: 02 4428 4132

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

13 August 2014

Dear Mr Tosi

The NSW Minister for Local Government, the Hon Paul Toole MP and the Deputy Prime Minister and Minister for Infrastructure and Regional Development, the Hon Warren Truss MP, have approved the Grants Commission's recommendations for the 2014-15 financial assistance grants.

The 2014-15 estimated entitlement for Council is \$10,210,556. This consists of two components:

- a general purpose component of \$8,588,854
- a local roads component of \$1,621,702.

The local roads component comprises of a population and local road length formula amount of \$1,487,234 and a bridge length formula amount of \$134,468.


The total grant is a general purpose grant with no conditions attached to the expenditure of these funds.

The payments consist of the 2014-15 estimated grants **plus** an adjustment for 2013-14. The adjustment for Campbelltown City Council amounts to \$58,664, being made up of \$49,626 for the general purpose component and \$9,038 for the local roads component. This adjustment is necessary because the actual CPI and the NSW share of the national population varied from the Commonwealth estimates used to determine the 2013-14 grants.

The grant payments for Campbelltown City Council, which total \$10,269,220 and is made up of \$8,638,480 for the general purpose component and \$1,630,740 for the local roads component, is expected to be paid by way of instalments as set out in the following table:

<u>DATE</u>	<u>AMOUNT</u>
Not before 18 August 2014	: \$2,567,305.00
Not before 18 November 2014	: \$2,567,305.00
Not before 17 February 2015	: \$2,567,305.00
Not before 18 May 2015	: \$2,567,305.00

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W <http://www.dlg.nsw.gov.au> (follow the "Commissions & Tribunals" links)



2

As part of the 2014-15 Federal Budget the Government announced that it "...will achieve savings of \$925.2 million over four years by pausing indexation of the Local Government Financial Assistance Grants Programme for three years commencing 1 July 2014." Accordingly, there will be no further adjustments to the overall national funding pool for CPI and population growth until the 2017-18 year.

It should be noted that the general purpose component of the grants is allocated to the States on a population basis. This will mean the NSW share of the general purpose component grant is expected to decrease during the period of paused indexation because population growth in NSW is expected to be below the national average.

NSW will continue to receive its 29% fixed share of the local roads component.

The table below, sourced from Budget Paper 3, shows the forecast allocations for NSW:

	2014-15 \$m	2015-16 \$m	2016-17 \$m	2017-18 \$m
General Purpose	506.8	504.9	502.9	522.6
Local Roads	203.9	203.9	203.9	212.7
Total	710.7	708.8	706.8	735.3

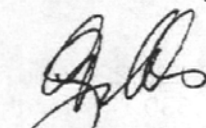
The grants to individual councils will continue to fluctuate during this period as the Grants Commission makes its annual assessment of relative need in the context of declining funding levels. Accordingly, councils are urged to exercise caution with their financial assistance grants budget forecasts.

A Commission circular (GC 138) was e-mailed to Council on 13 August 2014 showing a schedule of councils' grant entitlements for 2014-15, together with background information about the grants. Further information is available from the Grants Commission's web site at www.dlg.nsw.gov.au (follow the "Commissions & Tribunals" links).

Should you require any further information please contact the Commission's Executive Officer, Bruce Wright, (02) 4428 4132.

I trust this information is of assistance.

Yours sincerely



Grahame Gibbs
Deputy Chairperson

4. HUMAN RESOURCES

No reports this round

5. INFORMATION MANAGEMENT AND TECHNOLOGY

No reports this round

6. GENERAL BUSINESS

Nil.

21. CONFIDENTIAL ITEMS

21.1 Management Agreement - Town Hall Theatre Management Committee

Reason for Confidentiality

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

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

There being no further business the meeting closed at 6.05pm.

P Lake
CHAIRPERSON
