

Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 4 November 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 4 November 2014

Present

His Worship the Mayor, Councillor P Lake
Councillor C Mead (Chairperson)
Councillor F Borg
Councillor A Chanthivong
Councillor G Greiss
Councillor P Hawker
Councillor R Kolkman
Acting Director Business Services - Mrs C Mears
Acting Director City Works - Mr A Davies
Acting Manager Assets and Supply Services - Mr W Miller
Manager Emergency Management and Facility Services - Mr R Blair
Manager Executive Services - Mr N Smolonogov
Manager Governance and Risk - Mrs M Dunlop
Manager Human Resources - Mr B Clarence
Manager Information Management and Technology - Mrs S Peroumal
Acting Manager Operational Services – Mr S Anderson
Manager Property Services - Mr J Milicic
Manager Waste and Recycling Services - Mr P Macdonald
Executive Assistant - Mrs K Peters

Apology (Borg/Lake)

That the apology from Councillor Dobson be received and accepted.

CARRIED

Acknowledgement of Land

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

DECLARATIONS OF INTEREST

There were no Declarations of Interest at this meeting.

1.1 Outcome Of Public Exhibition - Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

1. GOVERNANCE AND RISK

1.1 Outcome of Public Exhibition - Revised Policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors

Reporting Officer

Manager Governance and Risk

Attachments

Revised Policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors (contained within this report)

Purpose

To advise Council of the outcome of the public exhibition of the revised policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors, and to seek Council's endorsement of the policy.

Report

The abovementioned policy has been developed in accordance with Council's Record Management Policy and the adopted procedure for Policy Development and Review.

Council at its meeting of 19 August 2014 resolved that the revised Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors Policy be publically exhibited for at least 28 days and submissions be received until 10 October 2014.

The revised policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors was placed on public exhibition from 1 September 2014 to 26 September 2014. Copies of the revised policy were available for inspection at the Civic Centre, HJ Daley Central Library, Greg Percival Ingleburn Library and on Council's Website.

As there were no submissions received during the public exhibition period of the revised policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors it is recommended that the policy be adopted.

1.1 Outcome Of Public Exhibition - Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Officer's Recommendation

1. That the Policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors shown as the attachment to this report be adopted.
2. That the review date be set at 30 August 2015.

Committee's Recommendation: (Hawker/Kolkman)

1. That the Policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors shown as the attachment to this report be adopted.
2. That the review date be set at 30 August 2015.
3. That the 2013-2014 and thereafter sitting fee, for the Joint Regional Planning Panel be set at \$500 per meeting the same fee as paid to the independent panel members of the Audit Committee.

CARRIED

Council Meeting 11 November 2014 (Mead/Hawker)


That the Committee's Recommendation be adopted.

Council Resolution Minute Number 220

That the Committee's Recommendation be adopted.

1.1 Outcome Of Public Exhibition - Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

ATTACHMENT 1

		POLICY
Policy Title	Payment of Expenses and Provisions of Facilities to the Mayor, Deputy Mayor and Councillors	
Related Documentation	Councils Code of Conduct ICAC Publication – No excuse for Misuse, Preventing the Misuse of Council Resources OLG Guidelines for Payment of Expenses and Provision of Facilities Model Code of Conduct for Local Councils in NSW 2013 OLG Circulars 11/27, 08/03, 08/24, 08/37, 07/22 and 06/57 Councils Internet and Email Usage Authorised Statement Related Policies, Authorised Statements, Procedures or forms to support this policy.	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i> <i>Local Government (General) Regulation 2005</i>	
Responsible Officer	Manager Governance and Risk	

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

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1.1 Outcome Of Public Exhibition - Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

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1.1 Outcome Of Public Exhibition - Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Part 1 - Introduction

1. Purpose of the Policy

The purpose of this Policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by Councillors.

The Policy comprises four parts being:

- Part 1 - Introduction – defines key terms and describes the legislative and reporting requirements that describe the policy's purpose, objectives and scope
- Part 2 - Payment of Expenses – describes the general and specific provisions, circumstances and Council procedures related to the payment of allowable expenses
- Part 3 - Provision of Facilities – outlines the general and specific provisions, circumstances concerning Councillor use of Council facilities and resources
- Part 4 - Other Matters – provides guidance on issues related to Councillor acquisition and return of facilities and dispute resolution.

2. Objectives and Coverage of this Policy

The objectives of this Policy are to:

- a) Ensure there is consistency in the application of reimbursement of expenses and provisions of facilities to Councillors in an equitable and non-discriminatory manner.
- b) Assist Councillors to represent the interests of residents and ratepayers of Campbelltown and to facilitate communication between the community and the Council.
- c) Provide Councillors with a level of support which will serve to encourage residents to seek election to civic office.

In absence of clear financial limits being set within the Policy, reference should be made to the table at clause 14 for further guidance.

3. Making and Adoption of this Policy

The *Local Government Act 1993* requires Council to review and submit its policy to the Director General of the Office of Local Government within 28 days of adoption by the Council, even if it proposes to adopt an unchanged policy. Current policies must be submitted by the 30 November each year.

Before adopting or amending this policy, the Council must give public notice of its intention, and allow at least 28 days for public submissions. Any public submissions received will be considered and appropriate changes made prior to the adoption of the policy.

Even if changes that are considered not substantial are proposed, the required annual adoption of this policy must still be subject to the public notification process outlined above.

At any time, other than the required annual adoption of this policy and if the proposed amendment is not substantial the Council is not required to provide public notice. The term "not substantial" should be taken to mean minor changes to the wording of the policy, or changes to monetary provisions or rates that are less than 5%. It also means minor changes to the standard of the provisions of equipment and facilities. Any new category of expenses, facilities and equipment included in the policy will require public notice.

1.1 Outcome Of Public Exhibition - Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

4. Reporting Requirements

Council is required by Section 428 of the *Local Government Act 1993* to include in their annual report:

- A copy of this policy
- The total amount of money expended during the year on providing these facilities and payment of these expenses
- Additional information as required by the *Local Government (General) Regulation 2005*.

5. Legislative Provisions

Under Section 252(5) of the *Local Government Act 1993* this policy must comply with guidelines issued by the Department of Local Government for the Payment of Expenses and the Provision of Facilities to the Mayor and Councillors for Local Councils in NSW.

"A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A."

6. Other NSW Government Policy Provisions

This policy is consistent with the Model Code of Conduct for Local Councils in NSW, Office of Local Government – March 2013 and the Campbelltown Council Code of Conduct. The following parts of the Code are particularly relevant to s252 policies:

Use of Council resources:

- You must use Council resources ethically, effectively, efficiently and carefully in the course of your public or professional duties, and must not use them for private purposes (except where supplied as part of a contract of employment) unless this use is lawfully authorised and proper payment is made where appropriate
 - You must be scrupulous in your use of Council property including intellectual property, official services and facilities and should not permit their misuse by any other person or body
 - You must avoid any action or situation which could create the impression that Council property, official services or public facilities are being improperly used for your own or any other person or body's private benefit or gain
 - You must not use Council resources, property or facilities for the purpose of assisting your election campaign or the election campaign of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility
 - You must not convert any property of the Council to your own use unless properly authorised.
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1.1 Outcome Of Public Exhibition - Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

7. Approval Arrangements

Various approval arrangements are indicated throughout this policy and vary from Full Council resolution approval to Mayor (or Deputy Mayor in the case of a claim for the Mayor) and General Manager's approval.

The Manager Executive Services will assist Councillors with respect to seeking reimbursement of expenses incurred in their role as a Councillor, coordinating travel and accommodation arrangements, attendance at civic events, training and education, and the provision of facilities under this policy.

All claims for reimbursement must be made within three months of the date of the receipt and on the appropriate "Claim for reimbursement of expenses by Mayor, Deputy Mayor and Councillors Form" (appendix A).

Any claim will be reconciled with the receipts and authorised as follows:

1. Authorised by the General Manager and Mayor (or Deputy Mayor where claim is made by the Mayor) for spouse and partner expenses, advance payments, travel, accommodation, childcare and carer fees.
2. Authorised by two of the following positions, if the particular expense category does not require General Manager and Mayor (or Deputy Mayor in the case of a claim by the Mayor) approval. The General Manager, Mayor, Director of Business Services, Manager of Executive Services and Manager of Governance and Risk.

Part 2 - Payment of Expenses

8. General Provisions

General Allowance

In accordance with the *Local Government Act 1993*, Council will not permit the payment of an allowance to any Councillor that may be considered a general expense or allowance.

Annual fees

Mayor

Council will determine annually the fee to be paid to the Mayor in accordance with Section 249 of the *Local Government Act 1993*. This fee will be in addition to the Councillor's fee. This fee will be paid to the Mayor monthly in arrears as provided by Section 250 of the Act.

In the event that the Mayor stands aside, is incapacitated or voluntarily ceases to perform the functions of the Mayor for any reason, the Council may, by resolution, pay an additional fee to the Deputy Mayor for that period (on a pro rata basis) while he/she carries out the duties and responsibilities on behalf of the Mayor. This fee will be in addition to the Councillor's fee and will be deducted from the Mayoral fee. This fee will be paid to Councillors monthly in arrears as provided by Section 250 of the Act.

Deputy Mayor and Councillors

Council will determine annually the fee to be paid to the Councillors in accordance with Section 248 of the *Local Government Act 1993*. This fee will be paid to Councillors monthly in arrears as provided by Section 250 of the Act.

1.1 Outcome Of Public Exhibition - Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Advanced payment of expenses

This Policy allows for any Councillor to request advance payment of anticipated expenses covered by this Policy likely to be incurred attending any service or facility.

However Councillors must completely reconcile all actual expenses against the cost of the advance within three months of incurring that expense.

Spouse and Partner expenses

Where the Councillor is accompanied by his or her spouse/partner, costs incurred for the spouse/partner (including travel, sustenance, registration and partner's program) will be borne by the Councillor. Council will not be responsible for any costs incurred by other members of a Councillor's family.

However where a Councillor is accompanied by his or her spouse/partner to the annual Local Government Association Conference Council will meet the cost of the official dinner for the spouse/partner. Any additional travel and accommodation expenses will be the personal responsibility of the Councillor.

Specific expenses for Mayors and Councillors

Seminars and Conferences

Councillor attendance at conferences requiring overnight accommodation or air travel will be determined in open Council. The report to Council must detail the purpose of the trip, expected benefits, duration, itinerary, approximate costs.

The use of a Mayoral minute to obtain Council approval for travel is not appropriate as it is not consistent with the principles of openness and transparency.

Where approval at a meeting of Council is not possible, Councillor's attendance will be determined by the Mayor and the General Manager.

A request submitted by the Mayor will be determined by the Deputy Mayor and the General Manager.

Following the event a written report should be provided to Council on the aspects of the conference relevant to Council's business and/or the local community.

Attendance at seminars, training and skills development sessions and the like that do not require overnight travel may be approved by the General Manager.

Who may attend conferences and seminars

Any interested Councillor may attend conferences, seminars and similar functions nominated by the Council. The Mayor may nominate a substitute attendee in his or her stead for functions within the Council area, or general Sydney metropolitan area, on those occasions where the Mayor is unable to be present.

1.1 Outcome Of Public Exhibition - Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Conference costs

The Council will pay all normal registration costs charged by organisers, including the costs of related official luncheons, dinners and tours that are relevant to the interests of the Council or assist Councillors to discharge the functions of their civic office.

Travel arrangements and Expenses

Councillors using their private vehicles to attend meetings of the Council or its Committees, Sub-Committees, Working Parties, Council briefings, Community Consultations or the like organised or authorised by the Council will be paid the kilometre rate set by the Local Government (State) Award but subject to any such payment not exceeding the amount noted below for when approval is given for a Councillor to use their private vehicle.

Councillors are to lodge claims for travelling expenses within a period of three months after which the expenses was incurred.

Where Councillors are attending any meeting conference, seminar or function outside the Local Government Area where practical, travel to and from the venue will be in a Council vehicle. Should travel in a Council vehicle be impractical, then the Councillor will make a request to the Mayor or General Manager (or the General Managers nominee) to authorise travel by flights, rail or in special circumstances private vehicle. All travel should be via the most direct route. Council will meet the cost of either the return first class travel by rail or return economy class airfare.

If approval is given for a Councillor to use their private motor vehicle to travel to a meeting, conference, seminar or function outside the Local Government Area a Councillor is able to receive the lesser of the cost of an economy airfare plus transfers to and from airports or the travel allowance based on the kilometre rate set by the Local Government (State) Award.

The Councillor is personally responsible for all traffic or parking infringements incurred while travelling in private or council vehicles on council business.

Councillors may be issued with Cab Charge vouchers for taxi fares that are incurred while attending conferences and other Council related functions. All unused Cab Charges shall be returned to the Manager Executive Services within 15 days of the function. The General Manager shall have the right to reject any unauthorised Cab Charges.

Interstate Travel

Council resolution approval is required prior to any interstate travel being undertaken by Councillors (excluding travel to ACT which may be authorised by Mayor and General Manager approval). The report to Council should include all details of the travel, including itinerary, expected costs and expected benefits.

Overseas Travel

Councillors wishing to undertake overseas travel must do so at their own cost.

Where the Mayor has been invited to officially represent Campbelltown overseas, a detailed report outlining the purpose of the trip, expected benefits, duration, itinerary and approximate costs, will be furnished to the Council as part of the Council Business Paper. Council must approve the international travel and payment of expenses relating to such travel.

1.1 Outcome Of Public Exhibition - Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

If the visit is to be sponsored by private enterprise, ICAC guidelines and reporting structures should be followed and this should form part of the community reporting process. Retrospective reimbursement of overseas travel expenses is not allowed unless prior authorisation of the travel has been obtained.

After returning from overseas, a detailed report will be provided to a meeting of the Council on the aspects of the trip relevant to council business and/or the local community.

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

Loyalty points schemes

Councillors shall not be entitled to claim frequent flyer points relating to air travel authorised by this Policy. In circumstances where the Councillor has no option but to pay for air travel and frequent flyer points are accrued to his/her personal account, the Councillor will surrender the points to the airline upon reimbursement of the airfare by Council.

Accommodation

Council will meet the cost of accommodation for Councillors attending to Council business, inspections, meetings, conferences or functions outside the Council area which are authorised by the Council. Where approval at a meeting of Council is not possible, Councillor's attendance will be determined by the Mayor and the General Manager.

When travelling by motor vehicle to conferences or seminars Council will meet the accommodation and meal expenses of the Councillor for a maximum of two nights per trip when journeying to and from the conference or seminar venue. These expenses must be consistent with the Tax Determination 2013/16 or any determinations or policies of the Australian Tax Office that supersede it.

Sustenance

Council will meet the cost of reasonable sustenance and incidental expenses for Councillors attending to Council business, inspections, meetings, conferences, seminars or functions which are authorised by the Council, Mayor or General Manager in accordance with Australian Taxation Office's (ATO) Tax Determination 2013/16.

Stationary and postage

Stationery, business cards, christmas cards, diary, filing cabinet and briefcase, together with postage expenses will be determined as outlined in clause 14 of this policy.

Subscriptions

Subject to the approval of the General Manager annual subscriptions of periodicals up to the value outlined in clause 14 of this policy.

Joint Regional Planning Committee (JRPP) attendance fee

Council in accordance with advice received from the Department of Planning and Infrastructure NSW, determine a fee payable to each elected councillor JRPP member for attendance at JRPP meetings in order to recognise that membership of the regional panel brings additional responsibilities.

1.1 Outcome Of Public Exhibition - Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Training and Educational expenses

Councillors will be provided with any necessary training / education in the use of equipment supplied by the Council or in sessions relating to the Councillors civic functions and responsibilities or a recommendation that has been made by an external Agency for specific training to occur for a Councillor(s) by the OLG, the NSW Ombudsman or a Conduct Reviewer, or compulsory training as required by legislation.

Subject to Council resolution or approval under delegated authority by the Mayor or General Manager, Council will meet the full cost of attendance of Councillors at any of these sessions in the same manner as applicable to a Councillor's attendance at Conferences.

Carer and other related expenses

Council will meet reasonable cost of care arrangements including child care expenses and the care of elderly, disabled and/or sick immediate family members of Councillors to allow them to attend Council, Committee and Sub Committee Meetings, Council Briefings and Working parties at a maximum rate as negotiated with the General Manager. Carer costs will be paid to cover the period 30 minutes prior to the scheduled commencement time of the meeting and one hour after the conclusion of the meeting. Limits on reimbursement will be determined as outlined in clause 14 of this policy.

Reimbursement of carer expenses to Councillors will only be made upon the production of appropriate receipts and tax invoices, and the completion of the required claim forms within three months of the carer expense being incurred.

Insurance expenses and obligations

Councillors will receive the benefit of insurance cover to the limit in Council's insurance policies for the following:

Personal injury – Personal injury or death whilst on Council business covering bodily injury caused by accidental, violent, external and visible means. Personal injury insurance also provides specified benefits for lost income and other expenses arising from permanent disablement, temporary total disability and temporary partial disability. The cover does not include medical expenses.

Professional indemnity – Applies in relation to claims arising out of the Councillor's (alleged) negligent performance of civic duties or exercise of their functions as Councillors provided the performance or exercise of the relevant civic duty or function is in the opinion of council bona fide and/or proper. This is subject to any limitations or conditions set out in the policy of insurance that is taken out at the direction of Council.

Public liability – Applies in relation to claims arising out of the Councillor's (alleged) negligent performance of civic duties or exercise of functions as Councillors. This is subject to any limitations or conditions set out in the policy of insurance that is taken out at the direction of Council.

Councillors and Officers liability – Applies to cover expenses incurred by Councillors in respect of claims made against them for any alleged wrongful acts arising out of their official capacities (but excludes cover for statutory penalties).

1.1 Outcome Of Public Exhibition - Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Legal expenses and obligations

Legal assistance will be provided to Councillors in the event of an enquiry, investigation or hearing, into the conduct of a Councillor by the:

- Independent Commission Against Corruption
- Office of the NSW Ombudsman
- Department of Premier and Cabinet's Office of Local Government
- NSW Police Force
- Director of Public Prosecutions
- Local Government Pecuniary Interest and Disciplinary Tribunal
- Council's Code of Conduct Reviewer.

Legal assistance will be provided to Councillors in respect to legal proceedings being taken by or against a Councillor in the Local, District or Supreme Courts, arising out of or in connection with the Councillor's performance of his or her civic duties or exercise of his or her functions as a Councillor. This is provided that the subject of the inquiry, investigation or hearing arises from the performance in good faith of a Councillor's function under the *Local Government Act 1993* and the matter before the investigative or review body has proceeded past any initial assessment phase to formal investigation and review.

In the case of a conduct complaint made against a Councillor, legal costs should only be made available where a matter has been referred by the General Manager to a conduct reviewer to make formal enquiries into that matter in accordance with the procedures in the Code of Conduct. In the case of pecuniary interest or misbehaviour matter legal costs should only be made available where a formal investigation has been commenced by the Office of Local Government.

Council shall reimburse such Councillor, after the conclusion of the enquiry, investigation, hearing or proceeding, for all legal expenses properly and reasonably incurred, given the nature of the enquiry, investigation, hearing or proceeding, on a solicitor/client basis.

Legal assistance will be provided subject to the following conditions:

- approval of the General Manager is sought and gained prior to legal expenses being incurred
- the outcome of the legal proceedings is favourable to the Councillor or where an investigatory or review body makes a finding that is not substantially unfavourable to the Councillor
- the amount of such reimbursement shall be reduced by the amount of any monies that may be or are recouped by the Councillor on any basis
- the Councillor's exercise of his or her function, was in the opinion of Council bona fide and/or proper; and as a Councillor
- the amount of legal expense reimbursement shall be paid at a rate equivalent to the average hourly partner rate charged by Council's Panel Solicitors.

Council will not meet the legal costs of legal proceedings instigated by a councillor under any circumstance, nor will Council meet the legal costs of a councillor seeking advice in respect that possible defamation, or in seeking a non-litigious remedy for possible defamation. Council will not assist in the legal costs for legal proceedings that do not involve a Councillor performing their role as a Councillor.

1.1 Outcome Of Public Exhibition - Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Part 3 - Provision of facilities

9. Mayor

Accommodation – A furnished office suite located on the Third Floor of the Administration Building including a facsimile machine and personal computer in the Mayor's office, fully serviced and maintained by Council. The ownership of this equipment is retained by Council.

Staff – A Personal Secretary on a shared basis with the General Manager.

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

Refreshments – Food and beverages in conjunction with civic functions and hosting meetings involving community groups and representatives. Beverage service in the Councillors' Lounge.

Insignia of Office – Mayoral Chain, badge and name plate indicating office held. Mayoral Chain remains the property of the Council.

Communication systems

A mobile telephone approved by the General Manager. A personal computer or laptop and iPad.

A combined printer, copier, scanner and facsimile machine, along with a four drawer filing cabinet will provided in the Mayors home and be fully serviced and maintained by Council within business hours. Call and data expenses will be determined as outlined in clause 14 of this policy.

When conducting business through Council's email account or accessing the internet using Council allocated resources the Mayor will need to comply with Council's Code of Conduct and be aware of the Internet and Email Usage Authorised Statement.

Motor vehicle parking space – A permanent parking space in the basement of the Administration Building.

Council vehicle – A Council vehicle to the value as outlined in clause 14 of this policy and approved by the General Manager together with a fuel card for official and associated use or:

Where the Mayor elects to use a privately owned vehicle, that Council reimburse the cost of the vehicle registration, CTP, comprehensive insurance and general service costs to a maximum of \$3000 per year. Each claim should be supported by the provision of receipts and approved by the General Manager. A fuel card will also be provided for official and associated use. The Mayor accepts all liability associated with insurance claims.

10. Deputy Mayor and Councillors

Office space – The provision of a lounge area, and the use of Committee Rooms and three offices on the Third Floor of the Administration Building to be pre-booked and used by Councillors in the conduct of their duties of office.

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

Refreshments – Beverage service in the Councillors' Lounge.

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

Insignia of Office (Deputy Mayor) – Medallion, badge and name plate indicating office held. Medallion remains the property of the Council.

1.1 Outcome Of Public Exhibition - Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Communication system

A mobile telephone approved by the General Manager. A personal computer or laptop and an iPad.

A combined printer, copier, scanner and facsimile machine, along with a four drawer filing cabinet will be provided in the Councillors home and be fully serviced and maintained by Council within business hours. Call and data expenses will be determined as outlined in clause 14 of this policy.

When conducting business through Council's email account or accessing the internet using Council allocated resources the Councillors will need to comply with Council's Code of Conduct and be aware of the Internet and Email Usage Authorised Statement.

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

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

11. Private use of Equipment and Facilities

Councillors should not generally obtain private benefit from the provision of equipment and facilities. However, it is acknowledged that incidental use of Council equipment and facilities may occur from time to time. Such incidental private use is not subject to a compensatory payment.

In the event that private benefit that is not of an incidental nature does occur, the Mayor (or if the Councillor in question is the Mayor, then the Deputy Mayor) and the General Manager may request the Councillor to reimburse Council for the determined cost of the private benefit.

Part 4 - Other Matters

12. Returning of Facilities and Equipment by Councillors

The ownership of all equipment and consumables provided to Councillors is retained by Council. On completion of the term of office, or at the cessation of civic duties, Councillors are required to return all equipment and unused consumables issued by the Council within 28 days or seek the approval of the General Manager to acquire the equipment/consumables at the current market value based on the current depreciation rate and depending on the condition of the equipment.

Any call and data allowance provided under this policy is only applicable up until the last month of term of office held by a Councillor.

13. Effectiveness of this Policy

This Policy, once adopted, is to remain in force until 30 November 2015 unless it is reviewed beforehand by the Council in accordance with the provisions of Sections 253 and 254 of the Local Government Act 1993. The principles outlined in this policy will be audited on a three yearly basis with this audit frequency being increased to yearly if any unsatisfactory findings are identified in any audit review.

1.1 Outcome Of Public Exhibition - Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

14. Summary of the limits to specific expenses (all fees GST inclusive)

Limits on Expenditure Table

The monetary limits prescribed in this policy set out the maximum amount that is payable in respect of any facility or expense. Any additional cost incurred by a Councillor in excess of any limit set shall be considered a personal expense that is the responsibility of the Councillors. In the case of special circumstances where it is impractical for the strict terms of this Policy to be applied the General Manager may authorise a one-off variation to the Policy to meet those special circumstances. One of variations to the Policy should then be reported to Council. The provision of equipment will be reviewed by the General Manager to ensure access to current technology.

	Expenses/Facility	Maximum Amount to be claimed	Frequency per Councillor
	Stationary (including Business Cards)	\$600	Per year
	Postage expenses	\$50	Per year
	Christmas Cards (postage paid by Council)	300 units	Per year
	Diary	\$100	Per term
	4 Drawer Filing Cabinet *	\$400	Per term
	Briefcase*	\$200	Per term
	Cab charge expenses	\$500	Per year
	Carers expenses	\$4000	Per year
	2 Subscriptions to resource materials	\$1000	Per year
	PC/Laptop computer with MS Office and Antivirus *	\$1800	Per term
	IPad*	\$900	Per term
	Data sim for IPad	\$30	Per month
	Fax/phone/printer/copier/scanner *	\$300	Per term
	Mobile phone *	\$2500	Per term
	Mobile phone call / data costs	\$350	Per month
	ADSL	\$70	Per month
	Printer consumables	\$500	Per year
	Seminars/conferences	\$150	Per day
	Joint Regional Planning Panel (JRPP) attendance fee	\$350	Per meeting
	Mayoral Vehicle	\$50 000	Per car
	Mayoral private vehicle reimbursable expense limit	\$3000	Per mayoral term

* supplied by Council

END OF POLICY STATEMENT

1.2 Draft Meeting Calendar for 2015

Reporting Officer

Manager Governance and Risk

Attachments

Draft Meeting Calendar for 2015 (contained within this report)

Purpose

To submit for Council's consideration a draft meeting calendar for 2015.

Report

The draft meeting calendar for 2015 proposes a revised meeting cycle, with meetings held on Tuesday evenings on a consistent week each month as follows:

- 1st Tuesday of the month – Briefings
- 2nd Tuesday of the month – Committee meetings
- 3rd Tuesday of the month – Council meeting
- 4th Tuesday of the month - Briefings

The draft meeting calendar for 2015 provides for the first Committee Meeting to be held on Tuesday 10 February and the first Council Meeting to be held on Tuesday 17 February.

Under section 365 of the *Local Government Act 1993*, a council is required to meet at least 10 times each year, this draft calendar provides for 11 meetings.

The draft calendar does not provide for a meeting during the week of the Local Government Conference to be held from Sunday 11 October - Tuesday 13 October 2015.

Officer's Recommendation

That the draft meeting calendar for 2015 as outlined in the attachment be adopted.

Committee's Recommendation: (Kolkman/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 11 November 2014 (Mead/Hawker)

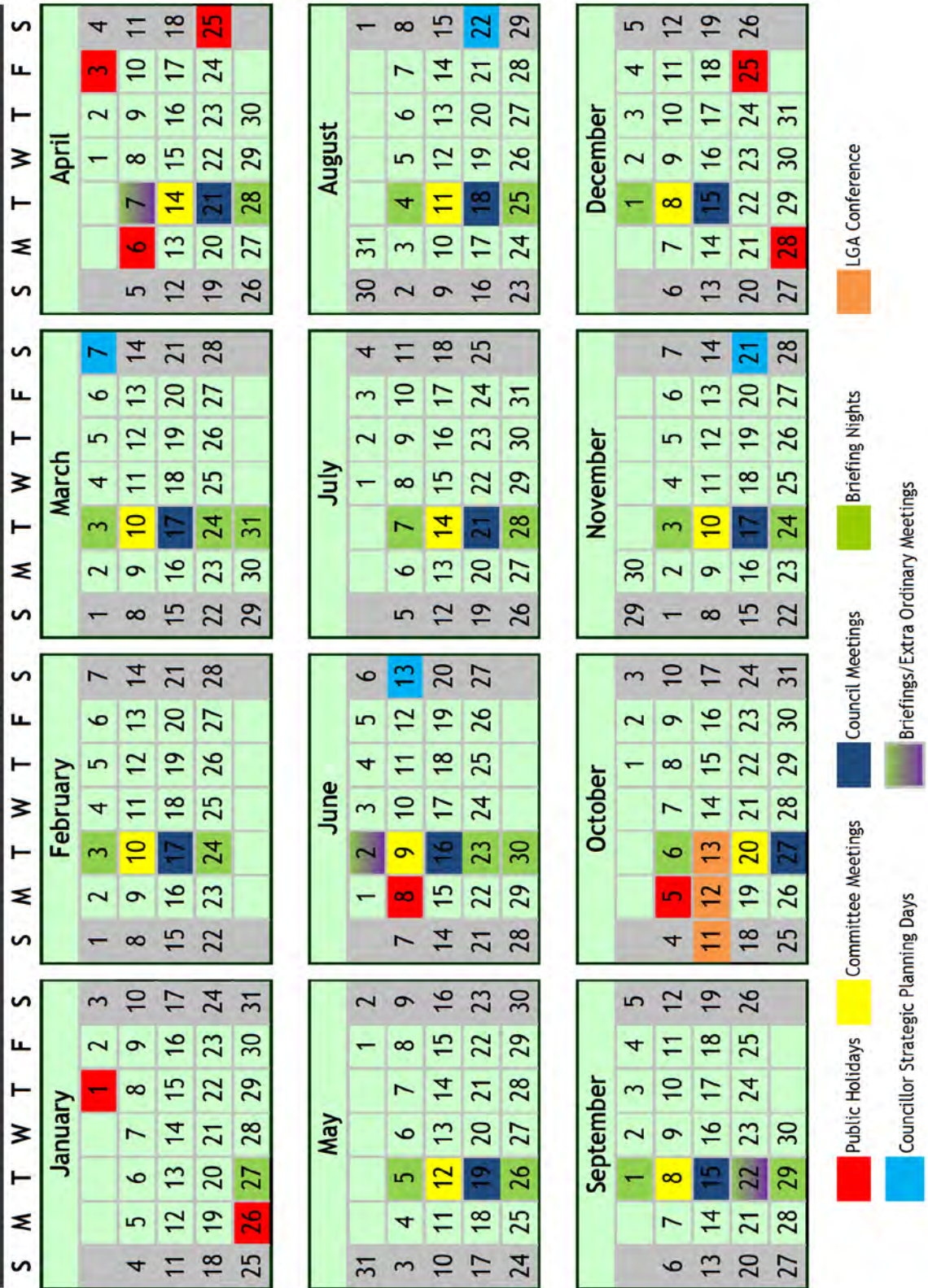
That the Officer's Recommendation be adopted.

Council Resolution Minute Number 220

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Meetings Calendar 2015



1.3 John E Hely Engineering Scholarship proposal

Reporting Officer

Manager Governance and Risk

Attachments

John E Hely Engineering Scholarship proposal from the University of Western Sydney (contained within this report)

Purpose

The purpose of this report is to present the John E Hely Engineering Scholarship proposal for the University of Western Sydney for the Council's consideration.

History

At its meeting on 10 September 2013, Council resolved that a report be presented investigating the feasibility of establishing a Civil Engineering Scholarship at the University of Western Sydney for students who reside in the Campbelltown Local Government Area, called the John E Hely Engineering Scholarship.

Report

Campbelltown City Council has supported local students who choose to study at the University of Western Sydney (UWS) Campbelltown campus for more than 10 years through the Brenton Banfield Medical Scholarship (formerly known as the Campbelltown City Council Medical Scholarship) and the Ian Porter Scholarship.

The aim of the scholarships is to encourage local students to study at UWS, as well as act as ambassadors for the local area and within the local community.

The Brenton Banfield Medical Scholarship was recently renamed to mark the fifth anniversary of the scholarship and dedicated to the memory of the late Brenton Banfield, former Mayor of Campbelltown. The Brenton Banfield Medical Scholarship offers \$5000 per annum for the duration of the degree. Applicants must have resided in the Campbelltown Local Government Area for at least 12 months prior to the commencement at UWS and demonstrate academic potential.

The Ian Porter Scholarship was established in 2006, dedicated to the memory of the late Ian Slade Porter, former General Manager of Council. The scholarship is available to students studying any undergraduate degree at UWS demonstrating a commitment to the value of social justice and community service and is valued at \$2500 per annum for three years.

Both the Brenton Banfield Medical Scholarship and the Ian Porter Scholarship are awarded annually to first year students. At any one time, Council may be supporting up to eight students at a cost of up to \$32,500 per annum.

John E Hely Engineering Scholarship proposal

The proposed John E Hely Engineering Scholarship is named in honour of Mr John E Hely, the former Director of City Works at Campbelltown City Council and seeks to recognise the outstanding contribution John E Hely made to Campbelltown and his dedication to improving infrastructure throughout his 35 year tenure.

The scholarship would support students enrolled in the Bachelor of Engineering (Civil) program at UWS in recognition of the importance of a qualified engineering workforce to design and build vital infrastructure to facilitate future growth in the region.

To be eligible to apply for the John E Hely Engineering Scholarship it is proposed that applicants must:

- Be an Australian citizen or permanent resident of Australia
- Be enrolled or commencing full-time study in any year of Bachelor of Engineering (Civil) at UWS
- Have resided in the Campbelltown Local Government Area for at least one year prior to their commencement at UWS
- Be encouraged to complete twelve weeks of industry experience with Campbelltown City Council as a part of their course requirements.

If Council accepts the scholarship proposal, the John E Hely Engineering Scholarship would be offered for the 2015 academic year.

The requirements for awarding the Engineering Scholarship would be similar to the other Council Scholarships whereby Council provides assistance and access to academically able individuals from the Campbelltown Local Government Area who through economic, social or other disadvantage have difficulty in participating in University study. The selection process for this scholarship would be determined on the basis of the applicant's Australian Tertiary Admission Rank (ATAR), formal application against nominated criteria and performance at an interview.

In accepting the scholarship, the successful recipient would be required to comply with standard scholarship conditions including continued enrolment and maintenance of a minimum GPA of 4.0.

Officer's Recommendation

1. That Council considers formally accepting the proposal for the University of Western Sydney's John E Hely Engineering Scholarship.
 2. That Council considers the allocation of \$7500 to fund the first year of the Scholarship and an additional \$7500 each year thereafter to a total of \$30,000.
 3. That the University of Western Sydney be advised of Council's decision.
-

Committee's Recommendation: (Hawker/Chanthivong)

1. That Council formally accepts the proposal for the University of Western Sydney's John E Hely Engineering Scholarship.
2. That Council allocates \$7500 to fund the first year of the Scholarship and an additional \$7500 each year thereafter to a total of \$30,000.
3. That the University of Western Sydney be advised of Council's decision.

CARRIED

Council Meeting 11 November 2014 (Mead/Hawker)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 220

That the Committee's Recommendation be adopted.

Councillor Mead asked for his name to be recorded in opposition to the resolution for Item 1.3 – John E Hely Engineering Scholarship Proposal.

ATTACHMENT 1

Prepared for Mick Sewell
Campbelltown City Council



Scholarship proposal

John E Hely Engineering Scholarship

We welcome the opportunity to provide this scholarship proposal for the consideration of Campbelltown City Council.

Your wishes

To provide a scholarship to support students enrolled in the Bachelor of Engineering (Civil) program at the University of Western Sydney with preference given to students residing in the Macarthur region. Students would be encouraged to complete their 12-week period of industry experience at council as part of their course requirements.

Proposed value and duration of scholarship

We would ask you to consider supporting a scholarship valued at \$7500 per year for the duration of degree; four years. We would welcome the opportunity to grow the number of scholarships year on year to help build the profile of this prestigious scholarship.

Civil Engineering at UWS

Qualified Engineers are an essential workforce needed to create future growth in the region, both designing and building vital infrastructure to support our growing population and demands to be at the forefront of Australian industry.

We have close to 500 students enrolled in civil engineering at UWS with close to 40 of these students residing in the Macarthur region.

Students study content related to regional development including water, structural and geotechnical engineering and are required to complete 12 weeks of industry experience under the supervision of a qualified engineer at the end of 3rd year. Students elect and organise this period of work experience and are required to submit a diary and report upon completion.

Many Engineering graduates remain in the region are now working in consulting roles and with local councils, including Katherine Wilkins who works with Campbelltown City Council as a Development Engineer.

We are grateful for Campbelltown City Council's support of UWS Engineering Interns, Michael Eskaros and Syuib Muhammad.

Why UWS

The University of Western Sydney (UWS) has a commitment to serving the Greater West of Sydney (GWS) – a region of opportunity, challenge and aspiration, yet with a history of social and educational disadvantage.

The University's focus is on exemplary teaching across a comprehensive set of disciplines, and on focused, relevant, world-class engaged research. In 2014, UWS was ranked in the top 100 Universities under the aged of 50 by Times Higher Education.

With the future of the region relying on increasing the educational opportunities and outcomes for its residents, the University's commitment is to provide opportunity and excellence in higher education, and make a demonstrable difference to the lives and prospects of the people and communities we serve.

UWS has significantly increased access to higher education across the GWS region, with over 45,000 students in 2014 and over 150,000 graduates since it was first established in 1989. Over 60% of current students are first in their family to attend university and 23% of all students are identified as coming from low socioeconomic backgrounds with more than 60% of students at UWS living Western Sydney.

Scholarship Recognition

As a UWS Scholarship donor you will receive recognition in the following ways:

- Naming rights to the Scholarship
- Invitation and recognition at the Annual Scholarships Awards Ceremony at UWS with an opportunity to present a certificate to the recipient.
- Invitation to participate in the scholarship recipient selection interviews
- Personalised thank you note from the recipient
- Recognition in the Scholarship awards ceremony booklet
- Listed on the UWS Website
- Listed in the UWS Honour Roll
- Invitations to relevant UWS Functions

Other opportunities may include:

- Media profiling
- Recipient stories to use on your website

Your Gift Managed

UWS Advancement & Alumni leads activity and strategy to develop fundraising revenue and relationships for the University. It integrates all UWS activities related to fundraising – donations and sponsorship. It ensures effective promotion of the University through development of strong and positive relationships with the benefactors, alumni, government, industry, philanthropic trusts and foundations and the community generally.

UWS Advancement & Alumni provides leadership and advocacy to the University's Executive, the UWS Foundation Council, UWS Hawkesbury Foundation Board, UWS Whitlam Institute and UWS staff and students on issues and strategies that affect the University's opportunity to raise funds through donations and sponsorships.

UWS Foundation Fund

The UWS Board of Trustees has implemented a governance structure for philanthropy at UWS through the establishment of the UWS Foundation Council as one of its subcommittees.

All donations are paid to and receipted through the UWS Foundation Fund which is managed directly by the University. The UWS Foundation Fund is quarantined from other funds managed by the University, in accordance with the University's legal obligations. Where required, funds will continue to accrue interest to support UWS programs into the future. All donations of \$2.00 or more into that Fund are tax deductible.

Establishing your scholarship

A scholarship confirmation form is attached to this proposal for your consideration. Contact Stephanie Moran, UWS Advancement and Alumni P 02 9685 9641 E s.moran@uws.edu.au



UWS SCHOLARSHIPS
Scholarship Confirmation Form

SECTION 1 – DONOR DETAILS	
Donor Name	Campbelltown City Council
Donor Contact (if relevant)	Mick Sewell
Mailing Address	PO Box 57 Campbelltown NSW 2560
Email Address	michael.sewell@campbelltown.nsw.gov.au
Contact Number	02 4645 4000

SECTION 2 – SCHOLARSHIP DETAILS
<i>Please select the type of scholarships to which you would like to contribute from the list below.</i>
<input checked="" type="checkbox"/> I would like to establish a new Scholarship as set out in Section 3 below

SECTION 3 – NEW SCHOLARSHIP DETAILS			
Name of Scholarship(s)	John E Hely Engineering Scholarship		
Annual Number of Scholarship(s)	1 (one)	Annual Scholarship Value	\$ 7500
Duration of Each Scholarship(s)	Duration of their degree		
Number of Years Award Available	One year	Scholarship First Available	1 March 2015
Total Amount Pledged for Scholarship(s)	\$30,000	<input type="checkbox"/> One payment only <input checked="" type="checkbox"/> Payable in instalments – see Section 5	
Scholarship Criteria <i>[Subject to acceptance by UWS]</i>	<ul style="list-style-type: none"> ▪ Applicants must be already enrolled or commencing study full-time in any year of Bachelor of Engineering (Civil) at UWS. ▪ Applicants must be Australian citizens or permanent residents. ▪ Applicants must complete the appropriate Application Form and submit the form to the Scholarships and Student Advancement Unit by the closing date. ▪ Applicants must provide a statement in support of their application indicating how they believe the scholarship will assist them with their studies and in their future career. This statement should give a sufficient explanation of the applicant's background and current circumstances to enable the University to judge their eligibility, need and merit. 		
Method of Selection	<ul style="list-style-type: none"> ▪ Successful applicants will be selected based on their written application, academic potential and their ability to meet the criteria. ▪ Shortlisted candidates will be required to attend an interview before a selection panel to include a representative or nominee of the Chair, UWS Academic Senate and a representative of the donor. ▪ Preference will be given to students from the Macarthur region 		
Scholarship Conditions	<ul style="list-style-type: none"> ▪ Recipients must remain enrolled in their course at UWS. 		

	<ul style="list-style-type: none"> ▪ Recipients must maintain a minimum GPA of 4.0. ▪ If any of the specified conditions are not met, the recipient status and continuation of the scholarship will be assessed and determined by the Donor in consultation with the University.
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SECTION 4 – DONOR PROFILE

Please tell us a little about yourself or your organisation and why you have decided to support UWS and our students so we can share this with the beneficiaries of your support (please limit your profile to 200 words). Please also attach your logo and/or photo if you wish us to use them in promotions related to your gift.

Campbelltown City Council is a leader in local government - a forward thinking organisation committed to innovation and enhancing community life. Located just 50 minutes from the Sydney CBD and within easy reach of major road and rail links to the Southern Highlands, Canberra, the Blue Mountains and the South Coast beaches, Campbelltown offers a unique combination of city opportunities in a natural setting to its 150,000 residents.

Working with UWS, Campbelltown City Council is committed to supporting the future development of the area by providing a scholarship for a young local resident wishing to undertake tertiary education. The Campbelltown City Council Medical Scholarship is particularly focused on supporting the next generation of engineers training at the University of Western Sydney.

SECTION 5 – PAYMENT DETAILS

PAYMENT FREQUENCY

<input type="checkbox"/> One payment only	\$
<input type="checkbox"/> Annual Payment with first payment due now, <i>please send me an annual reminder</i>	\$
<input type="checkbox"/> Instalments, on the following dates:	\$
TOTAL	\$

I am happy to pay online at http://www.uws.edu.au/give/home/online_donation_form by selecting 'scholarships' from the 'I would like to support' options.

I wish to pay by credit card. Card type: Visa Mastercard CVN: _____

Account number: _____ / _____ / _____ / _____ Expiry: _____ / _____

I wish to pay by cheque (please make cheques and money orders out to "University of Western Sydney")
 Mail to UWS Advancement and Alumni, University of Western Sydney, Reply Paid 70475 Penrith NSW 2751

I wish to pay by direct deposit BSB No: 062-000 BANK A/C No: 13434939
 BANK A/C Name: UNIVERSITY OF WESTERN SYDNEY Reference:

Signature **Date**

The University appreciates the opportunity to recognise the support of all our donors. If you would prefer that your gift remain anonymous, please check this box.

From time to time UWS Advancement & Alumni may wish to send emails to our supporters to keep them up to date with relevant UWS activities. If you would prefer NOT to receive these emails, please check this box

Thank you for supporting students at the University of Western Sydney.

All gifts of \$2 or more made to UWS are tax deductible. For tax information relevant to your circumstances please seek independent legal advice. The University of Western Sydney privacy policy and gift acceptance terms can be found at www.uws.edu.au/privacy

1.4 Southern Phone Company Dividend

Reporting Officer

Acting Director Business Services

Attachments

Correspondence from the Southern Phone Company (contained within this report)

Purpose

To advise Council of the dividend from the Southern Phone Company for 2013-2014 and for Council to consider an allocation to upgrade the Christmas decorations in the Campbelltown Central Business District (CBD).

Report

Council is a shareholder of the Southern Phone Company and has been for some time. The Southern Phone Company is an organisation that provides telephony services to regional Australia. The Southern Phone Company is the third largest provider of fixed line services (after Telstra and Optus) and the fourth largest mobile phone provider (after Telstra, Optus and Vodafone) in regional Australia.

The Southern Phone Company states that any profit that is made from regional believes that these profits should be distributed back to regional communities to provide greater community amenity. This year the dividend to Campbelltown City Council is \$26,726.43.

There has been a request for Council to upgrade the Christmas decorations that are displayed within the Campbelltown CBD. Given the dividend is returned to enhance amenity for the community it is recommended to Council that these funds be applied to upgrading the current Christmas decorations in the Campbelltown CBD area in the December financial review. Quotes are currently being obtained to upgrade the Christmas banners, with an amount of \$50,000 being recommended for the replacement to be partly funded by the Southern Phone Company dividend and the remaining funds to be sourced from savings in events to be conducted within the 2014-2015 financial year. It is recommended to Council that these options be referred to in the December financial review.

Officer's Recommendation

1. That that Council note the dividend of \$26,726.43 from the Southern Phone Company.
2. That that Council refer the allocation of \$50,000 to upgrade the Christmas decorations to the December financial review
3. That the source of funds identified in the body of this report be incorporated as a funding source within the December financial review.

Committee's Recommendation: (Hawker/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 11 November 2014 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 220

That the Officer's Recommendation be adopted.

ATTACHMENT 1



8 October 2014

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

Your 2013-14 Southern Phone dividend: \$26,726.43

Dear Mr Tosi

I'm pleased to report that 2013-14 was another successful year for your Southern Phone Company. Our revenues grew by more than 13% to \$85.2 million and our profit rose by 6.2% to \$8.2 million. As a consequence, the Board has declared an increased total shareholder dividend of \$3,000,000. The dividend payable to your Council is \$26,726.43. The payment will be made next February.

Details on the amount paid to each shareholder are enclosed. The dividend is determined by the proportion of revenues generated from each Council area.

Your Invitation to the Annual General Meeting

On behalf of the Board, I am also pleased to present the Annual Report for 2014 and invite you to the Annual General Meeting of Southern Phone Company Limited.

The meeting will commence at 10.30am (AEDT) on Monday 3 November and will be held at ClubCatalina Country Club, 154 Beach Road, Batemans Bay, NSW. A Notice of Meeting and Proxy Voting Form are enclosed with this invitation.

If you are unable to attend, you may appoint a proxy to vote for you at the meeting by completing the attached voting form. Please return the completed Proxy Voting Form in accordance with the directions on the form by **5.00pm on Friday, 31 October 2014**.

The Board strongly encourages shareholders unable to attend to return a Proxy Voting Form to ensure their participation in the Annual General Meeting.

Yours faithfully

A handwritten signature in black ink, appearing to read "Bill Hilzinger".

BILL HILZINGER
CHAIRMAN

2. PROPERTY SERVICES

2.1 Grant of Easement Electricity Purposes - Coogan Lane

Reporting Officer

Manager Property Services

Attachments

1. Overview plan (contained within this report)
2. Proposed relocation arrangement (contained within this report)

Purpose

To seek the approval of Council to grant easements for electricity purposes over Council owned land located at Coogan Lane, Campbelltown to Endeavour Energy to secure reliable ongoing supply of electricity to customers within the Campbelltown CBD.

Report

Council has been approached by Endeavour Energy with respect to a project it is undertaking for the replacement of aged electricity infrastructure throughout its network. Ultimately the purpose of this project is to secure the reliable ongoing supply of electricity to its customers.

An item of this project involves the replacement of aged transformers and associated electrical apparatus located within an existing indoor substation, currently constructed upon Council's land described as Lot 201 DP 785774. This allotment is currently used for car parking and is known as the Coogan Lane car parking area. Attachment 1 provides an overview of this location.

The transformers identified for replacement are sheltered by an indoor substation building that was originally constructed by Prospect County Council. The building is relatively bulky in size, occupies a footprint of approximately 40 square metres and given its setback from Coogan lane, impacts upon the current car parking configuration. Although there is no easement over the existing substation, Endeavour Energy has relied upon its statutory provisions under the *Electricity Supply Act 1995*.

In discussions with Endeavour Energy it was identified that an opportunity exists for the demolition of the existing indoor substation building together with the relocation of necessary electrical infrastructure to an alternative location within the existing site. The proposed relocation arrangement is identified in Attachment 2.

Given improvements in technology, new electrical transformers now exist that require a reduced footprint to that of the aged transformers intended to be replaced. In this respect the opportunity exists for the installation of two new transformers in the south west corner of Council's property. The new transformers are generally housed within a padmount substation which reduces the need for a building to shelter the transformers.

Adopting a before and after basis, the existing indoor substation building occupies a footprint of approximately 40 square metres. The proposed dual padmount substation arrangement occupies a footprint of approximately 27.5 square metres resulting in a net increase of 12.5 square metres of available land in Council's benefit.

Together with occupying a reduced footprint area, the proposed arrangement relocates the transformers to the south west corner of Council's allotment which inherently allows Council to regain the existing area occupied by the indoor substation building.

Endeavour Energy has confirmed that it would remove the existing indoor substation building together with all electrical transformers and associated apparatus inside the building and would also undertake the installation of two new padmount substations at its cost.

In return it has been requested that the two easements protecting the new padmount substations be granted to Endeavour Energy for nil compensation.

In terms of granting the necessary easement in favour of Endeavour Energy, Councils land, Lot 201 DP 785774 is classified as operational land. In this respect the relevant provisions of the *Local Government Act, 1993* enable the granting of the necessary easements for utility purposes on Operational land.

Accordingly it is considered reasonable that the necessary easements be granted to Endeavour Energy for nil compensation in light of the benefits afforded to Council in this arrangement. It is therefore recommended that Council provide its approval to the granting of the required easements as detailed in Attachment 2 over Lot 201 DP 785774 for nil compensation to ensure the reliability of ongoing electricity supply to customers in the Campbelltown CBD.

Officer's Recommendation

1. That Council resolve to grant the required easements for electricity supply purposes as detailed in Attachment 2 in favour of Endeavour Energy over Lot 201 DP 785774 for nil compensation.
2. That all documentation associated with the creation of the electricity easements be executed under the Common Seal of Council if required.
3. That Endeavour Energy pay all Council costs associated with the creation of the easements for electricity supply.

Committee's Recommendation: (Hawker/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 11 November 2014 (Mead/Hawker)

That the Officer's Recommendation be adopted.

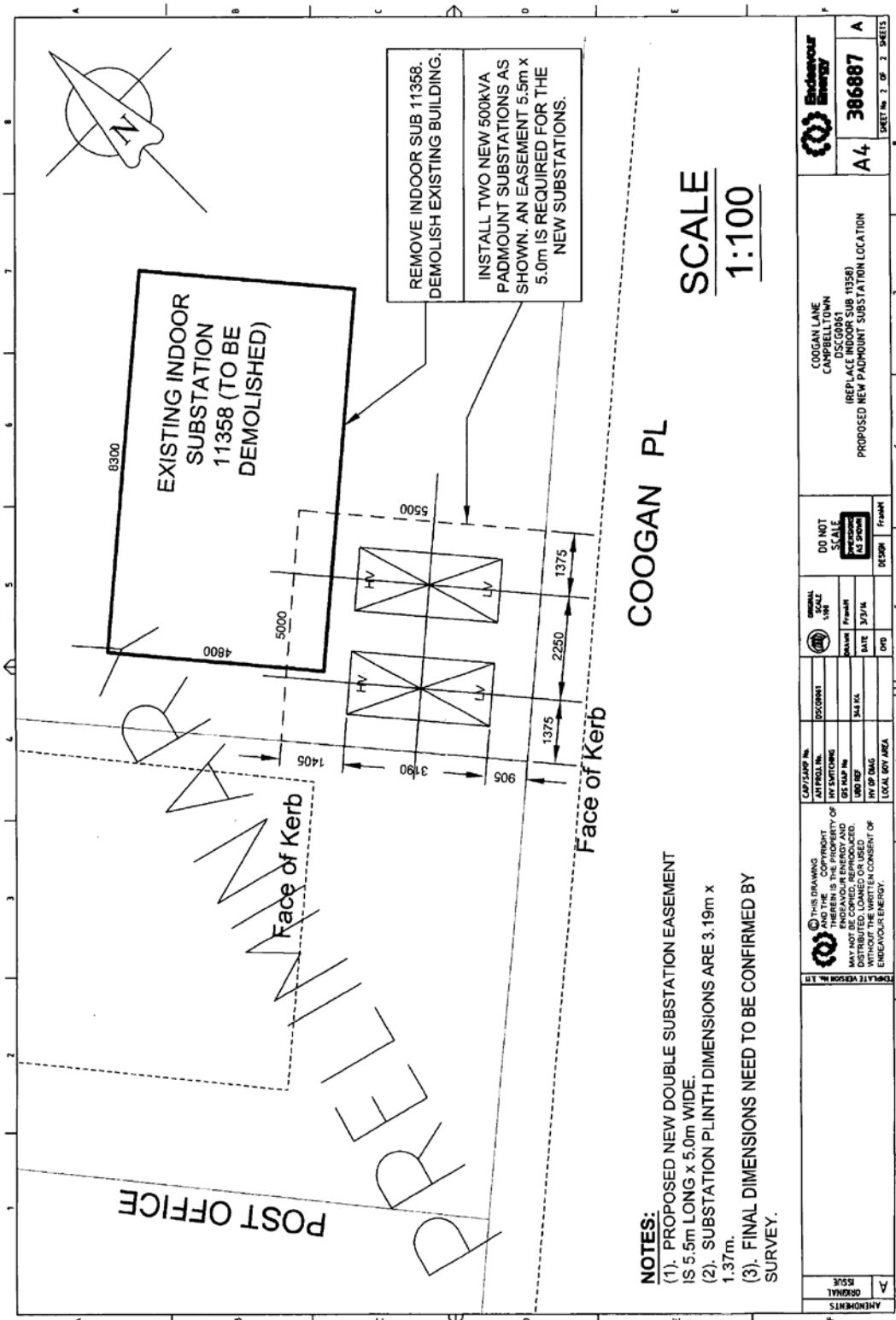
Council Resolution Minute Number 220

That the Officer's Recommendation be adopted.

ATTACHMENT 1



ATTACHMENT 2



A4 386887 SHEET No. 2 OF 3 SHEETS	Endeavour Energy COOGAN LANE CAMPBELLTOWN (DISC0001) (REPLACE EXISTING SUB 11358) PROPOSED NEW PADMOUNT SUBSTATION LOCATION	DO NOT SCALE AS SHOWN	DATE: 3/2/14 DESIGNED: FRANK	DISC0001 HV SWITCHING OS PLAN No LV PLAN No HV OP DIAG LOCAL BOM AREA	THIS DRAWING IS THE PROPERTY OF ENDEAVOUR ENERGY AND IS NOT TO BE REPRODUCED OR DISTRIBUTED WITHOUT THE WRITTEN CONSENT OF ENDEAVOUR ENERGY.	FORMATE VERSION No. 1.0 DATE: 3/2/14 DESIGNED: FRANK
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3. FINANCIAL SERVICES

3.1 Investment report - September 2014

Reporting Officer

Manager Financial Services

Attachments

Investment portfolio performance as at 30 September 2014 (contained within this report)

Purpose

To provide a report outlining Council's investment portfolio performance for the month of September 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 30 September 2014 stood at approximately \$100m. 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	September
Council Managed Funds	3.74%
Benchmark: 90 Day Bank Bill Index	2.49%

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	September
Council Managed Funds	3.99%
Benchmark: 90 Day Bank Bill Index	2.59%

Council's portfolio as at 30 September 2014 is diversified with 72% in term deposits of varying lengths of maturity which are managed in accordance with market expectations and Council's investment strategy, 20% in floating rate deposits 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	30 September
Short term at call	\$1,212,778
0 – 3 months	\$33,117,929
3 – 6 months	\$27,772,989
6 – 12 months	\$8,422,137
12 months +	\$29,500,000

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

Credit exposure	30 September
AAA to AA-	76%
A+ to A-	20%
BBB+ to BBB-	4%
Other approved deposit taking institutions	0%

Economic outlook

The Reserve Bank of Australia Board (RBA) left the cash rate unchanged at its present level of 2.5% at its meeting held on 7 October, which was widely anticipated by most economists. The accompanying statement to this decision was relatively unchanged from previous months citing that there has been moderate growth in the economy, however the RBA expects growth to remain below trend in the near future.

Interest rates are moving lower with competition for lending increasing and as such investors are seeking better returns through locking in investments for longer periods whilst bank bill margins are higher than present term deposit 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/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 11 November 2014 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 220

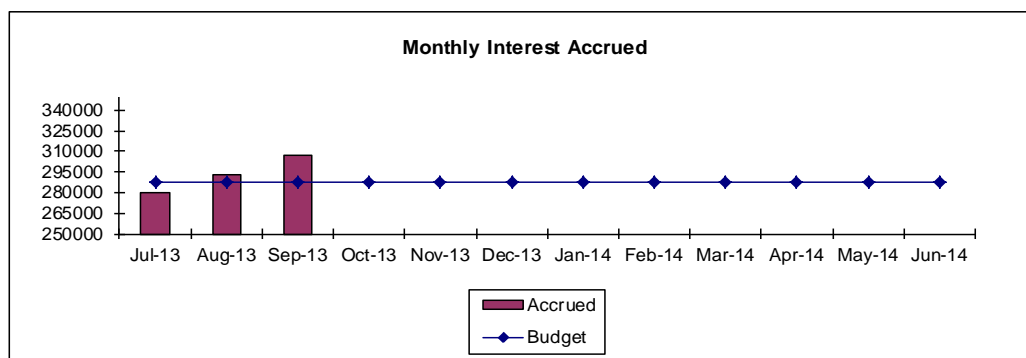
That the Officer's Recommendation be adopted.

ATTACHMENT 1

CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO Summary September 2014

Benchmark UBS Warburg 90 Day Bank Bill Index
 Portfolio Balance \$100,025,833.91

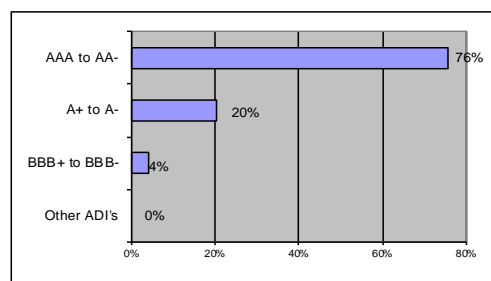
Monthly Performance	Return (mth)	Return (pa)
UBSW 90 Bank Bill Index	0.20%	2.49%
Total Portfolio	0.31%	3.73%
<i>Performance to Benchmark</i>	+ 0.10%	+ 1.24%
Portfolio - Direct Investments	0.31%	3.74%
<i>Performance to Benchmark</i>	+ 0.10%	+ 1.25%
Short Term Call Account	0.24%	2.90%



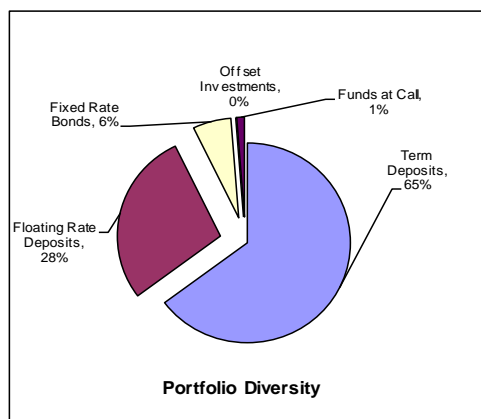
Year to Date Performance Credit Exposure

Rolling 12 Month Period
 3.99% Council Managed Funds
 2.59% Benchmark

Interest Budget to Actual
 Average Budget to Period \$862,500
 Actual Accrued to Period \$880,438



Securities Institutions



	Amount Invested	% Portfolio
Funds at Call	\$ 1,212,777.87	1%
NSW Treasury	\$ 2,225,000.00	2%
National Australia Bank	\$ 43,722,828.08	44%
ANZ Bank	\$ 3,500,000.00	3%
Westpac Bank	\$ 11,110,535.58	11%
St George Bank	\$ 1,169,881.63	1%
Commonwealth Bank	\$ 6,500,000.00	6%
Bank Western Australia	\$ 6,289,220.45	6%
AMP Bank	\$ 3,000,000.00	3%
Suncorp Metway	\$ 7,295,590.30	7%
ING Bank	\$ 4,000,000.00	4%
Rural Bank	\$ 2,000,000.00	2%
Bank of Queensland	\$ 4,000,000.00	4%
ME Bank	\$ 4,000,000.00	4%
Total	\$ 100,025,833.91	100%

3.2 Monthly Rates Summary - September 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

To provide Council with an update on the collection of rates and charges together with a comparative budget to actual financial result for month ending 30 September 2014.

Report

Rates and charges levied up to 30 September totalled \$93,021,528, representing 99.9% of the estimated budget for the year.

Receipts collected to the end of September totalled \$30,261,497. In percentage terms this amount represents 31.88% of all rates and charges due to be paid. In comparison, the amount collected for the same period last year was 31.91%.

Debt recovery action during the month involved the issue of 8202 Missed Instalment Reminder Notices totalling \$2,485,296 to ratepayers with an outstanding balance of less than \$500. Ratepayers with outstanding balances exceeding \$500 received a seven-day letter of demand requesting their urgent attention to payment of the amount due or suitable arrangements to be made. These letters were issued to 1956 ratepayers with a total debt of \$2,243,385.

Instruction to Council's agents, Executive Collections, was subsequently made to issue a second seven-day letter to 584 ratepayers who had failed to pay the amount due. Interest charges aside, no additional costs have been incurred by defaulters at this stage. Unpaid debts have been reduced by \$1,636,376 and formal recovery action avoided. Early in October legal recovery action commenced where debts remained unpaid or arrangements were not maintained.

Ratepayers who have purchased property since the annual notices were issued received 'Notice to New Owner' letter. This letter advises ratepayers the annual amount levied and any balance unpaid since settlement occurred. During September, 37 of these notices were sent to ratepayers.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Greiss/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 11 November 2014 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 220

That the Officer's Recommendation be adopted.

ATTACHMENT 1

RATES SUMMARY

STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES

RATE - CHARGE	NET ARREARS 1/7/2014	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	52,274,582.60	1,345,875.31	162,388.00	53,320,573.53	16,672,836.26	36,647,737.27	375,738.80	37,023,476.07
BUSINESS	505,760.07	17,409,122.32		19,756.81	17,934,639.20	6,039,644.20	11,894,995.00		11,894,995.00
BUSINESS - IND	2,596.47	0.00		19.15	2,615.62	2,712.15	-96.53		-96.53
FARMLAND	9,799.71	722,268.05	887.10	39.46	731,220.12	131,185.17	600,034.95	143,699.30	743,734.25
MINING	0.00	6,937.17		0.00	6,937.17	6,937.17	0.00		0.00
LOAN	221,327.81	-339.71		1,630.85	222,618.95	105,591.24	117,027.71	39,210.53	156,238.24
INFRASTRUCTURE	0.00	5,479,978.43		582.27	5,480,560.70	1,661,574.91	3,818,985.79	9,353.99	3,828,339.78
F5 ACCESS RAMPS	719.65	0.00		2.88	722.53	334.23	388.30		388.30
TOTAL	\$2,969,681.95	\$75,892,548.86	\$1,346,762.41	\$184,419.42	\$77,699,887.82	\$24,620,815.33	\$53,079,072.49	\$568,002.62	\$53,647,075.11
GARBAGE	672,970.21	17,078,313.29	795,963.42	9,369.06	16,964,689.14	5,293,568.90	11,671,120.24		11,671,120.24
STORMWATER	48,658.95	1,031,863.43		142.59	1,080,664.97	347,112.56	733,552.41		733,552.41
GRAND TOTAL	\$3,691,311.11	\$94,002,725.58	\$2,142,725.83	\$193,931.07	\$95,745,241.93	\$30,261,496.79	\$65,483,745.14	\$568,002.62	\$66,051,747.76

Total from Rates Financial Transaction Summary	65,789,750.90
Overpayments	-261,996.86
Difference	0.00

ANALYSIS OF RECOVERY ACTION

Rate accounts greater than 6 months less than 12 months in arrears	662,172.04
Rate accounts greater than 12 months less than 18 months in arrears	184,851.35
Rate accounts greater than 18 months in arrears	75,738.76
TOTAL rates and charges under instruction with Councils agents	<u>\$922,762.15</u>

ATTACHMENT 2

COMPARISON OF BUDGET TO ACTUAL

DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL	BALANCE STILL RECD.	% RAISED
RESIDENTIAL	51,874,900	51,874,900	52,274,583	(399,683)	100.77%
BUSINESS	17,321,100	17,321,100	17,409,122	(88,022)	100.51%
FARMLAND	407,200	407,200	722,268	(315,068)	177.37%
MINING	15,200	15,200	6,937	8,263	45.64%
INFRASTRUCTURE	5,414,300	5,414,300	5,479,978	(65,678)	101.21%
TOTALS	75,032,700	75,032,700	75,892,889	(860,189)	101.15%
INTEREST CHARGES	348,200	348,200	40,745	307,455	11.70%
LEGAL COSTS RECOVERED	840,000	840,000	143,637	696,363	17.10%
PENSIONERS - Sec 575	(1,774,400)	(1,774,400)	(1,776,012)	1,612	100.09%
PENSIONERS - Sec 582	(370,000)	(370,000)	(366,714)	(3,286)	0.00%
PENSIONERS SUBSIDY	975,920	975,920	976,807	(887)	100.09%
SUB TOTAL	75,052,420	75,052,420	74,911,351	141,069	99.81%
DOMESTIC WASTE CHARGES	16,805,600	16,805,600	16,652,708	152,892	99.09%
COMMERCIAL WASTE CHARGES	372,600	372,600	425,606	(53,006)	114.23%
STORMWATER MNGMNT	897,000	897,000	1,031,863	(134,863)	115.03%
GRAND TOTALS	93,127,620	93,127,620	93,021,528	106,092	99.89%

COLLECTIONS AS A % OF:	TOTAL RECEIVABLE	TOTAL LEVIED	TOTAL RECEIVABLE	TOTAL LEVIED
RESIDENTIAL	31.27%	31.89%		
BUSINESS	33.68%	34.69%	RATES	32.44%
FARMLAND	17.94%	18.16%	WASTE	31.00%
INFRASTRUCTURE	30.32%	30.32%	STORMWATER	33.64%
ALL RATES	31.69%	32.44%	TOTAL RATES & CHARGES	32.47%
			31.88%	

3.3 Sundry Debtors Report - September 2014

Reporting Officer

Manager Financial Services

Attachments

1. Debtors summary to 30 September 2014 (contained within this report)
2. Ageing of sundry debts to 30 September 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 30 September 2014.

Report

Debts outstanding to Council as at 30 September 2014 are \$1,225,836, reflecting an increase of \$295,070 since August 2014. The ratio of outstanding debts to current invoices has decreased from 38% in July to the current level of 26%. 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 – September 2014

During the month, 978 invoices were raised totalling \$1,207,844. 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:

Corporate Administration – \$791,510 – the main invoices relate to:

Campbelltown Catholic Club - contribution for consideration to consent DA 2180/2006	\$330,000
Macarthur Football Association Inc - contribution to the Lynwood Park artificial turf project	\$220,000
Camden Council - contribution to annual operation costs of MacroC 2014-2015	\$86,530
Wollondilly Shire Council - contribution to annual operation costs of MacroC 2014-2015	\$86,530
Ingleburn RSL Youth Club Inc Soccer - Community Building Partnership Program, concrete viewing platform	\$22,000

Land and Building Rentals – \$118,107 – the main 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
McDonalds Australia Limited - monthly rental Macquarie Fields	\$7,565
Macarthur Community Options - monthly rental Campbelltown	\$5,958
NSW Basketball Association Limited - monthly rental Minto	\$4,583

Waste Collection Services – \$70,555 – the invoices relate to:

Remondis Australia Pty Ltd - effluent removal for August	\$37,210
G & G Waste Services - effluent removal for August	\$23,353
Solo Water - effluent removal for August	\$9,992

Sportsground and Field Hire – \$48,976 – the main invoices relate to:

Western Suburbs Junior Rugby Club - hire of sports stadium, grass signage application and removal, security costs and CCTV hire	\$12,304
Macarthur District Soccer Football Association - hire of sports stadium, security costs and CCTV hire	\$7,475
Total Event & Management Services Pty Ltd - commission on sales for August	\$6,812
Razorback Zone PSSA - athletics stadium hire	\$4,268

Receipts to the value of \$912,245 have been received during the period, the most notable in the following areas:

Corporate Administration	\$372,401
Land and Building Rentals	\$142,809
Government and other Grants	\$105,820
Waste Collection Services	\$54,740
Various Sundry Items	\$46,670

Sundry debts outstanding – 30 September 2014

Debts exceeding 90 days of age totalled \$256,044 as at 30 September 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	\$11,957
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	\$1,773
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	08/05/09 to 14/09/11	\$6,320
Caspers Baseball Club - electricity charges. Club is experiencing financial difficulty, unable to commit to structural payment plan but have been making irregular payments to reduce the debt	17/12/12 to 14/03/14	\$8,127
Wests Tigers Football Club - hire of athletics centre and commission on ticket sales. Arrangement to pay \$5,000 per week is being maintained. Payment of \$8,700 received on 14 October, and \$5,000 received on 21 October	19/05/14 to 28/07/14	\$11,098
Wise Consulting Services Pty Ltd - hire of sports stadium by Chinese Football Association AFC Asian Cup for training 29 December 2014 to 5 January 2015. Payment is expected in December 2014 once visa's issued	15/05/14	\$12,500
Telstra Corporation Limited - access deed fees for Campbelltown Showground for April 2012, 2013 and 2014. Payment has been arranged for 1 November	07/05/14	\$45,878
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 November	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 Ligated Claim issued, payment arrangement entered into with debt to be finalised by September, however debtor defaulted on arrangement. Judgment obtained August 2014, new arrangement of \$500 per week, first payment made on 16 October 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	\$6,546

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

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

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

During the month, 25 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.

The first stage of formal legal recovery action commenced on 16 accounts. 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 Ligated Claim.

Council's agents were instructed to proceed with nine 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: (Mead/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 11 November 2014 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 220

That the Officer's Recommendation be adopted.

ATTACHMENT 1

DEBTORS SUMMARY 1 September 2014 to 30 September 2014

DEBTOR TYPE/DESCRIPTION	ARREARS AT 31/08/2014	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 30/09/2014	% DEBT RATIO
Corporate Administration	58,252	791,510	372,401	477,361	38.94%
Abandoned Items	8,944	0	0	8,944	0.73%
Education and Care Services	18,710	0	0	18,710	1.53%
Community Bus	528	0	327	201	0.02%
Sportsground and Field Hire	193,156	48,976	105,820	136,312	11.12%
Government and other Grants	82,688	2,750	33,555	51,883	4.23%
Public Hall Hire	17,818	31,176	36,572	12,421	1.01%
Health Services	350	0	0	350	0.03%
Land and Building Rentals	72,214	118,107	142,809	47,512	3.88%
Healthy Lifestyles	5,993	30,335	31,684	4,645	0.38%
Library Fines and Costs	178,340	1,206	0	179,546	14.65%
Licence Fees	43,348	8,050	17,330	34,068	2.78%
Pool Hire	15,502	16,384	17,548	14,337	1.17%
Private Works	22,156	0	1,560	20,596	1.68%
Road and Footpath Restoration	39,132	26,595	20,639	45,088	3.68%
Shop and Office Rentals	23,544	25,279	30,589	18,233	1.49%
Various Sundry Items	131,380	36,921	46,670	121,631	9.92%
Waste Collection Services	57,616	70,555	54,740	73,431	5.99%
	930,237	1,207,844	912,245	1,225,836	100%

ATTACHMENT 2

AGEING OF SUNDRY DEBTOR ACCOUNTS - 30 September 2014

Description	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Administration	440,662	13,347	1,490	21,862	477,361	26,064
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	0	201	0	0	201	0
Sportsground and Field Hire	35,592	29,471	33,065	38,185	136,312	46,305
Government and other Grants	0	0	0	51,883	51,883	19,957
Public Hall Hire	3,462	4,112	795	4,053	12,421	3,707
Health Services	0	0	0	350	350	350
Land and Building Rentals	38,523	0	2,497	6,492	47,512	6,153
Healthy Lifestyles	1,406	2,195	0	1,044	4,645	168
Library Fines and Costs	179,546	0	0	0	179,546	0
Licence Fees	6,547	3,755	4,335	19,431	34,068	22,166
Pool Hire	10,983	555	1,258	1,542	14,337	1,542
Private Works	1,189	0	0	19,407	20,596	22,156
Road and Footpath Restoration	5,754	10,322	4,575	24,439	45,088	6,354
Shop and Office Rentals	8,531	0	9,702	0	18,233	0
Various Sundry Items	33,791	23,475	5,951	58,414	121,631	59,463
Waste Collection Services	70,555	2,876	0	0	73,431	0
	815,816	90,309	63,667	256,044	1,225,836	223,327

3.4 Quarterly Budget Review Statement as at 30 September 2014

Reporting Officer

Manager Financial Services

Attachments

Quarterly Budget Review Statement for the period 1 July 2014 to 30 September 2014 (contained within this report).

Purpose

A quarterly financial review has been conducted on the original income and expenditure estimates presented in the 2014-2015 budget. The adjustments relating to the review of the original budget allocations are presented for Council's consideration.

Introduction

The current planning and reporting framework for NSW Local Government has a greater focus on financial sustainability. In an effort to achieve consistency in reporting between councils, the Office of Local Government introduced a set of minimum requirements and predefined templates to assist councils in meeting their legislative obligations. Collectively, these documents are known as the quarterly budget review statement (QBRS). The latest QBRS under the reporting framework is attached.

Report

In accordance with Clause 203 of the *Local Government (General) Regulations 2005*, the Responsible Accounting Officer is required to prepare a quarterly budget review of income and expenditure estimates and submit a report to Council. The QBRS must also include an opinion of the Responsible Accounting Officer concerning the financial position of Council. This report provides an overview of the results of the financial review for the quarter ended 30 September 2014.

In June 2014, Council adopted a balanced budget for 2014-2015. There is no proposed change to the budget result in this review.

The recommended movements relating to income and expenditure are summarised in the attachment and details of significant items greater than \$20,000 are listed in the body of this report for Council's consideration.

In the July to September quarter, Council considered a number of reports that either required an adjustment to budget estimates or requested that consideration be given to funding programs. The recommendations from these reports have been included in this review.

The following items are detailed with corresponding adjustments recommended following the completion of the quarterly financial review:

Animal Management/*Companion Animal Act 1998* - \$100,000 increase in income

The original budget was prepared in anticipation of the facility being contracted out and managed by contractors. As a result, items such as veterinary fees, utility costs, and the sale of companion animals were not included. Council also allowed an estimated amount to fund the payment to the contractor for the running of the facility. Part of this amount has been used to fund capital improvements to the facility, veterinary fees and utility costs and part has been retained pending the finalisation of the operations process. The net result of these adjustments is the surplus above.

Swimming Pool Inspection Program - \$96,000 decrease in income

Council employed three staff to implement the swimming pool safety inspection program late December 2013. It was anticipated that once the inspection program was underway that resulting income would offset program costs. It has eventuated that the income generated in the inspection program will not meet the budget allocation.

One factor that has influenced the income generated from the inspection program is the State Government decision to defer the requirement for pool owners to obtain Certificates of Compliance for sold or leased properties until 29 April 2015.

Development Assessment Unit - \$40,000 increase in expenditure - offset by an increase in income of Development Application fees

An additional allocation is required to fund increased legal advice and consulting expenses which have been required on matters such as peer reviews of traffic advice, acoustic and odour reports, peer reviews of flora and fauna studies, etc. There has been an increase in activity in areas that require such investigations and peer reviews, this has also generated additional income from Development Assessments which will offset this increased cost.

Campbelltown-MacArthur-Ingleburn Master Plan - \$23,000 increase in expenditure - offset by an increase in income of S.149 Certificates

Due to the resignation of a senior planner, a consulting firm has been engaged to finalise Stage 1 of the Ingleburn Structure Plan. The expense will be offset by additional income received in the Land Information program from Section 149 Certificates as a result of increased activity in the housing market.

Customer Service Management - \$183,500 increase in expenditure

The Manager of Education and Care has been acting in the role of Manager Customer Service during this financial year. This has been implemented on a temporary basis while the structure is being reviewed. In addition, an Administrative Assistant has been appointed to the section. As a result of the transfer and other vacancies in the Education and Care Section, there is a saving in salary expenses which, along with savings in other sections, will offset this increase.

Arts Centre Operations - \$39,000 increase in expenditure

Consulting firms have been engaged to prepare a Master Plan for the Campbelltown Arts Centre. The expense will be partly offset by a reduction in some of the Arts Centre programs with the balance being funded from savings in other sections.

Sport & Recreation - \$40,000 increase in expenditure

An additional allocation is required to fund increased salary expenses resulting from changes to staff structure and additional overtime worked due to staff vacancies. The increase in costs has been offset by savings in the Eagle Vale Leisure Centre Customer Service section due to staff vacancies.

Centennial Basketball Stadium - \$50,000 increase in expenditure and income

Council has entered into a new agreement for the management of the Minto Basketball Stadium. As a result of this agreement, Council will now receive a monthly payment from the centre managers. This income was not originally budgeted. Pending further negotiations there is a possibility that additional maintenance works may be required. The additional income has been retained to allow for any possible future costs associated with the facility.

Building Maintenance Control Account - \$50,000 increase in expenditure

Council has levied a special rate for the maintenance and renewal of infrastructure assets. Since the original budget for the rate income was calculated, additional growth has occurred resulting in additional income being generated from this rate. This additional income has been added to the Building Maintenance Program resulting in an increase in funds available to be spent on infrastructure renewal.

Emergency Services Management - \$48,000 increase in expenditure

An additional allocation is required to fund increased salary expenses resulting from changes to staff salaries and additional staff employed due to staff being on extended leave. The increase in costs has been offset by savings in the contribution to the NSW Rural Fire Service.

General Maintenance (RMS Contribution) - \$195,300 decrease in income

In previous budgets, Council has received a contribution from the Roads and Maritime Services (RMS) to maintain the verges along RMS owned roads within the Campbelltown Local Government Area. The RMS invited select companies to tender for this work and the same for the northern metropolitan, metropolitan, southwest and southern Local Government Areas. Councils were not invited to tender. At the time the budget was being prepared, it was not known whether the funds would be available to Council or not. As a result, the budgeted income will not be received this year.

Other Development - \$1,743,000 increase in expenditure

Council has made acquisitions and renewed buildings through the Development Reserve budget this financial year. These works include the refurbishment of the Browne Street premises which were purchased in the prior year, consulting works for the valuation of land holdings at Menangle, and the purchase of land on Narellan Road and Broughton Street. These costs will be funded by a transfer from funds held in the Development Reserve.

Financial Assistance Grant - \$111,520 decrease in income

At the Corporate Governance Committee Meeting on 9 September 2014, Council was advised of the allocation of the 2014-2015 Financial Assistance Grant. In that report it was detailed that the General Purpose component of the grant was \$111,520 less than the budgeted amount. This adjustment reflects the reduced income. The reduction in income will be funded from additional growth in rates.

Rates-General Purpose Revenue - \$356,800 increase in income

The actual rates levied at the start of this financial year were greater than the amount that was calculated when the original budget was prepared. This has occurred due to changed circumstances such as additional ratepayers in the Local Government Area, new supplementary rate levies issued as a result of the subdivision of land parcels etc. This has generated additional rating income. These additional funds have been utilised to offset various adjustments throughout the budget with a significant portion attributable to the reduction in the Financial Assistance Grant of \$111,520 and the withdrawal of the RMS contribution towards mowing of \$195,300.

Summary

As reported to Council in previous years, the financial objective has been to budget a surplus to improve Council's liquidity ratio. As Council is aware, the liquidity ratio has improved to a satisfactory level and as such, a balanced budget is proposed for the 2014-2015 financial year.

As per the Responsible Accounting Officer's statement, the 2014-2015 results continue to support Council's sound financial position in the short to medium term. During 2014-2015, Council will further refine its financial strategy in line with the development of the 10 year Long Term Financial Plan, required by the Integrated Planning and Reporting Framework and determine the most appropriate and financially responsible action for future periods.

Officer's Recommendation

That the adjustments recommended in the Quarterly Budget Review Statement be adopted.

Committee's Recommendation: (Kolkman/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 11 November 2014 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 220

That the Officer's Recommendation be adopted.

ATTACHMENT 1

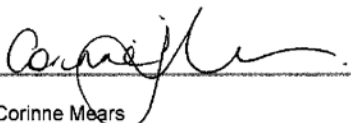
Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/07/14 to 30/09/14

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Campbelltown City Council for the quarter ended 30/09/14 indicates that Council's projected financial position at 30/6/15 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: 
Corinne Mears
Responsible Accounting Officer

date: 22.10.14.

Campbelltown City Council
Quarterly Budget Review Statement
 for the period 01/07/14 to 30/09/14

Income & Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2014

Income & Expenses - Council Consolidated

(\$000's)	Original Budget 2014/15	Approved Changes			Revised Budget 2014/15	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Other than by QBRs	Sep QBRs	Dec QBRs					
Income									
Rates and Annual Charges	91,140	-	-	91,140	424	1	91,564	91,638	
User Charges and Fees	10,200	-	-	10,200	(230)	2	9,970	2,864	
Interest and Investment Revenues	3,798	-	-	3,798	(55)	3	3,743	(275)	
Other Revenues	4,379	80	-	4,459	91	4	4,549	1,842	
Grants & Contributions - Operating	26,922	405	-	27,327	(3)	5	27,323	7,716	
Grants & Contributions - Capital	1,738	880	-	2,618	-		2,618	1,360	
Net gain from disposal of assets	-	-	-	-	-		-	-	
Total Income from Continuing Operations	138,176	1,366	-	139,542	226		139,768	105,145	
Expenses									
Employee Costs	60,257	250	-	60,507	(97)	6	60,410	15,290	
Borrowing Costs	1,415	-	-	1,415	-		1,415	123	
Materials & Contracts	23,588	1,845	-	25,434	375	7	25,809	4,754	
Depreciation	24,493	-	-	24,493	-		24,493	4,271	
Legal Costs	1,099	-	-	1,099	20	8	1,119	241	
Consultants	673	673	-	1,346	142	9	1,488	239	
Other Expenses	31,268	586	-	31,854	172	10	32,027	8,341	
Net Loss from disposal of assets	-	-	-	-	-		-	-	
Total Expenses from Continuing Operations	142,793	3,354	-	146,147	613		146,760	33,259	
Net Operating Result from Continuing Operation	(4,617)	(1,989)	-	(6,606)	(387)		(6,993)	71,886	
Discontinued Operations - Surplus/(Deficit)	-	-	-	-	-		-	-	
Net Operating Result from All Operations	(4,617)	(1,989)	-	(6,606)	(387)		(6,993)	71,886	
Net Operating Result before Capital Items	(6,355)	(2,869)	-	(9,224)	(387)		(9,611)	70,526	

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended xx/xx/xx and should be read in conjunction with the total QBRs report.

Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/07/14 to 30/09/14

Income & Expenses Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
1	Additional rates levied at the start of this financial year due to changed circumstances such as additional ratepayers in the LGA, new supplementary rate levies issued as a result of the subdivision of land parcels etc.
2	Reduction in income from pool inspection fees and loss of RMS mowing contribution. Increase in income from management arrangement of Minto Basketball Stadium.
3	Reduction in anticipated income to be received from interest on overdue rates due to lower interest rates and lower outstanding rates.
4	The original budget for the Animal Care facility did not include income for the sale of companion animals in anticipation of the centre being contracted out. This has not occurred as yet.
5	Council has been advised of a reduction in the allocation of the Financial Assistance Grant, which is offset by an increase in development application fees and S149 Certificate income.
6	Decrease in employee costs due to staff vacancies which in some case have been transferred to fund contract staff.
7	Capital budget used to fund operational program such as footpath and kerb & gutter maintenance and transfer of funds for contract staff.
8	Additional legal advice required for development and staff matters
9	Additional consultants have been engaged to carry out required work such as planning agreements, review of the Animal Care Facility, master plans and valuations.
10	Movements in Other Expenses have occurred due to an increase in expenditure on veterinary fees, hired personnel, professional fees and decreases in software charges and contribution to the emergency services.

Quarterly Budget Review Statement
 for the period 01/07/14 to 30/09/14

Campbelltown City Council
Capital Budget Review Statement

Budget review for the quarter ended 30 September 2014
Capital Budget - Council Consolidated

(\$'000's)	Original Budget 2014/15	Approved Changes				Revised Budget 2014/15	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Other than by QBRs	Sep QBRs	Dec QBRs	Mar QBRs					
Capital Expenditure										
New Assets										
- Plant & Equipment	67	1,461	-	-	1,528	1,655	1	3,183	1,662	
- Land & Buildings	-	-	-	-	-	-	-	-	-	
- Other	-	-	-	-	-	-	-	-	-	
Renewal Assets (Replacement)										
- Plant & Equipment	3,729	-	-	-	3,729	-	-	3,729	619	
- Office Equipment/Furniture & Fittings	387	192	-	-	579	35	2	614	94	
- Land & Buildings	7,467	4,838	-	-	12,305	90	3	12,395	1,030	
- Roads, Bridges, Footpaths	17,445	500	-	-	17,945	(374)	4	17,571	1,491	
- Stormwater/Drainage	-	447	-	-	447	-	-	447	233	
- Other Assets	360	-	-	-	360	-	-	360	44	
Loan Repayments (Principal)	3,990	-	-	-	3,990	-	-	3,990	201	
Total Capital Expenditure	33,444	7,438	-	-	40,882	1,407		42,289	5,375	
Capital Funding										
Rates & Other Untied Funding	17,737	1,122	-	-	18,859	(278)	5	18,581	3,101	
Capital Grants & Contributions	1,738	880	-	-	2,618	-	-	2,618	1,366	
Reserves:										
- External Restrictions/Reserves	735	827	-	-	1,562	-	-	1,562	76	
- Internal Restrictions/Reserves	1,258	4,608	-	-	5,866	1,685	6	7,551	526	
New Loans	10,000	-	-	-	10,000	-	-	10,000	-	
Receipts from Sale of Assets										
- Plant & Equipment	1,971	-	-	-	1,971	-	-	1,971	305	
- Land & Buildings	-	-	-	-	-	-	-	-	-	
- Other Assets	5	-	-	-	5	-	-	5	1	
Total Capital Funding	33,444	7,438	-	-	40,882	1,407		42,289	5,375	
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-	-		-	-	

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended xxx/xx/xx and should be read in conjunction with the total QBRs report

Quarterly Budget Review Statement
 for the period 01/07/14 to 30/09/14

Campbelltown City Council
Cash & Investments Budget Review Statement
 Budget review for the quarter ended 30 September 2014
Cash & Investments - Council Consolidated

	Opening Balance 2014/15	Movement in Reserves		Works in Kind	Current Balance 2014/15	Projected Movement Sep Qtr	Notes	Projected Year End Balance	Actual YTD figures
		Income/ Expenses	Transfers to/from						
(\$000's)									
Externally Restricted ⁽¹⁾									
Special Rates	347	-	(191)	-	157	-	-	157	157
Stormwater Management	2,190	-	(56)	-	2,134	-	-	2,134	2,134
Specific Purpose Grants	4,113	-	(116)	-	3,997	-	-	3,997	3,997
Specific Purpose Contributions	6,732	975	(3)	-	7,704	-	-	7,704	7,704
Developer Contributions - S94	1,040	-	-	-	1,040	-	-	1,040	1,040
Developer Contributions - Other	2,463	-	-	-	2,463	-	-	2,463	2,463
Domestic Waste Management	3,230	-	-	-	3,230	-	-	3,230	3,230
Self Insurance Workers Compensation Claims									
Total Externally Restricted	20,114	975	(366)	-	20,723	-	-	20,723	23,113
⁽¹⁾ Funds that must be spent for a specific purpose									
Internally Restricted ⁽²⁾									
Property Development	12,406	-	(14)	-	12,392	-	-	12,392	12,392
Committed Works	1,908	-	(129)	-	1,779	-	-	1,779	1,779
Self Insurance Workers Compensation Claims	2,390	-	-	-	2,390	-	-	2,390	2,390
Replacement of Plant and Vehicles	2,771	-	(292)	-	2,478	-	-	2,478	2,478
Committed Works funded by Loans	2,965	-	(216)	-	2,748	-	-	2,748	2,748
Employee Leave Entitlements	10,577	-	-	-	10,577	-	-	10,577	10,577
Environmental Sustainability	405	-	-	-	405	-	-	405	405
Asset Replacement	3,436	-	283	-	3,719	-	-	3,719	3,719
Olympic Ambassador	95	-	5	-	100	-	-	100	100
Insurance Claims - Excess	4,376	-	769	-	5,145	-	-	5,145	5,145
Local Government Elections	239	-	200	-	439	-	-	439	439
Other	127	0	-	-	127	-	-	127	127
Total Internally Restricted	41,695	0	605	-	42,300	-	-	42,300	45,530
⁽²⁾ Funds that Council has earmarked for a specific purpose									
Unrestricted (ie available after the above Restrictions)	27,974				38,960			38,960	33,341
Total Cash & Investments	89,783				101,984			101,984	101,984

This statement forms part of Council's Quarterly Budget Review Statement (QBR) for the quarter ended xx/xx/xx and should be read in conjunction with the total QBR report

Campbelltown City Council

Quarterly Budget Review Statement
 for the period 01/07/14 to 30/09/14

Cash & Investments Budget Review Statement

Comment on Cash & Investments Position

The recommended variations and projected position will not impact on Council's management plan.

Investments

Investments have been invested in accordance with Council's Investment Policy.

Cash

The Cash at Bank figure included in the Cash & Investment Statement totals \$101,983,627

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
 The date of completion of this bank reconciliation is 30/09/14

Reconciliation Status

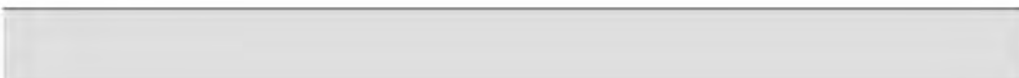
The YTD Cash & Investment figure reconciles to the actual balances held as follows:

		\$ 000's
Cash at Bank (as per bank statements)		2,250,946
Investments on Hand		99,971,299
less: Unpresented Cheques	(Timing Difference)	(44,924)
add: Undeposited Funds	(Timing Difference)	69,414
less: Identified Deposits (not yet accounted in Ledger)	(Require Actioning)	(204,064)
add: Identified Outflows (not yet accounted in Ledger)	(Require Actioning)	620
less: Unidentified Deposits (not yet actioned)	(Require Investigation)	(59,664)
add: Unidentified Outflows (not yet actioned)	(Require Investigation)	
Reconciled Cash at Bank & Investments		101,983,627
Balance as per Review Statement:		101,983,627
Difference:		-

Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details



Campbelltown City Council

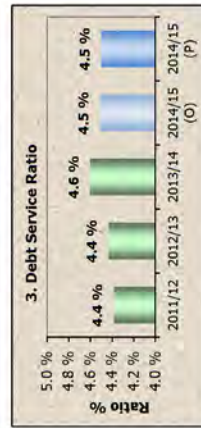
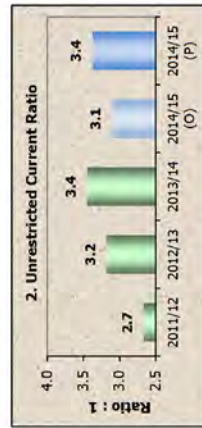
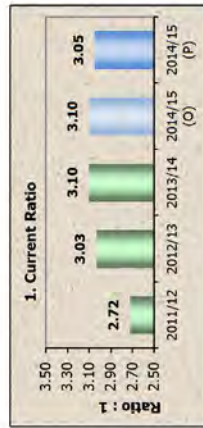
Quarterly Budget Review Statement
 for the period 01/07/14 to 30/09/14

Key Performance Indicators Budget Review Statement - Council specific KPI's

Budget review for the quarter ended 30 September 2014

(\$000's)	Current Projection		Original Budget	Actuals	
	Amounts	Indicator		Prior Periods	12/13
	14/15	14/15	14/15	13/14	12/13
1. Current Ratio					
Current assets	97,345	3.05 : 1	3.10 : 1	3.10 : 1	3.03 : 1
Current liabilities	31,982				3.03 : 1
To assess the adequacy of working capital and the ability to satisfy obligations in the short term.					
2. Unrestricted Current Ratio					
Current assets less all external restrictions	76,622	3.4 : 1	3.1 : 1	3.4 : 1	3.2 : 1
Current liabilities less specific purpose liabilities	22,717				3.2 : 1
To assess the adequacy of working capital and the ability to satisfy obligations in the short term from the unrestricted activities of Council.					
3. Debt Service Ratio					
Debt service cost	5,405	4.5 %	4.5 %	4.6 %	4.4 %
Income from continuing operations*	120,171				4.4 %
To assess the impact of loan principal and interest repayments on discretionary revenue. * excluding capital items and specific purpose grants & contributions					

The Council monitors the following Key Performance Indicators:



Quarterly Budget Review Statement
 for the period 01/07/14 to 30/09/14

Campbelltown City Council

Key Performance Indicators Budget Review Statement - Council specific KPI's

Budget review for the quarter ended 30 September 2014

(\$000's)	Current Projection		Original Budget	Actuals
	Amounts	Indicator		
	14/15	14/15	14/15	Prior Periods 13/14 12/13

The Council monitors the following Key Performance Indicators:

4. Rate Coverage Ratio				
Rates and annual charges	91,638	65.6 %	66.0 %	58.7 % 59.9 %
Income from continuing operations	139,768			

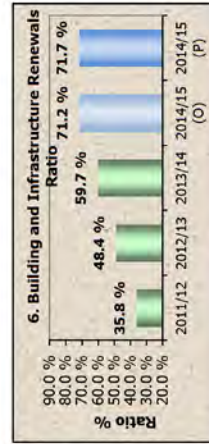
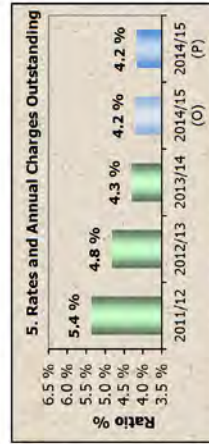
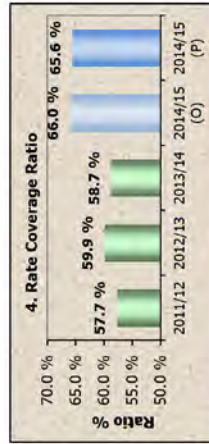
To assess the degree of dependence upon rates and annual charges as well as the security of Council's income.

5. Rates and Annual Charges Outstanding				
Rates and annual charges outstanding	3,801	4.2 %	4.2 %	4.3 % 4.8 %
Rates and annual charges collectible	91,564			

To assess the impact of uncollected rates and annual charges on liquidity and the adequacy of recovery efforts.

6. Building and Infrastructure Renewals Ratio				
Asset renewals	17,571	71.7 %	71.2 %	59.7 % 48.4 %
Depreciation, amortisation and impairment	24,493			

To assess the rate at which assets are being renewed against the rate at which they are depreciating.



Quarterly Budget Review Statement
 for the period 01/07/14 to 30/09/14

Campbelltown City Council

Contracts Budget Review Statement

Budget review for the quarter ended 30 September 2014

Part A - Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Procurement Process Undertaken	Start Date of Contract	Duration	Budgeted (Y/N)	Notes
EXPENDITURE \$50,000 - \$150,000						
SMEC Testing Services Pty Ltd	Q14/07 Geotechnical Investigations	Public Quotation	01/07/14	3 years	Y	
Heliocol Pty Ltd	Q14/08 Supply and Install Solar Heating at Macquarie Fields Leisure Centre	Public Quotation	25/07/14	Until completion	Y	
ARA Security Services Pty Ltd t/a Tomax Security	Q14/09 Cash Collection Services	Public Quotation	01/07/14	2 years with 2 x 12 month options for extension	Y	1
Australian Hammer Supplies Pty Ltd	Q14/10 Supply and Delivery 5 Mowers	LGP Quotation	10/07/14	Until completion	Y	
Camden Machinery as a dealer for Kubota Tractor Australia Pty Ltd	Q14/18 Supply and Delivery of 2 Tractors	LGP Quotation		Until completion	Y	
Camden Machinery and Tractors as a dealer for New Holland Agriculture CPA Contracting Pty Ltd	Q14/26 Demolition of Council Buildings	Public Quotation	01/09/14	Until completion	Y	
Uplinx Group Pty Ltd	Q14/29 Maintenance of Cisco Equipment	LGP Quotation	28/09/14	12 months with 1 x 12 month option	Y	
Rentokil Initial Pty Ltd	T14/05 Pest Control Services	Public Tender	01/07/14	2 years with 1 x 12 month option for	Y	1
Telstra	T14/11 Telecommunications	LGP Selective Quotation	01/07/14	2 years	Y	1
EXPENDITURE \$150,000 - \$300,000						
Daimler Trucks Sydney - Fuso Truck and Bus	Q14/11 Supply and Delivery of 5 Trucks with Bodies	LGP Quotation	16/09/14	Until completion	Y	

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended xxx/xx/xx and should be read in conjunction with the total QBRS report.

Quarterly Budget Review Statement
 for the period 01/07/14 to 30/09/14

Campbelltown City Council
Contracts Budget Review Statement

Budget review for the quarter ended 30 September 2014
Part A - Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Procurement Process Undertaken	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
EXPENDITURE > \$300,000						
Australia Postal Corporation National Australia Bank Ltd	T-14/07 Agency Payments	Public Tender	01/08/14	3 years with 2 x 12 month options for extension	Y	2
Roejen Services Pty Ltd Insight Enterprises Australia Pty Ltd	T-14/06 Swimming Pool Maintenance Q14/04 Microsoft Enterprise Agreement Q14/22 Supply and Install Automated Public Toilets	Public Tender LGP Quotation	01/07/14 07/07/14	12 months with 1 x 12 month option for extension 3 years	Y Y	1
Exeloo Pty Ltd Dell Australia Pty Ltd	Q14/27 Supply of PC's and Laptops	LGP Quotation LGP Quotation	16/09/14 16/09/14	Until completion Until completion	Y Y	3

Notes:
 ** Contract Values are commercial in confidence
 1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
 2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
 3. Contracts for employment are not required to be included.

This statement forms part of Council's Quarterly Budget Review Statement (QBR) for the quarter ended xx/xx/xx and should be read in conjunction with the total QBR report

Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/07/14 to 30/09/14

Contracts Budget Review Statement
Comments & Explanations relating to Contractors Listing

Notes **Details**

1 Contract Price is per service therefore the contract value is an estimation only

2 Contract price is per transaction therefore the contract value is an estimation only

3 Contract price is per PC/laptop therefore contract value is an estimation only

[Empty rows for details follow]

Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/07/14 to 30/09/14

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	243,723	Y
Legal Fees	241,991	Y

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Comments

Expenditure included in the above YTD figure but not budgeted includes:

Details

NA

3.5 Debtors write off of bad debts - 2013-2014

Reporting Officer

Manager Financial Services

Attachments

Table of debts recommended for write off (contained within this report)

Purpose

To provide a report detailing the amount of debts determined uneconomical to recover.

Report

As part of Council's end of year audit, debts totalling \$10,325.14 were presented and examined by Council's external Auditors, Intentus Chartered Accountants. The Auditors expressed an opinion that further action by Council is unlikely to realise recovery of costs and will only incur further fees which will subsequently require write off.

The debts submitted have undergone extensive recovery procedures with every avenue available to Council being explored and eventually exhausted, prior to being referred to the auditors for consideration. The list includes four abandoned motor vehicles, one unpaid shop licence fees, one matter of unpaid exhibition fees and one incident of damage to public property as a result of a motor vehicle accident.

Also included in the list of debts are debts below \$100 that have remained as a result of short paid accounts or disputed debts that are minor in nature. There are 31 accounts included in the list which totals \$744.38.

In many of these cases, the debtors are no longer contactable rendering recovery of the debt unattainable or at significant costs that may, in future, also not be recoverable. It should be noted, Council's authorisation to write off bad debts does not prevent recovery of the debt in future, if circumstances change. Once written off, debtors are noted as bad debtors within Council's corporate systems ensuring they are easily identifiable, should the individual or company attempt to transact with Council in the future.

In accordance with accounting standards, Council is required to create a provision for doubtful debts and review that provision at the end of each financial year. For the financial year ending 30 June 2014, the provision balance remains at \$18,318.

It is recommended that in accordance with Council's external audit advice, the list of debtors included in this report amounting to \$10,325.14 be written off against the provision account.

Officer's Recommendation

That the sundry debtors amount of \$10,325.14 be written off as uneconomical to recover.

Committee's Recommendation: (Hawker/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 11 November 2014 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 220

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Account	Comments	Total Due
714196	Company search, cost recovery and legal fees. Exhibition Fees Paid -May 2012 "Baby Boomers and Retirees Lifestyle Expo 2012" JPG Exhibitions has no assets and has been deregistered.	\$3,509.00
715128	Fisher's Ghost 2011 Stallholder Fees paid by credit card that was dishonoured. Unable to locate debtor, phone is disconnected and mail is returned.	\$330.00
717421	Abandoned motor vehicle - Towing costs and impounding charges. Unable to locate debtor.	\$203.00
721993	Abandoned motor vehicle - Towing costs and impounding charges. Unable to locate debtor.	\$223.30
722033	Abandoned motor vehicle - Towing costs and impounding charges. Unable to locate debtor.	\$743.50
731422	Abandoned motor vehicle - Towing costs and impounding charges. Unable to locate debtor.	\$1,112.55
709337	Motor vehicle accident. Initial debt was \$7406 recovered, additional legal costs were not paid.	\$653.63
681726	Unpaid shop licence fees and legal costs. Shop has been closed and debtor cannot be located.	\$2,805.78
Various	Small balances less than \$100	\$744.38

\$10,325.14

3.6 Local Infrastructure Renewal Scheme - Round Three

Reporting Officer

Manager Financial Services

Attachments

Nil

Purpose

To advise Council of the outcome of the Local Infrastructure Renewal Scheme (LIRS) - Round Three application.

History

At the Ordinary Meeting of 10 December 2013, Council resolved to submit a formal application for \$10m of subsidised borrowings under the Local Infrastructure Renewal Scheme - Round Three (the Scheme).

The Scheme provides a 3% interest subsidy to fund Council infrastructure backlog borrowing. The funding can be utilised for housing on greenfield estates as well as infrastructure renewal projects of a capital nature such as roads, bridges, buildings and the like that would effectively extend the useful life of Council's assets.

Council's application focussed on the road infrastructure backlog (\$8.5m) and the renewal of four sporting facilities (\$1.5m). This funding along with the \$5m from each of LIRS Round One and Two would elevate a significant amount of Council's 'poor' conditioned roads to an 'average to good' condition.

Report

On 17 October 2014, the Office of Local Government issued a circular which informed councils of the outcome of round three of the Scheme whereby Campbelltown City Council was listed amongst the projects approved. The applications were assessed by a panel in accordance with the funding criteria set out in the Schemes Guidelines. The Chief Executive Officer of the Office of Local Government, Department of Premier and Cabinet endorsed the recommendation by the Panel that of the total number of projects submitted, 31 projects put forward by 31 councils totalling \$148m be approved.

Council has been advised that it was successful with the Road Infrastructure Backlog Renewal Program (\$8.5m), however the Building Infrastructure Backlog Renewal Program (\$1.5m) was unsuccessful. Enquiries with the Office of Local Government confirmed that the unsuccessful program was due to exhaustion of available funds and the decision to approve only one project per council.

The approval is subject to a satisfactory financial assessment of the council by NSW Treasury Corporation (TCorp), which was received by Council in 2012.

In light of community expectation and the required infrastructure renewal it is considered important that the works which were to be funded by the unsuccessful program still proceed. It is proposed that the \$1.5m shortfall be funded by internal borrowings from Council's reserve funds with the loan being repaid to the reserve over a ten year period at an appropriate interest rate, equivalent to the annual weighted return on Council's investment portfolio.

The funding agreement from the Office of Local Government is required to be executed and returned as soon as possible. Funding will then be sourced in consultation with Council's financial advisor; a further report will be submitted for Council's consideration prior to the acceptance of any additional loan funds.

As an indication, a loan of \$8.5m with a 3% subsidised interest rate over 10 years would save in the vicinity of \$1.5m in interest over the life of the loan.

The Office of Local Government has advised that there is currently no plan for any future rounds of the scheme, however, the Government's Fit for the Future Initiative provides extensive financial assistance to councils on their way to a stronger future in providing the services and infrastructure communities need.

Officer's Recommendation

1. That the information be noted.
2. That Council utilise its reserves to fund the \$1.5m shortfall in LIRS funding via an internal borrowing facility.

Committee's Recommendation: (Greiss/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 11 November 2014 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 220

That the Officer's Recommendation be adopted.

4. HUMAN RESOURCES

No reports this round

5. INFORMATION MANAGEMENT AND TECHNOLOGY

No reports this round

6. GENERAL BUSINESS

6.1 Audio Recording of Council Meetings

Committee's Recommendation: (Mead/Greiss)

That a report be presented to Council outlining:

- Other Councils that audio record their Council Meetings.
- whether there have been any legal issues resulting from audio recordings of these meetings.
- the possibility of recording Council meetings and releasing this recording after review by the General Manager.

LOST

21. CONFIDENTIAL ITEMS

No reports this round

There being no further business the meeting closed at 6.07pm.

C Mead
CHAIRPERSON
