

Reports from the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 20 July 2010.

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 20 July 2010

Present His Worship the Mayor, Councillor A Rule
Councillor P Hawker (Chairperson)
Councillor F Borg
Councillor S Dobson
Councillor G Greiss
Councillor P Lake
Director Business Services - Mr M Sewell
Director City Works - Mr J Hely
Manager Assets and Supply Services - Mr G Mitchell
Acting Manager Communications and Marketing - Ms J Uluibau
Manager Corporate Support - Mr S Kelly
Manager Emergency Management - Mr J Dodd
Manager Financial Services – Ms C Mears
Manager Human Resources - Mr B Mortimer
Manager Information Management and Technology - Mr S McIlhatton
Manager Property Services - Mr J Milicic
Manager Waste and Recycling Services - Mr P MacDonald
Executive Assistant - Mrs D Taylor

Apology (Lake/Borg)

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

CARRIED

Acknowledgement of Land

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

DECLARATIONS OF INTEREST

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

Non Pecuniary – Less than Significant Interests

Councillor Rule - Item 4.2 - Sundry Debtors Report - June 2010 - Councillor Rule advised that he is a member of Campbelltown Golf Club.

1. COMMUNICATIONS AND MARKETING

1.1 Greater Sydney Tourism Partnership Funding Program

Reporting Officer

Manager Communications and Marketing

Attachments

Nil

Purpose

To update Council on the success of the Greater Sydney Tourism Partnership Funding Program – a collaborative campaign between Campbelltown City Council, Camden Council and Tourism NSW.

History

Council at its meeting dated 4 August 2009 resolved to support an application with Greater Sydney Tourism for grant funding (agenda item 2.3 - Grant Applications Quarterly Report April - June 2009). The Greater Sydney Tourism Partnership Funding Program began on 1 July 2009 and offered dollar for dollar matched funding support for cooperative marketing campaigns for destinations within the Greater Sydney metropolitan area. Tourism NSW provided a total of \$21,714.56 for their contribution to the project. Both Campbelltown City Council and Camden Council each supplied \$10,857 towards the campaign enabling the total funding of the project to be \$43,755.

Report

The Greater Sydney Tourism Partnership Funding Program encouraged Councils within the Greater Sydney region to develop a destination marketing campaign to promote the tourism experiences and attractions within their region.

Campbelltown City Council, along with Camden Council, developed a campaign entitled “Visit Macarthur”, to compliment marketing activities implemented since the adoption of the Macarthur Regional Tourism Strategy in October 2008.

The campaign entailed the development of a suite of print and digital marketing collateral to promote the Macarthur region. The marketing collateral included a mix of TV advertising with WIN Illawarra and ACT networks. Print advertising and editorial with the Wollongong Advertiser and Canberra Times was also implemented and in addition to this both Councils developed a tourism DVD and themed vignettes to appear online at www.visitmacarthur.com.au and www.youtube.com.

The campaign time frame was a three week period beginning on Sunday 28 March 2010 and concluding on Saturday 17 April 2010. This period encompassed both the autumn school holiday period and the Easter long weekend.

The goal of the campaign was to build brand awareness of the Macarthur region, promoting the wide variety of attractions, activities and experiences offered in the region. The targeted markets were holidaying families and seniors / group tours.

In order to determine the success of the campaign, key performance indicators were outlined in the initial application and were reviewed within the evaluation report submitted to Tourism New South Wales in June 2010. The campaign met all six key performance indicators including:

- An increase of 38.4% in visits to the Macarthur Tourism website www.visitmacarthur.com.au
- An increase of 9.9% in telephone enquiries to the Campbelltown Visitor Information Centre
- An increase of 25.8% in visitors to the Campbelltown Visitor Information Centre
- An increase of 20% in tourism enquiry emails to info@visitmacarthur.com.au

Note: The above results are a comparison of March and April 2010 statistics measured against the previous two month period of January and February 2010.

- An increase of 60% in group tours coordinated by the Campbelltown Visitor Information Centre
- An increase of 11.82% of accommodation occupancy rates for accommodation venues within the Macarthur region

Note: The above results are a comparison of March and April 2010 statistics measured against the same two month period in 2009.

Staff from both Councils continue to work on the implementation of the Macarthur Regional Tourism Strategy and will continue to monitor the industry for further funding opportunities to build the profile of the Macarthur region as a tourism destination.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Borg/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 27 July 2010 (Hawker/Rowell)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 138

That the Officer's Recommendation be adopted.

2. CORPORATE SUPPORT

2.1 Local Government Association Conference 2010

Reporting Officer

Manager Corporate Support

Attachments

Nil

Purpose

To nominate seven voting delegates for the 2010 Local Government Association Conference and seek motions for inclusion in the Conference Business Paper.

Report

The 2010 Local Government Association Conference will be held at Albury from Sunday 24 October to Wednesday 27 October 2010. As a member of the Local Government Association Council is entitled to seven voting delegates to the Conference and it has also been Councils practice that any other interested Councillor be authorised to attend the Conference.

The Conference is the annual policy making event for Councils which are members of the Local Government Association. Councils work together through the Association to promote Local Government and advocate on behalf of their communities for local democracy, inform decision making and good governance.

The Conference is the pre-eminent event of the Local Government year where Councillors come together to share ideas and debate issues contained within the Business Paper Agenda for the Conference.

The Association is also seeking motions that Council would like to have considered at the Conference. The deadline for motions is Monday 9 August 2010. At present there are no motions that Council has requested to be submitted to the Conference.

Recently a number of issues of interest or concern to Local Government have arisen including Section 94 Review, Joint Regional Planning Panels, Private Certification and Government Agency Consultation. Council may wish to consider submitting motions on these or any other topics.

Officer's Recommendation

1. That Council nominate seven voting delegates to the 2010 Local Government Association Conference.
2. That other interested Councillors also be authorised to attend together with the General Manager and the Manager Executive Services.
3. That the registration fees and accommodation expenses be met in accordance with Councils Policy.

Committee's Recommendation: (Lake/Dobson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 27 July 2010 (Hawker/Rowell)

That the Officer's Recommendation be adopted.

Amendment: (Kolkman/Borg)

1. That Councillors Borg, Dobson, Lake, Thompson, Glynn, Oates and Kolkman be appointed as voting delegates to the 2010 Local Government Association Conference.
2. That other interested Councillors also be authorised to attend together with the General Manager and the Manager Executive Services.
3. That the registration fees and accommodation expenses be met in accordance with Councils Policy.

A **Further Amendment** in regard to Item 2.1 - Local Government Association Conference 2010 was **Moved** Councillor Rowell, **Seconded** Councillor Matheson that Councillor Matheson be appointed as a voting delegate to the 2010 Local Government Association Conference.

As Council is entitled to only seven voting delegates at the Local Government Association Conference and eight nominations have been received an election is required to select Council's seven voting delegates.

An election was held to determine Council's seven voting delegates to the 2010 Local Government Association Conference.

Following the casting of votes the Returning Officer declared that the following Councillors have been selected as the seven voting delegates to the 2010 Local Government Association Conference.

Councillors: Borg, Dobson, Lake, Thompson, Glynn, Oates and Kolkman.

It was then **Moved** Councillor Lake, **Seconded** Councillor Bourke:

1. That Councillors Borg, Dobson, Lake, Thompson, Glynn, Oates and Kolkman be appointed as Council's voting delegates to the 2010 Local Government Association Conference.
2. That other interested Councillors also be authorised to attend together with the General Manager and the Manager Executive Services.
3. That the registration fees and accommodation expenses be met in accordance with Councils Policy.
4. That the ballot papers be destroyed.

WON and became part of the Motion.

Council Resolution Minute Number 138

That the above Motion **Moved** Councillor Lake, **Seconded** Councillor Bourke be adopted.

It was **Moved** Councillor Kolkman, **Seconded** Councillor Oates that Item 9.4 - One Association be brought forward and dealt with in conjunction with Corporate Governance Item 2.2 - One Association.

WON and became part of the Motion.

2.2 One Association

Reporting Officer

Manager Corporate Support

Attachments

Nil

Purpose

To advise Council of the One Association Convention to be held on 16 and 17 August 2010 in Sydney and to nominate a Councillor to vote on Councils behalf at the Convention.

Report

The Local Government Association NSW and the Shires Association of NSW through their Presidents and Executives have undertaken to progress the formation of One Association to represent and provide a strong and uniform voice for all NSW Councils.

All Mayors, Councillors and General Managers have been invited to attend the Convention and to participate in shaping the future of Local Government representation in NSW.

Each member Council will be permitted one vote for the purposes of the Convention. Councils are able to send non voting delegates who are able to participate in the discussions and debate. The majority vote will be represented by 66% of delegates present. It should be noted that any decisions from the Convention will not be binding on either Association but will signify a way forward for the respective Associations to vote on at their Conferences.

Prior to the Convention a discussion paper will be provided to all Councillors. The paper will include the base principles to be presented to delegates for consideration, discussion and feedback.

Officer's Recommendation

1. That Council nominate a Councillor as the voting delegate to the One Association Convention to be held on 16 and 17 August 2010.
2. That other interested Councillors also be authorised to attend together with the General Manager.
3. That all associated costs and expenses be met in accordance with Councils Policy.

Committee's Recommendation: (Lake/Borg)

That the Officer's Recommendation be adopted.

Amendment: (Rule/Borg)

1. That Campbelltown City Council urgently write to the Local Government and Shires Association requesting that Council receive seven votes for the One Association Convention in accordance with Campbelltown's voting rights at the Local Government Association annual conference.
2. That Council nominate a Councillor as the voting delegate to the One Association Convention to be held on 16 and 17 August 2010.
3. That other interested Councillors also be authorised to attend together with the General Manager.
4. That all associated costs and expenses be met in accordance with Councils Policy.

The above **Amendment** on being Put was **CARRIED**.

Council Meeting 27 July 2010 (Hawker/Rowell)

That the Committee's Recommendation be adopted.

Amendment: (Kolkman/Dobson)

1. That Campbelltown City Council urgently write to the Local Government and Shires Association requesting that Council receive seven votes for the One Association Convention in accordance with Campbelltown's voting rights at the Local Government Association annual conference.
 2. That Councillor Thomas be appointed as the voting delegate to the One Association Convention to be held on 16 and 17 August 2010.
 3. That other interested Councillors also be authorised to attend together with the General Manager.
 4. That all associated costs and expenses be met in accordance with Councils Policy.
-

Council Resolution Minute Number 138

That the above amendment be adopted.

2.3 Staff Exchange Program for Koshigaya City Office

Reporting Officer

Manager Corporate Support

Attachments

Nil

Purpose

To advise Council of the successful applicant for this years staff exchange with Koshigaya City Office.

History

Campbelltown City Council and Koshigaya City office have maintained a strong sister city relationship which commenced in 1984. As part of this relationship, Council entered into an agreement with Koshigaya City Office to establish a Staff Exchange Program. The program has been operating successfully since 1996 with staff visitations operating on a rotational basis.

Report

Council has hosted seven staff members from Koshigaya since the commencement of the program. The Exchange Program has provided participating staff from both councils with a wonderful opportunity to expand their knowledge and strengthen the relationship between the two cities.

Recently in accordance with the program guidelines, applications were called from staff interested in participating in this year's exchange. A number of submissions were received and the applicants were interviewed by the General Manager and two previous staff exchange employees, Manager Emergency Services and Manager Healthy Lifestyles.

Following the interviews Mr Phil Mears - Council's Contracts Management Officer was selected as the nominee for this year's program

Mr Mears will travel to Koshigaya on 20 August 2010 and return to Campbelltown on 12 November 2010.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Rule/Greiss)

That the Officer's Recommendation be adopted.

Addendum: (Hawker/Lake)

2. That a further report be submitted outlining possible options for the staff exchange program.

That the Officer's Recommendation incorporating the **Addendum** be adopted.

CARRIED

Council Meeting 27 July 2010 (Hawker/Rowell)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 138

That the Committee's Recommendation be adopted.

3. PROPERTY SERVICES

3.1 Licence Agreement for Occupation of Council Carpark, Glenfield for Temporary Station Facilities

Reporting Officer

Manager Property Services

Attachments

1. Temporary Facilities Layout
2. Footbridge Extension Plan

Purpose

To seek Council approval to grant the Transport Construction Authority (TCA) a licence agreement for occupation of part of Councils carpark situated at Railway Parade, Glenfield for use as temporary station facilities.

History

A briefing was presented to Council on 13 April 2010 which identified the proposal by Transport Infrastructure Development Corporation (TIDC) which has since become TCA which identified various proposals for the acquisition and occupation of Council land as part of the Glenfield Transport Interchange (GTI) project.

Report

As part of the GTI works TCA have approached Council seeking to occupy a section of Councils carpark at Railway Parade, Glenfield as a temporary station facility. In this respect TCA have provided a draft agreement to Council for its comments and approval.

The carpark is zoned 5(a) Special Uses Car Park and is classified as Operation land. Vehicle access to the carpark is available from Magee Lane.

TCA have identified they require temporary occupation of part of Council's owned carpark to accommodate a temporary pedestrian footbridge from the Station and temporary RailCorp facilities, including ticketing office, temporary public toilets, station master office and staff carparking.

TCA have proposed to occupy Councils land from July 2010 up until September 2012 when the station works are expected to be completed with provision for a monthly carryover period if required. The proposal identifies the need to occupy approximately 300 square metres of land which would result in loss of ten car spaces from the currently available 58 spaces in the carpark for this period (there is to be no net loss in disabled parking spaces).

The TCA have made an offer to Council of \$15,000 per annum plus GST to be indexed to CPI as a licence fee for occupation of the relevant section of the carpark. Based on the occupied area this would reflect a licence fee of \$50 per square metre per annum plus GST.

On the basis of the licence fee offered by TCA to Council it is considered that the amount is reasonable and avoids the requirement for both parties to obtain separate valuations at additional public expense.

It is understood that TCA will provide temporary/portable building facilities on Councils carpark for the duration of the construction of the GTI works (the location of the temporary facilities is outlined on the attached location plan).

The TCA have also advised the following:

- The temporary station facility is to be manned 24/7 with RailCorp staff.
- The area around the temporary station facility buildings will be monitored by CCTV connected to RailCorps system
- The temporary facility buildings will be alarmed back to base connection as per RailCorps standards
- Additional lighting will be installed in the area around the station facility buildings
- Access to the carpark will remain at the northern end of the Railway Parade footpath via an existing pram ramp
- The existing access from the southern side of railway Parade footpath will be closed due to the installation of the footbridge
- RailCorp staff parking will be fenced.

Following on from the previous Briefing to Council TCA have advised that they have undertaken consultation with the adjoining shop keepers in respect to their proposal and the impact on Councils carpark.

Council has also been advised that the temporary pedestrian overhead bridge is also to be constructed later in 2010.

The TCA will also be required to re-instate the occupied section of Council's carpark and any damage to the road reserve on completion of the occupation.

Accordingly, it is recommended that Council approve the grant of a licence agreement to TCA on the terms outlined in this report to facilitate the Glenfield Transport Interchange works.

Officer's Recommendation

1. That Council grant the Transport Construction Authority a licence agreement on the terms and conditions outlined in this report.
2. That all documentation associated with the licence agreement be executed under the Common Seal of Council.

Committee's Recommendation: (Borg/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 27 July 2010 (Hawker/Rowell)

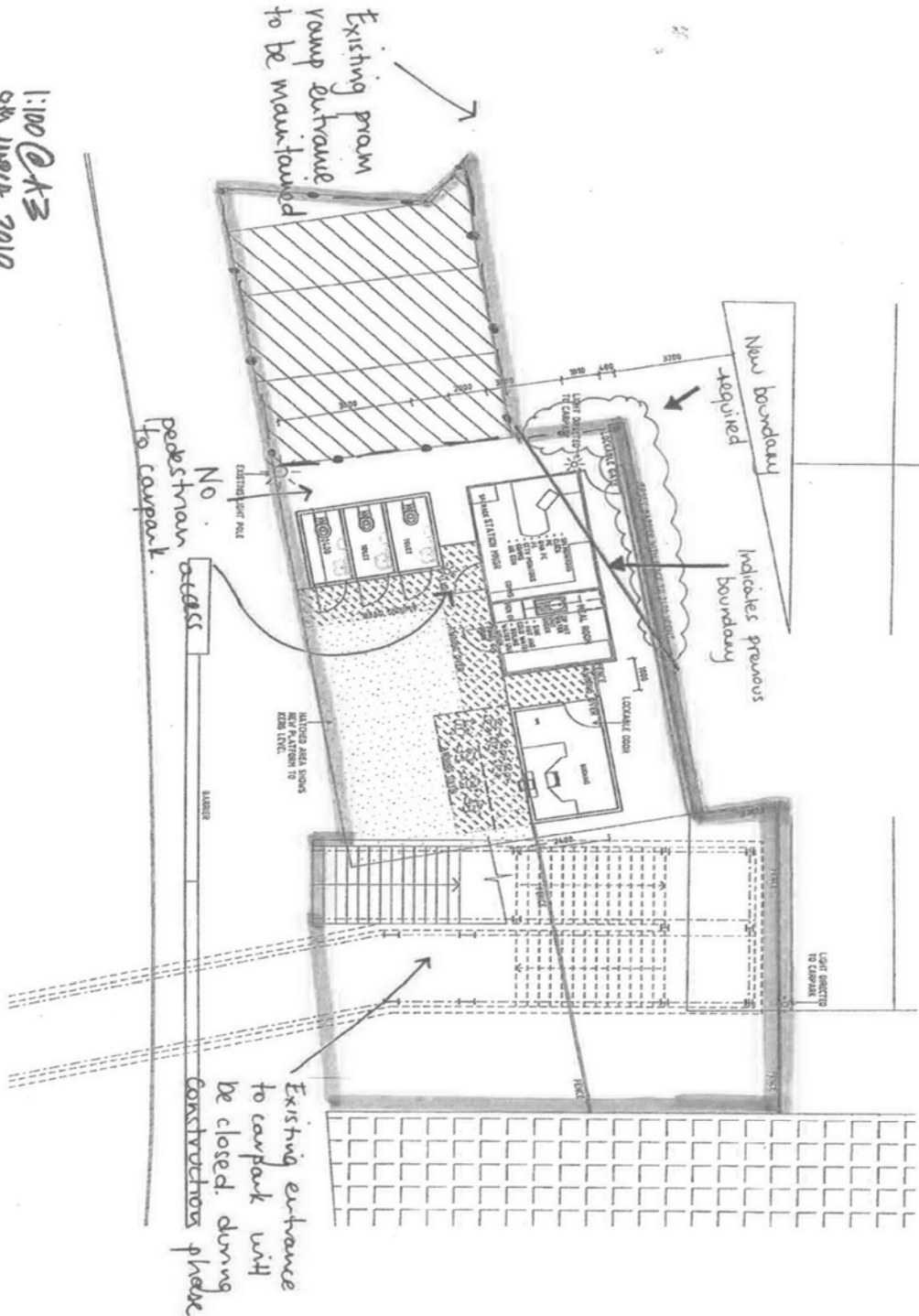
That the Officer's Recommendation be adopted.

Council Resolution Minute Number 138

That the Officer's Recommendation be adopted.

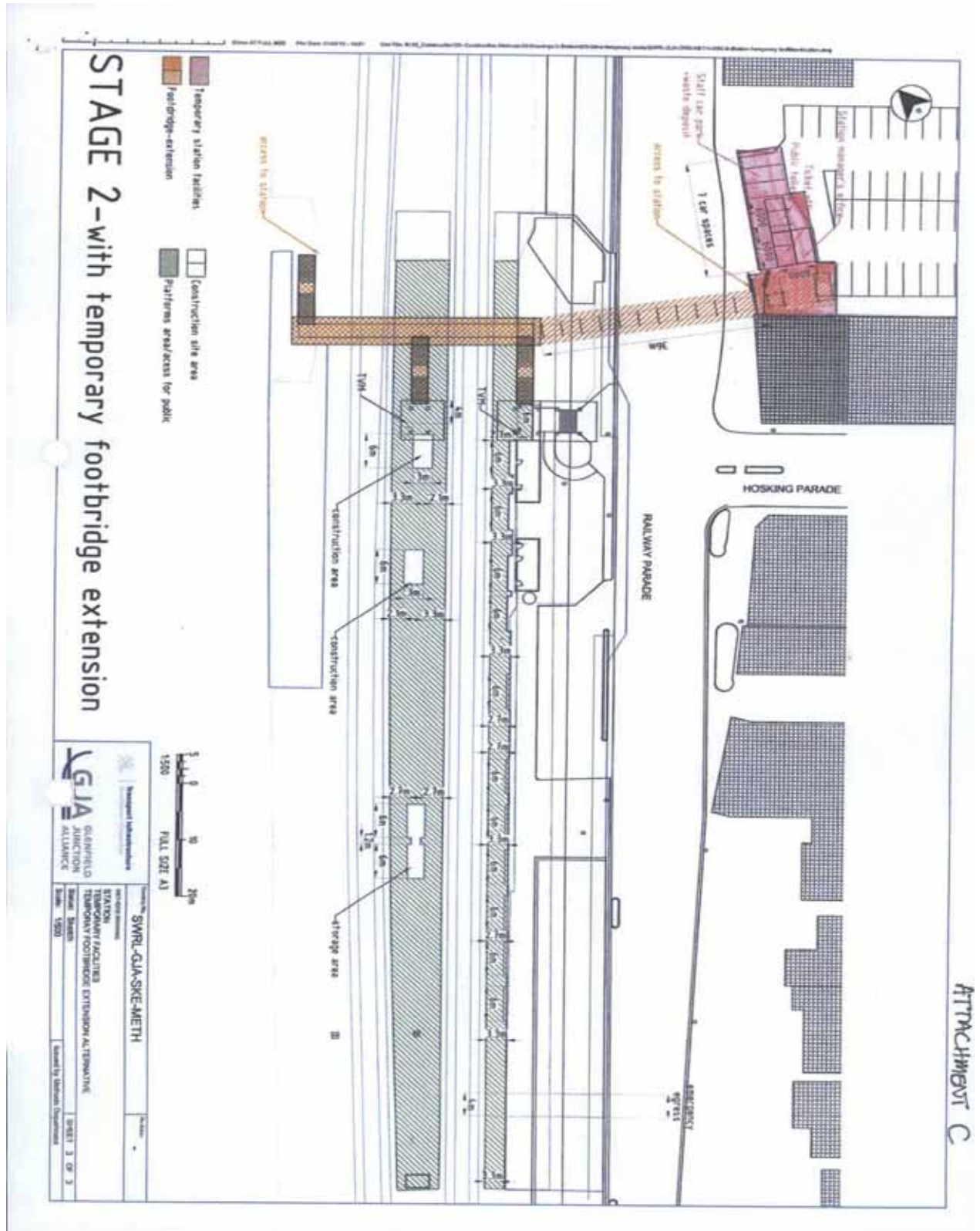
ATTACHMENT 1

1:100 @ A3
Sth JAMES 2010
TEMPORARY FACILITIES LAYOUT



20 April 2010.

ATTACHMENT 2



4. FINANCIAL SERVICES

4.1 Monthly Rates Summary

Reporting Officer

Manager Financial Services

Attachments

1. Monthly Rates Summary
2. Actual to Budget Result
3. Rates Statistics

Purpose

To provide details of the 2009/10 Rates and Charges Levy and cash collections for the year ending 30 June 2010.

Report

Rates and charges levied for the year ending 30 June 2010 totalled \$71,972,912, exceeding the annual budget forecasts by \$31,912.

Receipts collected to the end of June totalled \$71,195,659. In percentage terms this amount represents 95.44% of all rates and charges due to be paid. In comparison, the amount collected in the same period last year was 95.47%.

A process of identifying and finalising accounts with arrears balances was conducted during the month in an effort to reduce the balance outstanding. This process included the issue of 1,763 letters of demand to ratepayers who had two or more instalments outstanding and a balance due exceeding \$500. Letters were issued on 10 June 2010 on Council stationery requesting that Council be contacted by 21 June 2010. During this period 1,023 defaulters paid the amount, therefore requiring no further action.

Council's agents Executive Collections, were instructed on 28 June 2010 to follow up the remaining 740 matters with a second letter requesting urgent attention to the outstanding debt. Additional fees associated with debt recovery action will not be charged unless suitable arrangements or payments are made by 8 July 2010.

Ratepayers who purchased property with a balance owing since the issue of the May instalment notices have been issued a "Notice to New Owner" letter. During the month, 22 of these notices were sent advising the amount raised by Council in annual rates and charges and the unpaid balance due.

The end of year rates and annual charges result is satisfactory and well within industry benchmarks. Rates and annual charges outstanding for the financial year was 4.56% which highlights the effectiveness of recovery efforts by Council's rates staff.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Dobson/Rule)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 27 July 2010 (Hawker/Rowell)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 138

That the Officer's Recommendation be adopted.

ATTACHMENT 1

RATES SUMMARY

STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES

RATE - CHARGE	NET ARREARS 1/7/2009	NET LEVY FOR YEAR	PENSION REBATES	EXTRA CHARGES	TOTAL RECEIVABLE	CASH COLLECTED	NET AMOUNT DUE	POSTPONED RATES & INTEREST	GROSS AMOUNT DUE
RESIDENTIAL	2,342,456.62	40,123,793.57	1,237,643.52	853,545.38	42,082,152.05	39,604,216.54	2,477,935.51	288,281.71	2,766,217.22
BUSINESS	281,061.70	6,795,090.79		61,424.12	7,137,576.61	6,813,245.02	324,331.59		324,331.59
BUSINESS - IND	297,101.96	6,936,516.11		46,196.06	7,279,814.13	7,016,941.60	262,872.53		262,872.53
FARMLAND	-1,636.66	318,492.84	753.00	646.95	316,750.13	317,420.81	-670.68	112,465.59	111,794.91
LOAN	203,799.99	4,344,934.53		17,402.17	4,566,136.69	4,323,876.43	242,260.26	41,246.99	283,507.25
F5 ACCESS RAMPS	44,979.98	1,070,139.89		3,684.26	1,118,804.13	1,079,573.89	39,230.24		39,230.24
MAIN STREET	12,054.91	0.00		120.91	12,175.82	12,102.96	72.86		72.86
TOTAL	\$3,179,818.50	\$59,588,967.73	\$1,238,396.52	\$983,019.85	\$62,513,409.56	\$59,167,377.25	\$3,346,032.31	\$441,994.29	\$3,788,026.60
GARBAGE	549,198.05	11,507,513.50	355,166.50	43,136.44	11,744,681.49	11,154,206.13	590,475.36		590,475.36
SANITARY	0.00	927.00		0.00	927.00	927.00	0.00		0.00
STORMWATER	46,837.61	874,578.14		3,222.30	924,638.05	873,148.74	51,489.31		51,489.31
GRAND TOTAL	\$3,775,854.16	\$71,971,986.37	\$1,593,563.02	\$1,029,378.59	\$75,183,656.10	\$71,195,659.12	\$3,987,996.98	\$441,994.29	\$4,429,991.27

Total from Rates Financial Transaction Summary	3,871,793.13
Overpayments	-558,198.14
Difference	0.00

ANALYSIS OF RECOVERY ACTION

Rate accounts greater than 6 months less than 12 months in arrears	1,303,815.71
Rate accounts greater than 12 months less than 18 months in arrears	142,989.97
Rate accounts greater than 18 months in arrears	58,755.11
TOTAL rates and charges under instruction with Council's agents	\$1,505,560.79

ATTACHMENT 2

COMPARISON OF BUDGET TO ACTUAL						
DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL	BALANCE STILL REQD.	% RAISED	
RESIDENTIAL	40,239,000	40,239,000	40,123,794	115,206	99.71%	
BUSINESS	6,695,000	6,695,000	6,795,091	(100,091)	101.50%	
BUSINESS - INDUSTRIAL	6,868,000	6,868,000	6,936,516	(68,516)	101.00%	
FARMLAND	321,500	321,500	318,493	3,007	99.06%	
LOAN	4,341,000	4,341,000	4,344,935	(3,935)	100.09%	
F5 ACCESS RAMPS	1,070,100	1,070,100	1,070,140	(40)	100.00%	
TOTALS	59,534,600	59,534,600	59,588,968	(54,368)	100.09%	
INTEREST CHARGES	195,000	195,000	246,800	(51,800)	126.56%	
LEGAL COSTS RECOVERED	900,000	900,000	748,006	151,994	83.11%	
PENSIONERS - Sec 575	(1,520,000)	(1,520,000)	(1,593,563)	73,563	104.84%	
PENSIONERS SUBSIDY	836,000	836,000	876,460	(40,460)	104.84%	
SUB TOTAL	59,945,600	59,945,600	59,866,670	78,930	99.87%	
DOMESTIC WASTE CHARGES	11,134,400	11,134,400	11,230,737	(96,337)	100.87%	
SANITARY INCOME	1,000	1,000	927	73	92.70%	
STORMWATER MNGMNT	860,000	860,000	874,578	(14,578)	101.70%	
GRAND TOTALS	71,941,000	71,941,000	71,972,912	(31,912)	100.04%	
COLLECTIONS AS A % OF:						
RESIDENTIAL	TOTAL RECEIVABLE	TOTAL LEVIED	TOTAL RECEIVABLE	TOTAL LEVIED		
BUSINESS	94.11%	98.71%	94.65%	99.29%		
BUSINESS - INDUSTRIAL	95.46%	100.27%	94.97%	96.93%		
FARMLAND	96.39%	101.16%	100.00%	0.00%		
LOAN	100.21%	99.66%	94.43%	99.84%		
F5 ACCESS RAMPS	94.69%	99.52%	TOTAL RATES & CHARGES	95.44%	99.70%	
ALL RATES	96.49%	100.88%				

ATTACHMENT 3

RATES STATISTICS

No. of documents issued	July	August	September	October	November	December	January	February	March	April	May	June	Jun-09
Rate Notices	49,847	113		130									
Instalment Notices				41,084			40,506		6,663	40,325		6,469	6,627
Missed Instalment Notices - Pensioners > \$15.00			7,062			7,223						621	648
Notice to new owner	213	193	49	33	24	97	43	21	13	37	9	22	25
7-day Letters - Council issued - Pensioners > \$500.00			1,525			1,596			1,639			1,672	1,382
7-day Letters - Agent issued			129			119			98			91	135
Statement of Claim	208	12	6	239	11	31	276	13	11	269	26	11	11
Judgements	7	3	41	16	6	9	9	13	22	12	45	33	21
Writs	6	28	5	50	5	4	56	9	7	21	8	36	4
eRates	544	559	564	572	578	581	586	590	593	708	726	751	
Arrangements	316	265	339	295	264	342	298	284	351	345	289	301	313

4.2 Sundry Debtors Report - June 2010

Reporting Officer

Manager Financial Services

Attachments

1. Debtors Summary
2. Ageing of Sundry Debtors – June 2010

Purpose

To provide a report detailing the amount outstanding by type and age for sundry and miscellaneous debts for the period ending 30 June 2010.

Report

Debts outstanding to Council as at 30 June 2010 were \$2,122,628 reflecting a decrease of \$203,581 since 31 May 2010. The ratio of outstanding debts to current invoices has decreased from 32% in May to the current level of 27%. 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.

During the period, 620 invoices were raised totalling \$1,746,437 and of these, the most significant have been in the following areas:

Government Grants – \$567,968

The main invoices relate to:

Roads and Traffic Authority – F5 Pedestrian/cyclist overbridge final instalment	\$66,000
Corporate Sole EPA Act – Metropolitan Green Space, Simmo's Beach final instalment	\$58,816
NSW Rural Fire Service – Georges River Road fire trail upgrade	\$56,000
NSW Transport & Infrastructure – Farrow Road Commuter car park, final payment	\$341,000

Corporate Administration - \$254,710

The main invoices relate to:

Department of Education – Contribution towards Minto Library operating costs	\$40,602
The Benevolent Society – Contribution towards Startop Park project	\$14,154
Total Event Management Services Pty Ltd – Commissions on sales received at Campbelltown Sports Stadium	\$18,809
Housing NSW - Contribution towards Startop Park project	\$55,000
Housing NSW – Contribution towards “Producer in Place” Minto	\$27,500
NSW Government Planning – Contribution towards Edmondson Park DCP	\$88,000

Road Restorations - \$126,941

The main invoices relate to:

AGL – Footpaving and road restorations at various locations within the Local Government Area	\$10,046
Sydney Water - Footpaving and road restorations at various locations within the Local Government Area	\$73,072
RA Smith Contracting – Bitumen restoration 2A & 2B Memorial Avenue, Ingleburn	\$28,190

Private Works - \$374,022

The main invoices relate to:

Roads & Traffic Authority – Mowing contract for the Moore-Oxley Bypass	\$46,435
Housing NSW – Mowing contract for the Housing NSW areas April to June	\$32,428
Retaining wall construction between 2 and 4 Brownlow Place, Ambarvale	\$70,714
NSW Government Human Services Juvenile Justice – New car park construction, Reiby Juvenile Justice Centre	\$223,300

Receipts to the value of \$1,950,019 have been received during the period, the most notable in the following areas:

Government Grants	\$1,095,674
Corporate Administration	\$164,707
Private Works	\$230,312
Road & Footpath Restoration	\$172,729

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.

Debts exceeding 90 days of age totalled \$465,180 as at 30 June 2010. The major invoices relating to this balance include:

Government and other Grants - \$189,500

Department of Planning - Master planning of Campbelltown, Macarthur and Ingleburn Centres. Department of Planning have advised that payment will be received by the end of July	\$22,000
Roads and Traffic Authority - Grant – F5 Freeway Pedestrian and Cyclist overbridge at Claymore- connecting Paths & Lighting (1st payment). Payment has been made on 6 July 2010 and will be reflected in the Sundry Debtors July report	\$154,000
NSW Rural Fire Service - Refurbishment of Wedderburn Fire Shed. In recent discussions with representatives of the RFS Council has been advised that funding will be made available by the RFS to finalise the listed outstanding debt by the end of the month.	\$10,000

Corporate Administration - \$167,456

6 Lithgow St Pty Limited - Installation of Class A Hoarding at the old RSL site. Debt recommended to be written off as this debtor has now been declared bankrupt. Council's Auditors have agreed with a recommendation to write this debt off and a report will be provided to Council next month	\$63,879
Department of Education and Training - Contribution to Regional Sport Facility at Sarah Redfern High School. Council is still finalising works at the facility before handing it over to the school for use. Payment is anticipated upon handover	\$44,000
Campbelltown Golf Club Limited - Land rates for 2009/10. Arrangement has been made to finalise the account in full by August once membership income has been received	\$38,889

During the month, three accounts progressed to the first stage of legal recovery action. The defaulting debtors were issued a Letter of Demand by Council's agents, Executive Collections advising that if the account was not settled or an appropriate arrangement was not made their account may be escalated to Statement of Claim.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Borg/Dobson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 27 July 2010 (Hawker/Rowell)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 138

That the Officer's Recommendation be adopted.

ATTACHMENT 1

DEBTORS SUMMARY 1 June 2010 to 30 June 2010

DEBTOR TYPE/DESCRIPTION	ARREARS AT 31/05/2010	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 30/06/2010	% DEBT RATIO
Corporate Administration	635,225	254,710	164,707	725,228	34.17%
Abandoned Items	2,913	0	0	2,913	0.14%
Child Care Debts	35,116	11,397	0	46,514	2.19%
Community Bus	233	60	72	221	0.01%
Tennis Court Hire	757	0	0	757	0.04%
Sportsground and Field Hire	55,250	100,845	32,861	123,235	5.81%
Government and other Grants	955,767	567,968	1,095,674	428,061	20.17%
Public Hall Hire	30,315	20,719	16,288	34,746	1.64%
Health Services	350	0	0	350	0.02%
Land and Building Rentals	26,136	69,427	52,797	42,765	2.01%
Library Fines and Costs	149,956	1,228	0	151,184	7.12%
Healthy Lifestyles	5,068	9,060	11,061	3,067	0.14%
Pool Hire	10,507	2,197	10,704	2,000	0.09%
Private Works	41,190	374,022	230,312	184,899	8.71%
Road and Footpath Restoration	198,741	126,941	172,729	152,953	7.21%
Shop and Office Rentals	79,640	49,569	109,011	20,198	0.95%
Various Sundry Items	82,626	69,846	23,682	128,790	6.07%
Waste Collection Services	55,856	88,448	30,119	114,184	5.38%
	2,326,209	1,746,437	1,950,019	2,122,628	100%

ATTACHMENT 2

AGEING OF SUNDRY DEBTOR ACCOUNTS - 30 June 2010

Description	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Administration	186,800	350,635	20,337	167,456	725,228	207,303
Abandoned Items	0	0	0	2,913	2,913	2,319
Child Care Debts	46,514	0	0	0	46,514	0
Community Bus	221	0	0	0	221	0
Tennis Court Hire	757	0	0	0	757	0
Sportsground and Field Hire	93,650	10,721	0	18,863	123,235	34,805
Government and other Grants	183,561	0	55,000	189,500	428,061	110,000
Public Hall Hire	14,333	15,020	2,101	3,293	34,746	1,675
Health Services	0	0	0	350	350	350
Land and Building Rentals	18,329	2,922	8,066	13,447	42,765	10,786
Library Fines and Costs	151,184	0	0	0	151,184	0
Healthy Lifestyles	1,194	942	0	932	3,067	1,786
Pool Hire	1,197	328	0	475	2,000	475
Private Works	151,911	1,062	21,125	10,802	184,899	12,872
Road and Footpath Restoration	98,464	48,130	0	6,359	152,953	128,372
Shop and Office Rentals	15,784	1,876	1,455	1,082	20,198	0
Various Sundry Items	67,492	12,335	3,700	45,263	128,790	39,779
Waste Collection Services	88,448	21,292	0	4,445	114,184	4,445
	1,080,403	465,262	111,784	465,180	2,122,628	554,966

4.3 Reset of Loan Borrowings from 2007/08 Loan Borrowing Program

Reporting Officer

Manager Financial Services

Attachments

Nil

Purpose

To advise Council of the requirement to reset loan borrowings from the 2007/08 Loan Borrowing Program.

History

In adopting the 2007/08 Budget, Council requested a loan allocation of \$3.5 million from the Division of Local Government. At the Council meeting on 10 June 2008, Council adopted to accept the quote from the National Australia Bank to fund this loan allocation at a fixed rate for a two year period with a view to reset the borrowings at the completion of the period.

Report

Due to the uncertainty of interest rates in the economic climate at the time, Council resolved that it more be prudent to fix the loan for an initial two year period at the quoted rate of 9.04% and at the expiration of that period, market conditions could be reassessed to ensure Council was not committed to a 10 year loan at a high interest rate.

This loan came due for reset on 29 June 2010 whereby the National Australia Bank was asked to provide revised indicative interest rates, which are outlined below:

1 year	7.51%
2 years	7.58%
4 years	7.88%
6 years	8.05%
8 years	8.12%

In consultation with Council's Financial Advisor, Spectra Financial Services, Council fixed the loan for a further two years with the view that economic conditions will have further stabilised and have a positive effect on bank lending margins. Due to time restrictions penalty interest would have been incurred had Council not proceeded.

It is recommended that Council endorse the decision for a two year fixed rate of 7.58% provided by the National Australia Bank. The estimated interest saving for the eight years remaining on the balance of the loan of \$3,013,179 based on 7.58% would be approximately \$800,000.

A further report will be provided to Council upon the expiration of the two year period in 2012 in order to reset the loan borrowing allocation.

Officer's Recommendation

1. That Council endorse the reset of the loan with National Australia Bank for a further two years until its next repricing date of 26 June 2012.
2. That a further report be provided to Council upon the expiration of the two year period in 2012 in order to reset the loan borrowing allocation.

Committee's Recommendation: (Rule/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 27 July 2010 (Hawker/Rowell)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 138

That the Officer's Recommendation be adopted.

5. BUSINESS ASSURANCE

5.1 Insurance Renewal and Register 2010-2011

Reporting Officer

Manager Business Assurance

Attachments

Finalised Insurance Register

Purpose

To advise Council of the final renewal results for Council's insurance policies.

History

On 29 June 2010, Council approved the renewal process for Council's insurance policies falling due on 30 June 2010.

Report

On 29 June 2010, Council received from our brokers, Jardine Lloyd Thompson, a report on their negotiations with various underwriters, regarding the Council's new insurance policies.

The Director Business Services reviewed the new premiums and authorised the payment. The cost of the 2010/2011 premiums is \$72,383 more than the 2009/2010 premiums, however this is inline with the 2010/2011 budgeted figures for the premiums as adopted by Council.

The main increase in premium related to the property insurance, this was due to an asset value increase of \$71m. This primarily relates to the re-inclusion of Campbelltown Sports Stadium back into the policy. During the previous year the Stadium was insured under a separate construction related policy.

The attachment contains the details of the premiums paid for Council's eleven policies.

During 2010/11 a review of the Public Liability Insurance excess will be investigated to identify the possibility of reducing Council's exposure in this area.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Greiss/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 27 July 2010 (Hawker/Rowell)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 138

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Insurance Register 2010/2011

Coverage	2010/2011		
	Insurer	Excess	Premium (incl. GST)
Professional Indemnity/ Public Liability	Statewide	\$200,000	\$324,472.50
Property	Statewide	\$10,000	\$447,848.25
Motor Vehicle	Zurich	\$10,000	\$87,602.35
Workers Compensation Excess of Loss (XOL)	Liberty International Underwriters	\$1,000,000	\$28,556.00
Casual Hirer's Liability	Statewide	\$2,000	\$9,240.00
Marine Hull	Associated Marine Insurers (Zurich)	\$250	\$808.50
Art Works	Axa Art Ins Ltd	\$2,000	\$19,333.42
Councillor's and Officer's Liability	Zurich	NIL	\$34,533.73
Business Travel & Group Personal Accident	ACE Insurance	NIL	\$2,310.00
Fidelity Guarantee	Statewide	1% of claim or \$500	\$10,111.72
Statutory & Business Practices Protection	Lumley General	①	\$18,997.35
Insurance Broker Fee	Jardine Lloyd Thompson	N/A	\$54,175.00
		Total	\$1,037,988.82

① 10,000 Any one claim brought against the organisation

\$ 1,000 Any one individual, any one claim

\$75,000 Any one loss attributable to any issues related to town planning, DA or land usage

\$10,000 Any one loss by the organisation

\$ 1,000 Any one individual, any one loss

6. HUMAN RESOURCES

No reports this round

7. INFORMATION MANAGEMENT AND TECHNOLOGY

No reports this round

8. CUSTOMER SERVICES

No reports this round

9. GENERAL BUSINESS

Nil.

21. CONFIDENTIAL ITEMS

21.1 Grant of Easement for Electricity Purposes in favour of Integral Energy at St Stephens Road Public Reserve, Blair Athol

Reason for Confidentiality

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

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

There being no further business the meeting closed at 6.06pm.

P Hawker
CHAIRPERSON
