

# Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 26 June 2012.

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## **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 26 June 2012**

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**Present**

His Worship the Mayor, Councillor A Chanthivong  
Councillor G Greiss (Chairperson)  
Councillor F Borg  
Councillor P Hawker  
Councillor P Lake  
Director Business Services - Mr M Sewell  
Acting Director City Works - Mr G Mitchell  
Acting Manager Assets and Supply Services - Mr W Miller  
Manager Business Assurance - Mrs M McIlvenny  
Manager Communications and Marketing - Mrs B Naylor  
Manager Emergency Management - Mr J Dodd  
Manager Executive Services - Mr N Smolonogov  
Manager Financial Services - Mrs C Mears  
Manager Governance and Administration - Ms D Bourke  
Acting Manager Human Resources - Ms N Minns  
Manager Information Management and Technology - Mr S McIlhatton  
Manager Property Services - Mr J Millicic  
Manager Operations - Mr A Davies  
Senior Waste Management Officer - Mr L Atkinson  
Revenue Accountant - Mr A Butcher  
Executive Assistant - Ms B Buckley

**Apology (Hawker/Chanthivong)**

That the apologies from Councillors Matheson, Rule and Dobson be received and accepted.

**CARRIED**

**Acknowledgement of Land**

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

**DECLARATIONS OF INTEREST**

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

**Pecuniary Interests**

Nil

**Non Pecuniary – Significant Interests**

Councillor Borg - Item 2.1 - 24 Hour Fight Against Cancer - Councillor Borg advised that he is a Chairperson of 24 Hour Fight Against Cancer and he will leave the meeting and not take part in debate nor vote on the matter.

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**Non Pecuniary – Less than Significant Interests**

Councillor Chanthivong - Item 2.1 - 24 Hour Fight Against Cancer - Councillor Chanthivong advised that as the Mayor of Campbelltown City Council he is a Patron of the 24 Hour Fight Against Cancer event.

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## **1. COMMUNICATIONS AND MARKETING**

### **1.1 Revised - Media Policy report**

#### **Reporting Officer**

Manager Communications and Marketing

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#### **Attachments**

Revised Policy - Media Policy

#### **Purpose**

To submit the revised Media Policy to Council for adoption, which ensures the provision of accurate, timely and consistent Council information to the media and gives staff clear direction on how to respond to media enquiries.

#### **History**

The current version of the policy was adopted by Council on 3 March 2009, and is now due for review in accordance with the Records and Document Management Policy.

#### **Report**

The abovementioned policy has been reviewed in accordance with Council's Records Management Policy and the adopted procedure for Policy Development and Review. A minor change has been made to the policy to clarify the process for seeking approval to respond to media enquiries.

#### **Officer's Recommendation**

1. That the revised Media Policy as attached to this report be adopted.
2. That the Policy review date be set at 30 June 2014.

#### **Committee's Recommendation: (Chanthivong/Lake)**

That the Officer's Recommendation be adopted.

#### **CARRIED**

#### **Council Meeting 3 July 2012 (Greiss/Lake)**

That the Officer's Recommendation be adopted.

#### **Council Resolution Minute Number 124**

That the Officer's Recommendation be adopted.

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## ATTACHMENT 1

		<b>POLICY</b>
Policy Title	Media Policy	
Related Documentation	Media Enquiries Procedure	
Relevant Legislation/ Corporate Plan	Nil	
Responsible Officer	Manager Communications and Marketing	

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

### Objectives

1. To encourage effective relationships with media representatives and ensure the provision of accurate, timely and consistent information regarding Council to the media.
2. To provide staff with clear direction for how to respond if they are contacted by a media representative.

### Policy Statement

Campbelltown City Council relies on the support of the media to help communicate information to residents about its initiatives, programs and services. Likewise, the media rely on Council for information about matters of community interest.

This policy in no way limits or attempts to limit media relations between elected representatives and the media. However, it does outline the appropriate processes for responding to media enquiries by Council staff.

It is vital that information provided to the media presents an organisational view that is consistent and accurate. While Council will always seek to provide good news stories for the media, it is equally important that media enquiries from a journalist or reporter are responded to in an appropriate and timely manner, and **within** the required deadline wherever possible and reasonable.

Council requires positive relationships with the media for many reasons - how Council and Campbelltown is portrayed in the media impacts greatly on how the organisation and the City are perceived; the media are a strong ally in many situations, including to assist with the promotion of Council programs, events and initiatives; in times of crisis when information needs to be conveyed to the public, such as during severe storms and bushfires.

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## **Scope**

This Policy applies to all staff members of Campbelltown City Council.

## **Principles**

1. The only staff members who can provide comment to the media regarding Council business are the General Manager, Directors and Manager Communications and Marketing. The Mayor will also make comment on Council issues as required/recommended.
2. Council staff must only comment on matters of fact, and must not enter political debate or discussion.
3. If staff other than those listed above receive media enquiries, they must be directed to the Manager Communications and Marketing, Communications Coordinator or Communications Officer immediately. These staff will assist with the enquiry and discuss with the General Manager and/or appropriate Director to determine a suitable response. All media responses must be approved by the appropriate Director and the General Manager prior to issue.

Where possible, media enquiries are to be emailed to the above staff so the exact nature of the enquiry can be established.

4. Positive media opportunities will be arranged by the Communications and Marketing Section, with all information to be approved by the appropriate Director.
5. Wherever possible and appropriate, the Mayor will represent Council in media opportunities organised by Communications and Marketing. If the Mayor is not available, he/she can nominate a Councillor or staff member to take part.
6. In some circumstances, including if a specific request is made by the media, Council staff such as Directors, Managers and specialist staff, may participate in photographs and media articles or interviews. Prior approval must be granted from the General Manager or the appropriate Director.
7. The Mayor will give final approval for all media releases, which quote Council representatives directly (General Manager, Directors, Mayor).
8. All Council staff asked to provide background information to the General Manager, Directors or Communications and Marketing staff to assist with media enquiries must treat such requests with the appropriate degree of priority. This is to ensure media deadlines are met wherever possible.

## **Responsibility**

The Manager Communications and Marketing is responsible for the implementation and monitoring of the Media Policy.

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**Effectiveness of this Policy**

The Policy will be reviewed in accordance with Council's adopted procedure for Policy development and review to ensure the guidelines to manage effective relationships with media representatives are appropriate.

**END OF POLICY STATEMENT**

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## **2. GOVERNANCE AND ADMINISTRATION**

### **2.1 24 Hour Fight Against Cancer**

#### **Reporting Officer**

Manager Governance and Administration

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#### **Attachments**

Correspondence from the 24 Hour Fight Against Cancer Macarthur Inc

#### **Purpose**

To seek Council's support for the 24 Hour Fight Against Cancer Macarthur Walkathon.

#### **History**

The 24 Hour Fight Against Cancer Macarthur event was first held at the Campbelltown Stadium in 2005. In the 2011 over 1200 local residents participated during the weekend and their efforts, combined with a number of other high profile fundraising events, raised more than \$280,000.

The event is organised by a small committee, comprised totally of volunteers and over the last seven years has raised more than \$1.5m. The monies raised have provided essential equipment and services to support cancer patients of the Macarthur Cancer Therapy Centre and the Paediatric Ambulatory Care Unit both located in Campbelltown Hospital and also the Palliative Care Unit and the Cancer day Hospital at Camden Hospital.

#### **Report**

The 2012 event will be held from Saturday 20 October to Sunday 21 October 2012 and the Organising Committee has written to council seeking support by arranging suitable Public Liability coverage. Organisers have also requested the provision of security during the 24 Hour period of the event.

The Relay has been particularly well supported by the Macarthur community in the past and the concept of all funds raised utilised in the Macarthur area is worthy of Council's support.

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In the past Council has donated the hire costs of the Athletics Stadium for the event and arranged through Councils insurance Brokers suitable Public Liability coverage. It is recommended that Council continue to support this worthwhile event through the provision of Public Liability Insurance and the hire costs for the Campbelltown Athletics Stadium.

### **Officer's Recommendation**

1. That Council make a donation of the hire costs for the Campbelltown Athletics Stadium for the event to be held on 20 and 21 October 2012.
2. That Council arrange suitable Public Liability Coverage for a 12 month period for events associated with the 24 Hour Fight Against Cancer venture.

Having declared an interest in regard to Item 2.1, Councillor Borg left the meeting and did not take part in debate nor vote on this item.

### **Committee's Recommendation: (Lake/Hawker)**

That the Officer's Recommendation be adopted.

### **CARRIED**

At the conclusion of the discussion regarding Item 2.1, Councillor Borg returned to the meeting

Having declared an interest in regard to Item 2.1, Councillor Borg left the Chamber and did not take part in debate nor vote on this item.

### **Council Meeting 3 July 2012 (Glynn/Lake)**

That the Officer's Recommendation be adopted.

### **Council Resolution Minute Number 125**

That the Officer's Recommendation be adopted.

At the conclusion of the discussion regarding Item 2.1, Councillor Borg returned to the Chamber.

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## ATTACHMENT 1



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

Clr Anoulack Chanthivong  
Mayor  
Campbelltown City Council  
PO Box 57  
CAMPBELLTOWN NSW 2560

Dear Mayor

I write to request that Campbelltown City Council continue their sponsorship of the 24 Fight Against Cancer Macarthur by covering the insurance indemnity for a 12 month period on events associated with this fundraising venture and by providing security and other services at the Campbelltown Athletics Stadium Leumeah from Saturday 20th October to Sunday 21st October 2012.

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

It is my pleasure to inform you that this brings the total raised for local cancer care by the 24 Fight Against Cancer Macarthur to more than \$1.5m in just seven years. I am sure you agree that this is an outstanding achievement by our local residents and businesses.

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

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

Yours sincerely

Clr Fred Borg  
**Chairperson**  
30 May 2012

### **3. PROPERTY SERVICES**

#### **3.1 Variation to Arts Centre Cafe Licence Agreement**

##### **Reporting Officer**

Manager Property Services

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##### **Attachments**

Nil

##### **Purpose**

To seek Council approval for a variation to the Arts Centre Café Licence conditions regarding opening times for public holidays.

##### **History**

Council at its meeting of 26 June 2007 approved the selection and grant of a Licence Agreement to J & R Versteeg Pty Ltd for the operation of the Café at the Campbelltown Arts Centre.

In its meeting of 6 April 2010 Council approved a request received from J & R Versteeg Pty Ltd for a further three year licence period under the terms of the original agreement.

##### **Report**

Council is in receipt of a request from the licensee seeking a variation to the public holiday opening times for the Arts Centre Café. This request is based on the Café reporting extremely poor sales and incurring high labour costs when operating on public holidays.

It should be noted the current Art Centre Café Licence Agreement provides for the café to be open:

- a) between 10.00am and 4.00pm on Mondays to Fridays
- b) between 8.00am and 4.00pm on Saturdays and Sundays

The Licence also provides that the Café can be closed on Good Friday, Christmas Day, Boxing Day and New Year's Day.

The Licensee has requested approval to close the Café during the following public holidays in addition to those already identified in the Licence Agreement:

- Australia Day
  - Easter Saturday
-

- Easter Sunday
- Easter Monday
- Anzac Day
- Queen's Birthday.

It has also been requested that the opening hours be amended for the following public holidays:

- Labour Day - 10.00am - 4.00pm

It should be noted that it is a requirement that the Café remain open for any event that is being held by Council.

If the Café is required to operate for any events being held by Council during any of the public holidays nominated in the future Council will retain the right to have the Café open in accordance with the provisions of the Licence Agreement.

In view of the request and advice from the Licensee indicating that the Café has incurred poor sales and high labour costs while remaining open on public holidays it is considered appropriate that approval be provided for the Café to close on the additional public holidays as outlined above.

This recommendation is on the basis that no events are planned or scheduled by Council at the Arts Centre on any of the identified public holidays.

### **Officer's Recommendation**

1. That Council approve an amendment to the Arts Centre Café opening times as outlined in this report.
2. That Council approve an amendment to the existing Arts Centre Café Licence Agreement to provide that the Café must remain open if required by Council if any Council run events are scheduled.
3. That any documentation associated with the variation to the Arts Centre Café Licence Agreement be executed under the Common Seal of Council if required.

### **Committee's Recommendation: (Hawker/Borg)**

That the Officer's Recommendation be adopted.

**CARRIED**

### **Council Meeting 3 July 2012 (Greiss/Lake)**

That the Officer's Recommendation be adopted.

### **Council Resolution Minute Number 124**

That the Officer's Recommendation be adopted.

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## **3.2 Release of Right of Carriageway, Glenfield**

### **Reporting Officer**

Manager Property Services

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### **Attachments**

Location Plan of Right of Carriageway

### **Purpose**

To seek Council approval to the surrender/release of a Right of Carriageway created as part of the Glenfield residential release area.

### **History**

As part of the earlier stages of the Glenfield residential release area fragmented land ownership and the absence of a public road network necessitated various land owners to create several Right of Carriageway easements over each other's land to facilitate the passing and re-passing of construction traffic. As development of a public road network throughout the release area proceeded, the need and operation of the Right of Carriageway easements has become redundant.

On 2 February 2011, Deposited Plan 1164302 was formally registered creating four Torrens Title parcels of land and several Right of Carriageway easements which afforded the various land owners with formal access rights over each other's land holdings associated with the progression of the Glenfield residential release area.

The operation of a Right of Carriageway (referred to as 'B') which is the subject of this report created by DP 1164302 enabled the passing of traffic over a parcel of land previously created (Lot 6 DP 1151924) to Lot 401 which formed part of the land required for a drainage basin that would later be dedicated to Council as a public reserve.

On 24 April 2012, DP 1157854 was formally registered which created a section of public road known as Atlantic Boulevard over the majority of Lot 6 DP 1151924. The balance of Lot 6 became known as Lot 99 in DP1157854. The drainage basin referred previously as Lot 401 was consolidated along with several other parcels which became Lot 100 DP 1157854, a public reserve dedicated to Council.

The subject Right of Carriageway that had originally been created was still required at this time to enable access from Atlantic Boulevard over Lot 99 to the drainage reserve and public reserve described as Lot 100.

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## **Report**

Within stage three of Crownland Developments proposed subdivision, the developer intends to create a new public road off Atlantic Boulevard known as Glory Road. The introduction of Glory Road provides direct street access to the drainage reserve and public reserve described as Lot 100.

As the proposed stage three subdivision creates formal street frontage to Lot 100, the original Right of Carriageway described as 'B' in DP 1164302 is no longer required.

To enable the lodgement of the stage three subdivision plan, the developer has requested that Council provide its consent to the release of the Right of Carriageway. It should be noted that Council is noted in the prescribed terms of the easement as the authority whose consent is required to release, vary or modify the terms of the easement. In this respect the approval of Council is required to enable the release of this easement.

Accordingly as legal access to the drainage reserve and public reserve described as Lot 100 would become available through the creation of a public road (Glory Road) it is recommended that Council provide its approval to the surrender/release of the subject Right of Carriageway created by DP 1164302 being the easement secondly referred to in the Section 88B instrument accompanying DP 1164302 for a nominal \$1 if demanded.

## **Officer's Recommendation**

1. That Council provide approval to the surrender/release of the Right of Carriageway created by DP 1164302 being the easement secondly referred to in the Section 88B instrument accompanying DP 1164302.
2. That all documentation associated with the release of the easement be executed under the Common Seal of Council if required.

## **Committee's Recommendation: (Borg/Chanthivong)**

That the Officer's Recommendation be adopted.

## **CARRIED**

## **Council Meeting 3 July 2012 (Greiss/Lake)**

That the Officer's Recommendation be adopted.

## **Council Resolution Minute Number 124**

That the Officer's Recommendation be adopted.

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### **3.3 Glenalvon House - Draft Plan of Management**

#### **Reporting Officer**

Manager Property Services

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#### **Attachments**

1. Annexure 1 – Independent Facilitator Report from Public Hearing (distributed under separate cover)
2. Draft Plan of Management – Glenalvon House (to be tabled)

#### **Purpose**

To seek Council approval for the adoption of the Draft Plan of Management prepared for community land known as Glenalvon House described as Lot 1 DP 34658.

#### **History**

Council at its meeting of 13 March 2012 resolved:

1. That Council approve the preparation of a draft Plan of Management for the future use and management of Glenalvon.
2. That a further report be presented to Council for the review of the draft Glenalvon Plan of Management upon completion of the public consultation and submission process.

#### **Report**

A draft Plan of Management for Glenalvon House ('Draft Plan') has been prepared and subsequently placed on public exhibition. The Draft Plan was publically exhibited for one month between 23 April 2012 and 23 May 2012.

In accordance with the provisions of the *Local Government Act 1993*, a public notice was circulated in the local Campbelltown papers for a period of three weeks with respect to the exhibition of the Draft Plan. The public notice appeared in the local Campbelltown papers between 24 April 2012 and 9 May 2012.

The notice specified the dates that the Draft Plan was on public exhibition, the locations of where the Draft Plan could be viewed and the period in which submissions in respect of the Draft Plan would be received by Council. During the public exhibition period, the Draft Plan was available for viewing at the HJ Daley Central Library, Ingleburn Library, the foyer of the Civic Centre and on Council's website.

It should be noted that whilst the public exhibition period occurred between 23 April 2012 and 23 May 2012, written submissions were to be received by Council no later than Wednesday 13 June 2012 in accordance with legislative requirements.

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Following the exhibition period and within the submission period a public hearing was held in which members of the public were invited to comment on the Draft Plan as well as receive feedback from the relevant Council officers that were present at that meeting. Feedback was provided to any questions concerning Council's intended future use and management of Glenalvon House as well as the operation of the Draft Plan.

An independent facilitator convened the public meeting on 14 June 2012 at the HJ Daley Central Library between 2.00pm and 3.00pm. The public hearing was successful with five members of the public in attendance, one Councillor and several Council representatives to address questions asked from the floor.

At the hearing, Council's Manager Property Services introduced Glenalvon and presented Council's methodology and approach for the long term management of Glenalvon. Details of the public hearing were recorded and presented in a report prepared by the independent facilitator. The facilitators report in respect to the public hearing is attached as Annexure 1.

### **Comments received on the draft Plan of Management**

During the public exhibition, two written submissions were received. One submission was received from the Campbelltown and Airds Historical Society whilst the other submission was received from a local resident.

Key issues raised in the submissions generally related to the activities that would be authorised by the Draft Plan and other activities that would require further approval by Council. One of the submissions received requested that additional activities including open days, group visits (including schools), meetings and lectures be authorised by the Draft Plan without the requirement of seeking separate Council endorsement each time any one of those activities were proposed to be undertaken.

In light of the submissions made it was considered that the additional activities requested were not inconsistent with the scope intended for the future use and management of Glenalvon House. In this respect a minor amendment was made to Part 1.6 and Part 3(e) of the Draft Plan to include open days, group visits (including schools), meetings and lectures as activities authorised by the Draft Plan without the requirement of seeking separate Council endorsement.

It should be noted that the Draft Plan presented and tabled at the public hearing included the amendments to Part 1.6 and Part 3(e).

Comments received as part of the public hearing are contained in the report prepared by the independent facilitator attached as Annexure 1. The key issues raised from the floor related to the street number of Glenalvon. A further item raised from the floor was an appreciation and acknowledgement that the Draft Plan of Management had been amended to reflect additional uses as not requiring further endorsement by Council.

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### **Further amendments to the draft Plan of Management**

Having regard to the comments received at the public hearing it is considered that a potential amendment to the street number allocated to Glenalvon in the Draft Plan would not be substantial, would not detract from the broad aims of the Draft Plan and does not significantly alter the associated objectives and actions. In this respect any further amendment made to the Draft Plan with respect to the street number of Glenalvon is not substantial and as such, Council would be in a position to adopt the amended Draft Plan without any further public exhibition.

### **Adoption of the Plan of Management**

Having regard to the written submissions received during the public exhibition period and comments received at the public hearing, a minor amendment was made to Part 1.6 and Part 3(e) of the Draft Plan. A minor amendment may also be made to the street number of Glenalvon if required. It is considered that the minor amendments do not alter the broad aims of the Draft Plan nor significantly alter the associated objectives and actions.

In this respect as the exhibited Draft Plan has not been significantly altered, and the public hearing was held in respect of the amended Draft Plan in accordance with Section 40A of the *Local Government Act 1993*, Council may adopt the Draft Plan as Tabled with this report, without re-exhibition, by virtue of Section 40 of the *Local Government Act 1993*.

Accordingly it is recommended that Council endorse the Draft Plan as tabled as the Plan of Management – Glenalvon House in accordance with Section 40 the *Local Government Act 1993*.

### **Officer's Recommendation**

1. That Council adopt the Draft Plan of Management as tabled as Plan of Management – Glenalvon House in respect of community land described as Lot 1 DP 34658.
2. That all documentation associated with the adoption of the Plan of Management be executed under the Common Seal of Council if required.

### **Committee's Recommendation: (Lake/Hawker)**

That the Officer's Recommendation be adopted.

**CARRIED**

### **Council Meeting 3 July 2012 (Greiss/Lake)**

That the Officer's Recommendation be adopted.

### **Council Resolution Minute Number 124**

That the Officer's Recommendation be adopted.

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### **3.4 Transfer of Land to Council (Lot 4 DP 1149933) - Glenfield Release Area**

#### **Reporting Officer**

Manager Property Services

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#### **Attachments**

Plan of Lot 4 DP 1149933

#### **Purpose**

To seek Council approval to accept the transfer of land identified as open space (drainage reserve) within the Glenfield Road Release Area from Mirvac as identified in the Section 94 Development Contributions Plan - Glenfield Road Urban Release Area - May 2007.

#### **History**

Mirvac Homes (NSW) Pty Limited and Cornish Pty Limited are currently developing sections of the Glenfield Road Release Area which has involved the dedication of open space land and both as public and drainage reserves to Council.

Although sections of open space land have previously been dedicated to Council upon registration of the survey plans which identified the land to be dedicated, this parcel of open space land did not include a reserve notation and as such remains in the ownership of Mirvac.

#### **Report**

As part of the development of the Glenfield Road Release Area, Mirvac has been developing respective sections of land which it currently owns which in addition to the residential development has included open space and drainage land identified in the Section 94 Development Contributions Plan - Glenfield Road Urban Release Area, May 2007.

As Mirvac has undertaken development of their respective holdings they have been progressively dedicating the land identified as being required for open space and drainage purposes into Council title through registration of the subdivision plans.

This parcel was not previously dedicated at the time of registration of the subdivision plan as the developer was required to undertake drainage works prior to Council accepting ownership of the parcel of land.

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### **Mirvac Homes (NSW) Pty Limited and Cornish Group Pty Limited**

Mirvac has requested that Council accepts the transfer of Lot 4 DP 1149933 which is master planned as open space drainage reserve land to be dedicated to Council as required under the Section 94 Development Contributions Plan - Glenfield Road Urban Release Area, May 2007.

The subject property is open space land zoned 6(a) open space and has an area of approximately 2,756 square metres and is situated off Eleanor Drive, Glenfield.

It is proposed that in return for the land being transferred to Council as drainage reserve that the applicable Section 94 credit in accordance with the contributions plan will be provided by Council to Mirvac as part of the reconciliation of the Section 94 contributions relating to the development. This Section 94 credit would be for land only as the drainage works would be subject to a separate credit if applicable.

Accordingly it is recommended that Council approve acceptance of the transfer of land as public reserve as identified in the Section 94 Development Contributions Plan - Glenfield Road Urban Release Area, May 2007 with Section 94 credit to be applied in accordance with the prevailing rate identified in the plan at the time of transfer.

The acceptance of transfer will be subject to a final inspection by Council staff prior to transfer documents being issued.

### **Officer's Recommendation**

1. That Council approve the acceptance of the transfer of open space land (drainage reserve) being Lot 4 DP 1149933 on the terms outlined in this report.
2. That Council provide approval to enter into any necessary agreement with the developers to reconcile any Section 94 Development Contributions through a Material Public Benefits agreement or Land Dedication/Works In Kind agreement if required on the terms outlined in this report.
3. That all documentation associated with the transfers be executed under the Common Seal of Council if required.

### **Committee's Recommendation: (Lake/Hawker)**

That the Officer's Recommendation be adopted.

**CARRIED**

### **Council Meeting 3 July 2012 (Greiss/Lake)**

That the Officer's Recommendation be adopted.

### **Council Resolution Minute Number 124**

That the Officer's Recommendation be adopted.

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## 4. FINANCIAL SERVICES

### 4.1 Investment Report - May 2012

#### Reporting Officer

Manager Financial Services

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#### Attachments

Investment Portfolio Performance as at 31 May 2012

#### Purpose

To provide a report outlining Council's investment portfolio performance for May 2012.

#### Report

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

Council's Investment Portfolio as at 31 May 2012 stood at approximately \$81m. 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.

Return	Annualised	Month
Council Managed Funds	5.71%	0.49%
Benchmark: 90 Day Bank Bill Index	4.54%	0.39%

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 twelve months.

Rolling Year to Date Return	May
Council Managed Funds	5.82%
Benchmark: 90 Day Bank Bill Index	4.72%

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Council's portfolio as at 31 May 2012 is diversified with 67% in term deposits of varying lengths of maturity which are managed in accordance with market expectations and Council's investment strategy, 24% in floating rate notes which give 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 and 1% in a National Australia Bank offset facility which expires in 2014.

<b>Duration Profile</b>	<b>May</b>
Short Term at Call	\$1,120,952
1 – 3 Months	\$7,294,861
3 – 6 Months	\$42,280,902
6 – 12 Months	\$3,089,967
12 Months +	\$27,554,066

All investments are placed with Approved Deposit Taking Institutions. No funds are placed with any unrated institutions.

<b>Credit Exposure</b>	<b>May</b>
AAA to AA-	93%
A+ to A	7%
A- to BBB-	0%
Other Approved Deposit Taking Institutions	0%

### **Economic Outlook**

The Reserve Bank Board (RBA) decided to reduce the cash rate by 25 basis points to 3.50% at its meeting on 5 June 2012. The Board's statement indicates that slowing economic growth and stable inflation coupled with the growing unease in the global economic landscape prompted the Board to move on interest rates to a more accommodative level. The financial markets had factored in a 50 basis point reduction and the consensus is that further interest rate cuts will be provided in coming months.

### **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/Lake)**

That the Officer's Recommendation be adopted.

**CARRIED**

**Council Meeting 3 July 2012 (Greiss/Lake)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 124**

That the Officer's Recommendation be adopted.

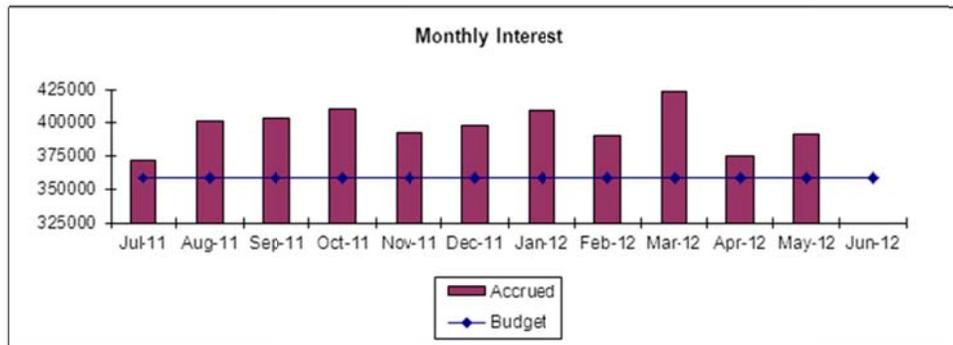
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# ATTACHMENT 1

## CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO Summary May 2012

Benchmark UBS Warburg 90 Day Bank Bill Index  
 Portfolio Balance \$81,340,747.90

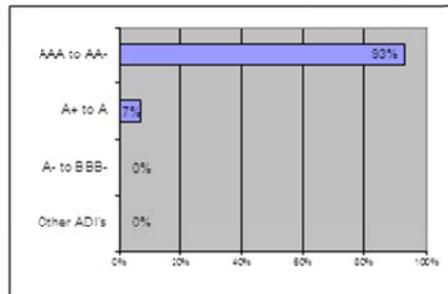
Monthly Performance	Return (mth)	Return (pa)
UBSW 90 Bank Bill Index	0.39%	4.54%
Total Portfolio	0.48%	5.69%
<i>Performance to Benchmark</i>	+ 0.10%	+ 1.15%
Portfolio - Direct Investments	0.49%	5.71%
<i>Performance to Benchmark</i>	+ 0.10%	+ 1.18%
Short Term Call Account	0.35%	4.15%



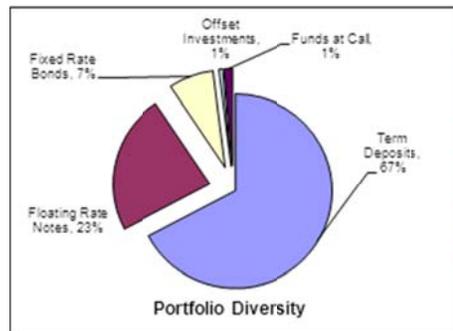
### Year to Date Performance Credit Exposure

Rolling 12 Month Period  
 5.82% Council Managed Funds  
 0.00% Other Managed Funds  
 4.72% Benchmark

Interest Budget to Actual  
 Budget to Period \$3,941,667  
 Accrued to Period \$4,360,319



### Securities Institutions



	Amount Invested	% Portfolio
Funds at Call	\$ 1,120,951.79	1%
Suncorp Metway	\$ 4,370,917.78	5%
National Australia Bank	\$ 11,601,956.88	14%
ANZ Bank	\$ 7,541,435.40	9%
NSW Treasury	\$ 4,250,000.00	5%
Westpac Bank	\$ 17,939,828.44	22%
St George Bank	\$ 8,289,151.51	10%
Commonwealth Bank	\$ 12,500,000.00	15%
Bank Western Australia	\$ 13,726,506.10	17%
Building Societies	\$ -	0%
Unrated Institutions	\$ -	0%
<b>Total</b>	<b>\$81,340,747.90</b>	<b>100%</b>

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## 4.2 Sundry Debtors Report - May 2012

### Reporting Officer

Manager Financial Services

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### Attachments

1. Debtors Summary to 31 May 2012
2. Ageing of Sundry Debts to 31 May 2012

### Purpose

To provide a report detailing the amount outstanding by type and age for sundry and miscellaneous debts for the period ending 31 May 2012.

### Report

Debts outstanding to Council as at 31 May 2012 were \$1,061,898 reflecting a decrease of \$32,830 since April 2012. The ratio of outstanding debts to current invoices has increased from 25% in April to the current level of 43%. 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 month, 1386 invoices were raised totalling \$616,574 and of these, the most significant have been in the following areas:

#### Government and other Grants - \$193,455

The main invoices relate to:

Roads and Maritime Services – RTA repair grant for Blaxland Road and The Kraal Drive and funding for GLS Workshop, Road Safety Officer Salary, Log Book Run and Buckle Up Project	\$165,955
Australian Council for the Arts – Program Presenter for Theatre Board	\$27,500

#### Land and Building Rentals - \$72,084

The main invoices relate to:

Aldi Stores - Macquarie Fields	\$21,567
Glenquarie Hotel Pty Ltd - Glenquarie Shopping Centre, Macquarie Fields	\$18,392
Caltex Oil Australia Pty Ltd - Macquarie Fields	\$14,723
Mycorp Group Pty Ltd - BP Petrol Station, Macquarie Fields	\$12,610

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**Private Works - \$70,018**

The main invoices relate to:

Roads and Maritime Services – Mowing of various areas within the Local Government Area	\$63,666
SITA Environmental Solutions – Sweeping of various roads within the Local Government Area	\$3,630

**Shop and Office Rentals - \$52,215**

The main invoices relate to:

Nuvezo Pty Ltd – Monthly rental for Dumaresq Street Cinema	\$21,729
McDonalds Australia Limited – Glenquarie Shopping Centre	\$7,246
Campbelltown Amcal Pharmacy – Monthly rental at Milgate Arcade, Queen Street, Campbelltown	\$5,278
Debtor 65462.4 – Macquarie Fields Neighbourhood Store	\$3,938
J & R Versteeg Pty Ltd – Campbelltown Art Centre Café	\$3,866
Debtor 681239 – Woodbine Neighbourhood Store	\$3,723

Receipts to the value of \$649,403 have been received during the period, the most notable in the following areas:

Government and other Grants	\$178,850
Waste collection services	\$96,059
Land and building rentals	\$95,364
Shop and Office Rentals	\$55,353
Sportsground and Field Hire	\$50,745

Debts exceeding 90 days of age totalled \$237,193 as at 31 May 2012. The major invoices relating to this balance include:

Debtor 68316.9 - Retaining wall between Lot 1451 DP 703487 2 & 4 Brownlow Pl, Ambarvale. Debtor has made arrangements approved by Council to make monthly payments of \$450	\$24,557
Debtor 71438.6 - Personal injury claim for Council employee due to a motor vehicle accident - recovery action	\$19,968
Various Sundry Items - Recovery of costs relating to four separate incidents of damage to Council vehicles	\$16,569
Private Works - Recovery of costs relating to two separate incidents of damage to Council property	\$4,798
Sydney Water - Various road restorations in the Local Government Area. Payment is expected in June 2012	\$3,368
Department of Housing – Mowing of various open spaces within the Local Government Area. Payment is expected in June 2012	\$26,507
Arengo Pty Ltd - Road Occupancy Approval 3 January 2012 to 31 March 2012 for Queen Street Campbelltown. Arengo Pty Ltd are disputing the costs, recovery action is to commence in June 2012	\$26,923

During the month, 16 accounts progressed to recovery action. The defaulting debtors 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.

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

Council's agents were instructed to proceed with one Statement of Liquidated Claim for an abandoned vehicle, one Examination Order for unpaid shop licence fees, one Judgment for refund of exhibition fees, one Writ of Execution for unpaid shop licence fees and one Warrant of Apprehension for unpaid shop 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: (Hawker/Lake)**

That the Officer's Recommendation be adopted.

### **CARRIED**

### **Council Meeting 3 July 2012 (Greiss/Lake)**

That the Officer's Recommendation be adopted.

### **Council Resolution Minute Number 124**

That the Officer's Recommendation be adopted.

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**ATTACHMENT 1**

***DEBTORS SUMMARY 1 May 2012 to 31 May 2012***

DEBTOR TYPE/DESCRIPTION	ARREARS AT 30/04/2012	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 31/05/2012	% DEBT RATIO
Corporate Administration	220,888	32,101	47,407	205,582	19.36%
Abandoned Items	1,940	0	0	1,940	0.18%
Child Care Debts	14,306	344	0	14,650	1.38%
Community Bus	571	400	632	339	0.03%
Sportsground and Field Hire	82,756	36,037	50,745	68,048	6.41%
Government and other Grants	156,950	193,455	178,850	171,555	16.16%
Public Hall Hire	15,390	16,241	20,512	11,120	1.05%
Health Services	350	0	0	350	0.03%
Land and Building Rentals	69,396	72,084	95,364	46,116	4.34%
Healthy Lifestyles	3,113	38,768	36,806	5,074	0.48%
Library Fines and Costs	159,036	9,817	0	168,853	15.90%
Shop Licence Fees	35,445	20,450	11,445	44,450	4.19%
Pool Hire	18,575	2,313	17,194	3,693	0.35%
Private Works	103,114	70,018	10,656	162,475	15.30%
Road and Footpath Restoration	11,314	0	7,307	4,007	0.38%
Shop and Office Rentals	16,092	52,215	55,353	12,955	1.22%
Various Sundry Items	128,014	23,444	21,072	130,386	12.28%
Waste Collection Services	96,158	48,886	96,059	48,985	4.61%
	<b>1,094,728</b>	<b>616,574</b>	<b>649,403</b>	<b>1,061,898</b>	<b>100%</b>

## ATTACHMENT 2

### AGEING OF SUNDRY DEBTOR ACCOUNTS - 31 May 2012

Description	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Administration	24,980	7,757	153,882	18,963	205,582	11,987
Abandoned Items	0	0	203	1,737	1,940	1,737
Child Care Debts	14,650	0	0	0	14,650	0
Community Bus	239	0	50	50	339	0
Sportsground and Field Hire	21,120	25,320	9,514	12,851	68,805	7,322
Government and other Grants	165,955	0	4,400	1,200	171,555	1,300
Public Hall Hire	6,760	3,057	208	1,095	11,120	1,397
Health Services	0	0	0	350	350	350
Land and Building Rentals	23,310	20	45	22,741	46,116	15,002
Healthy Lifestyles	3,390	0	277	1,407	5,074	1,407
Library Fines and Costs	168,853	0	0	0	168,853	0
Shop Licence Fees	15,447	3,290	2,340	23,373	44,450	23,153
Pool Hire	1,458	319	1,118	798	3,693	1,376
Private Works	70,914	714	26,507	64,340	162,475	38,333
Road and Footpath Restoration	0	0	0	4,007	4,007	3,324
Shop and Office Rentals	11,781	1,173	0	0	12,955	0
Various Sundry Items	23,490	4,723	18,063	84,110	130,386	58,137
Waste Collection Services	48,556	128	128	173	48,985	172
	<b>561,468</b>	<b>46,502</b>	<b>216,735</b>	<b>237,193</b>	<b>1,061,898</b>	<b>164,997</b>

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## 4.3 Monthly Rates Summary

### Reporting Officer

Manager Financial Services

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### Attachments

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

### Purpose

To provide details of the 2011-2012 Rates and Charges Levy and cash collections for the period ending 31 May 2012.

### Report

Rates and charges levied for the period ending 31 May 2012 totalled \$76,302,981 representing 99.54% of the budget estimate.

Receipts collected to the end of May totalled \$70,490,133. In percentage terms this amount represents 89% of all rates and charges due to be paid. In comparison, the amount collected in the same period last year was 87%.

The fourth instalment of rates and charges became due for payment on 31 May 2012. A review of the payment channels has revealed that BPay phone and internet payments direct from bank accounts continues to be the preferred method with 46%. Australia Post over the counter remains very strong with 36% along with phone and internet increasing to 10% of all payments.

Continued efforts are made throughout the year to assist ratepayers in making suitable payment arrangements to clear or minimise their debts. As at the end of May 331 ratepayers with a total arrears balance of \$286,113 have elected to manage their debts with an arrangement.

Ratepayers who purchased property since the issue of the May instalment notices have received a "Notice to new owner" letter. During the month 27 of these notices were sent advising the amount levied in annual rates and charges and the balance outstanding.

### Officer's Recommendation

That the information be noted.

### Committee's Recommendation: (Borg/Chanthivong)

That the Officer's Recommendation be adopted.

**CARRIED**

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**Council Meeting 3 July 2012 (Greiss/Lake)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 124**

That the Officer's Recommendation be adopted.

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# ATTACHMENT 1

## RATES SUMMARY

### STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES

RATE - CHARGE	NET ARREARS 1/7/2011	NET LEVY FOR YEAR	PENSION REBATES	EXTRA CHARGES	TOTAL RECEIVABLE	CASH COLLECTED	NET AMOUNT DUE	POSTPONED RATES & INTEREST	GROSS AMOUNT DUE
RESIDENTIAL	2,651,511.85	43,007,991.29	1,305,998.64	865,767.04	45,219,271.54	39,788,597.79	5,430,673.75	396,758.17	5,827,431.92
BUSINESS	468,880.66	14,459,780.47		99,967.44	15,028,628.57	13,348,318.54	1,680,310.03		1,680,310.03
BUSINESS - IND	172,708.36	0.00		3,639.77	176,348.13	161,437.65	14,910.48		14,910.48
FARMLAND	53,259.58	348,359.10	883.57	3,485.24	404,220.35	391,994.09	12,226.26	156,510.00	168,736.26
MINING	0.00	13,051.33		24.67	13,076.00	13,076.00	0.00		0.00
LOAN	251,772.85	4,023,237.07		16,529.68	4,291,539.60	3,773,252.11	518,287.49	54,509.02	572,796.51
F5 ACCESS RAMPS	24,330.32	0.00		544.35	24,874.67	22,801.23	2,073.44		2,073.44
MAIN STREET	72.86	0.00		0.00	72.86	32.74	40.12		40.12
<b>TOTAL</b>	<b>\$3,622,536.48</b>	<b>\$61,852,419.26</b>	<b>\$1,306,882.21</b>	<b>\$989,958.19</b>	<b>\$65,158,031.72</b>	<b>\$57,499,510.15</b>	<b>\$7,658,521.57</b>	<b>\$607,777.19</b>	<b>\$8,266,298.76</b>
GARBAGE	706,630.61	13,344,251.29	393,558.82	46,683.96	13,704,007.04	12,165,867.02	1,538,140.02		1,538,140.02
SANITARY	0.00	73.21		0.00	73.21	73.21	0.00		0.00
STORMWATER	55,274.31	883,136.77		2,972.97	941,384.05	824,683.01	116,701.04		116,701.04
<b>GRAND TOTAL</b>	<b>\$4,384,441.40</b>	<b>\$76,079,880.53</b>	<b>\$1,700,441.03</b>	<b>\$1,039,615.12</b>	<b>\$79,803,496.02</b>	<b>\$70,490,133.39</b>	<b>\$9,313,362.63</b>	<b>\$607,777.19</b>	<b>\$9,921,139.82</b>

Total from Rates Financial Transaction Summary	9,293,583.12
Overpayments	-627,556.70
Difference	0.00

### ANALYSIS OF RECOVERY ACTION

Rate accounts greater than 6 months less than 12 months in arrears	687,447.06
Rate accounts greater than 12 months less than 18 months in arrears	233,139.20
Rate accounts greater than 18 months in arrears	40,958.62
<b>TOTAL rates and charges under instruction with Council's agents</b>	<b>\$961,544.88</b>

## ATTACHMENT 2

COMPARISON OF BUDGET TO ACTUAL						
DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL	BALANCE STILL REQD.	% RAISED	
RESIDENTIAL	42,819,100	42,819,100	43,007,991	(188,891)	100.44%	
BUSINESS	14,484,800	14,484,800	14,459,780	25,020	99.83%	
FARMLAND	364,600	364,600	348,359	16,241	95.55%	
MINING	13,104	13,104	13,051	53	99.60%	
LOAN	4,010,200	4,010,200	4,023,237	(13,037)	100.33%	
<b>TOTALS</b>	<b>61,691,804</b>	<b>61,691,804</b>	<b>61,852,419</b>	<b>(160,615)</b>	<b>100.26%</b>	
INTEREST CHARGES	240,000	240,000	233,574	6,426	97.32%	
LEGAL COSTS RECOVERED	1,100,000	1,100,000	754,725	345,275	68.61%	
PENSIONERS - Sec 575	(1,649,996)	(1,649,996)	(1,700,441)	50,445	103.06%	
PENSIONERS SUBSIDY	907,498	907,498	935,243	(27,745)	103.06%	
<b>SUB TOTAL</b>	<b>62,289,306</b>	<b>62,289,306</b>	<b>62,075,519</b>	<b>213,786</b>	<b>99.66%</b>	
DOMESTIC WASTE CHARGES	13,208,604	13,208,604	13,015,214	193,390	98.54%	
COMMERCIAL WASTE CHARGES	273,266	273,266	329,037	(55,771)	120.41%	
SANITARY INCOME	1,000	1,000	73	927	7.32%	
STORMWATER MINGMNT	880,000	880,000	883,137	(3,137)	100.36%	
<b>GRAND TOTALS</b>	<b>76,652,176</b>	<b>76,652,176</b>	<b>76,302,981</b>	<b>349,195</b>	<b>99.54%</b>	
<b>COLLECTIONS AS A % OF:</b>						
RESIDENTIAL	TOTAL RECEIVABLE	TOTAL LEVIED	TOTAL RECEIVABLE	TOTAL LEVIED		
BUSINESS	87.99%	92.51%	RATES	88.25%	92.96%	
FARMLAND	88.82%	92.31%	SANITARY	100.00%	0.00%	
LOAN	96.98%	112.53%	STORMWATER	87.60%	93.38%	
	87.92%	93.79%	TOTAL RATES & CHARGES	<b>89.12%</b>	<b>93.48%</b>	
<b>ALL RATES</b>	<b>88.25%</b>	<b>92.96%</b>				

### ATTACHMENT 3

#### RATES STATISTICS

No. of documents issued	July	August	September	October	November	December	January	February	March	April	May	June	May-11
Rate Notices	48,056	175		173			129						
Electronic - DoH	5,617												
Instalment Notices				41,808			41,257			41,093			
Electronic - DoH				5,752			5,804			5,973			
Missed Instalment Notices			9,857			8,572			7,110				
- Pensioners > \$15.00			603			611			599				
Notice to new owner	299	103	18	36	21	23	40	36	15	5	27		13
7-day Letters - Council issued			1,701			1,794			1,797				
- Pensioners > \$500.00			123			114			109				
7-day Letters - Agent Issued			693			724			679				
Statement of Claim	278	26	9	272	19	14	255	32	23	264	28		42
Judgements	20	61	37	35	72	9	31	52	44	26	111		98
Writs	22	14	43	53	11	32	33	12	51	37	61		18
eRates	1,029	1,039	1,056	1,066	1,072	1,079	1,085	1,097	1,121	1,129	1,133		998
Arrangements	381	369	519	336	304	431	376	330	454	401	331		295

## **4.4 Stocktake of Stores and Materials**

### **Reporting Officer**

Manager Financial Services

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### **Attachments**

List of stores and materials stocktake result

### **Purpose**

To advise Council of the results of the stores and materials stocktake held at Council's Works Depot General Store on 12 May 2012.

### **Report**

The *Local Government (General) Regulation 2005* requires Council to take all reasonable measures to ensure that the assets of, or under the control of, the Council are properly accounted for.

To assist in the control of Council's stores and material assets, stocktakes are held at least annually and six monthly where timeframes and resources allow. Spot checks are also carried out intermittently throughout the year.

The process involves physical counts of all stock items by Store staff, under the supervision of staff from Financial Services. The results of the count are then compared to the stock item balances contained in Council's financial management information system. A recount of major variances is then carried out to confirm the original count. Once all counts are finalised a discrepancy report is produced which details the recommended write off or write on of stock.

Council's total value of stock on hand is approximately \$226,000 and the stocktake carried out on 12 May 2012 resulted in a net write on of \$1.79. This is an excellent result and is largely representative of the manner in which the store is maintained together with the processes around the procurement and issue of inventory items.

### **Officer's Recommendation**

1. That the information be noted.
2. That the necessary adjustments be made in Council's financial management information system.

### **Committee's Recommendation: (Hawker/Borg)**

That the Officer's Recommendation be adopted.

**CARRIED**

---

**Council Meeting 3 July 2012 (Greiss/Lake)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 124**

That the Officer's Recommendation be adopted.

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# ATTACHMENT 1

## STOCKTAKE OF STORES AND MATERIALS AT CENTRAL STORE 12 MAY 2012 LIST OF ADJUSTMENTS

Product Number or Group	Description	Storage Units	Book Qty on Hand	Counted Qty	Difference	Adjustment Amount
100611	PLIERS DIAG CUT FULL INS,200mm	PAIR	2.0000	1.0000	-1.0000	-6.32
100396	BLADE HACKSAW 12"X 1/2" X 14T.	EACH	2.0000	0.0000	-2.0000	-2.76
102626	HEAD BRUSHCUTTER STIHL AUTO CUT.	EACH	22.0000	25.0000	3.0000	71.86
100862	NAIL, MASONARY, 100 x 3.8 mm	PACK	1.0000	2.0000	1.0000	12.50
101931	STOVE 1 BURNER, MANUAL 3/8LH 2077-75	EACH	6.0000	5.0000	-1.0000	-18.57
100714	WIRE TIE GALV 1.57MM 16GX X 60M	ROLL	10.0000	9.0000	-1.0000	-4.18
101205	SIGN, HAZARD, G9-243A-DG-NSW	EACH	8.0000	10.0000	2.0000	29.12
100995	FILTER FUEL FORD	EACH	2.0000	3.0000	1.0000	6.84
102343	FILTER AIR A959 WESTERN AIR	EACH	1.0000	2.0000	1.0000	35.67
101784	FILTER OIL (REAR WATER PUMP)	EACH	3.0000	4.0000	1.0000	22.63
101003	RUBBER SIDE CHUTE ASSEMBLY, TORO	EACH	1.0000	0.0000	-1.0000	-145.00
					Gain / (Loss)	1.79

## **4.5 Local Government Elections Budget Estimate**

### **Reporting Officer**

Manager Financial Services

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### **Attachments**

Nil

### **Purpose**

To update Council on the recent correspondence received regarding the budget estimate for the September 2012 Local Government Elections.

### **History**

At the meeting of 15 November 2012 Council resolved to enter into an agreement with the NSW Electoral Commission for the conduct of the 2012 Local Government elections on behalf of Campbelltown City Council.

### **Report**

On 4 June 2012, Council received a letter from the NSW Electoral Commission providing an estimate of the cost of the conduct of Campbelltown City Council's election to be held on 8 September 2012. The NSW Electoral Commission identifies all expenses for the conduct of the election and invoices these expenses on a dollar for dollar basis. The letter also details the 19 major projects that go into making up the election program which have been calculated individually for each Council.

The budget estimate for Campbelltown City Council is \$570,884 (ex GST). No advance payment is required for the September 2012 elections. The invoice will be issued when the Electoral Commission has received all supplier invoices expected to be by the end of January 2013.

As part of the 2010-2011 original budget, Council approved an annual transfer of \$200,000 into a Local Government Elections reserve to prepare for the 2012 obligation. Once the 2012-2013 draft budget is adopted the reserve will have sufficient funds to cater for this expenditure.

### **Officer's Recommendation**

That the information be noted.

### **Committee's Recommendation: (Borg/Lake)**

That the Officer's Recommendation be adopted.

**CARRIED**

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**Council Meeting 3 July 2012 (Greiss/Lake)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 124**

That the Officer's Recommendation be adopted.

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## **5. BUSINESS ASSURANCE**

**No reports this round**

## **6. HUMAN RESOURCES**

**No reports this round**

## **7. INFORMATION MANAGEMENT AND TECHNOLOGY**

**No reports this round**

## **8. GENERAL BUSINESS**

### **8.1 Expenditure related to Council Reports**

Council considers a number of reports dealing with the conducting of events, the requests for donations and the running of various programs which all incur costs and are presented on an ad hoc basis and on occasion do not reflect the costs that will be incurred associated with the various issue.

It is considered appropriate that these reports should include all direct costs that relate to the particular item. Where 'in kind' expenses have been incurred, it is also requested that these costs be included at a nominal amount.

#### **Committee's Recommendation: (Hawker/Lake)**

That in future reports dealing with the conducting of events, the requests for donations and the running of various programs all costs (including 'in kind' expenses) be included as part of the report.

**CARRIED**

#### **Council Meeting 3 July 2012 (Greiss/Lake)**

That the Committee's Recommendation be adopted.

#### **Council Resolution Minute Number 124**

That the Committee's Recommendation be adopted.

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## **8.2 Park Central**

### **Committee's Recommendation: (Hawker/Greiss)**

That a report be provided investigating the feasibility and administrative requirements necessary for the area known as Park Central to become a suburb of Campbelltown in its own right.

**CARRIED**

### **Council Meeting 3 July 2012 (Greiss/Lake)**

That the Committee's Recommendation be adopted.

### **Council Resolution Minute Number 124**

That the Committee's Recommendation be adopted.

### **Confidentiality Motion: (Lake/Hawker)**

That the Committee in accordance with Section 10 of the *Local Government Act 1993*, move to exclude the public from the meeting during discussions on the items in the Confidential Agenda, due to the confidential nature of the business and the Committee's opinion that the public proceedings of the Committee would be prejudicial to the public interest.

**CARRIED**

## **21. CONFIDENTIAL ITEMS**

### **21.1 Land Acquisition Notice - 47 Glenfield Road, Glenfield**

#### **Reason for Confidentiality**

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

- (b) the personal hardship of any resident or ratepayer.
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## **21.2 Proposed Acquisition of Lot 7 DP 258769**

### **Reason for Confidentiality**

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

- (a) personnel matters concerning particular individuals (other than councillors)

## **21.3 Confidential Information relating to an item on the Corporate Governance Agenda 26 June 2012**

### **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 6.02pm.

G Greiss  
CHAIRPERSON

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