

Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 13 November 2012.

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 13 November 2012

Present Her Worship the Mayor, Councillor S Dobson (from Item 2.2)
Councillor C Mead (Chairperson)
Councillor F Borg
Councillor G Greiss
Councillor P Hawker
Councillor R Kolkman
Councillor P Lake
General Manager - Mr P Tosi (from Item 2.2)
Director Business Services - Mr M Sewell
Acting Director City Works - Mr J Dodd
Acting Manager Assets and Supply Services - Mr W Miller
Manager Business Assurance – Mrs M McIlvenny
Acting Manager Communications and Marketing - Ms A King
Acting Manager Financial Services – Mr A Butcher
Manager Governance and Administration - Ms D Bourke
Manager Human Resources - Mr B Clarence
Manager Operational Services- Mr A Davies
Manager Property Services - Mr J Milicic
Manager Waste and Recycling Services – Mr P MacDonald
Coordinator Procurement and Contracts - Ms K Stares
Executive Assistant - Mrs K Peters

Apology (Kolkman/Greiss)

That the apology from Councillor Chanthivong be received and accepted.

CARRIED

Acknowledgement of Land

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

DECLARATIONS OF INTEREST

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

Pecuniary Interests

Nil

Non Pecuniary – Significant Interests

Nil

Non Pecuniary – Less than Significant Interests

Councillor Hawker - Item 4.2 - Sundry Debtors Report - September 2012 - Councillor Hawker advised that he has been a shirt sponsor of the Harlequins Rugby Club.

1. COMMUNICATIONS AND MARKETING

1.1 Website Statistics - July to September

Reporting Officer

Manager Communications and Marketing

Attachments

Nil

Purpose

To provide Council with information on the visitation patterns for Council's website during the July to September 2012 quarter.

History

Council's redeveloped website went live on 7 May 2012.

The new site provides increased functionality, easier access to frequently accessed information, and a new look and feel, reflective of Council's commitment to providing efficient and reliable service to its customers.

As part of the redevelopment project, a permanent Website Administrator was appointed to monitor the site, support users, liaise with the vendor, and provide training to staff as required. A Web Steering Committee was also formed, to help guide the strategic direction of the website and to report to Executive with regard to ongoing improvements.

Report

Council's new website provides a range of information on programs, initiatives, services and events that can be accessed by visitors. With a strong customer service focus, it was designed with easy navigation and web friendly content.

Using Google Analytics, Council is able to obtain statistics on the usage patterns of our website, including information about the total number of visits, most commonly accessed pages and how users are accessing the site.

Since its launch, the website has had more than 300,000 visits, with more than 186,000 of these being 'unique' visitors who accessed the site only once during the period, and the balance reflecting return visitors.

During the three month period from 1 July to 31 September 2012, the total number of visits to Council's website was 174,039, with almost 59% of these being new visitors to the site, and the remainder being return visitors. The visitation during this period equates to an average of 58,013 visits per month.

Statistical data indicates that the average number of pages viewed during a visit to the site was 2.74, with the average duration spent on the site being 2.5 minutes.

A breakdown of total visits per month, including the top five pages viewed throughout each month (excluding the home page), is listed below. The number of visitors accessing the site via a mobile device is also indicated.

Month	Total site visits	Visits using mobile device	Most popular page views during month
July	47,236	7,392	Library – 24,175 Positions Vacant – 6,591 Current Positions Vacant – 5,630 Dogs for sale (small/puppies) – 3,433 Dogs and cats for sale – 3,421
August	61,708	8,338	Library – 10,488 Positions Vacant – 7,770 Current Positions Vacant – 6,768 Kerbside Clean Up information – 6,076 Dogs for sale (small/puppies) – 3,263
September	65,095	10,008	Library – 13,215 Positions Vacant – 6,661 Current Positions Vacant – 6,113 Kerbside Clean Up information – 5,848 Local Government Elections – 3,959
Total visits	174,039	25,738	

In order of popularity, the 20 most commonly visited pages on the site during the reporting period were:

1. Home page
2. Library
3. Positions vacant
4. Current positions vacant
5. Need a kerbside clean up
6. Small dogs and puppies for sale
7. Dogs and cats for sale
8. Animal Care Facility
9. Campbelltown Arts Centre
10. Medium dogs for sale
11. Large dogs for sale
12. Local Government Elections
13. Lost dogs

14. Contact us
15. Careers
16. Ongoing casual employment opportunities
17. Waste and recycling services
18. Cats and kittens for sale
19. Councillors
20. Libraries (branch listing).

In order of popularity, the top five downloaded documents for the reporting period were:

1. Local Government Elections polling list - 1,398
2. Campbelltown Sustainable City Development Control Plan 2009 – Part 3 (residential subdivision) - 639
3. Private tree removal application - 533
4. Land use application - 447
5. LGA garbage runs map – 425.

The majority of visitors (52.97%) accessed the website via an online search (primarily Google, Bing or Yahoo), with direct access to the home page or another specific Council website page (most often the Library page) being the second most common way of reaching the site (35.73%). Referral traffic from Council's intranet or Facebook profiles are also common (11.29%).

Other Council sites

Council also has two additional websites – Fisher's Ghost and Visit Macarthur.

During the reporting period of July to September 2012, the Fisher's Ghost site attracted 6,395 visits, while the Visit Macarthur website attracted 5,221 visits.

Given that the Festival of Fisher's Ghost is held in early November, the visitation to that particular site is expected to peak during October, and details will be included in the next report.

eNewsletter

Council's eNewsletter was launched in June, and complements the existing quarterly newsletter (letterbox delivery) and various other communication methods.

The eNewsletter is distributed via email on the first Wednesday of each month and is aimed at keeping subscribers updated on events, Council initiatives, things to do and places to visit, as well as directing traffic to the new website through links to further information.

Since the first distribution in June, the database has steadily grown to more than 260 subscribers.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Hawker/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 20 November 2012 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 205

That the Officer's Recommendation be adopted.

2. GOVERNANCE AND ADMINISTRATION

2.1 Modernisation of Local Government Legislation

Reporting Officer

Manager Governance and Administration

Attachments

Nil

Purpose

To advise Council of the commencement of the Local Government Acts Taskforce.

Report

The Minister for Local Government, the Honourable Don Page MP has announced the commencement of the Local Government Acts (LGA) Taskforce to review the *Local Government Act 1993* and the *City of Sydney Act 1988*. The LGA Taskforce was established as a result of the release of the Destination 2036 Action Plan.

The Taskforce will work closely with the Independent Local Government Review Panel to ensure that the new legislation supports and facilitates the outcomes of this work.

The work of the LGA Taskforce is an important initiative that with which Campbelltown City Council will be cooperating, that will assist in ensuring that NSW has the right legislative framework for strong and sustainable Local Government into the future.

The LGA Taskforce members are:

- Mr John Turner (Chairperson)
- Mrs Gabrielle Kibble AO
- Councillor Dr Ian Tiley
- Mr Stephen Blackadder

The LGA Taskforce commenced their review in September 2012 and will report back to the Minister for Local Government by September 2013. The LGA Taskforce Terms of Reference are to:

- ensure that the legislation and statutory framework meet the current and future needs of the community, Local Government and the Local Government sector
 - strengthen and streamline the legislation to enable Local Government to deliver services and infrastructure efficiently, effectively and in a timely manner
-

- ensure that the legislation is progressive, easily understood and provides a comprehensive framework, while avoiding unnecessary red tape
- recognise the diversity of Local Government in NSW
- provide a greater clarity on the role and responsibility of Local Government
- adopt the decisions of the Government in relation to the recommendations of the Independent Local Government Review Panel
- make recommendations to the Minister for Local Government for legislative changes considered necessary and appropriate for the new Local Government Act
- identify and recommend to the Minister for Local Government, at any time during the review process, any legislative changes that need to be implemented prior to the completion of the review.

Other considerations that will be undertaken during the review:

- engage and consult with the wider NSW community and with Local Government stakeholders (including the Local Government and Shires Associations of NSW, Local Government Managers Australia (NSW), local councils, village committees, country councils, regional organisations of councils, business, community, industrial and employee associations, relevant professional bodies and government agencies) about the operation of the legislation
- identify key principles to underpin Local Government legislation in NSW. In developing these principles the Taskforce will consider legislation and its application in other jurisdictions both Australia and overseas
- take account of the work, findings and government decisions, in relation to the NSW Planning System Review, the Destination 2036 Action Plan and the NSW State Plan 'NSW 2021 - A plan to make NSW number one'
- conduct its work in a manner that recognises the terms of reference and the approach being undertaken by the Independent Local Government Review Panel.

Consultation

Consultation has now commenced with the release of the Preliminary Ideas Paper. Copies of this paper were distributed to Councillors on 2 November 2012. The LGA Taskforce has developed a series of questions to which it is inviting comment and submissions. These questions are designed to gather information and ideas that will assist the LGA Taskforce develop a framework for the new legislation, following which a more detailed examination of the content of the new legislation will occur.

These questions are:

- i) What top 5 principles should underpin the content of the new Local Government Act?
 - ii) What is currently working well in the Local Government Act and why, and should it be retained in the new Act?
 - iii) Are there areas in the Local Government Act that are working well but should be moved to another Act or into Regulations, Codes or Guidelines?
 - iv) What is not working well in the Local Government Act (barriers and weaknesses) and should either be modified or not carried forward to the new Act?
-

- v) Should the City of Sydney Act be retained and if so, how can it be improved?

The draft submission incorporating any Councillors' comments will be provided to Council in the December round of Committee meetings. Submissions close on Friday 21 December 2012.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Borg/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 20 November 2012 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 205

That the Officer's Recommendation be adopted.

2.2 Revised Policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors

Reporting Officer

Manager Governance and Administration

Attachments

Revised Policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors

Purpose

To seek Council's endorsement of the revised Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors Policy.

Report

In accordance with Section 252(1) of the *Local Government Act 1993*, Council is required to adopt a Policy for the payment of expenses and provision of facilities on an annual basis and submit the policy to the Division of Local Government, Department of Premier and Cabinet annually.

Section 253 of the *Local Government Act 1993* requires Council to give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.

Following the public exhibition period, a further report will be made to Council which will consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.

This policy has been amended to incorporate the most recent Department of Local Government Guidelines for the payment of expenses and references Council's internet and email usage statement.

The proposed changes are highlighted within the attachment.

Officer's Recommendation

That the revised Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors Policy as attached to this report be publically exhibited, allowing at least 28 days for the making of public submissions.

Committee's Recommendation: (Kolkman/Lake)

That the Officer's Recommendation be adopted.

CARRIED


Council Meeting 20 November 2012 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 205

That the Officer's Recommendation be adopted.

ATTACHMENT 1

		POLICY
Policy Title	Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors	
Related Documentation	Council's Code of Conduct ICAC Publication - No Excuse for Misuse, Preventing the Misuse of Council Resources DLG Guidelines for Payment of Expenses and Provision of Facilities Model Code of Conduct for Local Councils in NSW <u>2009</u> DLG Circulars 08/03, 07/22 and 06/57 Council's Internet and Email Usage Authorised Statement	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i>	
Responsible Officer	Director Business Services	

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

Objectives

- In recognition of the importance of the role of the Mayor, to provide support in order to assist the Mayor in discharging the functions of the civic office.
- To provide a range and level of support and facilities to Councillors to assist them in discharging their functions of civic office.
- To assist the Mayor and Councillors in representing the interests of the residents and ratepayers of the City of Campbelltown and to facilitate communication between the community and the Council.
- To provide a level of support which will serve to encourage candidates to seek election to civic office.
- To provide for the reimbursement of expenses incurred by Councillors at conferences and seminars.
- To provide a travel policy which is transparent to the community and to ensure that the benefits of any travel are reported in a structured manner.

Policy Statement

The *Local Government Act 1993* which came into force on 1 July 1993, directs Council to adopt a policy concerning payment of expenses and the provision of facilities to the Mayor, Deputy Mayor and Councillors in relation to discharging the functions of civic office.

DATA AND DOCUMENT CONTROL		
Division: Business Services Section: Corporate Support DW: 2450543	Adopted Date: 1/3/04 Revised Date: 19/10/10 Minute Number: 208 Review Date: 30/10/11	Page: 1 of 10 Print Date:

2.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Campbelltown City Council

The Act also requires that the existing policy must be reviewed annually and submitted to the Department of Local Government by 30 November each year.

Scope

This Policy applies to the Mayor and all elected Councillors of Campbelltown City Council for expenses incurred or facilities provided when Councillors are performing their civic duties as Councillors.

This Policy is to be read in conjunction with Council's Code of Conduct, particularly those provisions relating to the use of resources, to ensure that Councillor expenses and facilities are not used inappropriately.

This Policy has been developed:

- to ensure that there is accountability and transparency in the payment and/or reimbursement of expenses incurred or to be incurred by Councillors in carrying out their civic duties
- to ensure that the reimbursement of expenses and facilities provided to assist Councillors to carry out their civic duties are appropriate and reasonable.

Legislative Context

In accordance with Section 252 of the *Local Government Act 1993*, Council will pay expenses incurred by or to be incurred and provide facilities for the Mayor, Deputy Mayor and Councillors to enable them to discharge their functions of civic office.

This Policy excludes annual fees paid to the Mayor and Councillors under Section 248 to 251 inclusive of the *Local Government Act 1993*.

The Division of Local Government's Guidelines for the payment of expenses and the provision of facilities to Mayors and Councillors in NSW were issued in October 2009 and have been taken into account in preparing this Policy.

Principles

Conferences and Seminars

Approval arrangements

Councillor attendance at conferences, seminars, training and skills development sessions and the like will be considered following a written request which should outline the benefits for Council. After returning from the event Councillors, or a member of Council staff accompanying the Councillors should provide a written report to Council on the aspects of the conference relevant to Council's business and/or the local community.

All requests requiring overnight accommodation or air travel will be determined in open Council. The report to Council must detail the purpose of the trip, expected benefits, duration, itinerary, approximate costs and nomination/number of Councillors undertaking the trip.

All other applications and where approval at a meeting of Council is not possible or appropriate, Councillor's requests will be determined by the Mayor and the General Manager.

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

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2.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Campbelltown City Council

Who may attend conferences and seminars:

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

Conference costs

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

Allowances and expenses

Council will reimburse reasonable incidental person out of pocket expenses incurred by Councillors in attending Civic Functions, Seminars, Conferences and Training Sessions.

Incidental expenses include telephone or facsimile calls, taxi fares and parking station fees. Reimbursement of incidental expenses will only be made upon the production of appropriate receipts and tax invoices and the completion of the required claim forms within three months of the carer expense being incurred.

Other incidental expenses such as refreshments and parking meter fees, up to a value of \$17.40 per day, may be incurred and reimbursed, without substantiation, following completion of the appropriate claim form. This amount is based on Australian Office Taxation Determination 2011/17.

Travel

All travel by Councillors should be undertaken by using the most direct route and the most practicable and economical mode of transport, subject to any personal medical considerations.

All reasonable travel costs associated with Council business will be met by the Council. Where appropriate, travel will be provided by air (economy class). Depending upon the circumstances, it may be more appropriate for travel to be undertaken by car or train.

If a Councillor requests the use of a Council vehicle for travel then the use of the vehicle can be determined by the Mayor and/or the General Manager under the current provisions for use of Council Vehicles by Councillors on authorised Council business.

Private vehicles may be used subject to prior approval from the General Manager. Councillors using a private vehicle will be paid the kilometre rate set by the Local Government (State) Award as varied from time to time, but subject to any such payment not exceeding economy class air fares to and from the nearest airport to the particular destination of the Conference.

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

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

Council business includes Council, Committee, Sub-Committee and Working Party meetings, plus authorised site inspections and other authorised business.

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Accommodation and sustenance

Reasonable accommodation including the night before and/or after the conference, where this is necessary, will be met by the Council. Accommodation selected shall be approved by the General Manager.

Council will be responsible for the reasonable cost of meals where they are not part of the conference program.

Spouse/partner

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

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

Provision of facilities

Mayor

Accommodation – A furnished office suite located on the Third Floor of the Administration Building.

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

Stationery and postage – Mayoral stationery, business cards, Christmas cards, diary/electronic organiser, filing cabinet and briefcase, together with postage expenses.

Periodicals – Annual subscriptions of up to two periodicals subject to the approval of the General Manager.

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

Refreshments – Food and beverages in conjunction with civic functions and hosting meetings involving community groups and representatives.

Insignia of Office – Mayoral robes, chain, badge and name plate indicating office held provided to Mayor. Mayoral robes and chain remain the property of the Council.

Communication system – A mobile telephone, approved by the General Manager, will be provided by Council. A personal computer or a laptop, personal digital assistant and combined printer, copier, scanner and facsimile machine, approved by the General Manager, in the Mayor's home, fully services and maintained by Council. Call and data allowance costs up to the value of \$350 per month will be met by Council.

The ownership of this equipment is retained by Council, however, at the end of the term of office on Council the mobile telephone, personal computer or a laptop, personal digital assistant and combined printer, copier, scanner and facsimile machine may be acquired by the Mayor at the current market value based on the current depreciation rate and depending on the condition of the equipment.

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2.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Campbelltown City Council

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

Office equipment – A facsimile machine and personal computer in the Mayor's office, fully serviced and maintained by Council. The ownership of this equipment is retained by Council. A four drawer lockable metal filing cabinet for the Mayor's residence.

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

Council vehicle – A Council vehicle and fuel card will be provided for official and associated use.

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

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

Training - That Council meet all related expenses for training and educational courses that are directly related to the Mayor's civic functions and responsibilities.

Internet – Council shall make available to the Mayor facilities for internet use and email. Usage must comply with Council's Code of Conduct and Internet and Email Usage Authorised Statement. These facilities shall be available to the Mayor at:

- The Civic Centre
- At the Mayor's home
- When the Mayor is away from home

Deputy Mayor and Councillors

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

Staff assistance – As required for answering constituents' requests.

Stationery and postage – Councillors' stationery, business cards, Christmas cards, diary/electronic organiser, filing cabinet and briefcase, together with postage expenses.

Periodicals – Annual subscriptions of up to two periodicals subject to the approval of the General Manager.

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

Refreshments – Beverage service in the Councillors' Lounge.

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

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2.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Campbelltown City Council

Communication system – Mobile telephones, approved by the General Manager, to be provided by the Council to the Deputy Mayor and other Councillors. A personal computer or a laptop, personal digital assistant and combined printer, copier, scanner and facsimile machine, approved by the General Manager, in the Deputy Mayor's and Councillors' homes, fully serviced and maintained by Council. The ownership of this equipment is retained by Council, however, at the end of the term of office on Council, the equipment may be acquired by the Deputy Mayor and Councillors at the current market value based on the current depreciation rate and depending on the condition of the equipment. Call and data allowance costs up to the value of \$350 per month will be met by Council.

Office equipment – The provision of a photocopier, telephone facilities and a personal computer in the work area adjacent to the Councillors' offices, fully serviced and available for the use of all Councillors. A four door lockable metal filing cabinet for their residence.

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

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

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

Training - That Council meet all related expenses for training and educational courses that are directly related to the Councillor's civic functions and responsibilities.

Internet – Council shall make available to the Councillors facilities for internet use and email. Usage must comply with Council's Code of Conduct and Internet and Email Usage Authorised Statement. These facilities shall be available to Councillors at:

- o The Civic Centre
- o At the Councillors home
- o When a Councillor is away from home

Insurance

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

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

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

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2.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Campbelltown City Council

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

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

Legal Assistance

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

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

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

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

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

Legal assistance will be provided subject to the following conditions:

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

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

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2.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Campbelltown City Council

Private benefits

Councillors should not generally obtain private benefit from the provision of equipment and facilities, nor from travel bonus or any other loyalty schemes. However it is acknowledged that incidental use of council equipment and facilities may occur from time to time. Such incidental private use is not subject to a compensatory payment.

Where more substantial private use has occurred payment should be made to cover the level of private use or the fees payable under Section 248 may be reduced by an amount representing the private benefit.

Reimbursement and reconciliation of expenses

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

The Council will normally pay registration fees, accommodation deposits and airline tickets directly in advance. Where this is not appropriate or possible a cash allowance or cheque equivalent will be paid to the Councillor in advance. However Councillors must fully reconcile all expenses against the cost of the advance when they return within 28 days of the costs being incurred.

Overseas and interstate travel

This policy has been developed by the Local Government Association for the guidance of member councils in planning interstate and overseas travel for Councillors where Council funds will be used to finance the journey. It recognises that there are occasions when representatives will need to travel interstate or overseas to represent the interests of their local areas.

The aim of the policy is that plans for any such travel should be transparent to the community and have an identifiable benefit to the local area through Council activity.

Policy – interstate travel

In most cases the need for such travel cannot be anticipated with as long a lead time as can reasonably be expected for overseas travel.

There are instances where Councillors are required to visit Canberra for official purposes such as meetings with federal parliamentarians and ministers. For purposes of this policy the ACT is regarded as being within NSW.

Where Councillors propose to travel interstate, the proposals should be considered at an open Council meeting through a report from the Mayor or General Manager.

Where the cost of the travel is not expected to exceed \$2,500 for transport, accommodation, and out of pocket reimbursement of expenses per person, no detail need be supplied other than a recommendation for approval that the visit is to take place.

Where the cost of travel is expected to exceed \$2,500 for transport, accommodation, and out of pocket reimbursement of expenses per person, a detailed report should be provided outlining:

- Who is to take part in the travel
- The objectives to be achieved in undertaking it, including an explanation of what community benefits will accrue to undertaking the visit
- Details of costs, including any amounts expected to be reimbursed by participants.

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2.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Campbelltown City Council

If the travel is to be sponsored by private enterprise, ICAC guidelines and reporting structures should be followed.

A detailed report should be included in the Annual Report in the year which the travel was undertaken, outlining how the travel's objectives were met and how the community benefited from it.

Policy – overseas travel

Proposals for overseas travel by Councillors on approved Council business should be documented in the annual Operational Plan. The Plan must be widely circulated in the community. Community input about the proposed visit can therefore be considered as part of the Operational plan review and budget finalisation process.

Proposals should indicate:

- Who is planned to take part in the travel
- The objectives for undertaking it, including an explanation of what community benefits will accrue from the exercise, with an approximate budget
- Detailed costs including a statement of any amounts expected to be reimbursed by the participants.

The Council should consider the above proposals in open meeting and resolve whether or not the travel is to take place. Where exceptional cases arise and travel has to be undertaken at short notice, the proposal must be put to Council for decision.

If Council agrees to the travel taking place Councillors will be personally responsible for the cost of their international air travel. However, where the Mayor and/or the General Manager have been invited to officially represent Campbelltown overseas the Council shall meet their cost of international air travel. Where the Mayor and/or the General Manager have been officially invited to represent Council overseas a report be presented to Council

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

If the visit is to be sponsored by private enterprise, ICAC guidelines and reporting structures should be followed and this should form part of the community reporting process.

Retrospective reimbursement of overseas travel expenses is not allowed unless prior authorisation of the travel has been obtained.

Responsibility

The General Manager shall report to Council at the end of every financial year an annual statement of the expenses claimed by each Councillor in relation to any item in this policy document. That report must be filed with the Council on or before 1 September each year. The report will include:

- All direct expenses claimed
- Use of Council cars and the log book relating to same
- Details of each Councillor attending conferences and what conferences they attended
- The money expended at the conference, including credit card use, adjusted to each Councillor
- Cabcharge provided to Councillors
- Details of all travel claimed by Councillors.

Effectiveness of this Policy

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This policy will be reviewed annually in accordance with the Department of Local Government Guidelines to ensure its continuing suitability and effectiveness. Records of reviews shall be maintained.

END OF POLICY STATEMENT**DOCUMENT HISTORY AND VERSION CONTROL RECORD****Contact for inquiries and proposed changes**

Name	Donna Bourke
Position/Section	Manager Governance and Administration
Contact Number	46454320

Version Number	Revised Date	Authorised Officer	Amendment Details

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2.3 Draft Meeting Calendar for 2013

Reporting Officer

Manager Governance and Administration

Attachments

Draft meeting calendar for 2013 (distributed under separate cover)

Purpose

To submit for Council's consideration a draft meeting calendar for 2013.

Report

The draft meeting calendar for 2013 provides for the first Committee Meeting to be held on the 19 February 2013 and the first Council Meeting to be held on the 26 February 2013.

It is a legislative requirement that a minimum of 10 Council Meetings be held during the year, this draft calendar provides for 11 meetings.

The draft calendar does not provide for a meeting during the week of the Local Government Conference to be held in the last week of October 2013.

Officer's Recommendation

That the draft meeting Calendar for 2013 as outlined in the attachment be adopted.

Committee's Recommendation: (Hawker/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 20 November 2012 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 205

That the Officer's Recommendation be adopted.

2.4 2012 Staff Christmas Functions

Reporting Officer

Manager Governance and Administration

Attachments

Nil

Purpose

To advise Council of arrangements for the 2012 Staff Christmas Functions.

Report

The contribution towards staff Christmas parties is normally reported as part of the Christmas arrangements for opening hours however as there are number of issues to be addressed in the report dealing with the Christmas period, a separate report is presented to Council regarding contribution for staff Christmas parties. A separate report is being presented regarding the arrangements during the Christmas holiday period.

It has been normal practice for Council to contribute to the cost of the staff Christmas parties. In 2010 and 2011, Council contributed \$2,200 to both the Indoor and Outdoor Staff Christmas Parties. It is proposed that Council make a donation of \$2,200 to each of the functions. The Indoor Christmas Party will be held on Friday 14 December 2012 and the Outdoor Christmas Party will be held Friday 21 December 2012.

Officer's Recommendation

1. That the information be noted.
2. That Council make a contribution of \$2,200 to both the Indoor and Outdoor Staff Christmas Functions.

Committee's Recommendation: (Hawker/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 20 November 2012 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 205

That the Officer's Recommendation be adopted.

3. PROPERTY SERVICES

3.1 Classification of Land - 4 Farrow Road, Campbelltown - Lot 2 DP 406940

Reporting Officer

Manager Property Services

Attachments

Nil

Purpose

To inform Council that following the recent purchase of 4 Farrow Road, Campbelltown (Lot 2 DP 406940) an advertisement was placed in the local newspaper notifying the community of Councils proposal to classify the land as 'operational'.

History

Council at its meeting of 5 June 2012 approved the purchase of Lot 2 DP 406940 known as 4 Farrow Road, Campbelltown. Council also supported the classification of the subject land as 'operational' in accordance with the provisions of Section 31 of the *Local Government Act 1993*. The purchase of the property settled on 30 August 2012.

Report

In accordance with Section 34 of the *Local Government Act 1993* Council was required to advertise its proposal to classify Lot 2 DP406940 as operational land pursuant to Section 31 of the *Local Government Act 1993*.

In this respect an advertisement was placed in the local newspapers allowing 28 days for any interested party to respond to Council in relation to the classification of the subject land.

The 28 day period closed on 19 October 2012. No correspondence was received in relation to the classification of the subject land as 'operational'.

Accordingly it is recommended that Council adopt the 'operational' classification of the subject land being 4 Farrow Road (Lot 2 DP 406940).

Officer's Recommendation

That Council adopt the 'operational' classification of the property being 4 Farrow Road, Campbelltown (Lot 2 DP 406940).

Committee's Recommendation: (Borg/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 20 November 2012 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 205

That the Officer's Recommendation be adopted.

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 Council with an update on the collection of rates and charges together with a comparative budget to actual financial result for month ending 30 September 2012.

Report

Rates and charges levied up to 30 September totalled \$79,757,945, representing 98.7% of the estimated budget for the year.

Receipts collected to the end of September totalled \$26,056,363. In percentage terms this amount represents 31.8% of all rates and charges due to be paid. In comparison, the amount collected for the same period last year was 32.1%.

Debt recovery action during the month involved the issue of 8,774 Missed Instalment Reminder Notices totalling \$2,337,695 to ratepayers with an outstanding balance of less than \$500. Ratepayers with outstanding balances exceeding \$500 received a seven-day letter of demand requesting their urgent attention to payment of the amount due or suitable arrangements to be made. These letters were issued to 1,836 ratepayers with a total debt of \$2,277,309.

Instruction to Council's agents, Executive Collections, was subsequently made to issue a second seven-day letter to 628 ratepayers who had failed to pay the amount due. Interest charges aside, no additional costs have been incurred by defaulters at this stage. Formal legal action commenced in early October 2012. A reduction in the amount outstanding has been realised on these matters of \$1,458,128, since the issue of the agents seven day letter.

In July each financial year Council issues the annual rates and charges notice providing ratepayers with the opportunity to pay in full or by four equal instalments. If payment is being made in full the annual amount is due on 31 August; if the land owner chooses to make quarterly instalment payments their first payment would also be due on 31 August. Subsequent quarterly instalments fall due on 30 November, 28 February and 31 May each financial year.

Where payment is not received by the due date penalty interest is charged. A review of all accounts is undertaken within ten days of each quarterly instalment being due, from this review ratepayers are either issued a Missed Instalment Notice or a seven-day letter determined by the balance due and the number of unpaid instalments.

Formal debt recovery action is undertaken in accordance with Council's Rate Recovery Procedures Policy and commences with the service of Council issued seven-day letter. Accounts that are two or more instalments in arrears and exceed \$500 form the basis of the selection criteria in accordance with policy. Ratepayers are asked to contact officers to discuss payments options and encouraged to make small regular payments to clear their debt, at present 403 ratepayers are on this type of arrangement.

Where a suitable arrangement is not achieved or not maintained as agreed, a seven-day letter is issued reference a referral to Council's debt recovery agent. Matters referred to Council's recovery agent are conducted in accordance with the *Civil Procedures Act 2001*. Formal legal recovery commences with a letter or demand (or letter of intent) providing ratepayers with at least ten days to respond. In the event that no response is received, instructions are given to proceed to Statement of Claim allowing a further 28 days to pay or defend the action. Failing this the matter will automatically proceed to Judgement and continue through the *Civil Procedures Act 2001* process.

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

Ratepayers who have purchased property since the annual notices were issued have been issued a 'Notice to New Owner' letter. This letter advises ratepayers the annual amount levied and any balance unpaid since settlement occurred. During September, 114 of these notices were sent to ratepayers.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Hawker/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 20 November 2012 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 205

That the Officer's Recommendation be adopted.

ATTACHMENT 1

RATES SUMMARY

STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES

RATE - CHARGE	NET ARREARS 1/7/2012	NET LEVY FOR YEAR	PENSION REBATES	EXTRA CHARGES	TOTAL RECEIVABLE	CASH COLLECTED	NET AMOUNT DUE	POSTPONED RATES & INTEREST	GROSS AMOUNT DUE
RESIDENTIAL	2,584,300.01	44,674,628.57	1,272,472.02	183,863.64	46,170,320.20	14,082,691.96	32,087,628.24	397,589.49	32,485,217.73
BUSINESS	648,124.82	15,101,702.78		24,376.59	15,774,204.19	5,460,906.70	10,313,297.49		10,313,297.49
BUSINESS - IND	14,953.93	0.00		98.29	15,052.22	8,981.51	6,070.71		6,070.71
FARMLAND	-10,530.04	370,453.95	876.56	128.91	359,176.26	111,416.67	247,759.59	155,941.07	403,700.66
MINING	0.00	13,422.10		0.00	13,422.10	13,422.10	0.00		0.00
LOAN	244,319.52	4,174,210.17		3,950.13	4,422,479.82	1,373,985.21	3,048,494.61	53,480.78	3,101,975.39
F5 ACCESS RAMPS	2,080.90	0.00		14.79	2,095.69	1,079.27	1,016.42		1,016.42
MAIN STREET	40.12	0.00		0.00	40.12	0.00	40.12		40.12
TOTAL	\$3,483,289.26	\$64,334,417.57	\$1,273,348.58	\$212,432.35	\$66,756,790.60	\$21,052,483.42	\$45,704,307.18	\$607,011.34	\$46,311,318.52
GARBAGE	694,369.27	15,080,003.03	418,564.01	12,805.18	15,368,613.47	4,708,013.82	10,660,599.65		10,660,599.65
SANITARY	0.00	0.00		0.00	0.00	0.00	0.00		0.00
STORMWATER	53,851.29	890,939.13		731.05	945,521.47	295,865.58	649,655.89		649,655.89
GRAND TOTAL	\$4,231,509.82	\$80,305,359.73	\$1,691,912.59	\$225,968.58	\$83,070,925.54	\$26,056,362.82	\$57,014,562.72	\$607,011.34	\$57,621,574.06

Total from Rates Financial Transaction Summary	57,305,728.40
Overpayments	-315,845.66
Difference	0.00

ANALYSIS OF RECOVERY ACTION

Rate accounts greater than 6 months less than 12 months in arrears	1,275,760.46
Rate accounts greater than 12 months less than 18 months in arrears	178,364.10
Rate accounts greater than 18 months in arrears	33,724.28
TOTAL rates and charges under instruction with Council's agents	<u>\$1,487,848.84</u>

ATTACHMENT 2

COMPARISON OF BUDGET TO ACTUAL

DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL	BALANCE STILL REOD.	% RAISED
RESIDENTIAL	44,722,100	44,722,100	44,674,629	47,471	99.89%
BUSINESS	14,996,800	14,996,800	15,101,703	(104,903)	100.70%
FARMLAND	403,500	403,500	370,454	33,046	91.81%
MINING	13,400	13,400	13,422	(22)	100.16%
LOAN	4,184,500	4,184,500	4,174,210	10,290	99.75%
TOTALS	64,320,300	64,320,300	64,334,418	(14,118)	100.02%
INTEREST CHARGES	306,100	306,100	62,655	243,445	20.47%
LEGAL COSTS RECOVERED	950,000	950,000	151,291	798,709	15.93%
PENSIONERS - Sec 575	(1,690,000)	(1,690,000)	(1,691,913)	1,913	100.11%
PENSIONERS SUBSIDY	929,500	929,500	930,552	(1,052)	100.11%
SUB TOTAL	64,815,900	64,815,900	63,787,003	1,028,897	98.41%
DOMESTIC WASTE CHARGES	14,825,000	14,825,000	14,698,285	126,715	99.15%
COMMERCIAL WASTE CHARGES	322,400	322,400	381,718	(59,318)	118.40%
SANITARY INCOME	1,000	1,000	0	1,000	0.00%
STORMWATER MNGMNT	882,000	882,000	890,939	(8,939)	101.01%
GRAND TOTALS	80,846,300	80,846,300	79,757,945	1,088,355	98.65%
COLLECTIONS AS A % OF:					
RESIDENTIAL	TOTAL RECEIVABLE 30.50%	TOTAL LEVIED 31.52%		TOTAL RECEIVABLE	TOTAL LEVIED
BUSINESS	34.62%	36.16%	RATES	31.54%	32.72%
FARMLAND	31.02%	30.08%	SANITARY	0.00%	0.00%
LOAN	31.07%	32.92%	STORMWATER	31.29%	33.21%
ALL RATES	31.54%	32.72%	TOTAL RATES & CHARGES	31.75%	32.84%

4.2 Sundry Debtors Report - September 2012

Reporting Officer

Manager Financial Services

Attachments

1. Debtors Summary to 30 September 2012
2. Ageing of Sundry Debts to 30 September 2012

Purpose

To provide a report detailing the amount outstanding by type and age for sundry and miscellaneous debts for the period ending 30 September 2012.

Report

Debts outstanding to Council as at 30 September 2012 were \$1,335,000 reflecting an increase of \$220,825 since August 2012. The ratio of outstanding debts to current invoices has decreased from 53% in August to the current level of 31%. This debtor management ratio is a measure of the effectiveness of recovery efforts, however is impacted by Council policies as well as economic and social conditions.

Invoices Raised – September 2012

During the month, 438 invoices were raised totalling \$669,792. The majority of these are paid within a 30 day period however those that remain unpaid for greater than 90 days are detailed at the end of this report. The most significant invoices raised during the month have been in the following areas:

Corporate administration – \$236,212 - The main invoices relate to:

Landcom – Benham Oval amenities (final stage payment)	\$137,500
Coal and Allied – Contribution to 2012 Parliament of NSW Aboriginal Art Prize	\$63,250
Camden Council – Costs and contributions to NRMA ‘Go See and Discover Advertisement’, LGA Disability project, accounting fees for MACROC	\$8,102

Land and Building Rentals - \$105,253 - The main invoices relate to:

Nuvezo Pty Ltd – Dumaresq Street Cinema	\$21,729
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	\$13,018
McDonalds Australia Limited - Glenquarie Shopping Centre, Macquarie Fields	\$7,246

Waste Collection Services - \$104,821 - The main invoices relate to:

G & G Waste Services – Effluent removal for July and August 2012	\$55,236
Remondis Australia Pty Ltd – Effluent removal for July and August 2012	\$49,585

Sportsground and Field Hire- \$98,651 - The main invoices relate to:

Invoices raised for the hire, commission on sales and recovery of costs at Campbelltown Sports Stadium comprising of catering commission, stadium hire for various school carnivals, function room hire and electricity costs	\$74,802
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Receipts to the value of \$448,966 have been received during the period, the most notable in the following areas:

Corporate administration	\$143,186
Land and building rentals	\$88,977
Sportsground and field hire	\$74,340
Shop and office rentals	\$28,180
Government and other grants	\$27,500
Various sundry items	\$25,862

Sundry Debts outstanding – 30 September 2012

Debts exceeding 90 days of age totalled \$265,960 as at 30 September 2012. The major invoices relating to this balance include:

Debtor 68316.9 - Retaining wall between Lot 1451 DP 703487 2 and 4 Brownlow Place, Ambarvale. Debtor is maintaining arrangement to pay \$450 per month as approved by Council	\$22,307
Debtor 71438.6 - Personal injury claim for Council employee due to a motor vehicle accident. Awaiting payment from insurance company to finalise debt	\$19,974
Private works - Recovery of costs relating to two separate incidents of damage to Council property. An arrangement to pay \$50 per week has been made on one of these accounts. Council's agents, Executive Collections is attempting to locate the other debtor	\$4,599
Sydney Water - Various road restorations in the Local Government Area. Account to be finalised in November 2012	\$3,015
Housing NSW - Mowing of various open spaces within the Local Government Area	\$5,922
Harlequins Rugby Club – Current electricity bill is being disputed, meeting will be held with the club to resolve dispute and enter into an arrangement	\$5,164
Department of Premier and Cabinet (Local Government) - Pensioner Subsidy for rates and waste. Payment is expected in November 2012	\$30,245

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

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

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

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

During the month, 19 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.

Four 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 two Statement of Liquidated Claims for unpaid licence fees and one Judgment for motor vehicle accident damage.

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: (Borg/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 20 November 2012 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 205

That the Officer's Recommendation be adopted.

ATTACHMENT 1

DEBTORS SUMMARY 1 September 2012 to 30 September 2012

DEBTOR TYPE/DESCRIPTION	ARREARS AT 31/08/2012	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 30/09/2012	% DEBT RATIO
Corporate Administration	255,336	236,212	143,186	348,362	26.09%
Abandoned Items	10,810	2,090	0	12,900	0.97%
Child Care Debts	22,002	0	7,342	14,660	1.10%
Community Bus	302	156	156	302	0.02%
Tennis Court Hire	0	0	0	0	0.00%
Sportsground and Field Hire	160,747	98,651	74,340	185,058	13.86%
Government and other Grants	58,645	15,100	27,500	46,245	3.46%
Public Hall Hire	17,900	31,167	19,818	29,249	2.19%
Health Services	350	0	0	350	0.03%
Land and Building Rentals	108,783	105,253	88,977	125,059	9.37%
Healthy Lifestyles	4,422	3,632	4,992	3,062	0.23%
Library Fines and Costs	171,219	0	0	171,219	12.83%
Shop Licence Fees	34,437	11,140	9,920	35,657	2.67%
Pool Hire	7,461	6,353	5,399	8,415	0.63%
Private Works	68,218	24,590	804	92,004	6.89%
Road and Footpath Restoration	81,518	1,336	12,490	70,364	5.27%
Shop and Office Rentals	22,625	23,310	28,180	17,755	1.33%
Various Sundry Items	80,054	5,982	25,862	60,174	4.51%
Waste Collection Services	48,782	104,821	0	153,603	11.51%
	1,114,175	669,792	448,966	1,335,000	100%

ATTACHMENT 2

AGEING OF SUNDRY DEBTOR ACCOUNTS - 30 September 2012

Description	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Administration	228,411	11,385	98,664	9,902	348,362	13,154
Abandoned Items	2,090	967	7,903	1,940	12,900	1,940
Child Care Debts	12,014	1,155	1,490		14,660	0
Community Bus	193	52	52	5	302	0
Sportsground and Field Hire	61,668	42,411	23,366	57,613	185,058	21,371
Government and other Grants	15,100	0	0	31,145	46,245	900
Public Hall Hire	25,067	3,229	70	883	29,249	735
Health Services	0	0	0	350	350	350
Land and Building Rentals	40,311	69,523	222	15,002	125,059	14,982
Healthy Lifestyles	377	1,240	203	1,242	3,062	1,292
Library Fines and Costs	171,219	0	0		171,219	0
Shop Licence Fees	9,112	2,475	1,175	22,895	35,657	24,045
Pool Hire	6,261	827	110	1,217	8,415	1,275
Private Works	25,779	0	0	66,225	92,004	37,129
Road and Footpath Restoration	1,336	42,887	11,624	14,517	70,364	2,965
Shop and Office Rentals	13,558	3,261	937	0	17,755	0
Various Sundry Items	5,273	9,880	2,168	42,853	60,174	55,465
Waste Collection Services	104,821	48,609	0	173	153,603	173
	683,155	237,901	147,984	265,960	1,335,000	175,776

4.3 Investment report - September 2012

Reporting Officer

Manager Financial Services

Attachments

Investment Portfolio Performance as at 30 September 2012

Purpose

To provide a report outlining Council's investment portfolio performance for September 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 30 September 2012 stood at approximately \$88m. 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	4.99%	0.41%
Benchmark: 90 Day Bank Bill Index	3.76%	0.31%

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

Rolling Year to Date Return	September
Council Managed Funds	5.57%
Benchmark: 90 Day Bank Bill Index	4.28%

Council's portfolio as at 30 September 2012 is diversified with 70% in term deposits of varying lengths of maturity which are managed in accordance with market expectations and Council's investment strategy, 22% in floating rate notes which 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 a National Australia Bank offset facility which expires in 2014.

Duration Profile	September
Short Term at Call	\$1,135,440
1 – 3 Months	\$0
3 – 6 Months	\$38,499,665
6 – 12 Months	\$16,654,115
12 Months +	\$31,454,066

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

Credit Exposure	September
AAA to AA-	83%
A+ to A	10%
A- to BBB-	7%
Other Approved Deposit Taking Institutions	0%

Economic Outlook

Following on from the decision in October of the Reserve Bank Board (RBA) in lowering the cash rate by 25 basis points to 3.25%, a further cut was forecast for November on the back of the September Quarter CPI figure, the main indicator of inflation which came in at 2% for the year, being the lower end of the RBA's 2–3% inflation target. However economists now believe that the RBA will hold on any further interest rate cuts following on from the November decision to hold the cash rate, until the new year when the December quarter CPI data is available as well as allowing time to adequately assess any further softening of global and domestic growth.

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: (Kolkman/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 20 November 2012 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 205

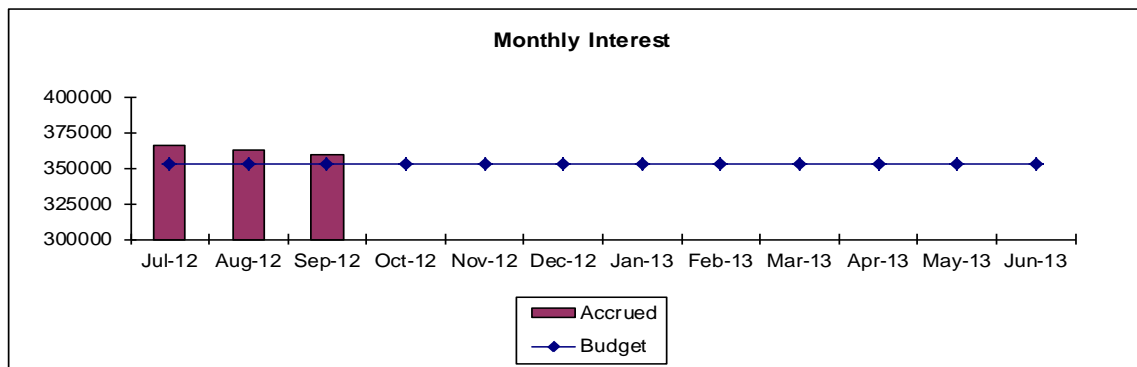
That the Officer's Recommendation be adopted.

ATTACHMENT 1

CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO Summary September 2012

Benchmark UBS Warburg 90 Day Bank Bill Index
 Portfolio Balance \$87,743,285.70

Monthly Performance	Return (mth)	Return (pa)
UBSW 90 Bank Bill Index	0.31%	3.76%
Total Portfolio	0.41%	4.97%
<i>Performance to Benchmark</i>	+ 0.10%	+ 1.21%
Portfolio - Direct Investments	0.41%	4.99%
<i>Performance to Benchmark</i>	+ 0.10%	+ 1.23%
Short Term Call Account	0.30%	3.65%

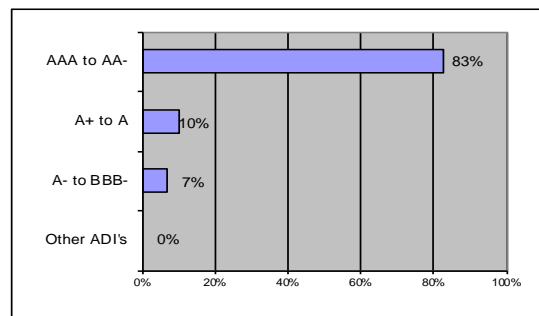


Year to Date Performance

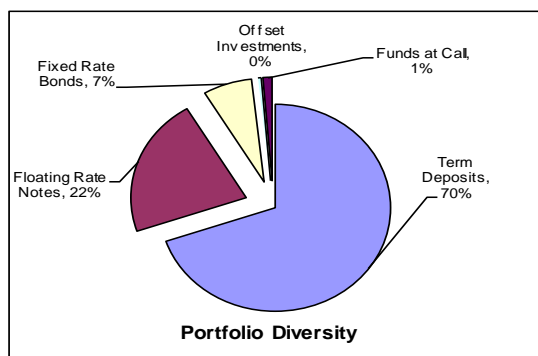
Rolling 12 Month Period
 5.57% Council Managed Funds
 0.00% Other Managed Funds
 4.28% Benchmark

Interest Budget to Actual
 Budget to Period \$1,059,375
 Accrued to Period \$1,087,270

Credit Exposure



Securities



Institutions

	Amount Invested	% Portfolio
Funds at Call	\$ 1,135,440.22	1%
Suncorp Metway	\$ 9,054,065.75	10%
National Australia Bank	\$11,564,567.87	13%
ANZ Bank	\$ 3,500,000.00	4%
NSW Treasury	\$ 4,250,000.00	5%
Westpac Bank	\$18,245,257.13	21%
St George Bank	\$ 8,520,407.57	10%
Commonwealth Bank	\$12,500,000.00	14%
Bank Western Australia	\$12,973,547.16	15%
Bendigo/Adelaide Bank	\$ 3,000,000.00	3%
Bank of Queensland	\$ 3,000,000.00	3%
Total	\$87,743,285.70	100%

4.4 NSW Local Infrastructure Renewal Scheme - Round Two

Reporting Officer

Manager Financial Services

Attachments

NSW Local Infrastructure Renewal Scheme round two - proposed project listing

Purpose

To seek Council's approval to apply for additional subsidised loan funding under round two of the NSW Local Infrastructure Renewal Scheme (LIRS).

History

In July 2012, the Division of Local Government issued a circular which informed councils of the outcome of round one of the LIRS. Campbelltown City Council was listed amongst the approved projects subject to a satisfactory financial assessment by NSW Treasury Corporation (TCorp).

On 11 September 2012, TCorp issued a Financial Assessment and Benchmarking Report whereby Council was considered to be in a sound financial position and recommending that approval be given for the LIRS facility.

The success of round one of the LIRS resulted in 86 projects by 64 councils being approved to a total value of \$439m. Campbelltown City Council has been approved for \$5m of this amount and the funds are to be used to address the road infrastructure backlog consisting of 25 segments of high profile local roads assessed in poor condition and requiring rehabilitation.

Council has received the funding agreement from the Division of Local Government which is required to be executed and returned by 30 November 2012. Funding will then be sourced in consultation with Council's financial advisor Spectra Financial Services, a further report will be submitted for Council's consideration regarding this tender.

Report

Applications for funding under round two of the LIRS are being encouraged by the Division of Local Government and will be accepted between 1 November and 31 December 2012. Round two has the potential to unlock up to \$700m for infrastructure projects for local councils.

Under the guidelines for round two the interest rate subsidy has been reduced from 4% to 3%, however will also include funding for councils wanting to develop housing on greenfield estates as well as normal infrastructure backlogs such as roads, bridges, community halls, libraries and the like as per the guidelines for round one. Loan terms are not to exceed ten years.

Council's 2011-2012 Financial Statements identified an infrastructure backlog of \$24.6m to bring all infrastructure assets up to at least an average standard of which \$20.2m relates to public roads.

In addressing the need for additional funding to meet the infrastructure gap that currently exists there are a number of factors that need to be considered with additional loan funding being an option for Council to consider.

Accessing loan funding in the current economic climate is an attractive option given that an indicative ten year borrowing rate is presently around 5.75% which after the subsidy is applied, would equate to 2.75% or a saving of approximately \$891,000 in interest repayments over the life of a ten year loan.

Council's current Debt Service Ratio of 4.38% falls well within the boundaries of the Local Government Financial Health Check performance target of less than 10% for a developed Council.

It is proposed to apply for \$5m in loan funds under round two of the LIRS for road infrastructure and major refurbishment required at Macquarie Fields Swimming Centre to further address a significant portion of the current backlog.

This additional \$5m, which equates to a total of \$10m applied for under this scheme, would elevate a significant amount of Council's 'poor' conditioned roads to an 'average to good' condition along with capital works required at Macquarie Fields Swimming Centre including the replacement of the outdoor toddler and 20m pools with a new children's activity splash pad (\$850k) and car park resurfacing (\$150k). Improved road networks were a key issue identified by residents in the community engagement survey.

Council's Asset Management System, through life cycle modeling processes has selected 22 projects which comprise of 67 road segments suitable for treatment. Assets Management staff over the next two weeks are inspecting all of the identified road sections, validating the treatments, measuring the area and finalising individual cost estimates.

Officer's Recommendation

1. That Council submit a formal application for \$5m of subsidised borrowing under round two of the Local Infrastructure Renewal Scheme.
2. That the detailed Macquarie Fields Swimming Centre Masterplan be presented to Council at a future briefing night.

Committee's Recommendation: (Borg/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 20 November 2012 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 205

That the Officer's Recommendation be adopted.

ATTACHMENT 1

ProjectID	Road Name	SECTION		Nos of Road Segments	Renewal Treatment	Suburb	Area (m2)	Estimated Cost
		From	To					
1	Riverside Drive	Faithfull Place	Olbury place	11	Surfacing Renewal	Airds	11,699 \$	333,997
2	Karrabul Road	Greengate Road	Woodland Road	4	Surfacing and Pavement	Airds	6,899 \$	448,448
3	Bellinger Road	Georges River Road	Wattle Avenue	8	Surfacing Renewal	Ruse	12,637 \$	328,562
4	Acacia Avenue	Junction Road	HN35	5	Surfacing Renewal	Ruse	4,436 \$	133,080
5	Thunderbolt Drive	Hurricane Drive	McDonnell Street	1	Surfacing Renewal	Raby	6,664 \$	173,264
6	Oxford Road	Fields Road	Currawong Street	3	Surfacing Renewal	Ingleburn	5,337 \$	160,110
7	Oxford Road	Bronzewing Street	Lionel Street	2	Surfacing Renewal	Ingleburn	2,100 \$	62,985
8	Ingleburn Road	Sackville Street	Chester Road	4	Surfacing Renewal	Ingleburn	4,680 \$	140,400
9	Macquarie Road	Ingleburn Road	Change in pavement (Roundabout)	1	Surfacing Renewal	Ingleburn	4,860 \$	145,800
10	Parliament Road	Harold Street	Eucalyptus Drive	1	Surfacing Renewal	Macquarie Fields	2,100 \$	54,600
11	Victoria Road	Atchison Road	Adrian Street	2	Surfacing Renewal	Macquarie Fields	4,354 \$	130,620
12	Wills Road	Evelyn Street	Oakley Road	1	Surfacing and Pavement	Macquarie Fields	3,824 \$	191,200
13	Evelyn Street	Fifth Avenue	Eucalyptus Drive	3	Surfacing Renewal	Macquarie Fields	4,956 \$	148,680
14	Spitfire Drive	Raby Road	Hurricane Drive	3	Surfacing Renewal	Raby	4,288 \$	128,640
15	Stranraer Drive	Ballantrae Drive	Tobermery Avenue	3	Surfacing Renewal	St Andrews	8,442 \$	214,502
16	Cary Grove	Saggart Field Road	Ben Lomond Road	1	Surfacing Renewal	Minto	2,442 \$	73,260
17	Wiltshire Street	Somerset Street	Lincoln Street	2	Surfacing and Pavement	Minto	1,498 \$	97,370
18	Lincoln Street	Sussex Street	Wiltshire Street	2	Surfacing and Pavement	Minto	4,152 \$	269,880
19	Akuna Avenue	The Parkway	Roundabout Kullaroo Avenue	2	Surfacing Renewal	Bradbury	7,395 \$	221,850
20	Hamlet Crescent	Copperfield Drive	Polonius Street	3	Surfacing Renewal	Rosemeadow	2,380 \$	71,400
21	Emerald Drive	Serpentine Place	Calcite Place	3	Surfacing Renewal	Eaglevale	4,940 \$	128,440
22	Stennett Road	Williamson Road	Change in Pavement (Between Car Park & Factory)	2	Surfacing Renewal	Ingleburn	9,216 \$	342,912
							119,300 \$	4,000,000

4.5 NSW Treasury Financial Assessment and Benchmarking Report

Reporting Officer

Manager Financial Services

Attachments

NSW Treasury Corporation Financial Assessment and Benchmarking Report (distributed under separate cover)

Purpose

To inform Council of the Financial Assessment and Benchmarking report conducted by NSW Treasury.

History

The NSW Treasury Corporation (TCorp) were appointed by the Division of Local Government (DLG) in December 2011 to prepare financial assessment reports on local councils who applied for interest subsidised loan funding as part of the Local Infrastructure Renewal Scheme (LIRS) announced by the NSW Government.

In May 2012 the DLG announced that all councils would undergo a financial assessment by TCorp regardless of an LIRS application. It was further advised those councils who did apply for LIRS would have their assessments report first.

Report

On 11 September 2012, NSW Treasury issued Campbelltown City Council's Financial Assessment and Benchmarking Report (The Report). The Report provides an independent assessment by TCorp of Council's financial capacity and ability to undertake additional borrowings. The analysis is based on a review of Council's historical performance, current financial position and ratios and long term financial forecasts.

The Report states that Council has been well managed over the review period based on the following observations:

- Council's underlying performance has improved between 2009 and 2011
 - Council has satisfactory liquidity as indicated by an Unrestricted Current Ratio above the benchmark in all three years
 - Council's own source operating revenue ratio is above 60% in all three years demonstrating Council has sufficient level of fiscal flexibility.
-

The Report also highlights Council's Infrastructure Backlog of \$31.8m in 2011 representing 3.7% of the infrastructure asset value of \$864.8m. The backlog has reduced over the last few years due to refinement of Council's Asset Management System and investigation processes. Public roads were noted as contributing most significantly to the backlog (75.3%). TCorp also identifies that Council has not spent sufficiently on asset renewal, maintenance or upgrades as indicated by the Building and Infrastructure Asset Renewal, Asset Maintenance and Capital Expenditure Ratios being below benchmark.

Council's Long Term Financial Plan projects Net Assets to decrease over the next ten years due to increasing depreciation and limited funds to invest in renewal of Council's growing asset base. This indicates that Council will face increasing pressure on its assets and ability to deliver services at current levels which could lead to financial sustainability issues in the longer term.

The report outlines a number of risks facing Council over the coming years including:

- the expansion of Campbelltown CBD to maximise economic benefits
- the expansion of the South West Growth Centre placing significant pressure on Council's infrastructure
- upgrade of Campbelltown Public Hospital and the increased population it will be required to service
- the ageing population who will require additional services
- redevelopment of public housing estates and the challenges to the continuation of community service delivery levels
- compulsory land acquisitions relating to new release areas placing financial burden on Council in terms of acquisition and maintenance.

As part of the report, TCorp have supported the approval by the DLG of Campbelltown City Council's Round One application for \$5m of additional borrowings to address a portion of the road infrastructure backlog under the LIRS project.

TCorp's conclusion states that Council is considered to be in a sound financial position historically and also over the short to medium term. TCorp recommends Council investigate strategies to address the infrastructure funding gap and increase the capital expenditure program. These strategies will be presented to Council at upcoming briefing nights in November and early in the new year.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Hawker/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 20 November 2012 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 205

That the Officer's Recommendation be adopted.

4.6 Financial Assistance Grant 2012-2013

Reporting Officer

Manager Financial Services

Attachments

Letter from NSW Local Government Grants Commission dated 18 September 2012

Purpose

To provide a report outlining Council's allocation of Financial Assistance Grant Funding for 2012-2013.

Report

Council received correspondence dated 18 September 2012 from the NSW Local Government Grants Commission advising the allocation of the 2012-2013 Financial Assistance Grant. The grant is made up of two components, being the General Purpose component and a Local Roads component and is paid to local councils under the provisions of the *Commonwealth Local Government (Financial Assistance) Act 1995*.

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

FINANCIAL ASSISTANCE GRANT

Year	General Purpose	Local Roads	Total Entitlement	Annual % Change	CPI Adj	Total Payments
2008-2009	\$7,538,046	\$1,325,263	\$8,863,309	3.3%	\$95,458	\$8,958,767
2009-2010	\$7,762,200	\$1,378,756	\$9,140,956	3.1%	\$(42,156)	\$9,098,800
2010-2011	\$8,251,816	\$1,464,742	\$9,716,558	6.3%	\$144,417	\$9,860,975
2011-2012	\$8,482,244	\$1,525,895	\$10,008,139	3.0%	\$30,834	\$10,038,973
2012-2013	\$8,745,250	\$1,554,544	\$10,299,794	2.9%	\$(229,919)	\$10,069,875

The CPI adjustment is necessary because the actual CPI and the NSW share of the national population varied from the Commonwealth estimates used to determine the financial assistance grant figure. Council was aware of the CPI adjustment for 2011-2012 grant prior to the closure of the 2011-2012 financial year and made the appropriate accrual adjustment in that year's financial accounts.

Details of the amount allocated to Council for the 2012-2013 Financial Assistance Grant as compared to budget is shown in the table below:

Component	General Purpose	Local Roads	Total
2012-2013 Entitlement	\$8,745,250	\$1,554,544	\$10,299,794
2012-2013 Budget	\$8,590,000	\$1,556,400	\$10,146,400
Adjustment required	\$155,250	-\$1,856	\$153,394

The table above reflects an additional amount of \$153,394 in the 2012-2013 Financial Assistance Grant as compared to the current budget. This adjustment will be reflected in the September Quarterly Financial Review. The additional funds are required for operational purposes specifically offsetting the loss of income from the Housing NSW mowing contract where land has been transferred to Council ownership and part funding for the WHS asbestos audit.

To assist councils to deal with the effects of the economic downturn, the Federal Government announced as part of the Commonwealth budget that it would bring forward the first and second quarter instalments of the 2012-2013 grant pool to all councils. This payment was made in June 2012. Acceleration of the funding was to assist in the government's strategy of supporting economic growth and jobs and to enable Local Government to bring forward delivery of some services into 2011-2012 or early 2012-2013 when they may otherwise have been provided later in 2012-2013.

Council received an advance payment of \$5,181,964 which, although recognised as revenue in 2011-2012, in accordance with the Australian Accounting Standards, was placed in restricted funds to be reimbursed for expenditure in the 2012-2013 financial year.

Officer's Recommendation

1. That the information be noted.
2. That the 2012-2013 budget for the Financial Assistance Grant be adjusted in the next quarterly review.

Committee's Recommendation: (Borg/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 20 November 2012 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 205

That the Officer's Recommendation be adopted.

ATTACHMENT 1



Local Government Grants Commission

NSW Local Government Grants Commission
5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541

OUR REFERENCE: A289082
YOUR REFERENCE:
CONTACT: Bruce Wright
(02) 4428 4132
bruce.wright@dlg.nsw.gov.au

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

SEP 21 12 08:02:38 RCVD

18 September 2012

Dear Mr Tosi

The NSW Minister for Local Government, the Hon Don Page MP and the Commonwealth Minister for Regional Australia, Regional Development and Local Government, the Hon Simon Crean MP, have approved the Grants Commission's recommendations for the 2012-13 financial assistance grants.

The 2012-13 estimated entitlement for Council is **\$10,299,794**. This consists of two components:

- a general purpose component of **\$8,745,250**
- a local roads component of **\$1,554,544**.

The local roads component comprises of a population and local road length formula amount of **\$1,423,510** and a bridge length formula amount of **\$131,034**.

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

The payments consist of the 2012-13 estimated grants **LESS** an adjustment for 2011-12. The adjustment for Campbelltown City Council amounts to **\$229,919**, being made up of **\$192,432** for the general purpose component and **\$37,487** for the local roads component. This adjustment is necessary because the actual CPI and the NSW share of the national population varied from the Commonwealth estimates used to determine the 2011-12 grants.

An advance payment, based on half of the estimated 2012-13 funding, was paid to local authorities on 12 June 2012. The advance payment for Campbelltown City Council amounted to **\$5,181,964**. This amount was made up of **\$4,389,432** for the general purpose component and **\$792,532** for the local roads component.

- 2 -

The balance of grant payments for Campbelltown City Council, which total **\$4,887,911** and is made up of **\$4,163,386** for the general purpose component and **\$724,525** for the local roads component, is expected to be paid by way of instalments as set out in the following table:

<u>DATE</u>	<u>AMOUNT</u>
Not before 19 September 2012 :	\$1,221,977.75
Not before 16 November 2012 :	\$1,221,977.75
Not before 18 February 2013 :	\$1,221,977.75
Not before 16 May 2013 :	\$1,221,977.75

The 2012-13 estimated entitlement may be adjusted if the actual consumer price index or the NSW share of the national population varies from the estimates on which the estimated entitlement has been based.

A Commission circular (GC 133) was e-mailed to Council on 18 September 2012 showing a schedule of councils' grant entitlements for 2012-13, together with background information about the grants. Further information will be available from the Grants Commission's web site at www.dlg.nsw.gov.au (follow the "Commissions & Tribunals" links).

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

I trust this information is of assistance.

Yours sincerely



Grahame Gibbs
Deputy Chairperson

4.7 Quarterly Budget Review Statement as at 30 September 2012

Reporting Officer

Manager Financial Services

Attachments

Quarterly Budget Review Statement for the period 1 July 2012 to 30 September 2012 (distributed under separate cover)

Purpose

A quarterly financial review has been conducted on the original income and expenditure estimates presented in the 2012-2013 budget. The adjustments relating to the review of the original budget allocations are presented for Council's consideration.

Introduction

The new planning and reporting framework for NSW Local Government has a greater focus on financial sustainability. In an effort to achieve consistency in reporting between councils, the Division of Local Government has introduced a set of minimum requirements and predefined templates to assist councils in meeting their legislative obligations. Collectively, these documents are known as the Quarterly Budget Review Statement (QBRS). The latest QBRS under the new reporting framework has been distributed under separate cover.

Report

In accordance with Clause 203 of the *Local Government (General) Regulations 2005*, the Responsible Accounting Officer is required to prepare a quarterly budget review of income and expenditure estimates and submit a report to Council. The QBRS must also include an opinion of the Responsible Accounting Officer concerning the financial position of Council. This report provides an overview of the results of the financial review for the quarter ended 30 September 2012.

In June 2012, Council adopted a balanced budget for 2012-2013. There is no proposed change to the budget result in this review.

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

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

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

Community Events - \$20,000 increase in expenditure and income

As reported to Council in the Corporate Governance Committee Meeting 9 October 2012, Channel Nine has agreed to sponsor Council events to the value of \$20,000 in this financial year. The sponsorship is to be distributed between the Fishers Ghost Festival and Riverfest. The additional funding has been reflected in this financial review.

Workers Compensation - \$13,000 increase in expenditure

The structure of the Workers Compensation section has recently been reviewed. In order to enhance the operations of the section the current vacant position (Senior Case Management Officer) has been replaced with a Workers Compensation Co-ordinator. The new position is at a higher grading than the vacancy and as such requires a budget adjustment. A consultant has been used temporarily until the position has been filled. The additional funds required will be funded from the Workers Compensation Reserve.

Land Use - \$40,000 transfer of expenditure

Due to staff vacancies in this section a contract worker has been engaged to assist with various matters. The contract expenditure has been funded by savings in the salary estimates due to the vacancies.

Development Management - \$30,000 transfer of expenditure

Due to a staff vacancy in the Strategic Planning Section a consultant has been engaged to assist with development assessment and contributions matters in the Campbelltown Local Government Area (LGA). The expenditure has been funded by savings in the salary estimates due to the vacancy.

Environmental Protection - \$17,000 increase in expenditure

In the Planning and Environment Committee Meeting 9 October 2012, it was recommended that a peer review on the Groundwater Investigation and Sampling Program for the Camden Gas Stage 3 Project be undertaken and that the funding for the report be considered in this Financial Review. This allocation will fund the quoted cost of the review and has been sourced from additional Financial Assistance Grant funding.

Bushcare Operational - \$34,900 transfer of expenditure

The funding for the staff working on the Bushcare projects has been transferred from the Environmental Protection budget to the Bushcare cost centre. The Bushcare program has been expanded in recent times and the transfer is required to better monitor and consolidate the costs associated with the program.

Kabbarli Early Learning Centre - \$150,000 increase in expenditure and income

As part of the Minto Renewal Planning Agreement, Landcom has agreed to contribute \$150,000 towards the refurbishment of the Kabbarli ELC. The funds will be paid upon the staged completion of the works. The proposed works will include; new fence and gates, building rendering and painting, air conditioning, new flooring and landscaping of the yard.

Minto and Namut Early Learning Centres - \$100,000 transfer of expenditure

As part of the Child Care Centres renewal works of the outdoor play areas, a rolling program of \$100k per annum was endorsed by Council beginning in 2012-2013. As part of the current year's original budget, funding for the refurbishment of Namut Early Learning Centre was included. These funds have now been identified for the renewal of Minto Early Learning Centre yard to address a number of safety concerns with the outdoor play area. Renewal works at Namut Early Learning Centre will still proceed however will be funded by the Asset Replacement Reserve to a total value of \$65k. These renewal works will complete the poor conditioned outdoor areas of the Long Day Care centres, the next priority is the Occasional Care Centre at Ingleburn followed by the Outside of School Hours Care facilities.

Macquarie Fields Indoor Leisure Centre - \$35,000 increase in expenditure

The Macquarie Fields Indoor Leisure Centre has been advised by AGL Electricity that the electricity usage for one of the meters at the centre has not been charged for approximately 12 months due to transitioning between AGL and Endeavour billing. As a result the Centre will receive a backdated account. These additional funds have been sourced from additional income from occupation of Council owned land fees.

Department Sport & Recreation Projects - \$350,000 decrease in income and expenditure

When the original budget was prepared Council estimated that it would receive \$400,000 in grant funds from the State Government towards the funding of various projects. Under the new agreement which commenced this year, the maximum an organisation can receive is \$50,000. This decrease in income will be offset by a corresponding decrease in expenditure.

On-Line Resources - \$28,500 increase in expenditure and income

This funding is for the on-line tutoring program. The Library, in partnership with yourtutor Tutoring Australasia administers this program and it is expected to provide approximately 240 average length learning sessions per month. The funding for this program is provided by the University of Western Sydney. This is a continuation of a similar program that was run by the Library in the previous financial year.

Area Mowing - Housing NSW - \$128,800 decrease in income

Traditionally Council has entered into a contract with Housing NSW to mow and maintain the open spaces under ownership of the Department. In the past the Department made a contribution to the costs of this maintenance. This financial year the Department have advised that they will not be entering into a contract with Council and as such they will not be making the contribution. This adjustment reflects that loss of income.

Rizal Park - \$33,500 increase in expenditure

These costs relate to landscaping, footpaths and the official unveiling of the Dr Jose Rizal statue and is funded by the Operational Services budget.

Financial Assistance Grant – \$155,200 increase in income

As previously reported to Council, the amount allocated to Campbelltown City Council this financial year was greater than the original budget amount. This saving has been utilised to fund the shortfall in Housing NSW income within the mowing budget as well as other minor adjustments to the budget.

Property Development – \$33,100 increase in income

As part of the Southern Sydney rail line duplication, Australian Rail and Track Corporation has been occupying Council owned land. The duration of this occupation has been greater than was originally anticipated and as a result, additional income has been generated. This additional income has been used to offset some of the expenses outlined in this report.

Land Acquisition/Sales - \$2,847,400 increase in expenditure

As reported to Council previously, a block of land on Farrow Road has been purchased recently. This purchase was not anticipated when the original budget was being prepared. The purchase has been funded from funds held within the Development Reserve.

Summary

As reported to Council in previous years, the financial objective has been to budget a surplus to improve Council's liquidity ratio. As Council is aware, the liquidity ratio has improved significantly and reached a satisfactory level and as such, a balanced budget is proposed for the 2012-2013 financial year.

As per the Responsible Accounting Officer's statement, the 2012-2013 results continue to support Council's sound financial position. During 2012-2013 Council will review its financial strategy in line with the development of the 10 year Long Term Financial Plan, required by the Integrated Planning and Reporting Framework and determine the most appropriate and financially responsible action for future periods.

Officer's Recommendation

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

Committee's Recommendation: (Kolkman/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 20 November 2012 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 205

That the Officer's Recommendation be adopted.

5. BUSINESS ASSURANCE

No reports this round

6. HUMAN RESOURCES

6.1 Christmas Closure

Reporting Officer

Manager Human Resources

Attachments

Nil

Purpose

To provide Council with information on past practice and options in relation to Christmas Closure.

History

Council has previously during the Christmas period operated with a skeleton staff throughout the Christmas period. Historically Council has closed at 1.00pm on the last working day before Christmas and 3.00pm on the last working day before New Year's Day. Last year the Customer Service function remained open until 4.30pm on both of these days.

Council also provides a commitment to customer service through the provision of an after-hours call service, a Duty Officer and staff to respond to any emergency.

Report

Council employees are employed under the *Local Government (State) Award 2010* with additional benefits being provided through Authorised Statements relating to flexible working arrangements and a nine day fortnight for the outdoor works staff. Under Clause 20C(ii) of the Award, Council may direct an employee to take annual leave by giving at least four weeks prior notification in a period of annual close-down of up to and including 4 weeks.

The Christmas period this year is fragmented with both Christmas Eve and New Year's Eve falling on a Monday. Enquiries have been made of a number of nearby councils to determine if they are observing a Christmas closedown. It was found that:

Camden Council	Open usual hours on Monday 24 December 2012. Closed on 25 December 2012 – 1 January 2013. Staff are required to use their leave entitlements.
Wollondilly Council	Closed noon Friday 21 December 2012 – 1 January 2013. Staff are required to use their leave entitlements.
Liverpool Council	Will be closed from 25 December 2012 - 1 January 2013. Staff are required to use their leave entitlements.
Penrith Council	Normal operating hours, staff that work one of the three days (27 December 2012, 28 December 2012 and 31 December 2012) are given two concessional days leave.
Blacktown Council	Civic Centre will be closed on the public holidays.

The options available for Council's consideration include:

- That Council close services at the Civic Centre on both Monday 24 December 2012 and Monday 31 December 2012 with staff required to take leave on these two days
- That Council close on Monday 24 December 2012 at 1.00pm and Monday 31 December 2012 at 3.00pm.

It is proposed that the hours of operation for Council's Quondong Visitor Information Centre be from 10.00am – 2.00pm on 27 December 2012, 28 December 2012 and 31 December 2012.

Officer's Recommendation

1. That Council close on Monday 24 December 2012 at 1.00pm and Monday 31 December 2012 at 3.00pm.
2. That the hours of operation for Council's Quondong Visitor Information Centre be from 10.00am – 2.00pm on the 27 December 2012, 28 December 2012 and 31 December 2012.

Committee's Recommendation: (Greiss/Lake)

That a decision in this matter be deferred to the full Council Meeting to be held 20 November 2012.

CARRIED

Council Meeting 20 November 2012 (Mead/Lake)

That the Officer's Recommendation be adopted.

Amendment: (Lake/Thompson)

1. That Council support the closure of Council offices and Works Depot on Monday 24 December 2012 and Monday 31 December 2012 with staff taking annual or flex leave for these days.
2. That the hours of operation for Council's Quondong Visitor Information Centre be from 10.00am – 2.00pm on the 27 December 2012, 28 December 2012 and 31 December 2012.

Council Resolution Minute Number 205

That the above amendment be adopted.

7. INFORMATION MANAGEMENT AND TECHNOLOGY

No reports this round

8. GENERAL BUSINESS

6.1 Vacant Property Leases

Committee's Recommendation: (Mead/Greiss)

That a report be presented to Council investigating the feasibility of advertising vacant property leases on Council's website.

CARRIED

Council Meeting 20 November 2012 (Mead/Lake)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 205

That the Committee's Recommendation be adopted.

Confidentiality Motion: (Hawker/Borg)

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 Leumeah Pedestrian Bridge - Bridge Works Deed with RailCorp

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.

21.2 Expression of Interest for Sale of Council Land being Lot 1 DP249991 (59 Jacaranda Avenue, Bradbury)

Reason for Confidentiality

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

- (d) commercial information of a confidential nature that would if disclosed:
 - (i) prejudice the commercial position of the person who supplied it.

There being no further business the meeting closed at 6.17pm.

C Mead
CHAIRPERSON
