

# Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 6 August 2013.

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## **APOLOGIES**

## **ACKNOWLEDGEMENT OF LAND**

## **DECLARATIONS OF INTEREST**

### **Pecuniary Interests**

### **Non Pecuniary – Significant Interests**

### **Non Pecuniary – Less than Significant Interests**

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**Minutes of the Corporate Governance Committee held on 6 August 2013**

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**Present**

Her Worship the Mayor, Councillor S Dobson  
Councillor C Mead (Chairperson)  
Councillor F Borg  
Councillor A Chanthivong  
Councillor G Greiss  
Councillor P Hawker  
Councillor R Kolkman  
Director Business Services - Mr M Sewell  
Director City Works - Mr J Hely  
Manager Assets and Supply Services - Mr G Mitchell  
Acting Manager Business Assurance - Mr C Taylor  
Acting Manager Communications and Marketing - Ms A King  
Acting Manager Customer Service - Mr P Macdonald  
Manager Executive Services - Mr N Smolonogov  
Acting Manager Financial Services - Mr A Butcher  
Acting Manager Governance and Administration - Mrs B Naylor  
Manager Property Services - Mr J Milicic  
Policy and Governance Coordinator - Ms J Warner  
Executive Assistant - Mrs K Peters

**Apology (Hawker/Chanthivong)**

That the apology from Councillor Lake 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 Borg - Item 2.2 - 24 Hour Fight Against Cancer Macarthur - Councillor Borg advised that he is the Chairperson of the 24 Hour Fight Against Cancer Macarthur Committee and he will leave the meeting and not take part in debate nor vote on the matter.

Councillor Chanthivong advised that he is an employee of Transport NSW and if he considers there may be a perceived conflict necessitating him to declare an interest, he will do so and if appropriate, leave the meeting.

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## **1. COMMUNICATIONS AND MARKETING**

### **1.1 Tourism Website Statistics January to June 2013**

#### **Reporting Officer**

Acting Manager Communications and Marketing

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#### **Attachments**

Nil

#### **Purpose**

To provide Council with information on the visitation patterns for the Macarthur tourism website during the period January to June 2013.

#### **History**

The redeveloped tourism website for the Macarthur region went live in February 2013.

The new site provides increased functionality and capabilities, including interactive maps, a route planner, an itinerary builder, filterable lists, site-wide search capability, social media integration and mobile and tablet versions.

#### **Report**

The tourism website [www.macarthur.com.au](http://www.macarthur.com.au) is a joint initiative between Campbelltown City Council and Camden Council. The site provides a range of tourism related information on the Macarthur region including attractions, events, accommodation, restaurants, shopping centres, function facilities, sporting venues and guided tours.

Google Analytics is used to obtain statistics on the website including information on the total number of visits to the site, as well as the number of new visitors, return visitors the most commonly accessed pages and the average number of pages viewed per visit.

During the six month period from 1 January to 30 June 2013, the total number of visits to the Macarthur website was 19,912 with more than 15,719 of these being 'unique' visitors who accessed the site only once during the period. The number of visitors accessing the site via mobile device is 7969, more than 40% of all visitors.

Statistical data indicates that the average number of pages viewed during a visit to the site was 3.13, with the average duration spent on the site being 2.57 minutes.

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In order of popularity, the five most commonly visited pages, excluding the home page, on the site during the reporting period were:

1. Attractions
2. What's On
3. Dining
4. Accommodation
5. Tours.

The majority of visitors accessed the website via Google (37.42%), with direct access to the home page being the second most common way of reaching the site (32.81%). Further visitors access the site via links/referrals on Sydney.com, the Campbelltown City Council website and Macarthur's Facebook page.

### **eNewsletters**

A monthly e-newsletter dedicated to providing information about What's On in the Macarthur region commenced in November 2012 and currently has more than 300 subscribers. The publication is also distributed to 120 local tourism operators and 135 visitor information centres each month.

### **Facebook**

The Macarthur Facebook page went live in late 2011. Since this time, fans to this site have increased to the current level of 2239 likes. The page keeps fans updated with the latest news on attractions, experiences and events in the Macarthur region.

### **Officer's Recommendation**

That the information be noted.

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

That the Officer's Recommendation be adopted.

### **CARRIED**

### **Council Meeting 13 August 2013 (Mead/Greiss)**

That the Officer's Recommendation be adopted.

### **Council Resolution Minute Number 178**

That the Officer's Recommendation be adopted.

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## **1.2 Website statistics report - April to June 2013**

### **Reporting Officer**

Acting Manager Communications and Marketing

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### **Attachments**

Nil

### **Purpose**

To provide Council with information on the visitation patterns for Council's website during the April to June 2013 quarter.

### **Report**

Council's 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, we are 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 more than a year ago, the website has had more than 919,800 visits, with 60.2% of these being new or first time visitors, and the balance reflecting return visitors.

During the three month period from 1 April to 30 June 2013, the total number of visits to Council's website was 222,104, with 60.3% of these being new visitors to the site. The visitation during this period equates to an average of 74,035 visits per month.

Statistical data indicates that the average number of pages viewed during a visit to the site was 2.52, with the average duration spent on the site being 2.6 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 (including tablets) is also indicated, with 20.9% of all site visits during the period being made from a mobile device.

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Month	Total site visits	Visits using mobile device	Most popular page views during month
April	76,053	17,290	Library – 21,874 Positions vacant information – 8,056 Current positions vacant – 7,300 Kerbside clean up information – 6,981 Dogs and cats for sale – 4,193
May	76,201	14,457	Library – 23,260 Positions vacant information – 8,433 Current positions vacant – 8,122 Kerbside clean up information – 5,991 Dogs and cats for sale – 4,774
June	69,850	14,707	Library – 19,223 Positions vacant – 7,597 Current positions vacant – 6,969 Kerbside clean up information – 6,285 Dogs and cats for sale – 4,224
<b>Total visits</b>	<b>222,104</b>	<b>46,454</b>	

In order of popularity, the 20 most commonly viewed 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. Dogs and cats for sale
7. Small dogs and puppies for sale
8. Animal Care Facility
9. Medium dogs for sale
10. Campbelltown Arts Centre
11. Large dogs for sale
12. Demerit points scheme (double demerits)
13. Lost dogs
14. Contact us
15. Library branches
16. Cats and kittens for sale
17. Careers
18. Ongoing casual employment opportunities
19. What's on
20. Halls for hire.

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

1. Double demerit points (Easter and ANZAC long weekends) flyer – 980
2. Campbelltown Sustainable City Development Control Plan 2009 (Part 3) – 658
3. Campbelltown Urban Area Local Environmental Plan zoning maps – 483
4. When do my bins get emptied? Garbage run maps – 380
5. Campbelltown Sustainable City Development Control Plan 2009 (Part 2) – 354.

Most visitors (46.9%) accessed the website via the home page or another specific Council website page (most commonly the library, positions vacant, Animal Care Facility or kerbside cleanup pages), with search engines (most commonly Google, Bing or Yahoo) being the second most common way of reaching the site (44.3%). A significant number of visitors (8.7%) were referred to the site through links on other pages, including Council's intranet, Facebook, SEEK and animal rescue organisations.

### **Website improvements**

During the reporting period, the site has benefitted from a number of enhancements, including the move to a new server for increased performance, and a content management system upgrade providing streamlined functionality.

### **Other Council sites**

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

During the reporting period of April to June, the Fisher's Ghost site attracted 1,619 visits. This is reflective of the time of year, with visitation anticipated to gradually increase in the lead up to the annual festival in November (the site attracted 25,788 visits during the 2012 reporting period that included the duration of the festival itself).

The Visit Macarthur website attracted 12,177 visits from April to June. The site was recently redeveloped, with the new site launched on 19 February, providing much more functionality and mobile device compatibility. A comprehensive promotional campaign and complementary Facebook page has helped raise awareness of the new site.

### **eNewsletters**

Council's corporate eNewsletter was launched in June 2012, and complements the existing quarterly residential newsletter (letterbox delivery), Council's Facebook pages, 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 website through links to further information. There are currently almost 400 subscribers.

Council's Visitor Information Centre also produces a monthly eNewsletter dedicated to providing information about what's on across the Macarthur region. The What's On in Macarthur eNewsletter commenced in November 2012 and currently has more than 300 subscribers. The publication is also distributed to 120 local tourism operators and 135 visitor information centres each month.

The Campbelltown Arts Centre eNewsletter that was established in March 2012 to provide up-to-date information about the centre's programs has a current subscription base of more than 1450. This is supported by an opt-in commercial galleries database and arts organisations database.

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**Officer's Recommendation**

That the information be noted.

**Committee's Recommendation: (Borg/Mead)**

That the Officer's Recommendation be adopted.

**CARRIED**

**Council Meeting 13 August 2013 (Mead/Greiss)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 178**

That the Officer's Recommendation be adopted.

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## **2. GOVERNANCE AND ADMINISTRATION**

### **2.1 Local Government NSW Annual Conference 2013**

#### **Reporting Officer**

Acting Manager Governance and Administration

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#### **Attachments**

Nil

#### **Purpose**

To advise Councillors of the 2013 Local Government NSW Conference and to seek the appointment of Council's 10 voting delegates.

#### **History**

The Local Government Association of NSW and The Shires Association of NSW merged on 1 March 2013 to become one single and united association called Local Government NSW.

The Local Government NSW conference in October 2013 will be the inaugural conference of the merged associations.

#### **Report**

The 2013 Local Government NSW Conference will be held at the Sydney Town Hall from Tuesday 1 October to Thursday 3 October 2013.

The conference is the annual policy making event for councils. Councils work together with Local Government NSW to promote Local Government and advocate on behalf of their communities for local democracy, informed decision making and good governance.

The conference is the pre-eminent event of the Local Government event calendar, where Councillors come together to share ideas and debate issues contained within the business paper for the conference.

Motions for inclusion in the 2013 conference business paper should address strategic Local Government sector issues rather than specific single local issues. Motions will be considered under the subject headings Service, Infrastructure, Finance and General.

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Council has previously resolved to submit the following motion for consideration at the conference:

That local government authorities within NSW be provided with the powers to prohibit the operation of gun shops within their own Local Government Areas.

Should Council wish to submit further motions to the conference, the motions should be presented to, and adopted by Council, no later than the Council meeting of 13 August 2013.

Following the merging of the two associations, a review of voting entitlements was undertaken having regard to the population of each Local Government Area.

Council has been advised that it is entitled to 10 delegates and the delegates are entitled to vote on both motions and board appointments.

Council is requested to nominate 10 delegates to the conference and in doing so, authorise their attendance at the 2013 Local Government NSW Conference.

It has also been Council's practice to authorise the attendance at the conference of any Councillor interested in attending, but not nominated as a voting delegate.

### **Officer's Recommendation**

1. That Council nominate, and authorise the attendance, of 10 voting delegates to the 2013 Local Government NSW Conference.
2. That other interested Councillors, the General Manager, Manager Executive Services and Corporate Support Coordinator be also authorised to attend the 2013 Local Government NSW Conference.
3. That the registration fees and associated expenses be met in accordance with Council's policy.

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

That a decision in this matter be deferred and presented to the full Council meeting to be held 13 August 2013.

**CARRIED**

### **Council Meeting 13 August 2013 (Mead/Greiss)**

That the Committee's Recommendation be adopted.

### **Amendment: (Hawker/Matheson)**

1. That Councillors Borg, Glynn, Greiss, Hawker, Lound, Matheson, Mead, Oates, Rowell and Thompson be appointed as Councils ten voting delegates to the 2013 Local Government NSW Conference.
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2. That other interested Councillors, the General Manager, Manager Executive Services and Corporate Support Coordinator be also authorised to attend the 2013 Local Government NSW Conference.
3. That the registration fees and associated expenses be met in accordance with Council's policy.

**Council Resolution Minute Number 178**

That the above amendment be adopted.

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## **2.2 24 Hour Fight Against Cancer Macarthur**

### **Reporting Officer**

Director Business Services

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### **Attachments**

Correspondence from the 24 Hour Fight Against Cancer Macarthur Inc

### **Purpose**

For Council to consider a request for sponsorship toward the 24 Hour Fight Against Cancer Macarthur 2013 event.

### **History**

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

### **Report**

A request for sponsorship has been received by the 24 Hour Fight Against Cancer Macarthur Inc toward this year's event, to be conducted at the Campbelltown Athletics Stadium, Leumeah from Saturday 19 October to Sunday 20 October 2013.

The attached correspondence states that more than 1200 local residents participated in last year's event, with fundraising achieving more than \$304,000 towards the charity. Since the inaugural event in 2005, \$1.8m has been raised.

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

It is proposed that Council provide public liability insurance that relates to the 24 Hour Fight Against Cancer Macarthur 2013 event as well as other minor events held by the 24 Hour Fight Against Cancer Macarthur Inc which has been provided under the public liability insurance coverage in previous years.

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

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### **Officer's Recommendation**

That Council provide sponsorship for public liability insurance, venue hire and other costs associated with fundraising activities for the 24 Hour Fight Against Cancer Macarthur 2013.

Having declared an interest in regard to Item 2.2, Councillor Borg left the room and did not take part in debate nor vote on this item.

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

That the Officer's Recommendation be adopted.

### **CARRIED**

At the conclusion of the discussion regarding Item 2.2, Councillor Borg returned to the room for the remainder of the meeting.

### **Council Meeting 13 August 2013**

Having declared an interest in regard to Item 2.2, Councillor Borg left the Chamber and did not take part in debate nor vote on this item.

### **Council Meeting 13 August 2013 (Mead/Greiss)**

That the Officer's Recommendation be adopted.

### **Council Resolution Minute Number 178**

That the Officer's Recommendation be adopted.

At the conclusion of the discussion regarding Item 2.2, Councillor Chanthivong returned to the Chamber for the remainder of the meeting.

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## ATTACHMENT 1



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

Clr Sue Dobson  
Mayor  
Campbelltown City Council  
PO Box 57  
CAMPBELLTOWN NSW 2560

Dear Mayor

I write to request that Campbelltown City Council continue their sponsorship of the 24 Fight Against Cancer Macarthur by covering the insurance indemnity for a 12 month period on events associated with this fundraising venture and by providing security and other services at the Campbelltown Athletics Stadium Leumeah from Saturday 19th October to Sunday 20th October 2013.

Over 1200 local residents participated last year during the weekend and their efforts, combined with a number of other high profile fundraising events, raised more than \$304,000 for the Macarthur Cancer Therapy Centre and the Paediatric Ambulatory Care Unit both located in Campbelltown Hospital and the Palliative Care Unit and the Cancer Day Hospital at Camden Hospital.

It is my pleasure to inform you that this brings the total raised for local cancer care by the 24 Fight Against Cancer Macarthur to more than \$1.8m in just eight years. I am sure you agree that this is an outstanding achievement by our local residents and businesses and we expect to reach the \$2million milestone in 2013.

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

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

Yours sincerely

Clr Fred Borg  
**Chairperson**  
8 July 2013

## **2.3 Financial contribution to constitutional recognition of Local Government**

### **Reporting Officer**

Director Business Services

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### **Attachments**

1. Letter from Local Government NSW requesting financial contribution to constitutional recognition campaign for Local Government
2. Letter to Local Government NSW regarding request for financial contribution to constitutional recognition campaign for Local Government

### **Purpose**

To advise Council of a request by Local Government NSW to make a financial contribution to the constitutional recognition for Local Government campaign.

### **History**

Council at the meeting of 26 March 2013, Director's Report 9.3 – Constitutional Recognition, resolved that:

“Council support the Local Government NSW national advertising campaign to achieve constitutional recognition of Local Government and request Local Government NSW to firstly seek internal funding before coming to councils to seek recovery of costs incurred.”

Correspondence was sent to Local Government NSW on 2 April 2013 advising of Council's resolution (attachment 2), with a response received on 17 July (attachment 1).

### **Report**

Council has previously considered a request from Local Government NSW for a financial contribution towards the constitutional recognition campaign to the amount of \$31,455.60 (plus GST) over a three year period.

Following the above resolution, a letter was sent to Local Government NSW asking for consideration to be given for them to internally fund the costs associated with the constitutional recognition campaign, and should Council contribute, what would happen with those funds should the campaign not proceed.

In correspondence received from Local Government NSW on 17 July, they advised that of the 152 councils in NSW, eight have decided not to contribute at this stage for various reasons. This has resulted in a shortfall of just over \$360,000 when the Commonwealth's dollar-for-dollar matched funding is taken into consideration.

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In light of this, LGNSW have asked that Council reconsider its position and financially contribute to the campaign, given that each council in Australia will directly benefit should the referendum be successful. It should be noted that in their correspondence, Local Government NSW did not advise if they had the capacity to fund the advertising campaign internally.

It is recommended that Council consider making a financial contribution to the campaign to the amount of \$31,455.60 for the three year period.

### **Officer's Recommendation**

1. That Council make a financial contribution to the campaign to the amount of \$31,455.60 for the three year period.
2. That Council write to Local Government NSW requesting that any funds not required for the campaign are refunded to the appropriate councils.

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

That the information be noted.

**CARRIED**

### **Council Meeting 13 August 2013 (Mead/Greiss)**

That the Officer's Recommendation be adopted.

### **Council Resolution Minute Number 178**

That the Officer's Recommendation be adopted.

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## ATTACHMENT 1



Our ref: R09/0007 Out-21617

17 July 2013

Cr Sue Dobson  
Mayor  
Campbelltown City Council  
PO Box 57  
CAMPBELLTOWN NSW 2560

JUL18'13 08:07:47 RCVD

Dear Cr Dobson,

### **Constitutional Recognition of Local Government – payment of levies**

This letter is to request that Campbelltown City Council reconsider its position and financially contribute to the Constitutional Recognition campaign. A successful referendum is extremely important to Local Government, we must ensure that there can be no further high court challenges to federal funding.

Research conducted by the National Campaign Team has indicated that the referendum is winnable, with two-thirds of respondents indicating that they would vote 'Yes' after receiving all the facts about the issue. This is extremely encouraging, and is the basis of the PR Toolkit that was distributed recently to all Councils that had paid their due levies.

In addition, the referendum has received bipartisan support, with it passing through the House of Representatives, 133-2, and the Senate, 46-8.

Of the 152 Councils in NSW, eight have decided not to contribute at this stage for various reasons, and we are now contacting them to reconsider. While we are extremely encouraged that 95 per cent of all NSW Councils have supported the campaign, this has amounted in a shortfall of just over \$360,000 when the Commonwealth's dollar-for-dollar matched funding is taken into consideration.

In fairness to all councils in NSW that have already paid their contribution, we ask that Campbelltown City Council give strong consideration to reconsidering its position and financially contribute to the referendum campaign, especially given that each Council in Australia will directly benefit if Local Government is financially recognised in the Constitution.

Should you have any queries please do not hesitate to call either one of us to discuss.

Yours sincerely

Handwritten signature of Cr Keith Rhoades.

Cr Keith Rhoades, AFSM  
**Joint President**  
0408 256 405

Handwritten signature of Cr Ray Donald.

Cr Ray Donald  
**Joint President**  
0438 699 910

## ATTACHMENT 2



2 April 2013

Ms Megan Graham  
Director Communications  
Local Government NSW  
GPO Box 7003  
SYDNEY NSW 2001

Dear Ms Graham

### **Constitutional Recognition of Local Government**

I refer to previous correspondence between Campbelltown City Council and Local Government NSW in relation to a request for a financial contribution to fund a national advertising campaign in regard to the constitutional recognition of Local Government.

Council at its meeting of 26 March 2013 considered a report relating to the constitutional recognition of Local Government and further correspondence from Local Government NSW regarding Council making a contribution toward the funding of the national advertising campaign.

In considering this report Council formally resolved *"that Council support the Local Government NSW national advertising campaign to achieve constitutional recognition of Local Government and request Local Government NSW to firstly seek internal funding before coming to councils to seek recovery of costs incurred"*.

After consideration of Council's request, it would be appreciated if Council could be presented with reasons for the Local Government NSW not funding the advertising campaign through its own internal reserves and should Council be required to make a contribution, what will be the outcome should the campaign for constitutional recognition not proceed in regard to all funds contributed.

If you require any further information please contact Council's Acting Director Business Services John Millicic on 4645 4662.

Yours sincerely

A handwritten signature in black ink, appearing to read "M. Sewell", written over a horizontal line.

Michael Sewell  
Director Business Services

### **3. PROPERTY SERVICES**

#### **3.1 Deed of Agreement with ARTC, Padmount Transformer**

##### **Reporting Officer**

Manager Property Services

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##### **Attachments**

Aerial photograph of padmount transformer (to be tabled)

##### **Purpose**

To seek Council approval to enter into a Deed of Agreement with ARTC and/or RailCorp for the occupation of Council owned road reserve.

##### **Report**

Council has received representations from Australian Rail Track Corporation (ARTC) with respect to a padmount transformer constructed as part of the Southern Sydney Freight Line project. The padmount transformer has been constructed on the road reserve forming part of Farrow Road without prior Council approval.

It is understood the padmount transformer was installed in its current position by ARTC on the assumption that the land was in the ownership of RailCorp. ARTC substantially requested approval to purchase the land from Council when it discovered that RailCorp was not the owner.

It should be noted that as part of the Deed of Settlement concerning the previous compulsory acquisitions of Council land by RailCorp, that the width of Farrow Road had already been reduced. On this basis, Council advised ARTC that it would not accept any proposal that would further permanently reduce the width of the road reserve in this location.

Given that ARTC has sought permanent tenure it was suggested that a Deed of Agreement was an option that could be considered subject to a resolution of Council. It is proposed that a Deed of Agreement could be structured as follows:

- the padmount transformer can remain in its current location which would require ARTC to either remove or relocate this infrastructure on Council providing 12 months written notice (relocation clause).
  - in terms of an occupation fee, the annual fee of \$33 per square metre would apply. The general area of the padmount transformer is approximately 80 square metres. On this basis, the annual occupation fee would commence at \$2640 (plus GST), with annual CPI indexation. ARTC and/or RailCorp would also be responsible for the costs in preparing the Deed.
-

ARTC has formally provided its acceptance of the broad terms and objectives of the Deed.

On this basis, it is recommended that Council provide its concurrence to enter into a Deed of Agreement with ARTC and/or RailCorp for the occupation of a portion of Council owned road reserve on the terms outlined.

### **Officer's Recommendation**

1. That Council provide approval to enter into a Deed of Agreement with ARTC and/or RailCorp for the occupation of a portion of Council owned road reserve on the terms as outlined in this report.
2. That all documentation associated with the Deed of Agreement be executed under the Common Seal of Council if required.

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

That the Officer's Recommendation be adopted.

**CARRIED**

### **Council Meeting 13 August 2013 (Mead/Greiss)**

That the Officer's Recommendation be adopted.

### **Council Resolution Minute Number 178**

That the Officer's Recommendation be adopted.

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## **3.2 Grant of Easement, Campbelltown for Water Supply**

### **Reporting Officer**

Manager Property Services

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### **Attachments**

Location plan

### **Purpose**

To seek the approval of Council as the delegated care control and management authority of land in the ownership of the Minister Administering the *Environmental Planning and Assessment Act 1979*, to grant an easement for water supply purposes in favour of Sydney Water.

### **Report**

As part of the Southern Sydney Freight Line (SSFL) project, Australian Rail Tack Corporation (ARTC) was required by Sydney Water to amend the alignment of several water supply mains at locations running under the rail corridor.

In this case, the water supply previously followed the alignment of the level crossing that linked Broughton Street to Badgally Road. Given the rail infrastructure subsequently constructed in this location, the water main was required to be relocated north approximately 26 metres on the eastern side of the rail corridor before crossing under the rail corridor.

The alignment was also pushed back (east) in Broughton Street to ensure a maximum setback from the rail corridor. The realignment was negotiated by Council having regard to the proposed bridge over the rail corridor linking Broughton Street to Badgally Road.

Extending the alignment of the water supply as far away from the rail corridor as possible was negotiated to ensure adequate space is available for the proposed future bridge pile caps and abutments. The relocation reduces the necessity at that point in time to relocate the water supply which would likely have been at Council's expense.

To achieve the required alignment, the water supply was also extended through Lot 1 in DP 215983. Lot 1 comprises the narrow strip of car parking closest to Campbelltown railway station on the northern side of Broughton Street, accessed off Langdon Avenue.

In the intervening period, ARTC have completed the necessary construction works to relocate the water supply and have restored Broughton Street and Lot 1 to Council's satisfaction. ARTC have also completed the necessary field survey that picks up the alignment of the relocated water supply and have created a proposed easement to protect these assets as required by Sydney Water.

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This requires an easement to be created over Lot 1 DP 215983 in favour of Sydney Water. This Lot known as 2 Broughton Street is in the ownership of the Minister Administering the Environmental Planning and Assessment Act, 1997.

The Minister has delegated to Council the care control and management of this parcel by publishing a Notice in the NSW Government Gazette of November 1990. As Council has an interest in this parcel of land, it is required that it is a signatory to the instruments creating the proposed easement over this portion of land.

It should be noted that Council is the owner of the adjoining property known as 4 Broughton Street. The proposed easement does not impact on this property as this was the position of Council from the onset of the proposed water supply relocation.

It should also be noted that in assessing the compensation attributable to Council's interest in Lot 1 in DP 215983, the Valuer General applied a nil compensation value.

Accordingly it is recommended that Council, having delegated care control and management of Lot 1 in DP 215983, provide its approval to the granting of an easement for water supply in favour of Sydney Water.

Subject to Council approval, the grant of easement will also be referred to the Minister administering the Environment Planning Assessment Act for approval.

### **Officer's Recommendation**

1. That Council as having delegated care, control and management over Lot 1 in DP 215983, provide its approval to the granting of an easement for water supply in favour of Sydney Water.
2. That the grant of easement also be referred to the responsible Minister for approval.
3. That all documentation associated with the creation of the easement for drainage purposes be executed under the Common Seal of Council if required.

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

That the Officer's Recommendation be adopted.

**CARRIED**

### **Council Meeting 13 August 2013 (Mead/Greiss)**

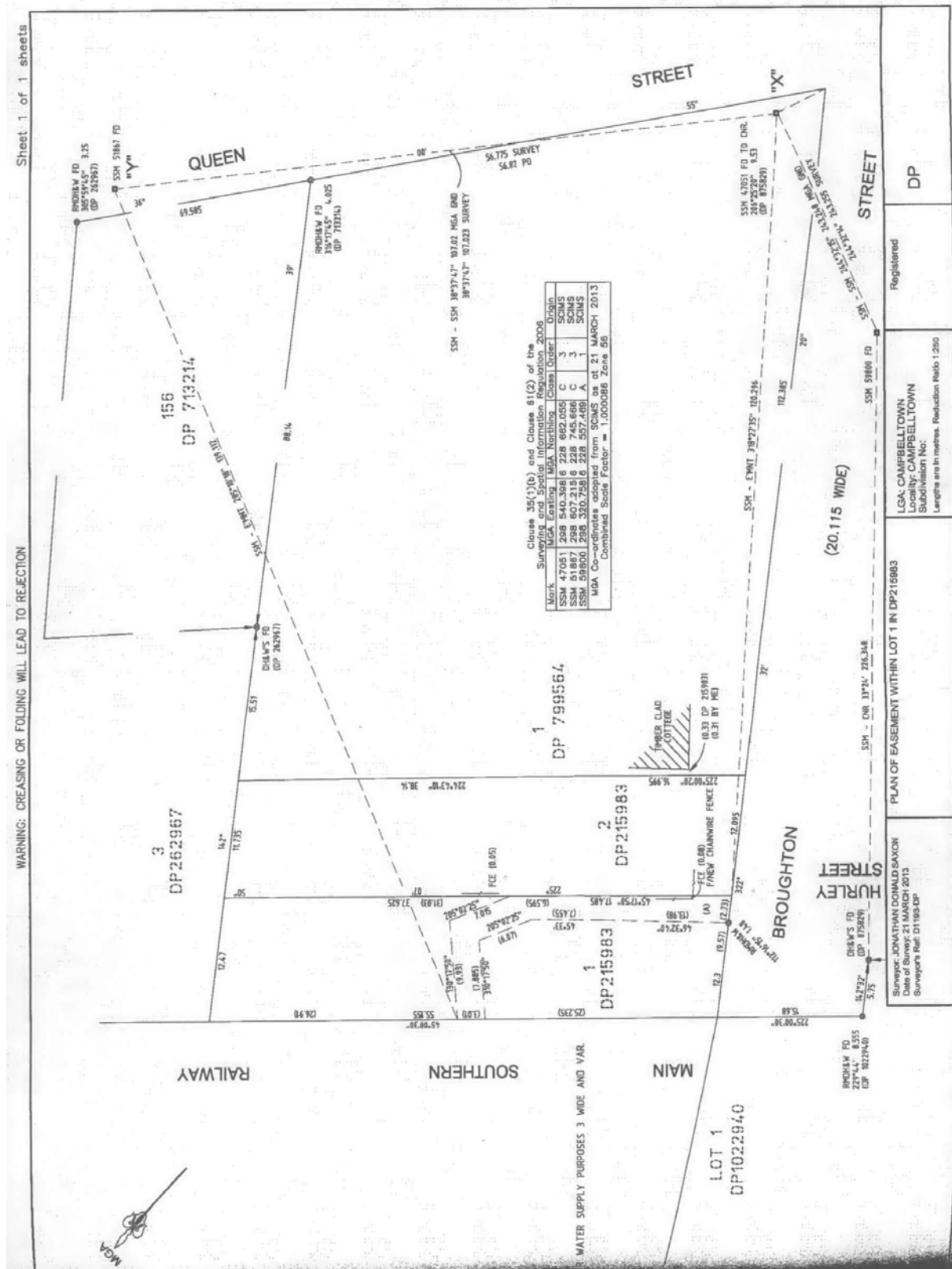
That the Officer's Recommendation be adopted.

### **Council Resolution Minute Number 178**

That the Officer's Recommendation be adopted.

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**ATTACHMENT 1**





## 4. FINANCIAL SERVICES

### 4.1 Investment Report - June 2013

#### Reporting Officer

Acting Manager Financial Services

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#### Attachments

Investment portfolio performance as at 30 June 2013

#### Purpose

To provide a report outlining Council's investment portfolio performance for the month of June 2013.

#### 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 June 2013 stood at approximately \$86m. Funds are currently being managed both by Council staff and Fund Managers and are in accordance with the *Local Government Act 1993*, *Local Government (General) Regulation 2005* and Council's Investment Policy.

#### Portfolio performance

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

Monthly annualised return	June
Council Managed Funds	4.39%
Benchmark: 90 Day Bank Bill Index	2.76%

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

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<b>Rolling year to date return</b>	<b>June</b>
Council Managed Funds	4.77%
Benchmark: 90 Day Bank Bill Index	3.24%

Council's portfolio as at 30 June 2013 is diversified with 70% in term deposits of varying lengths of maturity which are managed in accordance with market expectations and Council's investment strategy, 22% in floating rate notes which gives Council a set margin above either 30 or 90 day bank bills, 7% in fixed rate bonds, 1% in funds in a short term at call account and a National Australia Bank offset facility which expires in 2014.

<b>Duration profile</b>	<b>30 June</b>
Short term at call	\$665,770
1 – 3 months	\$3,167,292
3 – 6 months	\$21,927,497
6 – 12 months	\$35,556,768
12 months +	\$25,000,000

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

<b>Credit exposure</b>	<b>30 June</b>
AAA to AA-	86%
A+ to A	7%
A- to BBB-	7%
Other approved deposit taking institutions	0%

### **Economic outlook**

The Board of the Reserve Bank of Australia (RBA) left the cash rate unchanged from its present level of 2.75% at its meeting held 2 July, largely due to the depreciation of the Australian dollar by around 10% since early April, and the possibility that the exchange rate will depreciate further over time. Even though the Board judged that the current setting of monetary policy will support growth going forward, there is still scope for further easing should this be required to support demand.

### **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: (Hawker/Mead)**

That the Officer's Recommendation be adopted.

**CARRIED**

**Council Meeting 13 August 2013 (Mead/Greiss)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 178**

That the Officer's Recommendation be adopted.

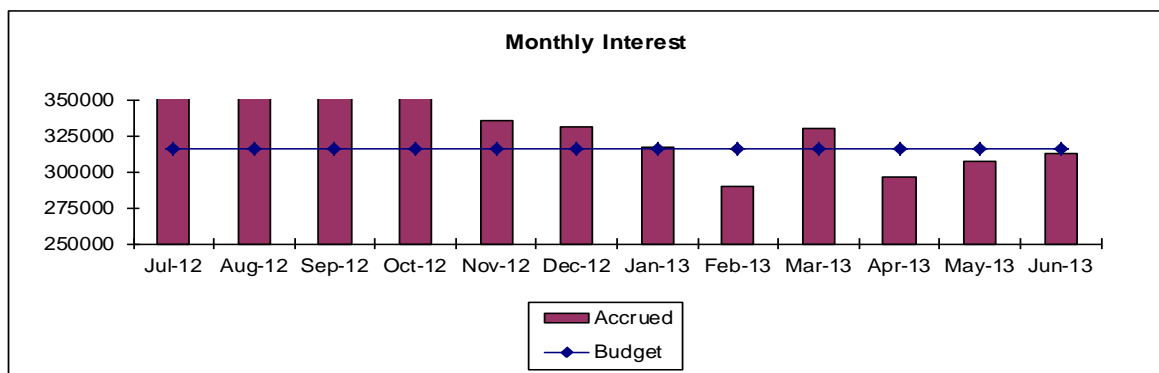
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# ATTACHMENT 1

## CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO Summary June 2013

Benchmark UBS Warburg 90 Day Bank Bill Index  
 Portfolio Balance \$86,317,327.43

Monthly Performance	Return (mth)	Return (pa)
UBSW 90 Bank Bill Index	0.23%	2.76%
Total Portfolio	0.36%	4.39%
<i>Performance to Benchmark</i>	+ 0.13%	+ 1.64%
Portfolio - Direct Investments	0.36%	4.39%
<i>Performance to Benchmark</i>	+ 0.13%	+ 1.63%
Short Term Call Account	0.28%	3.40%

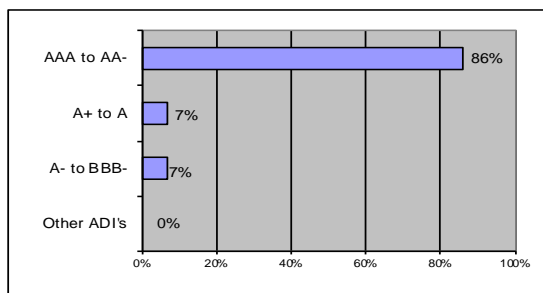


### Year to Date Performance

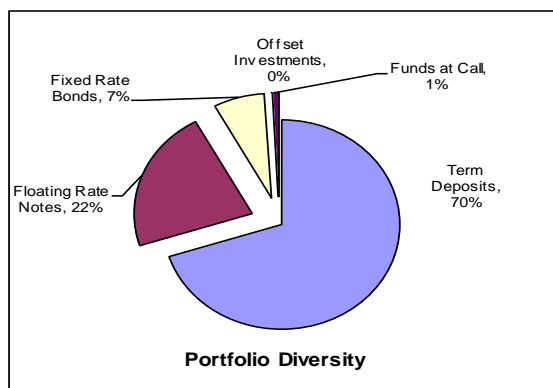
Rolling 12 Month Period  
 4.77% Council Managed Funds  
 3.24% Benchmark

Interest Budget to Actual \$3,787,500  
 Budget to Period \$3,956,632  
 Accrued to Period

### Credit Exposure



### Securities



### Institutions

	Amount Invested	% Portfolio
Funds at Call	\$ 665,769.63	1%
Suncorp Metway	\$ 6,093,762.44	7%
National Australia Bank	\$ 28,447,008.44	33%
ANZ Bank	\$ 3,500,000.00	4%
NSW Treasury	\$ 4,140,000.00	5%
Westpac Bank	\$ 11,091,480.52	13%
St George Bank	\$ 8,633,637.97	10%
Commonwealth Bank	\$ 12,500,000.00	14%
Bank Western Australia	\$ 5,245,668.43	6%
Bendigo/Adelaide Bank	\$ -	0%
Rural Bank	\$ 1,000,000.00	1%
Bank of Queensland	\$ 5,000,000.00	6%
<b>Total</b>	<b>\$86,317,327.43</b>	<b>100%</b>

## **4.2 Monthly Rates Summary**

### **Reporting Officer**

Acting Manager Financial Services

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### **Attachments**

1. Monthly rates summary
2. Actual to budget result
3. Rates statistics

### **Purpose**

To provide details of the 2012-2013 Rates and Charges Levy and cash collections for the year ending 30 June 2013.

### **Report**

Rates and charges levied for the year ending 30 June 2013 totalled \$80,726,263 representing 99.7% of the annual budget forecast.

Receipts collected to the end of June totalled \$80,027,283. In percentage terms, this amount represents 96.3% of all rates and charges due to be paid. In comparison, the amount collected in the same period last year was 95.7%.

A process to identify and assist ratepayers experiencing difficulties in meeting the instalment deadlines was conducted early in June. This process commenced with the issue of 1870 letters of demand to ratepayers with a balance exceeding \$500 and two or more instalments outstanding. The letters were issued on 6 June 2013 on Council letterhead requesting payment or suitable payment arrangements in writing by 17 June 2013. During this period, 1210 defaulters paid the amount due or made suitable arrangements, therefore requiring no further action.

Ratepayers who purchased property after the fourth instalment notice where a balance remained due, have been issued a 'notice to new owner' letter. During the month, three letters were sent providing information on the annual rate amount and the balance due.

Over the financial year, "eRates" registrations increased by 11% to 1272 as at 30 June 2013.

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**Officer's Recommendation**

That the information be noted.

**Committee's Recommendation: (Borg/Mead)**

That the Officer's Recommendation be adopted.

**CARRIED**

**Council Meeting 13 August 2013 (Mead/Greiss)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 178**

That the Officer's Recommendation be adopted.

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**ATTACHMENT 1**

**RATES SUMMARY**

**STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES**

RATE - CHARGE	NET ARREARS 1/7/2012	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	44,863,354.91	1,320,380.95	836,083.67	46,963,357.64	44,473,653.54	2,489,704.10	274,485.62	2,764,189.72
BUSINESS	648,124.82	15,080,118.69		106,562.73	15,834,806.24	15,366,149.57	468,656.67		468,656.67
BUSINESS - IND	14,953.93	0.00		244.17	15,198.10	11,257.27	3,940.83		3,940.83
FARMLAND	-10,530.04	373,824.04	876.56	1,953.84	364,371.28	351,490.81	12,880.47	126,909.72	139,790.19
MINING	0.00	13,422.10		0.00	13,422.10	13,422.10	0.00		0.00
LOAN	244,319.52	4,188,642.06		17,618.57	4,450,580.15	4,207,265.49	243,314.66	39,810.94	283,125.60
F5 ACCESS RAMPS	2,080.90	0.00		36.71	2,117.61	1,353.40	764.21		764.21
MAIN STREET	40.12	0.00		0.00	40.12	0.00	40.12		40.12
<b>TOTAL</b>	<b>\$3,483,289.26</b>	<b>\$64,519,361.80</b>	<b>\$1,321,257.51</b>	<b>\$962,499.69</b>	<b>\$67,643,893.24</b>	<b>\$64,424,592.18</b>	<b>\$3,219,301.06</b>	<b>\$441,206.28</b>	<b>\$3,660,507.34</b>
GARBAGE	694,369.27	15,120,535.53	427,587.31	52,453.32	15,439,770.81	14,704,502.75	735,268.06		735,268.06
SANITARY	0.00	0.00		0.00	0.00	0.00	0.00		0.00
STORMWATER	53,851.29	892,574.91		2,926.46	949,352.66	898,188.28	51,164.38		51,164.38
<b>GRAND TOTAL</b>	<b>\$4,231,509.82</b>	<b>\$80,532,472.24</b>	<b>\$1,748,844.82</b>	<b>\$1,017,879.47</b>	<b>\$84,033,016.71</b>	<b>\$80,027,283.21</b>	<b>\$4,005,733.50</b>	<b>\$441,206.28</b>	<b>\$4,446,939.78</b>

Total from Rates Financial Transaction Summary	3,576,781.26
Overpayments	-870,158.52
Difference	0.00

**ANALYSIS OF RECOVERY ACTION**

Rate accounts greater than 6 months less than 12 months in arrears	924,150.18
Rate accounts greater than 12 months less than 18 months in arrears	47,770.22
Rate accounts greater than 18 months in arrears	31,959.47
<b>TOTAL rates and charges under instruction with Council's agents</b>	<b>\$1,003,879.87</b>

## ATTACHMENT 2

### COMPARISON OF BUDGET TO ACTUAL

DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL	BALANCE STILL REOD.	% RAISED
RESIDENTIAL	44,722,100	44,839,900	44,863,355	(23,455)	100.05%
BUSINESS	14,996,800	14,996,800	15,080,119	(83,319)	100.56%
FARMLAND	403,500	403,500	373,824	29,676	92.65%
MINING	13,400	13,400	13,422	(22)	100.16%
LOAN	4,184,500	4,184,500	4,188,642	(4,142)	100.10%
TOTALS	64,320,300	64,438,100	64,519,362	(81,262)	100.13%
INTEREST CHARGES	306,100	306,100	269,172	36,928	87.94%
LEGAL COSTS RECOVERED	950,000	950,000	711,599	238,401	74.91%
PENSIONERS - Sec 575	(1,690,000)	(1,690,000)	(1,748,845)	58,845	103.48%
PENSIONERS SUBSIDY	929,500	929,500	961,865	(32,365)	103.48%
SUB TOTAL	64,815,900	64,933,700	64,713,152	220,548	99.66%
DOMESTIC WASTE CHARGES	14,825,000	14,825,000	14,736,275	88,725	99.40%
COMMERCIAL WASTE CHARGES	322,400	322,400	384,260	(61,860)	119.19%
SANITARY INCOME	1,000	1,000	0	1,000	0.00%
STORMWATER MINGMNT	882,000	882,000	892,575	(10,575)	101.20%
GRAND TOTALS	80,846,300	80,964,100	80,726,263	237,837	99.71%
COLLECTIONS AS A % OF:	TOTAL RECEIVABLE	TOTAL LEVIED	TOTAL RECEIVABLE	TOTAL LEVIED	
RESIDENTIAL	94.70%	99.13%			
BUSINESS	97.04%	101.90%	RATES	95.24%	99.85%
FARMLAND	96.47%	94.03%	SANITARY	0.00%	0.00%
LOAN	94.53%	100.44%	STORMWATER	94.61%	100.63%
ALL RATES	95.24%	99.85%	TOTAL RATES & CHARGES	96.27%	100.45%



## ATTACHMENT 3

### RATES STATISTICS

No. of documents issued	July	August	September	October	November	December	January	February	March	April	May	June	Jun-12
Rate Notices	48,326	65		285			88						
Electronic - DoH	5,673												
Instalment Notices				42,003			42,014			41,706			
Electronic - DoH				5,025			5,602			5,786			
Missed Instalment Notices			8,296			7,497			7,017			8,058	6,791
- Pensioners > \$15.00			478			466			459			591	598
Notice to new owner	208	74	32	63	35	29	37	32	19	24	23	3	4
7-day Letters - Council issued			1,716			1,869			1,860			1,761	1,639
- Pensioners > \$500.00			120			109			106			109	99
7-day Letters - Agent Issued			628				607		774			660	
Statement of Claim	212	27	16	233	18	18	252	11	15	251	15	17	16
Judgments	12	71	17	17	68	12	32	69	39	21	84	44	40
Writs	23	12	62	12	13	35	37	20	72	36	46	51	49
eRates	1,154	1,176	1,184	1,200	1,209	1,219	1,223	1,238	1,241	1,256	1,263	1,272	1,141
Arrangements	331	318	403	351	298	401	353	321	454	398	327	431	421

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## 4.3 Sundry Debtors Report - June 2013

### Reporting Officer

Acting Manager Financial Services

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### Attachments

1. Debtors summary to 30 June 2013
2. Ageing of sundry debts to 30 June 2013

### Purpose

To provide a report detailing the amount outstanding by type and age for sundry and miscellaneous debts for the period ending 30 June 2013.

### Report

Debts outstanding to Council as at 30 June 2013 were \$3,052,374, reflecting an increase of \$1,545,107 since May 2013. The ratio of outstanding debts to current invoices has decreased from 26% in May to the current level of 13%. 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 – June 2013

During the month, 863 invoices were raised totalling \$2,272,070. 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 – \$1,313,699 the main invoices relate to:

NSW Land & Housing Corporation – Road renewal works associated with the deed of agreement for Townson Ave Minto	\$1,196,946
Jemena Gas Networks Ltd – Annual assessment of gas mains	\$65,461
Department of Education & Training – Contributions to operating costs of Minto library from April to June 2013	\$49,310
Camden Council – Rural Fire Service 1/3 shared costs of operating expenses	\$8,966
Liverpool City Council – Rural Fire Service 1/3 shared costs of operating expenses	\$8,966

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Government and other grants – \$547,300 – The main invoices relate to:

Road & Maritime Services – GLS workshop advertising and Eagle Vale Drive project	\$441,650
The LEP Acceleration Fund – LEPAF Milestone Claim	\$55,650
NSW Land & Housing Corporation – Campbelltown Arts Centre – Aboriginal arts project	\$50,000

Land and building rentals – \$142,508 – The main invoices relate to:

Telstra Corporation Limited – Eschol Park land lease June 2013 to June 2014	\$33,426
Glenquarie Hotel Pty Ltd – Glenquarie Shopping Centre, Macquarie Fields	\$24,018
Nuvezo Pty Ltd – Dumaresq Street Cinema	\$22,229
Aldi Stores ( A Limited Partnership) – monthly rental	\$22,064
Caltex Oil Australia Pty Ltd – Macquarie Fields	\$15,062
Mycorp Group Pty Ltd – Land rental, BP petrol station	\$13,344

Sportsground and field hire – \$69,785 – The main invoices relate to:

Wests Tigers Football Club – Hire of Campbelltown sports stadium and sportsground floodlighting	\$22,892
Bellfield College – Hire of Campbelltown athletics stadium – carnival	\$4,883
Clancy Catholic College – Hire of Campbelltown athletics stadium – carnival	\$3,434
St Marys Eagle Vale Soccer Club – AGL electricity account	\$2,544
Harlequins Rugby League – Origin electricity account	\$2,130
Bradbury Ambarvale Soccer Club – AGL electricity account	\$1,993

Waste collection services – \$54,715 – The main invoices relate to:

Remondis Australia Pty Ltd – Effluent for May 2013	\$29,137
G & G Waste Services – Effluent for May 2013	\$25,577

Receipts to the value of \$726,963 have been received during the period, the most notable in the following areas:

Land and building rentals	\$148,042
Government and other grants	\$131,720
Corporate administration	\$122,834
Sportsground and field hire	\$89,491
Private works	\$65,498

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### Sundry debts outstanding – 30 June 2013

Debts exceeding 90 days of age totalled \$365,324 as at 30 June 2013. The major invoices relating to this balance include:

Description	Date Invoiced	Balance
Sydney Water – Various Restorations, payment expected end of July 2013	27/02/13	\$36,000
Remondis Pty Ltd – Effluent for November 2012, in contact with Remondis to recover outstanding amount	05/02/13	\$19,886
Debtor 68316.9 – Retaining wall between Lot 1451 DP 703487 2 and 4 Brownlow Place, Ambarvale. Debtor is maintaining arrangement to pay \$450 per month as approved by Council	09/06/10	\$19,156
Caltex Petrol Station – Glenquarie Shopping Centre land rental for the month (January 2012). In the process of reconciling the account with Caltex	23/01/12	\$14,353
Macarthur Baseball League – Various re-charges of electricity and cleanaway	30/09/12	\$8,300
Roads and Maritime Services – 50/50 contribution to Cleopatra Reserve Cycle Way	19/03/13	\$110,000

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

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

Matters referred to Council's recovery agent are conducted in accordance with relevant legislation and the *Civil Procedures Act 2001*. Formal legal recovery commences with a letter of demand (or letter of intent) providing debtors with at least 10 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.

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During the month, 50 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 officers continue to provide assistance to debtors experiencing difficulties in paying their accounts. Debtors are encouraged to clear their outstanding debts through regular payments where possible, to avoid any further recovery action.

### **Officer's Recommendation**

That the information be noted.

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

That the Officer's Recommendation be adopted.

**CARRIED**

### **Council Meeting 13 August 2013 (Mead/Greiss)**

That the Officer's Recommendation be adopted.

### **Council Resolution Minute Number 178**

That the Officer's Recommendation be adopted.

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**ATTACHMENT 1**

***DEBTORS SUMMARY 1 June 2013 to 30 June 2013***

DEBTOR TYPE/DESCRIPTION	ARREARS AT 31/05/2013	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 30/06/2013	% DEBT RATIO
Corporate Administration	148,174	1,369,361	178,496	1,339,038	43.87%
Abandoned Items	10,590	1,068	0	11,658	0.38%
Child Care Debts	22,999	0	0	22,999	0.75%
Community Bus	89	308	104	293	0.01%
Tennis Court Hire	0	0	0	0	0.00%
Sportsground and Field Hire	160,370	69,785	89,491	140,665	4.61%
Government and other Grants	414,145	600,020	184,439	829,725	27.18%
Public Hall Hire	21,222	16,991	27,363	10,851	0.36%
Health Services	350	0	0	350	0.01%
Land and Building Rentals	63,196	142,508	148,042	57,663	1.89%
Healthy Lifestyles	5,843	24,415	27,595	2,662	0.09%
Library Fines and Costs	177,416	0	0	177,416	5.81%
Shop Licence Fees	54,775	20,070	21,150	53,695	1.76%
Pool Hire	28,046	6,056	8,455	25,647	0.84%
Private Works	96,202	24,497	65,498	55,201	1.81%
Road and Footpath Restoration	75,193	12,804	24,256	63,741	2.09%
Shop and Office Rentals	20,708	39,124	26,051	33,782	1.11%
Various Sundry Items	54,984	11,521	23,897	42,608	1.40%
Waste Collection Services	192,400	54,715	23,300	223,815	7.33%
	<b>1,507,267</b>	<b>2,393,244</b>	<b>848,137</b>	<b>3,052,374</b>	<b>100%</b>

## ATTACHMENT 2

### AGEING OF SUNDRY DEBTOR ACCOUNTS - 30 June 2013

Description	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Administration	1,295,553	8,520	5,655	29,311	1,339,038	26,327
Abandoned Items	1,068	0	0	10,590	11,658	10,590
Child Care Debts	16,682	0	6,317	0	22,999	0
Community Bus	293	0	0	0	293	0
Sportsground and Field Hire	62,173	33,788	7,630	37,075	140,665	45,253
Government and other Grants	545,650	174,075	0	110,000	829,725	0
Public Hall Hire	3,908	4,487	5	2,452	10,851	3,502
Health Services	0	0	0	350	350	350
Land and Building Rentals	41,326	339	379	15,619	57,663	15,280
Healthy Lifestyles	2,104	133	254	171	2,662	141
Library Fines and Costs	177,416	0	0	0	177,416	0
Shop Licence Fees	15,937	8,120	3,560	26,078	53,695	27,298
Pool Hire	2,661	591	8,443	13,952	25,647	1,639
Private Works	25,686	0	0	29,515	55,201	30,165
Road and Footpath Restoration	12,804	0	7,044	43,892	63,741	16,456
Shop and Office Rentals	29,437	3,194	1,151	0	33,782	0
Various Sundry Items	8,691	7,656	0	26,262	42,608	23,405
Waste Collection Services	54,385	149,372	0	20,058	223,815	20,058
	<b>2,256,338</b>	<b>390,274</b>	<b>40,438</b>	<b>365,324</b>	<b>3,052,374</b>	<b>220,464</b>

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## 5. BUSINESS ASSURANCE

### 5.1 Actuarial Report 2013

#### Reporting Officer

Acting Manager Business Assurance

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#### Attachments

Nil

#### Purpose

This report is to provide Council with information on the actuarial assessment completed for the 2012-2013 financial year as it relates to Council's Self-Insurance Licence for Workers Compensation.

#### Report

Campbelltown City Council enacted its Self-Insurance Licence for Workers Compensation on 1 July 2000. Under condition 3.4(a) of the licence, Council is required to have an actuarial report prepared by a qualified actuary, estimating Council's potential outstanding liability for its Workers Compensation claims each financial year. An independent external consultant (actuary) is contracted by Council to provide the actuarial report in meeting the requirements developed by WorkCover.

The 2013 report has been prepared in accordance with the Institute of Actuaries Professional Standard (PS300) relating to outstanding claims in general insurance as issued by The Institute of Actuaries of Australia. This report also provides results intended for accounting standards AASB137 as it related to the disclosure of provisions.

Statistics provided are as follows:

Claims experience			
Year	No of claims	No of claims outstanding	Estimated ultimate claim costs on outstanding claims(\$)
Earlier	689	6	195,000
2007-2008	74	2	15,000
2008-2009	76	4	50,000
2009-2010	88	2	155,000
2010-2011	74	5	85,000
2011-2012	88	13	205,000
2012-2013	64	15	100,000
Total	1153	47	805,000

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In the 2012-2013 financial year, 64 claims were reported and 47 claims remain outstanding. Fifteen of the claims relate to 2012-2013 and 32 relate to earlier years. Of the 15 claims, two have a cautionary estimate. The 13 remaining are not considered serious and are just waiting finalisation.

Based on these claims figures, Council's outstanding liability has decreased significantly in this financial year due to new staffing, an increased emphasis on case management and the introduction of the new Workers Compensation Legislation.

Actuarial liability of outstanding claims as at 30 June 2013	
Current component	\$580,000
Non-current component	\$1,600,000
Provision as at 30 June 2013	\$2,180,000

Security deposit 2013-2014	
Estimated liabilities	\$2,230,000
50% prudential margin	\$1,110,000
Security deposit	\$3,340,000

Council is required to lodge a bank guarantee or an investment with NSW Treasury Corporation (TCorp) to represent the security deposit for the Workers Compensation Licence. In the past, Council was only in a position to accept the interest rates offered by TCorp, which were conservative when compared to those offered by other financial institutions. The Licence now contains provisions to allow TCorp to source interest rates from other approved financial institutions, giving Council the capacity to earn better returns on these invested funds. The investment that Council will hold has decreased to an amount of \$3.34m from \$6.21m. This is a \$2.87m return to Council.

Every effort is made to ensure a safe working environment for staff and this is reflected by Council's commitment to Work Health and Safety. Council continues to provide safety awareness, increased training and improvements in identifying risk profiles associated with all work activities undertaken.

In the finalisation of the 2012-2013 financial accounts, an amount of \$3.34m has been restricted for future liabilities in accordance with the legislation. This restriction is required to be fully cash backed. There is also an internal restriction for future unforeseen potential liabilities of \$2.5m.

The Workers Compensation vote in the budget has not increased for several years and provides for all expenses associated with the administration of the Workers Compensation Licence and also provides for three Safety Officers within Council's Work Health and Safety Unit.

### **Officer's Recommendation**

That Council restrict funds of \$3.34m for future liabilities as per legislative requirements developed by WorkCover.

**Committee's Recommendation: (Chanthivong/Hawker)**

That the Officer's Recommendation be adopted.

**CARRIED**

**Council Meeting 13 August 2013 (Mead/Greiss)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 178**

That the Officer's Recommendation be adopted.

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## **5.2 Insurance Renewal and Register 2013-2014**

### **Reporting Officer**

Acting Manager Business Assurance

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### **Attachments**

1. 11 June 2013 Council Report Insurance Renewal 2013-2014
2. Finalised 2013-2014 Insurance Register

### **Purpose**

To advise Council of the final costs for the insurance policies taken out by Council.

### **History**

On 28 June 2013, Council endorsed the renewal process for the required insurance policies falling due on 30 June 2013.

From time to time Council may receive rebates from its insurers depending on the claims experience of the Council's in the insurance pool (mutual). During 2012-2013 Council was fortunate to receive a total rebate across its insurance portfolio of approximately \$94,000. This rebate is subject to good performance of the entire pool of insured Councils and can fluctuate depending on claims received.

### **Report**

On 21 June 2013, Council received the 2013-2014 Renewal Report which outlines the policies and premiums from the insurance brokers, JLT after negotiations with various underwriters.

The 2013-2014 policies and premiums vary slightly from the 2012-2013 ones. This includes an increase of liability from \$10m to \$20m for the Casual Hirer's Policy. As previously indicated this level of liability was increased as suggested by JLT as the insurance market has had an increase in legal fees, court costs and settlements associated with claims under this policy.

The premiums are approximately \$40,030 more than the previous year, however are in line with the 2013-2014 budgeted figures for the premiums, as previously adopted by Council. This is partially due to an increase in the value of the property portfolio.

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

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**Officer's Recommendation**

That the information be noted.

**Committee's Recommendation: (Mead/Kolkman)**

That the Officer's Recommendation be adopted.

**CARRIED**

**Council Meeting 13 August 2013 (Mead/Greiss)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 178**

That the Officer's Recommendation be adopted.

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## ATTACHMENT 1



Corporate Governance Committee Meeting 24/07/12

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### **TITLE Insurance Renewal and Register 2012-2013**

#### **Reporting Officer**

Manager Business Assurance

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#### **Attachments**

1. 29 May 2012 Council Report Insurance Renewal 2012-2013
2. Finalised 2012-2013 Insurance Register

#### **Purpose**

To advise Council of the final costs for the insurance policies taken out by Council.

#### **History**

On 5 June 2012, Council endorsed the renewal process for the required insurance policies falling due on 30 June 2012.

#### **Report**

On 4 July 2012, Council received the 2012-2013 policies and premiums from the insurance brokers, Jardine Lloyd Thompson after negotiations with various underwriters.

The 2012-2013 policies and premiums vary slightly from the 2011-2012 ones. This includes a reduction in the value of artworks collection to be insured, from \$7.5m to \$6.5m, as a result of Council not receiving a piece of art work that was expected last year. In addition the coverage in the Councillor's and Officer's Liability policy has had the component related to statutory liability indemnity and supplementary legal expenses increase from \$2m to \$5m. This was due to an increase in penalties that can be issued under the new *Work Health and Safety Act 2011*. This resulted in an increase in the premium paid. The final minor change includes a move from Zurich to QBE for Marine Hull insurance.

The premiums are approximately \$33,660 more than the previous year, however are in line with the 2012-2013 budgeted figures for the premiums as adopted by Council.

The attachment contains the details of the premiums paid for Council's 10 policies.

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

That the information be noted.

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## ATTACHMENT 1



Corporate Governance Committee Meeting 29/05/12

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**TITLE Insurance Renewal 2012-2013**

### **Reporting Officer**

Manager Business Assurance

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### **Attachments**

Insurance Register 2011-2012

### **Purpose**

To inform Council about the renewal process of the insurance policies of Council.

### **History**

Council undertakes an annual insurance renewal process. This process is primarily managed through the insurance broker, Jardine Lloyd Thompson (JLT). In preparing for this process Council reviews the existing premium excesses and conditions to determine 'best value' for the organisation.

### **Report**

The Attachment contains the details of each of the 2011-2012 Insurance Policies for Council operations, more specifically, the type of cover, the current insurer, the excess and premium paid.

As part of the regular insurance process Council is informed of the various insurance coverage required given the nature of the different aspects of Council's business. Due to the timing of the renewal process pricing for the 2012-2013 policies will not be available for Council consideration prior to the 30 June 2012. Council's broker Jardine Lloyd Thompson is currently obtaining quotes within the insurance market for their requirements.

Policies included in the quotation are: Councillors and Officer's Liability, Motor Vehicle, Marine Hull, Personal Accident, Workers Compensation Excess of Loss, Property, Casual Hirer's Liability, Public Liability and Professional Indemnity and Fidelity Guarantee that do not require a change in the conditions of each policy.

It is anticipated that the renewals of all policies are adequately provided for within the budget estimates for 2012-2013.

A further report to Council will detail the actual premiums and coverage details once the process has been completed.

### **Art works**

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This policy covers temporary exhibitions and the permanent collection of Council, with an excess of \$2,000. The permanent collection is in the process of being re-valued by a professional valuer. At present the collection is insured for \$7.5m. At the time of preparing this report the valuation had not been completed.

### Officer's Recommendation

1. That Council endorse the renewal of these policies falling due on 30 June 2012.
2. That a further report be presented to Council outlining the actual cost of renewals, when available.

### Insurance Register 2011/2012

Coverage	2011/2012		
	Insurer	Excess	Premium (incl. GST)
Professional Indemnity/ Public Liability	Statewide	\$200,000	\$324,472.50
Property	Statewide	\$10,000	\$456,143.46
Motor Vehicle	Zurich	\$10,000	\$91,961.65
Workers Compensation Excess of Loss (XOL)	Liberty International Underwriters	\$1,000,000	\$31,487.50
Casual Hirer's Liability	Statewide	\$2,000	\$9,240.00
Marine Hull	Associated Marine Insurers (Zurich)	\$250	\$946.00
Art Works	Axa Art Ins Ltd	\$2,000	\$20,039.55
Councillors' and Officers' Liability	Zurich	NIL	\$52,112.50
Personal Accident	ACE Insurance	NIL	\$2,447.50
Fidelity Guarantee	Statewide	1% of claim or \$500	\$10,048.61
Insurance Broker Fee	Jardine Lloyd Thompson	N/A	\$60,500
		<b>Total</b>	<b>\$1,059,399.27</b>

**Insurance Register 2012/2013**

Coverage	2012/2013		
	Insurer	Excess	Premium (incl. GST)
<b>Professional Indemnity/Public Liability</b>	Statewide	\$200,000	\$335,828.90
<b>Property</b>	Statewide	\$10,000	\$484,772.67
<b>Motor Vehicle</b>	Zurich	\$10,000	\$84,362.41
<b>Workers Compensation Excess of Loss (XOL)</b>	Liberty International Underwriters	\$1,000,000	\$32,587.50
<b>Casual Hirer's Liability</b>	Statewide	\$2,000	\$9,240.00
<b>Marine Hull</b>	Associated Marine Insurers (Zurich)	\$250	\$665.50
<b>Art Works</b>	Axa Art Ins Ltd	\$2,000	\$17,987.50
<b>Councillor's &amp; Officer's Liability</b>	Zurich	Nil	\$55,137.50
<b>Business Travel &amp; Group Personal Accident</b>	ACE Insurance	Nil	\$2,447.50
<b>Fidelity Guarantee</b>	Statewide	1% of claim or \$500	\$11,853.36
<b>Insurance Broker Fee</b>	Jardine Lloyd Thompson	N/A	\$61,468.00
		<b>Total</b>	<b>\$1,096,350.84</b>



## ATTACHMENT 2

### Insurance Register 2013/2014

Coverage	2013/2014		
	Insurer	Excess	Premium (incl. GST)
Professional Indemnity/ Public Liability	Statewide	\$200,000	\$347,248.00
Property	Statewide	\$10,000	\$502,171.48
Motor Vehicle	Zurich	\$10,000	\$84,224.91
Workers Compensation Excess of Loss (XOL)	Liberty International Underwriters	\$1,000,000	\$34,237.50
Casual Hirer's Liability	Statewide	\$2,000	\$11,550.00
Marine Hull	Associated Marine Insurers (Zurich)	\$250	\$677.50
Art Works	Axa Art Ins Ltd	\$2,000	\$18,259.50
Councillors' and Officers' Liability	Zurich	NIL	\$58,144.90
Personal Accident	ACE Insurance	NIL	\$2,620.20
Fidelity Guarantee	Statewide	1% of claim or \$500	\$11,033.62
Insurance Broker Fee	Jardine Lloyd Thompson	N/A	\$63,189.10
		<b>Total</b>	<b>\$1,133,356.81</b>

## **5.3 Six Monthly Progress Report against the Delivery Program**

### **Reporting Officer**

Acting Manager Business Assurance

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### **Attachments**

Campbelltown City Council Six Monthly Progress Report against the 2012-2016 Delivery Program, January-June 2013 (distributed under separate cover)

### **Purpose**

To advise Council of the progress in undertaking the principle activities outlined in the 2012-2016 Delivery Program

### **History**

It is a requirement of the *Local Government Act 1993*, that Council receive a progress report on the principle activities outlined in the 2012-2016 Delivery Program. The report replaces Management Plan Quarterly Report.

### **Report**

In 2012, Council adopted the 2012-2016 Delivery Program. The Delivery Program outlines the objectives, strategies, services and functions, programs of work and activities that Council will undertake during 2012-2016.

This report provides an update on the progress of the principle activities outlined in the Delivery Program. The principle activities of Council are defined as the services and functions it provides to the community. It is required to indicate Council's progress towards meeting the community vision.

The actions within each strategy are contributing to Council moving towards the community vision in its operations.

### **Officer's Recommendation**

That the information be noted.

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

That the Officer's Recommendation be adopted.

**CARRIED**

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**Council Meeting 13 August 2013 (Mead/Greiss)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 178**

That the Officer's Recommendation be adopted.

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## **6. HUMAN RESOURCES**

**No reports this round**

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

**No reports this round**

## **8. GENERAL BUSINESS**

### **8.1 Renaming of Campbelltown Showground**

Councillor Hawker noted that Campbelltown Showground has not been used as a showground for many years and is currently used predominately by the Harlequins Rugby Union Football Club. The ground is also used for a variety of other sporting activities including school carnivals.

As the use of the ground has changed significantly since it was named Campbelltown Showground, Councillor Hawker asked that consideration be given to the renaming of this sports complex to better reflect its current usage and the community be engaged in this decision.

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

That a report be presented outlining the feasibility of renaming Campbelltown Showground.

**CARRIED**

#### **Council Meeting 13 August 2013 (Mead/Greiss)**

That the Officer's Recommendation be adopted.

#### **Council Resolution Minute Number 178**

That the Officer's Recommendation be adopted.

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### **Confidentiality Motion: (Borg/Kolkman)**

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 Purchase of Property - Campbelltown**

#### **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 Grant of Easement for Drainage Purposes - Hurley Park Campbelltown**

#### **Reason for Confidentiality**

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

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

There being no further business the meeting closed at 5.54pm.

C Mead  
CHAIRPERSON

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