

Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 3 September 2013.

APOLOGIES

ACKNOWLEDGEMENT OF LAND

DECLARATIONS OF INTEREST

Pecuniary Interests

Non Pecuniary – Significant Interests

Non Pecuniary – Less than Significant Interests

ITEM	TITLE	PAGE
1.	COMMUNICATIONS AND MARKETING	3
1.1	Progress on the planning of the 2013 Festival of Fisher's Ghost	3
2.	GOVERNANCE AND ADMINISTRATION	7
2.1	Commemorations of the First World War 2014-2018	7
2.2	Local Government (Early Intervention) Act 2013	11
3.	PROPERTY SERVICES	13
	No reports this round	13
4.	FINANCIAL SERVICES	13
4.1	Investment report - July 2013	13
4.2	Monthly Rates Summary	17
4.3	Sundry Debtors Report - July 2013	22
4.4	Expenditure Allocation Revote	28
4.5	Local Infrastructure Renewal Scheme - Round Two	34
5.	BUSINESS ASSURANCE	36
5.1	Audit Committee Update	36
5.2	Audit Committee and Internal Audit Annual Report 30 June 2013	45
6.	HUMAN RESOURCES	54
	No reports this round	54
7.	INFORMATION MANAGEMENT AND TECHNOLOGY	54
	No reports this round	54
8.	GENERAL BUSINESS	54
8.1	J.E Hely - Civil Engineering Scholarship	54
21.	CONFIDENTIAL ITEMS	55
21.1	Lease of Suite 6 Milgate Arcade, Queen Street Campbelltown	55

Minutes of the Corporate Governance Committee held on 3 September 2013

Present

Councillor C Mead (Chairperson)
Councillor F Borg
Councillor A Chanthivong
Councillor P Hawker
Councillor R Kolkman
Councillor P Lake
Director Business Services - Mr M Sewell
Acting Director City Works - Mr G Mitchell
Manager Assets and Supply Services - Mr W Miller
Acting Manager Business Assurance - Mr C Taylor
Acting Manager Communications and Marketing - Ms A King
Manager Executive Services - Mr N Smolonogov
Acting Manager Financial Services - Mr A Butcher
Acting Manager Governance and Administration - Mrs B Naylor
Acting Manager Human Resources – Ms N Minns
Manager Property Services - Mr J Milicic
Internal Auditor – Ms M Brockwell
Executive Assistant - Mrs K Peters

Apology (Hawker/Chanthivong)

That the apology from Councillor Greiss be received and accepted.

CARRIED

Also in Attendance

Mr B Hanrahan - Chairperson of the Audit Committee.

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 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 Chamber.

1. COMMUNICATIONS AND MARKETING

1.1 Progress on the planning of the 2013 Festival of Fisher's Ghost

Reporting Officer

Acting Manager Communications and Marketing

Attachments

Nil

Purpose

To provide Council with an update on the planning of the 2013 Festival of Fisher's Ghost.

Report

The Festival of Fisher's Ghost will be held over the first two weekends in November, with the official dates of this year's festival being 1 to 10 November. A summary of all events is provided below.

Carnival	Friday 1 and 8 November Saturday 2 and 9 November Sunday 3 and 10 November
Craft Exhibition	Friday 1 to Friday 8 November *official opening to be held on Thursday 31 October
Fireworks	Saturday 2 and 9 November
Art Award exhibition	Saturday 2 November to Monday 16 December *official opening and award announcement will be held on Friday 8 November
Street Parade	Saturday 2 November
Fisher's Gig	Saturday 2 November
Fisher's Kids	Sunday 3 November
Street Fair	Saturday 9 November
Fisher's Ghost Extreme	Saturday 9 November
Marsdens Law Group Fisher's Ghost Fun Run	Sunday 10 November

1.1 Progress On The Planning Of The 2013 Festival Of Fisher's Ghost

The Street Parade will be held on Saturday 2 November, with the official luncheon from 11.00am in the Civic Hall. The official proceedings will commence at the main dais on Queen Street at 1.00pm, with a welcome by the General Manager, followed by the Welcome to Country. The Fisher's Ghost Youth Orchestra has been invited to perform the National Anthem at this year's opening in addition to providing pre-event entertainment from 12.30pm. The anthem will be followed by a speech from the Mayor and the official opening of the parade, including the cutting of the ribbon which will be conducted by the Mayor and representatives of the 24 hour Fight Against Cancer Macarthur.

The theme of this year's Parade is Spring Colour, with entries themed around the legend of Fisher's Ghost also being encouraged. Entrants are strongly encouraged to incorporate music into their entry whether it be through instruments, singing or amplified music. More than \$4000 in prize money is on offer for category winners who will be judged on costume/decoration, content, coordination and originality. Judges for this year's event are yet to be confirmed.

The Campbelltown Toastmasters have been invited to provide the commentary for the parade and will be positioned at seven locations along the parade route. SES will continue their support of the event and act as the parade marshals, registering and directing all entrants from the marshalling area at the Old Campbelltown Showground, as well as supporting operations staff along the parade route.

Preliminary discussions have been held with the SES to improve the operational functionality of the parade and ensure their volunteers have the required support from event staff. Ongoing operations meetings will continue in the lead up to the event.

Applications opened on Monday 5 August for both the Street Parade entrants and Street Fair stallholders, and forms are available at www.fishersghost.com.au or from Council's Civic Centre. Forms have also been emailed to a database that is maintained by Communications and Marketing, which includes past participants, known community groups and others who have expressed an interest.

The Fisher's Ghost Street Fair will take place on Saturday 9 November from 10.00am to 2.00pm. As well as the usual street stalls, a Kids Fun Zone will be featured in Mawson Park. This area will see staged entertainment including the Macarthur Country Music Club, a Despicable Me 2 kids stage show, a Chilean dance group, a Big Bang Science stage show and Circus Time act.

Events staff have been working with the CSIRO to develop an interactive kids activity for Mawson Park which is both fun and educational. Education officers from the CSIRO will be running the CSIRO Discovery Dome which will offer free, hands-on activities and demonstrations, allowing children to explore physical science concepts such as gravity, momentum, forces and buoyancy. There will also be a number of science experiments suitable for children that event attendees can participate in. This activity will provide the residents of Campbelltown access to an activity that would otherwise only be available by travelling to the Powerhouse Museum or the Science Centre in Wollongong.

The carnival will take place at Bradbury Oval over both weekends of the festival. The operating times of the carnival are as follows:

Friday 1 and 8 November	6:00pm to 11:00pm
Saturday 2 and 9 November	2:00pm to 11:00pm *fireworks at 9:00pm
Sunday 3 and 10 November	2.00pm to 9.00pm

Residents in the surrounding streets and nearby IRT retirement village will be notified of all activities taking place at Bradbury over the course of the festival, and are provided with a direct contact to the Events and Promotions Officer, encouraging them to raise any concerns or feedback.

To assist with the promotion of the festival, particularly to generate excitement and to further develop the presence of major Campbelltown events on social media, Fred's First Night will again be held prior to the official opening of the festival. This will be a ticketed event with entrants required to participate in a Facebook competition to qualify for their ticket. This event proved highly successful in 2012 and received positive feedback from event attendees. A ticket to the event entitles the winners to utilise the carnival rides for free, from 6:00pm to 9:00pm at Fred's First Night only. The date for this event will be confirmed shortly. As in 2012, this event will be sponsored by Channel Nine as part of their ongoing commitment to the Festival of Fisher's Ghost.

Together with a vigorous online marketing campaign, utilising Council's website, the Fisher's Ghost website and eNewsletter, the festival will also be marketed through a range of new and traditional strategies. A two week campaign on C91.3fm will promote the festival, as well as display ads in both the Macarthur Chronicle and the Campbelltown-Macarthur Advertiser. The current edition of Council's residential newsletter, Compass, features a front page article and future eNewsletters will also highlight various aspects of the festival.

For the first time this year, staff are trialling the use of bus advertising to act as mobile billboards, highlighting the key event dates and festival website. Ads will also be placed in the spring edition of In Macarthur magazine and in the Southern Highlands and Illawarra iMag. Media releases and media photo opportunities will also be utilised to highlight all aspects of the festival. Other marketing initiatives include the use of Council's on hold message, bus shelter advertising in Council owned shelters, the inclusion of a flyer in the second rates instalment notice (due in letterboxes in mid-October), listings on various NSW tourism and What's On websites, as well as the provision of marketing material for display in all of Council's facilities.

Entering its 21st year, the Festival of Fisher's Ghost Miss Princess Quest is again open to girls aged between nine and 12 years who live in the LGA. Entries are now open and will be accepted up until Friday 4 October. Application forms are available on the Fisher's Ghost website and from Council's Civic Centre. Media releases and photo opportunities have been used to advertise the event, as well as a mail out of promotional information to local schools, dance schools and past entrants. To date, applications have been lower than anticipated and events staff are working to raise awareness of the event to increase applications in the quest.

The Craft Exhibition will feature on the festival program, with entries opening on Monday 30 September. Categories include hand knitting, crochet, embroidery, machine sewing, patchwork, papercraft, folk art, leather work, woodwork, ceramics, pottery, bears/dolls/soft toys, cakes/cookies/cupcakes, jewellery, special ability and open. Judges are obtained through a range of relevant guilds and associations.

A sponsorship prospectus has been prepared for the Festival of Fisher's Ghost and distributed to a number of local businesses and made available on our website. A media release will also highlight the opportunities available, this will be distributed in early September. A call out for expressions of interest from prospective sponsors was also included in Council's public notice in the Macarthur Chronicle and the Campbelltown-Macarthur Advertiser in March 2013. At this stage, the only confirmed sponsor is Channel Nine who have entered into a three year deal covering sponsorship of a range of Council's events. The current arrangement sees Channel Nine as our top level sponsor, Festival Grand Champion.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Hawker/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 10 September 2013 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 202

That the Officer's Recommendation be adopted.

2. GOVERNANCE AND ADMINISTRATION

2.1 Commemorations of the First World War 2014-2018

Reporting Officer

Director Business Services

Attachments

Nil

Purpose

To inform Council of the outcomes of consultation with the Ingleburn and Campbelltown RSL Sub Branches, as well as internal stakeholder meetings, for the commemoration of the First World War 1914-1918 including the centenary of Anzac Day in 2015.

History

At the Planning and Environment Committee meeting held on 10 May 2011, a report was requested outlining the feasibility of establishing a Sub Committee to coordinate commemorations and identify a suitable memorial for the 100 years of Anzac Day celebrations in 2015.

Report

A Sub Committee including the Campbelltown and Ingleburn RSL Sub Branches, as well as Council's Director Business Services and Manager Executive Services, was formed to assist, the RSL Sub Branches in any initiative where Council could provide assistance for the commemoration of the centenary of Anzac Day.

An internal committee including relevant staff was also formed to explore further initiatives to commemorate the First World War and the centenary of Anzac Day. At the briefing night held on Tuesday 23 July 2013, the Director Business Services provided a presentation that included a range of proposals including events, banners, medallions and other hard infrastructure to commemorate this occasion for Council's consideration.

At the briefing, Councillors requested that the celebrations reflect the duration of the First World War, with an emphasis on the commemoration of the centenary of Anzac Day. Councillors also requested that the involvement of local schools be a priority during this period. It was also indicated that a number of initiatives including a memorial at the northern end of the Campbelltown Local Government Area be considered, as well as naming and signage of infrastructure similar to that of the Adelaide Hills overpass bridges.

Projects that have been developed and presented to Councillors at the briefing included:

- talking library
- commemoration DVD of 100 year celebration activities
- Macarthur commemorative medallion
- memorial wall in Mawson Park
- planting of an avenue of trees
- naming of pathways, cycleways and bus stops along Narellan Road
- intergenerational projects
- commemorative flags and banners
- events
- publications and promotional material.

Talking library

Council officers are investigating opportunities to interview descendants of those involved in the war and film these interviews for the talking library project. It is proposed that the talking library video will be played at Council's libraries as part of an Anzac exhibition.

Macarthur commemorative medallion

To engage with the community, it is suggested that a competition be facilitated by Council to design a commemorative medallion, which would feature Council's logo on one side and the winner's design on the other. The competition would be open to anyone who lives in the Campbelltown Local Government Area. The medallions could be distributed in a number of ways, including:

- being made available for sale, with all funds being donated to an appropriate charity
- provided to the parents of any baby born locally in 2015
- given to appropriate individuals or groups at the discretion of the Mayor
- given to all nominees in the 2015 Australia Day awards.

Memorial wall in Mawson Park

Council officers are investigating the construction of a memorial wall in Mawson Park.

Planting of an avenue of trees

Several locations including Rose Park, Minto and Peace Park, St Andrews are currently being investigated for the planting of an avenue of appropriate trees to commemorate the First World War and the centenary of Anzac Day.

Naming of infrastructure

Council is currently liaising with other State agencies in relation to the appropriate naming of infrastructure as part of the redevelopment of Narellan Road. This could include the naming of pathways, cycle ways, bus stops and buildings.

Intergenerational projects

Council is currently investigating concepts to increase knowledge and awareness of the First World War among young generations.

Commemorative flags and banners

There are currently a number of banner poles throughout the city, including Campbelltown Road, Apex Park, Mawson Park and Queen Street. An Anzac themed Council banner will be produced and displayed in these locations for the duration of the year. The banners will be presented to the local RSL clubs as a memento, at the conclusion of the Anzac celebrations.

2015 events

Major Council events throughout 2015 will follow the Anzac theme, in particular the Festival of Fisher's Ghost and the Mayor's charity event.

The selected theme for the Festival of Fisher's Ghost Street Parade will encourage participants to highlight what Anzac means to them, and in keeping with the annual selection of a parade colour to help guide entrants, camouflage could be encouraged, or red to signify the importance of poppies. Any return service groups that may wish to participate would be invited to lead the parade.

Each year at the Fisher's Ghost Street Fair, an interactive activity centre is set up in Mawson Park. In 2015, this activity will be focused around the Anzac 100 year commemoration and will allow children to participate in a themed craft or interactive activity. The activity may include making a wreath or participating in the painting of a large Anzac themed mural.

The Mayor's charity event held in 2015 would also be utilised to support the Anzac theme, with the recipient of any funds raised, being a war veterans charity such as Legacy.

Publications and promotional items

Throughout 2015, it is proposed that our resident newsletter, Compass, takes on an Anzac theme, through a change to the current masthead and branding. Four key themes or messages would be selected to theme each edition of Compass throughout the year. The newsletter will also be used to feature stories that highlight and promote Council's ongoing Anzac activities.

Commemorative DVD

It is proposed that a souvenir commemoration DVD of 100 year Anzac celebration activities be produced which will capture the activities and projects undertaken throughout the year. Photographs of each project, together with video footage from functions and events throughout the year would be utilised in the DVD and made available to members of the public, as well as being posted on Council's YouTube channel and being made available in Council libraries.

RSL Sub Branch consultation

Further meetings have been held with members of both the Ingleburn and Campbelltown RSL Sub Branches to discuss the proposed Macarthur events for commemoration of the First World War and the centenary of the Anzac Day.

The Ingleburn and Campbelltown Sub Branches will continue to support each other and have requested that Council provide support for an event to be held at Koshigaya Park on Friday 24 April 2015 to commemorate the centenary of Anzac Day. It is proposed that all schools be engaged to attend the commemorative service in recognising the First World War and the centenary of Anzac Day.

The members of the Sub Committee have indicated their enthusiasm in discussing their war time experiences with the school children in attendance. After the conclusion of the commemorative service, it is proposed to have a range of activities similar to other Council events for the school children and families in attendance.

It has also been requested by the Ingleburn RSL Sub Branch that consideration be given to a memorial within the roundabout located in the Ingleburn CBD. There are to be further discussions in regard to the proposed memorial.

The internal Sub Committee will continue to develop the proposed activities and infrastructure including associated costs for further consideration by Council.

Officer's Recommendation

1. That Council consider the allocation of \$250,000 for the commemoration of the First World War and the centenary of Anzac Day in the 2014-2015 budget.
2. That a further report be presented outlining final projects and associated costing regarding the commemoration of the First World War and the centenary Anzac Day.

Committee's Recommendation: (Borg/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 10 September 2013 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 202

That the Officer's Recommendation be adopted.

2.2 Local Government (Early Intervention) Act 2013

Reporting Officer

Acting Manager Governance and Administration

Attachments

Nil

Purpose

To update Council on the status of the Local Government (Early Intervention) Act 2013.

History

Council at the meeting of 26 March 2013, Corporate Governance Committee Item 8.1 – Local Government (Early Intervention) 2013 Bill, resolved to communicate its support for the stance Local Government NSW took in calling on the State Government to defer consideration of the Local Government (Early Intervention) 2013 Bill to allow the local government section to be consulted on ramifications of the Bill.

Report

Council made representations to local State Members to encourage the government to defer the Bill, or at the very least, allow for appropriate consultation and amendments to be made before it was adopted.

Debate on the Bill was deferred on 28 May to allow for more consultation before it was passed by both Houses of State Parliament. The Local Government (Early Intervention) Act was assented on 25 June 2013.

The provisions of the Act allow the Minister for Local Government to take early action if necessary, to improve the performance and effective functioning of a council, as well as encourage councils to voluntarily fix problems. The Act also ensures that councils receive a fair and transparent review.

Local Government NSW concerns regarding the broad scope for performance improvement orders and suspension orders has been addressed through amendments which state the regulations may contain criteria which have to be considered by the Minister prior to the issuing of these orders (section 438B and 438S). These amendments mean that a council cannot be suspended without being provided an opportunity to improve on the criteria issued.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Borg/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 10 September 2013 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 202

That the Officer's Recommendation be adopted.

3. PROPERTY SERVICES

No reports this round

4. FINANCIAL SERVICES

4.1 Investment report - July 2013

Reporting Officer

Acting Manager Financial Services

Attachments

Investment portfolio performance as at 31 July 2013 (contained within this report)

Purpose

To provide a report outlining Council's investment portfolio performance for the month of July 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 31 July 2013 stood at approximately \$83m. 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	July
Council Managed Funds	4.38%
Benchmark: 90 Day Bank Bill Index	3.04%

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	July
Council Managed Funds	4.70%
Benchmark: 90 Day Bank Bill Index	3.19%

Council's portfolio as at 31 July 2013 is diversified with 69% in term deposits of varying lengths of maturity which are managed in accordance with market expectations and Council's investment strategy, 23% 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.

Duration profile	31 July
Short term at call	\$667,665
1 – 3 months	\$1,133,223
3 – 6 months	\$22,058,077
6 – 12 months	\$45,455,602
12 months +	\$14,000,000

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

Credit exposure	31 July
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) cut the cash rate to a record low of 2.5% at its meeting held 6 August 2013. This was largely due to the fall of the Australian Dollar of around 15% since April 2013. There has also been a below trend growth in the economy and a rise in the unemployment rate. The Board noted that growth was expected to continue to be below trend in the near term as the economy adjusts to lower levels of mining investment. It is anticipated that the RBA will now adopt a wait and see approach to see if the economy will pick up after the election.

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: (Lake/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 10 September 2013 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 202

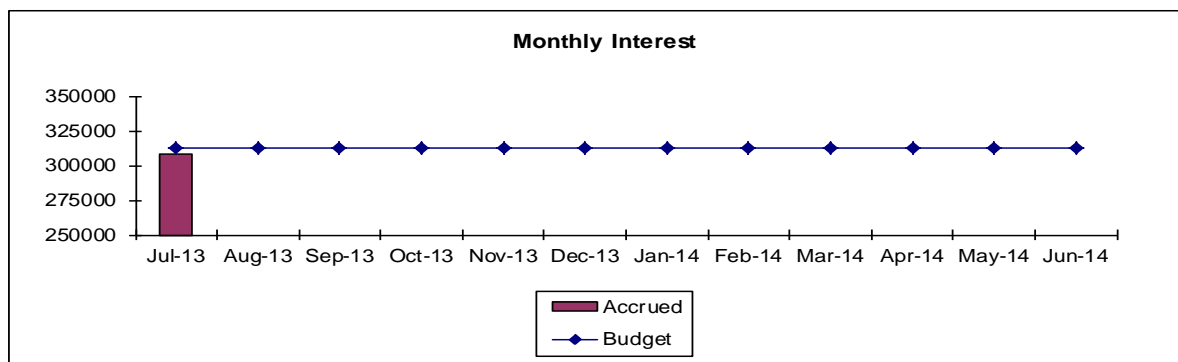
That the Officer's Recommendation be adopted.

ATTACHMENT 1

CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO Summary July 2013

Benchmark UBS Warburg 90 Day Bank Bill Index
 Portfolio Balance \$83,314,567.79

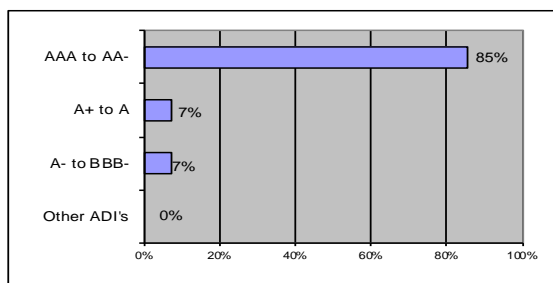
Monthly Performance	Return (mth)	Return (pa)
UBSW 90 Bank Bill Index	0.26%	3.04%
Total Portfolio	0.37%	4.38%
<i>Performance to Benchmark</i>	+ 0.11%	+ 1.35%
Portfolio - Direct Investments	0.37%	4.38%
<i>Performance to Benchmark</i>	+ 0.11%	+ 1.34%
Short Term Call Account	0.25%	2.90%



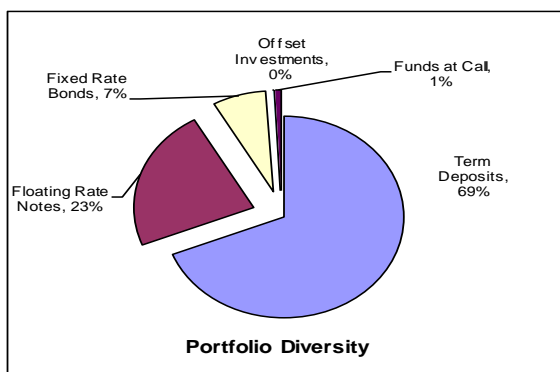
Year to Date Performance Credit Exposure

Rolling 12 Month Period
 4.70% Council Managed Funds
 3.19% Benchmark

Interest Budget to Actual
 Budget to Period \$312,500
 Accrued to Period \$308,043



Securities Institutions



	Amount Invested	% Portfolio
Funds at Call	\$ 667,665.70	1%
Suncorp Metway	\$ 6,093,762.44	7%
National Australia Bank	\$26,447,008.44	32%
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	15%
Bank Western Australia	\$ 4,241,012.72	5%
Bendigo/Adelaide Bank	\$ -	0%
Rural Bank	\$ 1,000,000.00	1%
Bank of Queensland	\$ 5,000,000.00	6%
Total	\$83,314,567.79	100%

4.2 Monthly Rates Summary

Reporting Officer

Acting Manager Financial Services

Attachments

1. Monthly rates summary (contained within this report)
2. Actual to budget result (contained within this report)
3. Rates statistics (contained within this report)

Purpose

To provide details of the 2013-2014 Rates and Charges levy and cash collections for the period ending 31 July 2013.

Report

The annual rates and charges were levied on 1 July 2013 and totalled \$85,547,638, representing the annual levy for the current financial year. It is anticipated that adjustments will occur each month as new valuations are determined by the Valuer General's Department and charges are adjusted as new accounts are created.

Receipts collected to the end of July totalled \$6,315,324. This amount represents 7.6% of all rates and charges due to be paid. In comparison, the amount collected for the same period last year was 8.5%.

The Council adopted 2013-2014 rating structure was used to successfully complete the annual levy on 1 July 2013 with notices issued to ratepayers on 8 July 2013.

In total, 48,779 notices were printed with a total value of \$78,614,628. Rate notices for the 94 Council owned properties and 5,655 Housing NSW dwellings are not included in this total and will be paid separately via an electronic file.

Rate notices were also successfully emailed in PDF form through the eRates electronic delivery process. This service continues to increase in popularity with 1,163 ratepayers now receiving their accounts electronically.

Pension rebates were granted to 7,018 eligible pensioners entitled to reductions of up to \$300 from their total rates and charges bill. These rebates totalled \$2,045,013 and have been applied to each assessment on a pro-rata basis between rates and waste collection charges.

Action taken in the form of legal debt recovery has involved the issue of 235 Statements of Claim, 20 Judgments and 23 Writs on ratepayers that have either defaulted on an arrangement or failed to respond to efforts in making payment arrangements.

Currently 382 ratepayers with a combined balance due of \$766,574 have made an arrangement to clear their debt through regular payments. No further action is taken on these accounts provided the agreed amounts are maintained.

Ratepayers who purchased property and have a balance unpaid since the issue of the annual rate notice have received a "Notice to New Owner" letter. During the month, 169 of these notices were sent advising the amount levied by Council in annual rates and charges and the unpaid balance remaining.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Mead/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 10 September 2013 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 202

That the Officer's Recommendation be adopted.

ATTACHMENT 1

RATES SUMMARY

STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES

RATE - CHARGE	NET ARREARS 1/7/2013	NET LEVY FOR YEAR	PENSION REBATES	EXTRA CHARGES	TOTAL RECEIVABLE	CASH COLLECTED	NET AMOUNT DUE	POSTPONED RATES & INTEREST	GROSS AMOUNT DUE
RESIDENTIAL	2,489,704.10	46,613,411.87	1,271,440.37	105,282.43	47,936,958.03	3,637,258.79	44,299,699.24	336,889.62	44,636,588.86
BUSINESS	468,656.67	15,724,242.25		14,788.12	16,207,687.04	1,068,873.48	15,138,813.56		15,138,813.56
BUSINESS - IND	3,940.83	0.00		12.56	3,953.39	114.38	3,839.01		3,839.01
FARMLAND	12,880.47	349,852.92	884.94	31.45	361,879.90	32,575.21	329,304.69	139,014.74	468,319.43
MINING	0.00	13,929.61		0.00	13,929.61	0.00	13,929.61		13,929.61
LOAN	243,314.66	4,067,464.69		1,097.54	4,311,876.89	319,482.69	3,992,394.20	45,934.01	4,038,328.21
F5 ACCESS RAMPS	764.21	0.00		1.89	766.10	1.60	764.50		764.50
MAIN STREET	40.12	0.00		0.00	40.12	0.00	40.12		40.12
TOTAL	\$3,219,301.06	\$66,768,901.34	\$1,272,325.31	\$121,213.99	\$68,837,091.08	\$5,058,306.15	\$63,778,784.93	\$521,838.37	\$64,300,623.30
GARBAGE	735,268.06	15,798,548.53	772,687.96	3,875.49	15,765,004.12	1,177,265.61	14,587,738.51		14,587,738.51
SANITARY	0.00	0.00		0.00	0.00	0.00	0.00		0.00
STORMWATER	51,164.38	894,174.45		203.69	945,542.52	79,752.40	865,790.12		865,790.12
GRAND TOTAL	\$4,005,733.50	\$83,461,624.32	\$2,045,013.27	\$125,293.17	\$85,547,637.72	\$6,315,324.16	\$79,232,313.56	\$521,838.37	\$79,754,151.93

Total from Rates Financial Transaction Summary	79,557,339.99
Overpayments	-196,811.94
Difference	0.00

ANALYSIS OF RECOVERY ACTION

Rate accounts greater than 6 months less than 12 months in arrears	816,385.57
Rate accounts greater than 12 months less than 18 months in arrears	41,124.37
Rate accounts greater than 18 months in arrears	30,153.06
TOTAL rates and charges under instruction with Council's agents	\$887,663.00

ATTACHMENT 2

COMPARISON OF BUDGET TO ACTUAL

DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL	BALANCE STILL RECD.	% RAISED
RESIDENTIAL BUSINESS FARMLAND MINING LOAN TOTALS	46,699,900 15,792,500 415,500 15,000 4,176,500 67,099,400	46,699,900 15,792,500 415,500 15,000 4,176,500 67,099,400	46,613,412 15,724,242 349,853 13,930 4,067,465 66,768,901	86,488 68,258 65,647 1,070 109,035 330,499	99.81% 99.57% 84.20% 92.86% 97.39% 99.51%
INTEREST CHARGES	368,900	368,900	17,166	351,734	4.65%
LEGAL COSTS RECOVERED	710,000	710,000	105,411	604,589	14.85%
PENSIONERS - Sec 575	(1,735,300)	(1,735,300)	(1,695,538)	(39,762)	97.71%
PENSIONERS - Sec 582	0	0	(349,475)	349,475	0.00%
PENSIONERS SUBSIDY	953,500	953,500	932,546	20,954	97.80%
SUB TOTAL	67,396,500	67,396,500	65,779,011	1,617,489	97.60%
DOMESTIC WASTE CHARGES	15,566,800	15,566,800	15,396,696	170,104	98.91%
COMMERCIAL WASTE CHARGES	358,800	358,800	401,853	(43,053)	112.00%
STORMWATER MNGMNT	894,000	894,000	894,174	(174)	100.02%
GRAND TOTALS	84,216,100	84,216,100	82,471,734	1,744,366	97.93%
COLLECTIONS AS A % OF:	TOTAL RECEIVABLE	TOTAL LEVIED	TOTAL RECEIVABLE	TOTAL LEVIED	
RESIDENTIAL BUSINESS FARMLAND LOAN	7.59% 6.59% 9.00% 7.41%	7.80% 6.80% 9.31% 7.85%	RATES WASTE STORMWATER	7.35% 7.47% 8.43%	7.58% 7.45% 8.92%
ALL RATES	7.35%	7.58%	TOTAL RATES & CHARGES	7.61%	7.80%

4.3 Sundry Debtors Report - July 2013

Reporting Officer

Acting Manager Financial Services

Attachments

1. Debtors summary to 31 July 2013 (contained within this report)
2. Ageing of sundry debts to 31 July 2013 (contained within this report)

Purpose

To provide a report detailing the amount outstanding by type and age for sundry and miscellaneous debts for the period ending 31 July 2013.

Report

Debts outstanding to Council as at 31 July 2013 were \$1,834,899, reflecting a decrease of \$1,217,475 since June 2013. The ratio of outstanding debts to current invoices has increased from 13% in June to the current level of 28%. 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 – July 2013

During the month, 1100 invoices were raised totalling \$557,712. 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:

Road and footpath restoration – \$129,656 – The main invoices relate to:

Endeavour Energy – concrete driveway and footpath restorations	\$38,078
Rightline Plumbing – Park Central Campbelltown concrete footpath saw cuts and restorations	\$29,361
Sydney Water Corporation – various road and footpath restorations	\$25,091
Networks Alliance – various road and footpath restorations	\$17,504
Jemena Gas Networks (NSW) Ltd – various road and footpath restorations	\$16,666

Land and building rentals – \$109,036 – The main invoices relate to:

Glenquarie Hotel Pty Ltd – Glenquarie Shopping Centre, Macquarie Fields	\$24,018
Nuvezo Pty Ltd – Dumaresq Street Cinema monthly rental	\$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

Corporate administration – \$71,535 - The main invoices relate to:

Nine Network Australia – sponsorship agreement for events 2013-2014	\$22,000
Glenquarie Community Centre 530A Committee – caretakers costs for Glenquarie community centre	\$17,819
The Sparkle Team Pty Ltd	\$13,840
Claude Outdoor – illuminated street signs advertising	\$5,128
Campbelltown Cobras Soccer Club – contributions to the installation of cloudmaster system at Hurley Park	\$2,000

Sportsground and field hire – \$70,317 – The main invoices relate to:

Total Event & Management Services Pty Ltd – commission on sales for June 2013 at Campbelltown Sports Stadium	\$19,696
Macarthur District Soccer Football Association – replacement of seating in grandstand and Lynwood Park and AGL electricity account March to May	\$6,263
West's Tigers Football Club – hire of Campbelltown sports stadium and sportsground floodlighting	\$5,000
Campbelltown District Netball Association – Origin electricity account	\$4,768
Good Samaritan Catholic College – hire of Campbelltown athletics centre for carnival	\$4,328

Waste collection services – \$50,098 – The main invoices relate to:

Remondis Australia Pty Ltd – effluent for June 2013	\$25,816
G & G Waste Services – effluent for June 2013	\$24,148

Receipts to the value of \$1,775,188 have been received during the period, the most notable in the following areas:

Corporate administration	\$1,258,494
Government and other grants	\$137,318
Land and building rentals	\$103,293
Waste collection services	\$51,191
Sportsground and field hire	\$47,104

Sundry debts outstanding – 31 July 2013

Debts exceeding 90 days of age totalled \$257,877 as at 31 July 2013. The major invoices relating to this balance include:

Description	Date Invoiced	Balance
Sydney Water – various restorations, contact and part payment have been made, outstanding invoice in dispute	27/02/2013	\$34,000
Remondis Pty Ltd – effluent for November 2012, in contact with Remondis to recover outstanding amount	5/02/2013	\$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	9/06/2010	\$18,706
Caltex Petrol Station – Glenquarie Shopping Centre land rental for the month (January 2012). In the process of reconciling the account with Caltex	23/01/2012	\$14,353
Macarthur Baseball League – various re-charges of electricity and Cleanaway	30/09/2012	\$14,174

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.

During the month, 21 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.

Eleven 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; one for unpaid impounding of shopping trolleys and the other for unpaid 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: (Lake/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 10 September 2013 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 202

That the Officer's Recommendation be adopted.

ATTACHMENT 1

DEBTORS SUMMARY 1 July 2013 to 31 July 2013

DEBTOR TYPE/DESCRIPTION	ARREARS AT 30/06/2013	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 31/07/2013	% DEBT RATIO
Corporate Administration	1,339,038	71,535	1,258,494	152,079	8.29%
Abandoned Items	11,658	0	0	11,658	0.64%
Child Care Debts	22,999	0	3,805	19,194	1.05%
Community Bus	293	0	104	189	0.01%
Tennis Court Hire	0	0	0	0	0.00%
Sportsground and Field Hire	140,665	70,317	47,104	163,878	8.93%
Government and other Grants	829,725	22,000	137,318	714,407	38.93%
Public Hall Hire	10,851	12,315	13,575	9,591	0.52%
Health Services	350	0	0	350	0.02%
Land and Building Rentals	57,663	109,036	103,293	63,405	3.46%
Healthy Lifestyles	2,662	28,531	29,096	2,096	0.11%
Library Fines and Costs	177,416	811	3,730	174,497	9.51%
Shop Licence Fees	53,695	12,030	16,985	48,740	2.66%
Pool Hire	25,647	12,339	15,852	22,134	1.21%
Private Works	55,201	3,746	26,419	32,528	1.77%
Road and Footpath Restoration	63,741	129,656	20,460	172,937	9.42%
Shop and Office Rentals	33,782	23,130	35,793	21,119	1.15%
Various Sundry Items	42,608	12,169	11,968	42,809	2.33%
Waste Collection Services	223,815	50,098	51,191	222,722	12.14%
	3,052,374	557,712	1,775,188	1,834,899	100%

ATTACHMENT 2

AGEING OF SUNDRY DEBTOR ACCOUNTS - 31 July 2013

Description	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Administration	71,954	51,953	2,954	25,218	152,079	26,327
Abandoned Items	0	1,068	0	10,590	11,658	10,590
Child Care Debts	19,194	0	0	0	19,194	0
Community Bus	89	100	0	0	189	0
Sportsground and Field Hire	55,891	35,498	31,073	41,416	163,878	45,253
Government and other Grants	15,400	583,370	115,638	0	714,407	0
Public Hall Hire	1,585	3,351	2,368	2,287	9,591	3,502
Health Services	0	0	0	350	350	350
Land and Building Rentals	45,793	1,275	339	15,998	63,405	15,280
Healthy Lifestyles	1,463	322	83	228	2,096	141
Library Fines and Costs	174,497	0	0	0	174,497	0
Shop Licence Fees	7,047	6,940	6,350	28,403	48,740	27,298
Pool Hire	8,046	810	241	13,037	22,134	1,639
Private Works	3,703	0	0	28,825	32,528	30,165
Road and Footpath Restoration	124,919	0	0	48,018	172,937	16,456
Shop and Office Rentals	14,943	6,177	0	0	21,119	0
Various Sundry Items	10,797	1,277	7,285	23,450	42,809	23,405
Waste Collection Services	49,768	54,715	98,181	20,058	222,722	20,058
	565,654	746,856	264,511	257,877	1,834,899	220,464

4.4 Expenditure Allocation Revote

Reporting Officer

Acting Manager Financial Services

Attachments

Listing of Recommended Revote of Works from 2012-2013 Financial Year (contained within this report)

Purpose

To advise Council of the revote of funds for works incomplete by 30 June 2013.

Report

All expenditure authorisations lapse at the end of each financial year. There were a number of works where contracts had been let, or where Council staff had commenced the work prior to the end of June 2013. These works were within Council's budget for 2012-2013 and require a revote of funds to enable completion in 2013-2014.

Attached to this report is the list of works where a funding revote has been requested, following discussions with senior staff from each Division and now submitted for Council's consideration.

The total funds required from 2012-2013 are \$9,360,135. This compares to the previous two years where \$12,476,030 was revoted from 2011-2012 and \$18,044,254 was revoted from 2010-2011. This year's revote request is lower than previous years due to some major projects such as the Farrow Road construction and the Urban Sustainability grant program being completed.

The circumstances of the revoted funds this year are detailed below.

Major projects, which were unfinished at the end of the financial year:

- Consolidated LEP
- Macquarie Fields swimming centre refurbishment
- sport and recreation projects
- St Helens Park skate park
- flood mitigation works
- stormwater management projects
- major/minor works program.

Large grants/contributions being received late in the year or unexpended at year end:

- waste performance improvement program
 - Community Options projects
 - Arts Centre grant funded projects.
-

Projects which have yet to commence or fully take up available funds:

- Land Acquisition.

The sources of funding for the revoted funds are as follows:

• revenue (committed works reserve)	\$1,799,645
• other reserve funds	\$1,211,776
• loans	\$2,568,123
• grants	\$1,512,024
• contributions	\$2,268,567

All funds must be expended on the project that they were originally allocated to, according to the terms and conditions of the source of funding. A number of minor projects were not completed at the end of the financial year, however have now been finalised or are nearing completion.

Details of the major projects are outlined below.

Environmental Studies - \$212,248

This revote is for a number of studies that have commenced and have not been completed, including:

- \$2m Upper Georges River Urban Sustainability Project \$30k:
The majority of the funds were for the undertaking of on-ground works aimed at addressing sustainability issues within the Georges River catchment and for the establishment and operation of bush care groups within the upper catchment. The works were completed during the 2012-2013 financial year, and implementation of the bush care aspect of the project is ongoing.
 - Local Environmental Plan \$158.2k:
Campbelltown City Council is required to integrate existing planning instruments and develop a comprehensive Local Environmental Plan (LEP) for the Local Government Area. The new LEP will replace all existing LEPs and Interim Development Orders and provide consistency for Council in its planning controls. Many studies and reviews have been undertaken and new strategies have been developed. Preparing a new LEP based on the Standard Instrument Template also involves the preparation of a number of detailed mapping layers and this required specific technical expertise. The new LEP is a multi-year project and will be finalised during the 2013-2014 financial year. These funds are required for preparation of technical studies and provision of expert advice to support the plan.
 - Open Space Review \$24k:
As part of the future planning for the needs of our community, a study has been commissioned to review future use and management of open space under Council's ownership across the Local Government Area (LGA). The project is ongoing; a draft document has been received from the consultants and is undergoing internal review.
-

Waste Performance Improvement Program - \$1,328,505

Council has received funding from the NSW Government's Waste and Sustainability Improvement Payments (WaSIP) Scheme. The funding is conditional on the approval of an action plan of works by the Office of Environment and Heritage which has been approved. Council received an additional \$940,542 in June 2013 to support the implementation of projects which were considered to provide significant benefits to Council and the community in the areas of energy and water reduction, environmental restoration, climate change, sustainable transport and sustainable purchasing. Projects are multi-year and continue to be implemented, facilitated by Council's Sustainability Committee.

Community Options Programs - \$559,208

The Macarthur Community Options Service provides aged and disability services that are funded by the State and Federal governments. These funds are mainly for ongoing services plus remaining surplus from previous years. It is expected that the funding will be spent on additional clients and on costs to support the services until expended. The revote includes funds for Regional Community Options meetings that will be used to provide quarterly meetings of similar services in our region.

Department of Sport & Recreation Projects - \$471,680

In the last financial year Council was unsuccessful in applying (or partnering with other sporting organisations) for six Participation and Facility grants. Two projects are committed and due for completion in the 2014 financial year, these include Waminda Oval stage 2 and Hazlett Oval cricket nets and awning. There are three projects submitted to Community Building Partnership Building grants, these include Gilchrist oval, Raby Sports Complex, and Ingleburn Tennis Club.

Healthy Lifestyles has also received a number of requests from sporting groups regarding improvements required to amenities buildings. Healthy Lifestyles and Assets are currently assessing and prioritising Council's amenities buildings for upgrades. The funds allocated for these unsuccessful projects would be retained for use in these improvements.

Macquarie Fields Swimming Centre Refurbishment - \$1,051,596

The refurbishment of the swimming centre commenced late in the financial year. Council has allocated funding in the 2013-2014 financial year, including a \$1m loan under the LIRS loan program. The 50m outdoor pool refurbishment is 40% complete with completion due by the end of December. Refurbishment of the change room is due to be completed in August with other works programmed to be completed in line with the outdoor pool. The new funds combined with the revoted funds will allow completion of the works this year.

St Helens Park Skate Park - \$592,600 (Section 94 fund)

Section 94 funds have been restricted for the completion of the skate park at St Helens Park. The works have been delayed pending confirmation of the recommended site. Council has now decided on the location in St Helens Park. A development application has been lodged with Planning. Works are expected to commence in 2014.

Building Assets Maintenance Program - \$385,476

Funds are for the renovation of various areas in the Civic Centre precinct, as well as Building Maintenance Program priorities including:

- demolition of the old Staff Training Centre which has now been completed, and construction of the new car park which is due to commence in August 2013
- council chambers audio visual system has been completed
- solar hot water system replacement program (funding was received late in the 2012-2013 year) is 90% complete and due to be completed by the end of August
- the Property section has provided a list of buildings required for demolition. Council has approved the demolition of the Jessie Thompson building, the development application has been lodged and public quotations are being sort for demolition by the end of October 2013.

Assets Services Projects - \$590,160

There were a number of works that were delayed or deferred for various reasons during the 2012-2013 financial year. These works include:

- bridge maintenance (Gilchrist Drive-delay in finding suitable contractor, tender was finalised in July 2013)
- construction of the pedestrian rail overbridge Leumeah
- footpath and kerb and gutter reconstruction program (contractor unable to complete program)
- road reconstruction program (delays due to weather and low temperatures).

The majority of these works have either been completed or will be completed by September 2013.

Flood Mitigation Works/Drainage - \$241,537

A surplus has been achieved from prior projects that have come in under budget. These funds will be incorporated and expended with the next round of Flood Mitigation works.

Stormwater Management Projects - \$241,921

Funds are for the completion of various stormwater re-use and recycling schemes. A works program is in place for the balance of funds which were received in 2012-2013 and will be spent in accordance with Council's Management Plan.

Major Works Program - \$860,303

The majority of revoted funds within the Major Works Program are savings from previous programs and will be allocated for the proposed works at Park Central and the Leumeah Pedestrian rail bridge in the 2013-2014 year.

The remaining funds are for the completion of intersection works, car park upgrades and traffic studies.

Minor Works Program - \$202,978

Funds are for a variety of safety and amenity projects, including footpath baulks, solar lighting upgrades, bus shelter program and car parking.

Land Acquisition - \$1,406,583

These funds were included in previous budgets to fund various land purchases. The funds will be expended as opportunities arise for land acquisition. Council is currently negotiating with land owners regarding acquisition opportunities.

Summary

It should be noted that the major contributing projects to the revote total are subject to funding through grants and loans. The combination of these projects amounts in total to \$4.1m of the proposed \$9.3m carry over. The balance of \$5.2m represents approximately 4% of total annual expenditure which is considered satisfactory.

Officer's Recommendation

That the works listed in the attachment, which were originally funded in the 2012-2013 budget and subsequent financial reviews, be reallocated for expenditure during 2013-2014.

Committee's Recommendation: (Hawker/Borg)

That the Officer's Recommendation be adopted.

CARRIED


Council Meeting 10 September 2013 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 202

That the Officer's Recommendation be adopted.

ATTACHMENT 1

		Listing of Recommended Revote of Funds from 2012-2013 Financial Year					TOTAL
		Funding Source					
Cost Centre	Description	Loans	Grants	Contribs	Reserves	Revenue	TOTAL
1125	Animal Care Facility-Cattery	0	0	0	0	15,000	15,000
1141	Environmental Projects	0	48,528	0	0	24,700	73,228
1235	Environmental Studies	0	0	0	0	212,248	212,248
1361	Waste Performance Improvement Prog	0	0	1,328,505	0	0	1,328,505
1530	Airds/Ctown Family Centre	0	38,626	0	0	0	38,626
1575	Children's Services Projects	0	14,119	0	0	0	14,119
1670	Community Options Programs	0	558,225	0	0	983	559,208
1690	Community Services Projects	0	8,897	113,965	0	0	122,862
1738	Youth Services Projects	0	14,215	0	0	0	14,215
1810	Arts Centre Projects	0	190,399	0	0	0	190,399
1925	Ctown Swim Centre - Refurbishment	0	0	0	0	50,000	50,000
1930	MF Swim Centre - Refurbishment	0	0	0	969,855	81,741	1,051,596
1935	Department Sport & Recreation Projects	179,300	5,920	86,460	0	200,000	471,680
1940	Healthy Lifestyles Projects	0	10,318	0	0	1,704	12,022
2020	Library Services Projects	0	16,868	0	0	0	16,868
2262	Assets Services Projects	126,160	84,000	17,000	0	363,000	590,160
2310	RFS Renovation/Hazard Reduction	0	82,829	0	0	40,000	122,829
2504	St Helens Park Skate Park	0	0	592,600	0	0	592,600
2515	Building Asset Maintenance Program	0	52,956	0	0	332,520	385,476
2832	Section 94 Projects	0	0	52,092	0	9,400	61,492
2989	Land Acquisition	1,406,583	0	0	0	0	1,406,583
3010	Flood Mitigation Study	0	97,047	0	0	24,308	121,355
3025	Flood Mitigation & Drainage	139,008	102,529	0	0	0	241,537
3027	Stormwater Management	0	0	0	241,921	0	241,921
3035	Cycleway Construction	23,519	0	0	0	0	23,519
3040	Footpath Construction	12,748	0	0	0	0	12,748
3050	Major Works Program	485,989	106,908	0	0	267,406	860,303
3055	Minor Works Program	194,816	8,162	0	0	0	202,978
3065	Road Safety Officer Projects	0	71,478	77,945	0	12,000	161,423
3242	Regional Promotion	0	0	0	0	11,835	11,835
3350	Donations-UWS Scholarships	0	0	0	0	22,500	22,500
3917	IM&T Software and Projetscs	0	0	0	0	120,300	120,300
4030	Internal Audit-Consultant Fees	0	0	0	0	10,000	10,000
		2,568,123	1,512,024	2,268,567	1,211,776	1,799,645	9,360,135

4.5 Local Infrastructure Renewal Scheme - Round Two

Reporting Officer

Acting Manager Financial Services

Attachments

Nil

Purpose

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

History

At the Ordinary Meeting of 20 November 2012, Council resolved to submit a formal application for \$5m of subsidised borrowings under the Local Infrastructure Renewal Scheme - Round Two (the Scheme).

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

Council's application focussed on the road infrastructure backlog and major refurbishment required at Macquarie Fields Swimming Centre. This funding along with the \$5m from LIRS Round One will elevate a significant amount of Council's 'poor' conditioned roads to an 'average to good' condition along with the capital works required at the Swimming Centre.

Report

On 6 August 2013, the Division of Local Government issued a circular which informed councils of the outcome of round two of the Scheme whereby Campbelltown City Council was listed amongst the projects approved. A total of 60 applications were assessed on an Assessment Panel in accordance with the funding criteria set out in the Schemes Guidelines. The Chief Executive Officer of the Division of Local Government, Department of Premier and Cabinet endorsed the recommendation by the Panel that 57 projects put forward by 49 councils totalling \$287m be approved.

The approval is subject to a satisfactory financial assessment of the council by TCorp, which was received in 2012.

The funding agreement from the Division of Local Government is required to be executed and returned by 11 October 2013. Funding will then be sourced in consultation with Council's financial advisor, a further report will be submitted for Council's consideration prior to the acceptance of any additional loan funds.

As an indication, a loan of \$5m with a 3% subsidised interest rate over 10 years would save in the vicinity of \$900k in interest over the life of the loan.

It is anticipated that should round three of the LIRS Scheme be advised, that Council would apply for additional funding, any advice on round three should be received later this year.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Lake/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 10 September 2013 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 202

That the Officer's Recommendation be adopted.

5. BUSINESS ASSURANCE

5.1 Audit Committee Update

Reporting Officer

General Manager

Attachments

Audit Committee Meeting Minutes – 19 June 2013 (contained within this report)

Purpose

To provide an update on the outcomes from the 19 June 2013 Audit Committee meetings.

History

Council approved the establishment of an Audit Committee consisting of two independent members, the Mayor, the Deputy Mayor and the Chairperson or a member of the Corporate Governance Committee in October 2010.

The Audit Committee was formed and meets three times per year in accordance with its Charter.

Report

Detailed below are the recommendations of the Audit Committee. Council officers have reviewed the recommendations which are now presented for the consideration of Council. There are no recommendations that require an individual resolution of Council.

Audit Committee Meeting Minutes – 19 June 2013

The minutes of the Audit Committee meeting held 19 June 2013 are attached and the following were considered:

4.1 Status of Internal Audit Plan

Committee's Recommendation: (Dobson/Mead)

That the Audit Committee notes the information provided in the status of Internal Audit Plan report.

CARRIED

4.2 Audit Committee and Internal Audit Annual Report

Committee's Recommendation: (Hanrahan/Dobson)

1. That the Audit Committee approves the draft Audit Committee and Internal Audit Annual Report for the year ended 30 June 2013.
2. That the Audit Committee endorses that the Independent Chair of the Audit Committee be delegated to approve the final Audit Committee and Internal Audit Annual Report for submission to the Corporate Governance Committee.

CARRIED

4.3 2013-2016 Strategic Internal Audit Plan

Committee's Recommendation: (Hanrahan/Dobson)

1. That the Audit Committee approves the 2013-2016 Strategic Internal Audit Plan subject to the following amendments being made to the 2013-2016 Strategic Internal Audit Plan document:
 - declarations of Interests and registers review audits - priority rating to be increased to priority one
 - payment of expenses and provision of facilities to councillors - to be scheduled earlier in year three with a rating change to priority one.
2. That the Audit Committee be provided with periodic progress updates on the development of the Fraud and Corruption Prevention Policy and Plan.

CARRIED

4.4 Internal Audit Actions Log

Committee's Recommendation: (Hanrahan/Dobson)

That the Audit Committee notes the status update contained within the Internal Actions Log report.

CARRIED

4.5 Other Requirements of the Audit Committee Charter

Committee's Recommendation: (Dobson/Mead)

That the Audit Committee notes the information contained in the other requirements of the Audit Committee Charter report.

CARRIED

Officer's Recommendation

That the Council adopt the Audit Committee minutes of 19 June 2013.

Committee's Recommendation: (Hawker/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 10 September 2013 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 202

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Minutes of the Audit Committee Meeting

Held Wednesday 19 June 2013 in Committee Room 2

1. Attendance: Bruce Hanrahan, Chairperson
Councillor Sue Dobson, Mayor
Councillor Clinton Mead, Chairperson Corporate Governance Committee
Michael Sewell, Director Business Services
Michelle McIlvenny, Manager Business Assurance
Michelle Brockwell, Internal Auditor
Jane Worden, Executive Support

Apologies: Paul Tosi, General Manager
Robert Rofe, Independent Member
Councillor George Greiss, Deputy Mayor

2. Declarations of Interest

There were no Declarations of Interest made at this meeting.

3. Minutes of the Previous Meeting (Hanrahan/Dobson)

That the minutes of the meeting held on 6 May 2013 copies of which have been circulated be taken as read and confirmed.

CARRIED

4. Reports

4.1 Status of Internal Audit Plan

Reporting Officer

Internal Auditor

Purpose

To provide an update to the Audit Committee on the current status of internal audit work undertaken in accordance with the approved 2012-2013 Annual Internal Audit Plan.

History

The Audit Committee approved the 2012-2013 Annual Internal Audit Plan in May 2012.

Report

The attached report outlines the status of individual audits approved as part of the Internal Audit Plan for 2012-2013.

As indicated to the Committee at a previous meeting the Customer Service Cash Handling audit has been completed.

The fieldwork for the Development Applications audit is nearing completion. The completion of this audit has been slower than anticipated due to a number of factors, including the complexity of the

application process. A number of business improvement opportunities have been identified and will be reported to Management for consideration.

The Fees and Charges audit is currently in progress. An external consultant was engaged to perform the audit after a competitive quotation process. The audit report is expected to be presented at the next Audit Committee meeting.

The Asset Management audit is currently in the planning phase. Fieldwork is expected to commence in July with the audit to be completed and presented to a future Audit Committee meeting.

Officer's Recommendation:

That the Committee notes the report:

Committee's Recommendation: (Dobson/Mead)

That the Audit Committee notes the information provided in the status of Internal Audit Plan report.

CARRIED

4.2 Audit Committee and Internal Audit Annual Report

Reporting Officer

Internal Auditor

Purpose

To provide the Audit Committee with the draft Annual Report on the activities of Internal Audit and the Committee to facilitate reporting to Council annually as required by the Audit Committee Charter.

History

The Audit Committee's Charter applicable for this financial year requires Internal Audit, via the General Manager, to provide a performance report for consideration to the Audit Committee annually. This report has been included with the Committees annual report to Council.

Report

As required by the Charter, Internal Audit is required to present an annual report to the Audit Committee on its activities. In addition, the Audit Committee is required to provide a report to Council on its activities each year. The attached report covers both Internal Audit and the Audit Committee's activities for the period. The report outlines some of the key achievements during the year including progress in implementing the 2012-2013 Internal Audit Plan, the development of a three year rolling Strategic Audit Plan and the completion of a detailed review of the Internal Audit and Audit Committee Charters'.

It also covers:

- audit committee meeting attendance
 - cost of internal audit related activities
 - performance against approved Audit Plan
 - audit Committee coverage against roles and responsibilities in Charter.
-

Some minor changes will be required to be made to the report as a result of outcomes from the June meeting and to incorporate 'actual' costs for the year ended 30 June 2013. It is suggested that the Independent Chair of the Audit Committee review and approve the final report after the minor changes are made.

Officer's Recommendation:

That the Audit Committee approves:

1. That the draft Audit Committee and Internal Audit Annual Report for the year ended 30 June 2013 be approved.
2. That the Independent Chair of the Audit Committee be delegated to approve the final Audit Committee and Internal Audit Annual Report for submission to the Corporate Governance Committee.

Committee's Recommendation: (Hanrahan/Dobson)

1. That the Audit Committee approves the draft Audit Committee and Internal Audit Annual Report for the year ended 30 June 2013.
2. That the Audit Committee endorses that the Independent Chair of the Audit Committee be delegated to approve the final Audit Committee and Internal Audit Annual Report for submission to the Corporate Governance Committee.

CARRIED

4.3 2013-2016 Strategic Internal Audit Plan

Reporting Officer

Internal Auditor

Purpose

The draft 2013-2016 Strategic Internal Audit Plan outlines the planned focus for the internal audit function over the next three years and includes a rolling program of audits to be conducted over the period.

Report

The draft 2013-2016 Strategic Internal Audit Plan is a three year rolling audit plan developed after consideration of industry risks and risks identified at meetings held individually with each Section Manager and the Executive.

The 2013-2016 Strategic Internal Audit Plan details the process for developing the audit program, including any assumptions made. The Plan will be reviewed on a yearly basis to ensure current risks/priorities are addressed.

Officer's Recommendation:

That the 2013-2016 Strategic Internal Audit Plan be approved.

Committee's Recommendation: (Hanrahan/Dobson)

1. That the Audit Committee approves the 2013-2016 Strategic Internal Audit Plan subject to the following amendments being made to the 2013-2016 Strategic Internal Audit Plan document:
 - declarations of Interests and registers review audits - priority rating to be increased to priority one
 - payment of expenses and provision of facilities to councillors - to be scheduled earlier in year three with a rating change to priority one
2. That the Audit Committee be provided with periodic progress updates on the development of the Fraud and Corruption Prevention Policy and Plan.

CARRIED

4.4 Internal Audit Actions Log

Reporting Officer

Internal Auditor

Purpose

The Actions Log is a report on the status of Management's progress in implementing the recommendations from previous internal audits.

History

Internal audits are conducted in accordance with the approved annual Internal Audit Plan each year. The findings from each internal audit are reported to the Audit Committee in the form of a concise report.

A detailed audit report is also prepared for each audit and approved by the General Manager for circulation to relevant Sections. The detailed report advises the individual issues identified and their implications; recommendations for improvement; agreed target dates for implementation; and the staff member assigned responsibility for the implementation.

Report

The Action Log represents Management's status update on the implementation of recommendations made in internal audits performed to date.

An update of the full Actions Log has not been presented to this Audit Committee meeting as the changes to the Actions Log since the last meeting are minimal. The revised dates for implementation of the outstanding recommendations presented to the May Audit Committee meeting have predominantly not passed. Discussions with responsible Managers indicate that progress for implementation is on track. A detailed Actions Log will be provided to the next Audit Committee meeting.

Officer's Recommendation

That the Committee notes the status update on the Actions Log.

Committee's Recommendation: (Hanrahan/Dobson)

That the Audit Committee notes the status update contained within the Internal Actions Log report.

CARRIED

4.5 Other Requirements of the Audit Committee Charter

Reporting Officer

Internal Auditor

Purpose

This report provides an update on a number of activities required to be noted by the Audit Committee as part of their roles and responsibilities under the Audit Committee Charter.

History

In addition to the monitoring of the Internal Audit program, the Audit Committee has a number of other roles and responsibilities outlined in the Audit Committee Charter. As a result, additional items will be reported to the Audit Committee from time to time.

Report

The following information provides an update on a number of Council activities required to be monitored by the Audit Committee under its Charter.

Noting the completion of the annual performance management cycle for the organisation

The Skills, Performance and Development review is Council's annual process of formally assessing and providing feedback in regards to an employee's performance, skill acquisition and development opportunities. The Skills Performance and Development Review period for Council staff is 1 July to 30 June. The review for the year 1 July 2011 to 30 June 2012 is completed for all staff.

Refresher training in revised of Code of Conduct

The Division of Local Government released a new *Model Code of Conduct Framework* incorporating a revised *Model Code of Conduct Policy and Procedure*. The proposed commencement date for the new Framework was 1 March 2013.

A revised *Code of Conduct Policy and Procedure* incorporating the changes was adopted by Council for implementation at its 26 February meeting.

Refresher training on the Code has been provided to the majority of staff. Remaining staff will be required to undertake the refresher training via e-learning over the coming months.

Officer's Recommendation

That the Committee note the information contained in the other requirements of the Audit Committee Charter report.

Committee's Recommendation: (Dobson/Mead)

That the Audit Committee notes the information contained in the other requirements of the Audit Committee Charter report.

CARRIED

5. General Business

5.1 Future meetings of the Audit Committee

Council's Internal Auditor advised the Committee that it is proposed that the next Audit Committee meetings take place in early September 2013, February 2014 and May/June 2014. It was noted that Committee members will be formally advised of meeting dates once confirmed.

Committee's Recommendation: (Hanrahan/Dobson)

That the information be noted.

CARRIED

Bruce Hanrahan
Chairperson

Meeting concluded at 5.29pm

5.2 Audit Committee and Internal Audit Annual Report 30 June 2013

Reporting Officer

General Manager

Attachments

Audit Committee and Internal Audit Annual Report for year ended 30 June 2013 (contained within this report)

Purpose

To report to Council the activities of the Audit Committee and internal audit for the year ending 30 June 2013.

History

The Audit Committee Charter sets out the Committee's composition, roles and responsibilities, and reporting requirements. The Charter applicable for the year ended 30 June 2013 was adopted by Council on 19 October 2010 and was approved by the Audit Committee at its inaugural meeting on 25 February 2011.

Under Section 5 of that Charter, Internal Audit, via the General Manager, is to provide a performance report for consideration to the Audit Committee annually. This report is to be included with the Committee's annual report to Council.

Report

The Audit Committee is required to provide a report to Council on its activities each year. The attached report covers both Internal Audit and the Audit Committee's activities for the year ending 30 June 2013. The report outlines some of the Committee's key achievements during the year including the implementation of Council's Annual Internal Audit Plan, monitoring of recommendations from prior audits and the development of a three year Strategic Audit Plan.

This Annual Report covers such areas as:

- Audit Committee meetings and attendance
 - cost of internal audit related activities
 - performance against the approved Internal Audit Plan
 - Audit Committee coverage against roles and responsibilities in the Charter.
-

Officer's Recommendation

That the information be noted.

Committee Note: Mr B Hanrahan presented the Internal Audit Annual Report 30 June 2013 to the Committee.

Committee's Recommendation: (Kolkman/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 10 September 2013 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 202

That the Officer's Recommendation be adopted.

ATTACHMENT 1



Audit Committee and Internal Audit Annual Report to Council for Year Ended 30 June 2013

August 2013

History

The Division of Local Government issued revised Internal Audit Guidelines under Section 23A of the *Local Government Act 1993* in September 2010. These Guidelines recommend the establishment of an Audit Committee to play a pivotal role in the governance framework.

Council approved the establishment of an Audit Committee at its October 2010 meeting. The principle function of the Audit Committee is to provide independent advice and assistance to the General Manager on matters related to risk management, control, governance and statutory compliance. To date, the Audit Committee's primary role has been to approve and monitor the development of the internal audit program.

Future Strategy

The Committee's long-term strategy is to assist with improving corporate governance by monitoring the development of a formal Enterprise Risk Management framework. This framework is intended to assist with the development of risk registers that consider all types of risk facing Council and to therefore allow a more strategic approach to the management of risks. This will further enhance Council's ability to build on the efficiency and effectiveness of the internal audit function.

Audit Committee Structure

The Audit Committee consists of five voting and four non-voting members. The voting members are two independent members (including the Chairperson), the Mayor, the Deputy Mayor and the Chairperson of the Corporate Governance Committee (or a member of that Committee).

Non-voting members attending are the General Manager, Director Business Services, Manager Business Assurance and the Internal Auditor.

The Year in Review

Committee meetings were held on the following dates:

- 5 February 2013
- 6 May 2013
- 19 June 2013

Per the Audit Committee Charter, the Committee is to meet a minimum of three times per year with the need for any additional meetings to be decided by the Chair of the Committee in consultation with the General Manager.

Attendance at the three meetings held during the year is as follows:

Meeting Participants	No. of Meetings attended
Independent Chairperson	3
Independent member	2
Mayor	3
Deputy Mayor	2
Chairperson of Governance Committee	3
General Manager	2
Director Business Services	3
Manager Business Assurance	3
Internal Auditor – appointed after first meeting	3

Cost of internal audit related activities

The following provides a comparison of the cost of internal audit related activities for the current and prior financial year.

Description	Current Year [Cost as at 17 May extrapolated to 30 June]	Prior Year
Cost of Internal Audit function (excludes training)	\$96,200	\$114,870
Audit Committee costs	\$3,000	\$3,000

The decrease in internal audit costs is predominantly the result of a reduction in consultancy fees that were incurred in the prior year for conducting the audit of Section 94 contributions.

Internal Audit Plan and Performance 2012-2013

The 2012-2013 Internal Audit Plan was approved by the Audit Committee in the prior year and represents the program of work planned to be undertaken by the Internal Auditor during 2012-2013.

The following is a list of the actual internal audits undertaken during the year and their status:

Audit Name	Status
Customer Service Cash Handling	Complete
Development Applications	Nearing Completion – report to be provided to the next Audit Committee meeting.
Financial Delegations	Approval to postpone to 2013-2014 given at May meeting.
Asset Management	Planning commenced. Report to be provided to a future Audit Committee meeting.
Fees and Charges (added to program at May Audit Committee meeting to replace Financial Delegations)	Consultant engaged, anticipated to be completed in August 2013 – report to be provided to the next Audit Committee meeting.

The Procurement audit from the approved 2011-2012 Internal Audit Plan was also finalised during the year.

Review of Audit Committee and Internal Audit Charter

The Audit Committee Charter requires bi-annual review of the Audit Committee Charter and the Internal Audit Charter. Both Charters were reviewed during the year as required.

The review involved an assessment against the Division of Local Government *Internal Audit Guidelines* and other best practice guidance available. A number of changes were made and approved by the Audit Committee for recommendation to Council. Council subsequently approved the revised Charters in June 2013.

Development of Strategic Internal Audit Plan

The 2013-2016 Strategic Internal Audit Plan was developed and approved at the June 2013 Audit Committee meeting. This Plan is a three year rolling audit plan developed after consideration of industry risks and risks identified at meetings held with all Section Managers and the Executive. This Plan will be reviewed on a yearly basis to ensure current risks/priorities are addressed.

Other Internal Audit Activities

The following other activities have been performed by Councils Internal Auditor during the year:

- acted as probity adviser on the domestic waste collection tender including provision of a probity plan and probity report and attendance at all tender evaluation meetings
 - reviewed and summarised relevant reports from authoritative bodies, including recommendations made in reports published by the Auditor-General and the Independent Commission against Corruption
 - ad-hoc audit work including review of workers compensation payment calculations, checking of childcare staff attendance records, and continued review of Local Infrastructure Loan Fund expenditure to assess that spending is in line with agreement
 - attendance at a number of conferences including the Local Government Internal Auditor Network (LGIAN) quarterly meetings and the Local Government Forum.
-

Audit Charter Coverage

The table below provides a summary of Audit Committee achievements assessed against the Audit Committee Charter roles and responsibilities.

	5 February 2013	6 May 2013	19 June 2013
Per Audit Committee Charter			
Approval of Internal Audit Plan	-	-	Yes
Consider adequacy of internal audit resources	-	-	Yes – considered as part of Internal Audit Plan approval
Review audit recommendations or management actions, including identification and dissemination of better practices	Yes – Procurement Customer Service Cash Handling and Actions log	Yes – Actions Log	Yes – Actions Log status update
Monitor implementation of internal audit recommendations	Yes – Actions Log status update	Yes – Actions log status update	Yes – Actions log status update
Conduct biannual review of Internal Audit Charter	-	Yes	-
Conduct a periodic review of the performance of Internal Audit	Yes - Review of performance against internal audit plan. Formal internal review planned for 2014-2015.	Yes - Review of performance against internal audit plan. Formal internal review planned for 2014-2015	Yes - Review of performance against Internal audit plan. Formal internal review planned for 2014-2015
Consider external audit recommendations and issues identified	External Audit – Interim Management Letter and 2011-2012 Financial Statements Auditors Reports	External Audit – Interim Management Letter	-
Business processes including those to manage external parties such as contractors	Yes – Procurement audit	-	-

Per AC Charter	5 February 2013	6 May 2013	19 June 2013
Review and updating of relevant authorised statements, policies and procedures and assessing compliance with them	-	-	-
The exercising of delegations	-	Status report on updating delegations provided	-
Reinforcement of principles outlined in the Code of Conduct	-	-	Yes – Update on revised Code of Conduct and refresher training provided
Completion and appropriate management sign off of annual financial reports	Yes	-	-
Noting whether appropriate action has been taken in response to audit recommendations and adjustments	Yes	-	-
Noting the contents of the annual report	-	Yes – advised of completion at meeting	-
Noting the completion of the annual performance management cycle for the organisation	-	-	Yes – advised of completion at meeting
Determining whether management has appropriately considered legal and compliance matters as part of its operations	Considered with each audit reviewed	Considered with each audit reviewed	Considered with each audit reviewed
Reviewing effectiveness of system for monitoring compliance with relevant laws, regulations and associated government policies	Considered with each audit reviewed	Considered with each audit reviewed	Considered with each audit reviewed
Operating within spirit of charter including ensuring confidentiality and Code of Conduct principles are followed	Ongoing	Ongoing	Ongoing

Per AC Charter	5 February 2013	6 May 2013	19 June 2013
Understanding relevant legislative and regulatory requirements appropriate to CCC	Ongoing	Ongoing	Ongoing
Contributing the time needed to study and understand the papers provided	Ongoing	Ongoing	Ongoing
Applying good analytical skills, objectively and good judgement.	Ongoing	Ongoing	Ongoing

Closing Comment

The Committee looks forward to the opportunity to continue to provide input to Council's governance and audit processes over the coming 12 months.

6. HUMAN RESOURCES

No reports this round

7. INFORMATION MANAGEMENT AND TECHNOLOGY

No reports this round

8. GENERAL BUSINESS

8.1 J.E Hely - Civil Engineering Scholarship

Committee's Recommendation: (Hawker/Kolkman)

That a report be presented investigating the feasibility of establishing a Civil Engineering Scholarship at UWS for students who reside in the Campbelltown Local Government Area, called the J.E Hely Scholarship.

CARRIED

Council Meeting 10 September 2013 (Mead/Hawker)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 202

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 Lease of Suite 6 Milgate Arcade, Queen Street 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 6.02pm.

C Mead
CHAIRPERSON
